City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

November 1, 2022
6:00 PM

CITY COUNCIL

CLOSED SESSION - CANCELLED DUE TO LACK OF QUORUM
5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code §54956.8)
   Properties: Assessor's Parcel Numbers 005-223-001, 005-223-002, 005-223-003, and 027-852-005
   Agency Negotiators: City Manager, Community Development Director and City Attorney
   Negotiating Parties: Petrovich Properties LLC
   Under Negotiation: 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 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. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.org. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

2. SUBJECT: General Public Comments

WRITTEN COMMUNICATIONS: This section is reserved for "General" Public Comments emailed within two (2) hours prior to the Council Meeting. These comments will be provided to the City Council and incorporated into the meeting minutes. Any other written communication submitted for items specific to this agenda will be attached as a file to the associated agenda item.

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.

3. SUBJECT: Long Range Calendar

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

H. PRESENTATIONS

4. SUBJECT: Clark Field Restoration Committee Recognition Proclamations

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Proclamations recognizing the Clark Field Restoration Committee and Larry Martinez for their volunteerism at Clark Field.

I. CONSENT CALENDAR

5. SUBJECT: Corner Drug Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation recognizing Corner Drug for its 125th year in business.

6. SUBJECT: Letter of Support: Woodland Community College Soccer Facility

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve a letter to the Yuba Community College District Board of Trustees expressing the City's support for Woodland Community College's Soccer Facility.

7. SUBJECT: City Council Meeting Minutes of October 4, 2022 and October 18, 2022

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of October 4, 2022 and October 18, 2022.

8. SUBJECT: Sustainability Advisory Committee Annual Report and July 2022 Meeting Minutes

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Sustainability Advisory Committee's Annual Report and meeting minutes from July 20, 2022.

9. SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ending September 30, 2022

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the quarterly Treasurer’s Investment Report for the quarter ending September 30, 2022.

10. SUBJECT: Appoint Member to Library Board

RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint Chris Lambertus to the Library Board to fill an unexpired term ending June 30, 2023

11. SUBJECT: Resolution Authorizing the Submittal of Grant and Payment Program Applications to CalRecycle

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing staff to submit applications to the California Department of Resources Recycling and Recovery (CalRecycle) for any grant and payment programs for which the City is eligible for a period of 5 years.

12. SUBJECT: 2019 Homeland Security Grant Supplemental Award - Budget Appropriation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate $15,870, received as the 2019 Homeland Security Grant Supplemental Award, to the Other Federal Grants Fund (330) for the purchase of the awarded equipment.

13. SUBJECT: Approve Sole Source Finding and Goods Purchase Agreement for the Replacement of Pumps at the Spring Lake Pump Station, CIP 23-04

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, for:
1. Making a finding designating certain products, things, or services by Xylem Water Solutions USA, Inc. to be required for the continued functionality of the existing sewer lift station pumps;
2. Authorize the City Manager to award a goods purchase agreement with Xylem Water Solutions USA, Inc. in the amount of $194,077.84 for the Spring Lake Pump Station Pump Replacement Project, CIP 23-04.

14. SUBJECT: Fiscal Year 2022/23 Authorized Full-Time Position Adjustments

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving changes to the Authorized Full-Tie Equivalent Positions for Fiscal Year 2022/23.

15. SUBJECT: Revenue Sharing and Property Tax Exchange Agreement between the City of Woodland and Yolo County

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing execution of a Revenue Sharing and

Property Tax Exchange Agreement between the City of Woodland and Yolo County related to planned annexations for the Barnard Court, Westucky, and Pirmi areas and City-owned properties.

J. PUBLIC HEARINGS

16. SUBJECT: First Reading of Tree Ordinance

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council: (1) Receive the staff report; (2) Conduct a Public Hearing, (3) Introduce and waive the first reaching of an Ordinance amending Chapter 12.48 Trees, and (4) Schedule a second reading and adoption of the Ordinance for the December 6, 2022 City Council meeting.

K. REPORTS OF THE CITY MANAGER

17. SUBJECT: Urgency Ordinance Prohibiting Truck and Trailer Parking, Storage, and Overhaul in the Industrial Zone

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council 1) Receive information about the proposed Urgency Ordinance; and 2) Adopt an urgency ordinance prohibiting the processing and/or approval of any and all Truck and Trailer Service Repair and Overhaul; Parking Facilities, including truck and trailer parking, park and ride lots; RV, Boat, Auto, Truck and Trailer Storage; and Truck Terminal facilities in the Industrial (I) Zone in the City of Woodland; and 3) Direct staff to prepare necessary zoning amendments to address truck and trailer parking, storage and repair uses in the Industrial district.

18. SUBJECT: Fiscal Year 2022/23 Quarterly Budget Update

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an informational report representing the FY2022/23 First Quarter Budget Update.

L. 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, November 1, 2022 was posted on Friday, October 28, 2022 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Ana B. Gonzalez
City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland.

Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.
Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: F.2
SUBJECT: General Public Comments

ITEM: This section is reserved for "General" Public Comments received via email within two (2) hours prior to the start of the City Council Meeting. Any other written communication submitted for items specific to this agenda will be attached as a file.

Attachments:
None

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: G.3
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.

Ken Hiatt
City Manager

Attachments:
1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

November 15TH **REGULAR MEETING**

Leisureville Subordination Agreement
Accept 2022 water/sewer replacement project as complete, CIP #21-01
Approve plans and authorize bidding for 2023 water replacement project, CIP #19-15
Approve Consultant Agreement for design of 2024 Water Main Replacement Project, CIP #23-02
1st Reading - Fire Code
1st Reading - Building Code
Extension of an Urgency Ordinance Establishing a Moratorium on Truck and Trailer Parking, Storage, and Overhaul in the Industrial Zone

December 6TH **REGULAR MEETING**

City Council Meeting Minutes – November 1 and 15, 2022
2nd Reading - Tree Ordinance Amendments
2nd Reading - Fire Code Adoption
2nd Reading - Building Code Adoption
Approve Federal Cost Sharing Agreement and appropriate funding for LCCFRR Project, CIP #22-16
City Council Reorganization
Approve 2023 City Council Calendar
Council Assignments

December 20TH **REGULAR MEETING**

Adopt Conflict of Interest Code
Waste Management Annual Rate Adjustment
Measures E, F and J, FY2022 Annual Reports
1st Reading - ADU Ordinance Update
Draft Equity Action Plan

January 10TH (tentative) **REGULAR MEETING**

Woodland Research Technology Park – Final EIR & Specific Plan
Comprehensive Zoning Update
Homeless Action Plan Update

Future Topics / Study Sessions:

Sustainability Advisory Committee Workshop (January)
Youth Master Plan Presentation (January)
Micro Transit Service (February)
Animal Services Contract (TBD)
Waste Management Residential Smart Truck (TBD)
Rule 20A Undergrounding District (TBD)
Annexations – Westucky, Barnard Court, North East Street, & Industrial Area

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	November 1, 2022
ITEM #:	H.4
SUBJECT:	Clark Field Committee Restoration Recognition Proclamation

Recommendation for Action: Staff recommends that the City Council adopt Proclamations recognizing the Clark Field Restoration Committee and Larry Martinez for exemplifying the value of citizen engagement and for their volunteerism to preserve and maintain Clark Field as a community resource for the people of Woodland.

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

Background:
Clark Field was named for Charles A. Clark, a devoted baseball fan and a leader of grace and dignity who built his "field of dreams," one of the finest baseball facilities in California for its time. The field was dedicated on April 27, 1930 and has been recognized as the oldest continuously used baseball facility in California. American Legion Post 77 took over the field operations from Mr. Clark and ultimately donated the facility to the City of Woodland. Over the years, Clark Field became the scene of west coast exhibitions by major league teams and was at one time a rookie try-out facility for the Philadelphia Phillies. Notable players at Clark Field include Joe DiMaggio in 1934, who also returned to Clark Field in 1964 and joined Mrs. Babe Ruth as a guest of honor during the opening of the Babe Ruth World Series. Most recently, Dustin Pedroia rose through the ranks of baseball in Woodland, playing at Clark Field and ultimately starring for the Boston Red Sox.

Today, Clark Field is used year-round by Woodland High School, Woodland Babe Ruth Baseball, Woodland Davis Mens Senior Baseball League, and Yolo Post 77 American Legion Baseball.

Discussion:
Clark Field would not be known as a premier field in California without the volunteerism and fundraising efforts of the Clark Field Restoration Committee, and especially the efforts of Larry Martinez.

As a way to maintain and improve Clark Field, and to assist during the budget constraints in 2009, the Clark Field Restoration Committee was formed. Members during the last thirteen years have included Larry Martinez, Larry Hoppin, Mark Aulman, Gary Traynham, Jack Slaven, Eric Martinez, Homer Perez, Felix DeAnda, Felix Castillio, Lanny Ropke, Eric Ramirez, Jeff Kunz, Ron Pinegar, and Frank Eakle. The primary purpose of the Committee was to raise funds and provide labor and services for the ongoing restoration, operation, and maintenance of the field, with the ultimate goal of making Clark Field the premier baseball facility in Woodland. Some notable projects have included replacing the backstop, scoreboard, outfield fence, improving the irrigation system, building a new storage shed, and rebuilding the infield every year, including weekly maintenance to keep the playing surface in pristine condition.

Larry Martinez is being commended specifically as he has personally devoted hundreds of hours to ballfield and facility maintenance each and every year, as well as seeking in-kind labor and monetary donations to fund restoration projects. He has also spent countless hours documenting the history of Clark Field and notable players using the facility. Larry's dedication to volunteerism and the City of Woodland has benefited many hundreds of young people who have been able to play baseball at Clark Field over the last decade.

Although the Clark Field Restoration Committee disbanded in July 2022, residents and baseball players will continue to reap the benefits of the Committee from the projects they supported and the physical labor they contributed to the "Field of Dreams".

Conclusion:
Staff recommends that the City Council adopt Proclamations recognizing the Clark Field Restoration Committee and Larry Martinez for exemplifying the value of citizen engagement and for their volunteerism to preserve and maintain Clark Field as a community resource for the people of Woodland.

Prepared by: Christine Engel, Community Services Director

Ken Hiatt
City Manager

Attachments:
1. Clark Field Committee
2. Martinez proclamation

CITY OF WOODLAND

PROCLAMATION RECOGNIZING CLARK FIELD RESTORATION COMMITTEE

WHEREAS, Clark Field was built by Charles A. Clark, a devoted baseball fan who built his “Field of Dreams”; and

WHEREAS, Clark Field was later operated by Yolo Post 77 American Legion Baseball, and ultimately given to the City of Woodland; and

WHEREAS, the Clark Field Restoration Committee formed in 2009 to raise funds and provide labor and services for the ongoing restoration, operation and maintenance of the Field, with the ultimate goal of making the Clark Field the premier baseball facility in Woodland; and

WHEREAS, the Clark Field Restoration Committee spent countless hours annually raising funds and volunteering their time at the Field, with notable projects including a backstop, scoreboard and outfield fence replacement project, building a new storage shed, rebuilding the infield annually, as well as weekly maintenance; and

WHEREAS, the Clark Field Restoration Committee created a facility for Woodland youth to develop valuable athletic and life-long skills;

NOW THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, hereby asks all residents to join us in proudly recogning the Clark Field Restoration Committee for their commitment over the last thirteen years to restoring and preserving Clark Field for future generations.

DATED: November 1, 2022

Mayra Vega, Mayor

Vicky Fernandez, Mayor Pro Tempore

Tom Stallard, Council Member

Tania Garcia-Cadena, Council Member

Rich Lansburgh, Council Member

CITY OF WOODLAND

PROCLAMATION RECOGNIZING LARRY MARTINEZ

WHEREAS, Clark Field was built by Charles A. Clark, a devoted baseball fan who built his "Field of Dreams"; and

WHEREAS, Clark Field was later operated by the Yolo Post 77 American Legion Baseball, and later given to the City of Woodland; and

WHEREAS, the Clark Field Restoration Committee formed in 2009 to raise funds and provide labor and services for the ongoing restoration, operation ,and maintenance of the Field with the ultimate goal of making the Field the premier baseball facility in Woodland; and

WHEREAS, while there were fourteen individuals that constituted the Clark Field Restoration Committee during the last thirteen years, one individual, Larry Martinez, was the leader of the Committee, personally dedicating hundreds of hours annually to the facility; and

WHEREAS, Larry Martinez, in addition to working daily at Clark Field to maintain a premier facility, also spent countless hours documenting the history of Woodland baseball and the teams and players associated with Clark Field, and

WHEREAS, Larry Martinez epitomizes what it means to give tirelessly to a City for the benefit all its citizens and especially young people;

NOW THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, hereby asks all residents to join us in proudly recognizing Larry Martinez for his commitment to restoring and preserving Clark Field for future generations.

DATED: November 1, 2022

Mayra Vega, Mayor

Vicky Fernandez, Mayor Pro Tempore

Tom Stallard, Council Member

Tania Garcia-Cadena, Council Member

Rich Lansburgh, Council Member

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: I.5
SUBJECT: Corner Drug Proclamation

Recommendation for Action: Staff recommends that the City Council adopt a proclamation recognizing Corner Drug for its 125th year in business.

Ken Hiatt
City Manager

Attachments:
1. Corner Drug 125th Year in Business Proclamation

Woodland

PROCLAMATION RECOGNIZING CORNER DRUG FOR ITS 125TH YEAR IN BUSINESS

WHEREAS, there has been a "drug store" in continuous operation at the corner of First & Main Streets in Woodland since Wallace Pond opened his store in 1897. The proprietor in 1903 was H.P. Elder, in 1909 the "chemist" was F. Von Jochumsen , and in 1913 F.S. Lawhead and a Mr. Hume ran the store; and

WHEREAS, Schoen's Corner Drug Store came next & then the store was purchased by Mike Crete & Jesse Vickery. The store was incorporated on February 5, 1934 and was the first Walgreen's agency store in California. Jesse Vickery added two partners in 1959: Howard Gregg & Karl Hanke. Mr. Vickery retired in 1979 & Karl Hanke became the sole owner; and

WHEREAS, Karl began working at the Corner Drug as a delivery boy while in high school, until he joined the Army Air Corp in 1943. Upon discharge from the service, he attended UC Davis & then UCSF Pharmacy School. While working at Corner Drug he met his future wife, Eldrid Olsen; and

WHEREAS, in 1999 Karl sold the Corner Drug to his daughter, Lisa Shelley, Pharm.D.. Lisa focused on the pharmacy operations while her husband, Ed managed the front-end operations. They have three children Sara, James, & Kristina. Sara is now a pharmacist and Kristina is a pharmacy technician; and

WHEREAS, in 2019 Sara and husband, Erik Daniells, became partners. Kristina will become a partner in 2022. Sara manages the pharmacy operations, Erik manages social media and Kristina operates the Synmed Robot that provides compliance packaging.

NOW, THEREFORE, BE IT RESOLVED, that the Woodland City Council hereby joins Corner Drug in celebrating its 125th year in business.

DATED: November 4, 2022

____

Mayra Vega, Mayor

Vicky Fernandez, Mayor Pro Tempore

Tania Garcia-Cadena, Council Member

Rich Lansburgh, Council Member

Tom Stallard, Council Member

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: I.6
SUBJECT: Letter of Support: Woodland Community College Soccer Facility

Recommendation for Action: Staff recommends that the City Council approve a letter to the Yuba Community College District Board of Trustees expressing the City's support for Woodland Community College's Soccer Facility

Staff Contact:
Spencer Bowen, Communication & Strategic Policies Manager | spencer.bowen@cityofwoodland.org

Discussion:
Our partners at Woodland Community College requested the City's formal support for their soccer facility project. Key points that make WCC's request so important include:

- Woodland soccer facilities are limited due to the high demand
- Athletics facilities were promised as part of the Measure J Facilities Bond approved by voters in 2006
- Woodland Community College and the Yuba Community College District have been planning these facilities since 2000
- Woodland deserves a full-service college that offers athletics and increases the opportunities for students to play sports and have access to higher education closer to home

Conclusion:
Staff recommends that the City Council approve a letter to the Yuba Community College District Board of Trustees expressing the City's support for Woodland Community College's Soccer Facility.

Ken Hiatt
City Manager

Attachments:
1. Draft - WCC Soccer Support - YCCD Ltr 11.01.22

City of Woodland
MAYOR MAYRA VEGA 300 FIRST STREET WOODLAND, CALIFORNIA 95695 (530) 661-5800 FAX: (530) 661-5813

November 1, 2022

Yuba Community College District
Board of Trustees
2088 North Beale Road
Marysville, CA 95601

RE: Funding to Support Woodland Community College's Soccer Facility

Dear President Burbank, Vice President Delgado, Clerk Teagarden, and Board Members Alves, Wheeler, Harris, and Ortiz:

On behalf of the City of Woodland, we urge your support for Woodland Community College's Soccer Facility project to help build a comprehensive community college experience that fuels equity, enriches campus life, and directly serves our Woodland community.

Woodlanders deserve a comprehensive local community college that offers sports and the life skills, fitness, and community pride that accompany athletics. Furthermore, a full-service soccer program will increase the opportunities for students to play sports and have access to quality higher education closer to home, especially for a largely Hispanic-Serving Institution like Woodland Community College.

We have a responsibility to deliver these facilities to our students and to the broader Woodland community. Soccer is the fastest-growing sport in Woodland's K-12 school district, and a thriving local soccer ecosystem has fueled high demand for facilities. Woodland Community College and the Yuba Community College District have been planning these facilities since 2000 and promised these amenities as part of the Measure J Facilities Bond approved by voters in 2006. It is past time to fulfill this promise and further invest in Woodland Community College's mission to offer high quality student services that support life-long growth and learning.

These soccer fields are not simply projects that will be nice to have – they are urgent and pressing needs that will support our students, our campus culture, and our entire community.

The Woodland City Council respectfully urges your support for this project.

Sincerely,

Mayra M Vega

Mayra Vega, Mayor

on behalf of
Vicky Fernandez, Mayor Pro Tempore (District 4)
Rich Lansburgh, Council Member (District 1)
Tom Stallard, Council Member (District 2); and
Tania Garcia-Cardena, Council Member (District 3)

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: I.7
SUBJECT: City Council Meeting Minutes of October 4, 2022 and October 18, 2022

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of October 4, 2022 and October 18, 2022

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

Ken Hiatt
City Manager

Attachments:
1. 10.04.2022 DRAFT Minutes
2. 10.18.2022 DRAFT Minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, October 4, 2022

6:00 PM

City Council

CITY COUNCIL

CLOSED SESSION
5:45 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR - Pursuant to Government Code Section § 54956.8
   Property: Woodland Regional Park Preserve (APN: 042-030-012-000), 20179 County Road 102
   Agency negotiator: City Manager and City Attorney
   Negotiating parties: Yolo Habitat Conservancy
   Under negotiation: Price and Terms of Payment

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

Members Present: Fernandez, Garcia-Cadena, Stallard and Mayor Vega
Absent: Member Lansburgh

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Mayor Vega.

F. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed 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. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.org. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

Dave Stoermer of The Lions Club of Woodland spoke regarding the upcoming Woodland Host Lions Club 100th Anniversary on November 5, 2022; Michael Clifford spoke regarding concerns related to Crossroads Village Apartments; and Jane Williams, Executive Director of All Leaders Must Serve, spoke regarding the Annual Dinner - Building Resilience for a Brighter Future on November 3, 2022.

2. SUBJECT: General Public Comments

   WRITTEN COMMUNICATIONS: This section is reserved for "General" Public Comments emailed within two (2) hours prior to the Council Meeting. These comments will be provided to the City Council and incorporated into the meeting minutes. Any other written communication submitted for items specific to this agenda will be attached as a file to the associated agenda item.

Received email regarding Speed Limit Removal.

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.

3. 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

4. SUBJECT: Proclaim October 2022 as Breast Cancer Awareness Month

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation proclaiming October 2022 as Breast Cancer Awareness Month.

Adopted a Proclamation proclaiming October 2022 as Breast Cancer Awareness Month.

5. SUBJECT: Mental Health Awareness Week Proclamation

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council proclaim October 2 - 8, 2022 as Mental Health Awareness Month.

Proclaimed October 2 - 8, 2022 as Mental Health Awareness Month.

6. SUBJECT: City Council Meeting Minutes of September 6, 2022 and September 20, 2022

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of September 6, 2022 and September 20, 2022.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of September 6, 2022 and September 20, 2022.

7. SUBJECT: Contract Amendment #7 with Interwest Consulting Group

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) authorizing the City Manager to execute Amendment #7 to the consultant services agreement with Interwest Consulting Group for an additional amount up to $125,000 and (2) extend the term of the Agreement through June 30, 2023.

Adopted RESOLUTION NO. 7992, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE SEVENTH AMENDMENT TO AN AGREEMENT WITH INTERWEST CONSULTING GROUP FOR PLAN REVIEW & BUILDING INSPECTION SERVICES.

8. SUBJECT: Final Acceptance and Notice of Completion of the Permanent Supportive Housing Project, Phase 2 Site Infrastructure (CIP 19-22)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the Permanent Supportive Housing Project, Phase 2 Site Infrastructure (CIP 19-22) construction contract with Lister Construction, Inc. as complete and authorize the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 7993, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE PERMANENT SUPPORTIVE HOUSING PROJECT, PHASE 2 SITE INFRASTRUCTURE, CIP #19-22, CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

9. SUBJECT: Child Care Center at Greengate School

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to negotiate and enter into an Agreement with Yolo County Office of Education to provide City funding for Sustaining Child Care and Early Learning in Yolo County at Greengate School and to amend the Fiscal Year 2022/23 budget to appropriate $175,000 to the General Fund (Fund 101).

Adopt RESOLUTION NO. 7994, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT TO PROVIDE CITY FUNDING TO YOLO COUNTY OFFICE OF EDUCATION FOR A CHILD CARE CENTER AT GREENGATE SCHOOL AND TO APPROPRIATE $175,000 IN FUNDING.

10. SUBJECT: Approval of Job Descriptions, Authorized Full Time Equivalent Position Adjustments, and Salary Schedule as of October 1, 2022

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Approving Changes to the Authorized Full Time Equivalent Positions for Fiscal Year 2022/23, approve changes to several job descriptions and approve the updated salary schedule as of October 1, 2022.

Adopted RESOLUTION NO. 7995, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CHANGES TO AUTHORIZED FULL TIME EQUIVALENT POSITIONS FOR FISCAL YEAR 2022/23.

12. SUBJECT: Extension of Tyler Technologies, Inc., Maintenance and Support Level Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a one-year extension of the existing Maintenance and Support Level Agreement with Tyler Technologies, Inc., using the Terms and Conditions set forth by the contract approved by Council on September 1, 2009.

Adopted RESOLUTION NO. 7998, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING EXTENDING AN EXISTING AGREEMENT WITH TYLER TECHNOLOGIES, INC., FOR MAINTENANCE AND SUPPORT LEVEL.

On a motion by Council Member Stallard, seconded by Council Member Garcia-Cadena carried by a 4-0 vote, Council Members approved Consent Calendar Items No. 4 through 12, minus Item No. 11 which was pulled for discussion.

AYES: Member Fernandez, Garcia-Cadena, Stallard and Mayor Vega
NOES: None
ABSTAIN: None
ABSENT: Member Lansburgh

11. SUBJECT: East Beamer Way Permanent Supportive Housing - Ground Lease and Operating Memorandum of Understanding

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions:
1. Review the proposed terms of a Ground Lease Agreement for the Permanent Supportive Housing Project at 1903 E. Beamer Street (APN: 027-360-043) and adopt Resolution No. _____, authorizing the City Manager to execute an agreement with Friends of the Mission; and
2. Review the Memorandum of Understanding concerning the Operation of the Permanent Supportive Housing Project at 1903 E. Beamer Street (APN: 027-360-043) and adopt Resolution No. _____, authorizing the City Manager to continue negotiating such Memorandum of Understanding and to execute such Agreement with the Yolo Wayfarer Center (dba Fourth and Hope) and Friends of the Mission.

This item was pulled from the Consent Calendar for discussion.

On a motion by Mayor Pro Tem Fernandez, seconded by Council Member Garcia-Cadena and carried on a 3-1 vote Council Members adopted RESOLUTION NO. 7996, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A GROUND LEASE FOR THE PERMANENT SUPPORTIVE HOUSING PROJECT and RESOLUTION NO. 7997, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN OPERATING AGREEMENT FOR THE PERMANENT SUPPORTIVE HOUSING PROJECT.

The motion also included that the City Manager be given authority to look at the refinements and details that enable the City of Woodland to be more involved in the tenant selection and criteria process and bring this item back to Council on the October 18, 2022 meeting with updated information regarding the Operating Memorandum of Understanding.

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

ABSTAIN: None
ABSENT: Member Lansburgh

I. REPORTS OF THE CITY MANAGER

13. SUBJECT Sister City Visit: La Piedad de Michoacan, Mexico

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on the upcoming visit from its Sister City of La Piedad de Michoacan, Mexico.

Received an update from Dr. Art Pimentel, President Woodland Community College on the upcoming visit from its Sister City of La Piedad de Michoacan, Mexico.

J. ADJOURN

Meeting adjourned at 7:24 PM in memory of Joe Mueller, Sr. and Evie Klenhard.

Respectfully submitted,

Ana B. Gonzalez, City Clerk

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, October 18, 2022

6:00 PM

City Council

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

Members present: Fernandez, Garcia-Cadena, Lansburgh, Stallard and Mayor Vega
Members absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Garcia-Cadena.

D. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed 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. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.org. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

Jayne Williams, Connor McLaughlin and Desiree spoke regarding All Leaders Must Serve upcoming annual dinner on Thursday, November 3, 2022.

1. SUBJECT: General Public Comments

   WRITTEN COMMUNICATIONS: This section is reserved for "General" Public Comments emailed within two (2) hours prior to the Council Meeting. These comments will be provided to the City Council and incorporated into the meeting minutes. Any other written communication submitted for items specific to this agenda will be attached as a file to the associated agenda item.

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.

2. 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

3. SUBJECT: Community Services Department Quarterly Status Report for First Quarter FY23

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the First Quarter FY23.

Recieved the Community Services Department Quarterly Status Report for the First Quarter FY23.

4. SUBJECT: Adoption and Second Reading of Historic Preservation Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 1695, approving the amendments to Chapter 15.24 Historical Landmarks, Districts and Resources in the City of Woodland Municipal Code relating to the Historical Preservation Commission.

Adopted ORDNANCE NO. 1695, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING CHAPTER 15.24 TO THE CITY OF WOODLAND MUNICIPAL CODE RELATING TO HISTORICAL LANDMARKS, DISTRICTS AND RESOURCES.

5. SUBJECT: Final Acceptance and Notice of Completion for WPCF Pond 11 Biosolids Drying and Removal Project, CIP 20-13.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting WPCF Pond 11 Biosolids Drying and Removal Project, CIP #20-13 as complete and authorize the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 7999, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT WPCF POND 11 BIOSOLIDS DRYING AND REMOVAL PROJECT, CIP 20-13 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

6. SUBJECT: Construction Contract for the Groundwater Wells Demolition Project, CIP 21-05

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to: (1) Approve the reallocation of $100,000 of Water Enterprise Funds from the Water System Leak Detection, Maintenance & Repairs, CIP 09-23, to the Groundwater Wells Demolition Project, CIP 21-05, and (2) Award a construction contract in the amount of $297,669 to Ariza Construction, Inc., for the Groundwater Wells Demolition Project, CIP 21-05, and authorize a contract contingency of up to 20% ($59,533.80).

Adopted RESOLUTION NO. 8000, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT WITH ARIZA

CONSTRUCTION, INC., FOR CIP 21-05, THE GROUNDWATER WELLS DEMOLITION PROJECT.

7. SUBJECT: Supplemental Reimbursement Agreement with Lennar Homes of California, LLC for the Prudler Subdivision (SM4856)

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to 1) approve a Supplemental Reimbursement Agreement for infrastructure related to Final Subdivision Map No. 4856, Prudler Subdivision Phase 1, and authorize the City Manager to sign on behalf of the City; and 2) authorize the City Manager to sign amendments up to 15% of the amount identified in the Reimbursement Agreement.

Adopted RESOLUTION NO. 8001, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE SUPPLEMENTAL REIMBURSEMENT AGREEMENT WITH LENNAR HOMES OF CALIFORNIA, LLC FOR IMPROVEMENTS ASSOCIATED WITH FINAL SUBDIVISION MAP 4856, PRUDLER PHASE 1.

8. SUBJECT: Woodland Storage Operating Agreement Associated with Proposed Self-storage Facility at 1430-1460 E. Main Street

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving an amended Woodland Storage Operating Agreement associated with the proposed self-storage facility at 1430-1460 East Main Street.

Adopted RESOLUTION NO. 8002, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDED OPERATING AGREEMENT WITH E KRONICK 2012 GST TRUST, FOR A SELF-STORAGE BUSINESS LOCATED AT 1440 EAST MAIN STREET.

9. SUBJECT: 3-Year Contract with the Woodland Joint Unified School District for School Resource Officer Services

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the Police Chief to execute a 3-year contract with Woodland Joint Unified School District for School Resource Officer Services during the school year.

Adopted RESOLUTION NO. 8003, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE POLICE CHIEF TO EXECUTE A 3-YEAR CONTRACT WITH THE WOODLAND JOINT UNIFIED SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICER SERVICES.

On a motion by Council Member Lansburgh, seconded by Council Member Garcia-Cadena and carried unanimously on a 5-0 vote, Council Members approved Consent Calendar Items No. 3 through 9.

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

G. REPORTS OF THE CITY MANAGER

10. SUBJECT: Authorization of Master Equipment Lease-Purchase Agreement with Community Leasing Partners

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the Master Lease-Purchase Agreement with Community Leasing Partners for the lease of three fire apparatus, for a ten year term, in an amount not to exceed $4,517,923.17 in principal costs.

On a motion by Council Member Stallard, seconded by Mayor Pro Tem Fernandez and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 8004, RESOLUTION AUTHORIZING EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE PURCHASE AGREEMENT AND APPROVING RELATED DOCUMENTS AND ACTIONS.

Council members also made a recommendation that staff pursue any and all financing options that would result in lower interest payments and further directed staff to investigate other financing options that would lower the financing cost for the designated apparatus.

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

11. SUBJECT: East Beamer Way Permanent Supportive Housing - Operating Memorandum of Understanding Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Operating Memorandum of Understanding Update for informational purposes only.

Received a report from Dago Fierros, Housing Analyst II on the Operating Memorandum of Understanding Update for informational purposes only.

H. ADJOURN

Meeting adjourned at 07:37 PM.

Respectfully submitted,

Ana B. Gonzalez, City Clerk

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: I.8
SUBJECT: Sustainability Advisory Committee's Annual Report and Meeting Minutes from July 20, 2022

Recommendation for Action: Staff recommends that the City Council receive the Sustainability Advisory Committee's Annual Report and meeting minutes from July 20, 2022.

Staff Contact:
Spencer Bowen, Communication & Strategic Policies Manager | spencer.bowen@cityofwoodland.org

Discussion:
This staff report includes both the Sustainability Advisory Committee's (SAC) Annual Report and its meeting minutes from July 20, 2022. Highlights from these items include:

Annual Report

- SAC hosted Coastal Clean-Up Day in September 2021
- SAC recommended that Woodland endorse the Climate-Safe California Campaign
- SAC members collaborated with West Coast Arborists and the City to display the Casa Linda Oak tree trunk ring at the Community & Senior Center
- SAC hosted the first Community Input Forum for Environmental Sustainability on July 9, 2022 and delivered a summary to City Council

July 20 Meeting Minutes

- Item 5: Staff Reports
    - Staff informed SAC that rebate funding has been replenished for the new fiscal year, including a new rebate for electric composters
- Item 8: Community Input Event
    - SAC member Alliison reported that the top five priorities of community members in attendance at the July 9 event were 1) mitigating climate change, 2) waste abatement, 3) non-motorized transportation planning, 4) water conservation, and 5) water-wise landscaping.

Conclusion:
Staff recommends that the City Council receive the Sustainability Advisory Committee's Annual Report and meeting minutes from July 20, 2022.

Ken Hiatt
City Manager

Attachments:
1. SAC Year 3 Report Oct 2022
2. SAC Minutes 07.20.22

City of Woodland
Sustainability Advisory Committee (SAC) Third-Year Report

Covering the Period 8/2021 through 8/2022

Summary

The City's Sustainability Advisory Committee (SAC) completed its third full year of operations in August 2022. During this period, the Committee conducted nine regular meetings and one special working session. Two meetings were cancelled due to lack of staff support and one due to no quorum. All meetings were conducted remotely in accordance with the Governor's Executive Order N-25-20 and N-29-20, except for the May 2022 and June 2022 meeting.

This report outlines Committee activities from August 2021 to August 2022, including actions taken and recommendations for enhancing the value of the Committee and serve as an advisory body reporting to the City Council.

Statement of Purpose

As established by City Council Resolution, the purpose of the Sustainability Advisory Committee (SAC) is to help the City to achieve state mandated conservation goals and the goals of the City's Climate Action Plan (CAP) and to provide recommendations to the City Council - regarding sustainability policy. Specifically, the SAC has the following responsibilities:

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

Actions Taken

Over its most recent year, the Committee took the following actions:

- Committee members collaborated with City staff to implement the Coastal Clean Up Day on Saturday September 18, 2021.

- The Policy Evaluation Ad-Hoc group completed the Policy Evaluation Tool (PET). The tool serves as a template to evaluate existing and new policies based on certain criteria.

- The Committee utilized the Policy Evaluation Tool to review the Climate- Safe California Campaign and approved an endorsement of the campaign. The Committee recommended that the Woodland City Council consider the policy findings and endorse the Climate Safe California. Woodland City Council voted unanimously to endorse the

Climate – Safe California campaign to call upon the state of California to enact solutions to reduce emissions.

- Committee members collaborated with West Coast Arborists and the City to display the Casa Linda Oak tree trunk ring at the Community & Senior Center. This oak tree "cookie" shows key historical events for educational purposes. Each labeled ring has information relevant to a climate event in Yolo County.

- The Committee had a session with Woodland City Council at the Community Senior Center on February 12, 2022. Members of SAC discussed current impacts, concerns, and opportunities to advance the SAC work plan and better assist the City of Woodland in advancing its Climate Action Plan.

- Members of the Committee tabled with the City's Environmental Services to help promote sustainable practices and provide outreach material at the California Honey Festival on May 7, 2022.

- The Committee hosted the first Community Input Forum for Environmental Sustainability on July 9, 2022 as a key part of its 2021 – 2022 Work Plan. Community engagement is necessary to achieve a climate ready, resilient, and sustainable Woodland. Opportunities to regularly engage the community fosters community-wide ownership of the environmental change residents and businesses wish to see.

- The Committee developed a report summarizing results from the Community Input Forum on Environmental Sustainability to present the background, summary, methodology, input, community results and recommendations. The report July 9 Community Input Report (Final) was presented to the Woodland City Council during the council meeting on July 19, 2022.

Activities in Progress (as of September 1, 2022)

- **Electrification of landscape equipment (leaf blowers & small lawnmowers**) - The Ad Hoc group is looking at impacts of AB 1346 to the community, opportunities, and incentives to purchase battery powered units.

- **Replacement of City Fleet Vehicles with Hybrid/Electric Vehicles** – The Ad Hoc group is working with City staff to draft a plan to convert city fleets to electric/hybrid vehicles and apply for grants to assist with this change.

- **Environment and Students** – The Committee is collaborating with Woodland Joint Unified School Districts as representatives of the Environmental Stewardship Committee to develop an Environmental Action Plan to make classrooms environmental healthy places of learning, reduce the district's ecological footprint, integrate sustainable principles in school system management, and educate the next generation of environmental citizens.

- **Heat Island Reduction** – Committee members are collaborating with the City of Woodland on heat island reduction efforts in mapping potential tree planting locations by subdivision to meet the goals of the Urban Forest Mastery Plan.

- **Valley Clean Energy UltraGreen Option for City of Woodland** - The Ad Hoc group is researching this program and identifying impacts, potential savings, opportunities, and concerns.

Information Requests Pending

City Projects
• Zoning Ordinance updates • Allocation of the American Rescue Plan and involvement of the Sustainability Advisory Committee with sustainability-related project planning and implementation. • Climate Action Plan Story Map and the Outreach Framework (pending from staff since September 2020 -- based on work by former Civic Spark intern Gianelli Morones) • Green House Gas (GHG) Inventory (pending from staff since Q3 2020) • Joint working session with City Council to share ideas (proposed by City staff for scheduling Q2 to Q4 2021)

Presentations to the Committee over the Past Year

Date	Presentation
Multiple meetings	Climate – Safe California Campaign
January 19, 2022	Valley Clean Energy Building Electrification
February 16, 2022	SACOG Regional Parks & Trails Network

Summary and Recommendations

In its third year, the Sustainability Advisory Committee and Environmental Services staff made significant progress towards our goals and objectives. The Committee worked extensively to advance its work plan in multiple areas, including providing recommendations to the Woodland City Council on environmental matters and engaging the community in decision-making processes. In collaboration with other stakeholders, the Committee also assisted the City of Woodland in implementing projects and initiatives to advance the Climate Action Plan goals.

The City of Woodland is in the process of organizational changes to help support City programs and committees. The City has established the City Manager's Office of Equity, Environment, Economy and Engagement. This new office brings new opportunities for the Committee to consider its goals, reassess its priorities to help advance the Climate Action Plan, provide recommendations on sustainability policies, assist with program development and implementation, and continue to engage the community on environmental matters.

It has been an honor to serve as the Chair of the Committee for the past year and I look forward to continue to serve the community, build collaborative relationships, and foster partnerships to promote environmental efforts. The Committee was very successful due to its members' dedication, energy, and expertise.

Catalina Munoz
Chair, Sustainability Advisory Committee

SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES - July 20, 2022

1. **Call to order**
   Meeting called to order at 6:10 p.m.

2. **Roll call**
   Present: Mark Aulman, Catalina Munoz, Liza Grandia, Robert Ullrey, Sara Schremmer, and Raul Tadle
   Absent: Rolf Frankenbach, Adelita Serena, Allison Martin
   Staff Present: Rosie Ledesma, Sayetsi Sanchez

3. **Public Comment**
   Public comment was given as follows:
   a. Community member Brick (sp?) expresses their appreciation for the work the committee has done, commented on their concern regarding land use, the 30x30 initiative and potential decrease in biodiversity near the Woodland Regional park. Catalina will create an Ad Hoc group to look into this and email Rosie to notify her which committee members are interested.
   b. Community member Walter voiced their concern on climate change and car use. The Committee discussed their preference to have a virtual or hybrid meeting option.
   c. Community member Smith recommended a book called, "Reimagining Sustainable Cities" by Stephen M. Wheeler.

4. **Member Reports (Information Item)**
   Mark mentioned that once the tree ordinance draft presentation is available, it should be open for comment.

   Liza discussed the network that emerged from the input meeting.

   Sara informed the committee that she has contact information for a researcher she can connect with MioCar and will pass it to Adelita.

5. **Staff Reports (Information Item)**
   Rosie updated the committee on the following:
   - Rebate funding has been replenished for the new fiscal year and a $200 rebate for an electric composter has been added.

- The tree cookie that was on display at Cal State Fair that will soon be located at the Community and Senior Center. This sliced portion of the tree is 280 years old and shows historical environmental events in Yolo County.
- The environmental preferred procurement policy is being worked on.

Sayetsi informed the committee that the Water-Wise Landscape Design workshops will be in the fall and is currently in the process of looking for presenters.

6. **Approve June 15, 2022, Meeting Minutes (Action Item)**
   On a motion by Mark Aulman, seconded by Liza Grandia, and carried on a 6-0 vote, with 3 absences, committee members approved June's meeting minutes.

   Ayes: Aulman, Munoz, Grandia, Frankenbach, Tadle, and Ullrey.

   Noes: None.

   Abstain: None.

   Absent: Frankenbach, Serena, and Martin

   Committee members noted that absences due to the COVID-19 pandemic has created a challenge for members to be present at the meetings.

7. **Climate-Safe CA Campaign Update (Information Item/Action Item)**
   The committee was informed that Council passed the endorsement for the Climate-Safe CA Campaign.

8. **Community Input Event (Information Item)**
   Allison provided a virtual presentation on the feedback received from the Community Input Event. The top five (5) community priorities for environmental sustainability that were identified were mitigating climate change, waste abatement (general), non-motorized transportation planning, water conservation (general) and climate ready/water-wise landscaping.

   Community member Datel expressed their appreciation for the work done by to committee and mentioned that the Climate Action Plan goals should be revisited.

   Committee discussed the results and how they can use this information to move forward.

   Rosie informed the committee that the summary report is available online at https://www.cityofwoodland.org/1115/Sustainability-Advisory-Committee.

9. **Work Group Updates (Information Item)**
   Tadle: Valley Clean Energy (VCE) is proposing to expand their renewable power use and have a 3 option service system that would be 3% less than PG&E. A greener option would be available for customers who are under the assistance program as well. Raul also provided information on some of the concerns that are being looked at under this proposal.

   Raul informed the committee that he will be meeting on Zoom to discuss electrification on City fleet. Committee members were invited to attend if interested.

   Liza mentioned that EPA is offering a Clean School Bus rebate program and will send information to Raul.

10. **Discuss Long-Range Calendar (Information/Action Item)**
    Rosie noted the following:
    - Committee meetings may resume from recess in October or September.
    - The tree ordinance will move forward without a presentation to the committee but committee members Mark and Rolf are involved in the process.
    - Annual Rate Adjustment for Waste Management will be provided to the City soon. Once they provide the proposals, an opportunity for feedback may be open in October.
    - Chair, vice chair selection and the 3-year report for council will be coming up soon.
    - There may be more information on the zoning changes in October.

11. **Adjourn**
    Meeting adjourned at 7:57pm.

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: I.9
SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ending September 30, 2022

Recommendation for Action: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ending September 30, 2022.

Staff Contact:
Hogai Zalmai, Senior Accountant, (530) 661-5835, Hogai.Zalmai@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), California Asset Management Program (CAMP), 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, 2022, the City treasury consisted of investments with a total book value of $236,694,537. The City changed it's investment strategy and began investing its readily available funds (liquid funds) in the California Asset Management Program (CAMP) instead of the Local Agency Investment Fund (LAIF) due to a higher yield. 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 2.61% as of September 2022.The yield on the Local Agency Investment Fund (LAIF) balance for the quarter ending September 2022 was 0.75% and the average yield on the City of Woodland's investments as of September 30, 2022 was 1.77%. This results in an overall portfolio yield, combining all investments, CAMP, and LAIF of 1.90%.

The City Investment Policy has established a benchmark equal to the 90-day U.S. Treasury bill, which for the quarter ending September 2022 was 3.22%. The City exceeded its benchmark by 1.30%.The City's investment strategy is to maintain 35% of the investment portfolio in highly liquid funds, achieve an overall effective duration for investments of 1.75 years, and achieve a market rate of return of 0.15% based on the parameter of allowable investments. As of September 30, 2022, the City maintained 34% of the investment portfolio in highly liquid funds, achieved an overall effective duration for investments of 1.75 years, and achieved a market rate of return of 1.90%. The City target yield is below 0.10%.

In response to the Corona Virus 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 Federal Reserve has begun to reverse direction and has increased its benchmark rate by 0.25% in March 2022, 0.50% in May 2022, 0.75% in September, and has signaled that they will continue to make increases in an effort to help curb inflation in the economy. This will likely result in increasing rates for available investments, and therefore the City does not expect any of its investments to be called over the next quarter.

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 continue 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 ending September 30, 2022.

Prepared By: Hogai Zalmai, Senior Accountant

Reviewed By: Evis Morales, Finance Officer

Ken Hiatt
City Manager

Attachments:
1. Investment Report-09-30-2022

CITY OF WOODLAND
INVESTMENT REPORT

September-22

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT		AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)		$44,693,548	18.9%
California Asset Management Program (CAMP)		$51,370,669	21.7%
Certificates of Deposit		$500,000	0.2%
US Government Agency Securities		$72,731,375	30.7%
Corporate Securities		$58,677,138	24.8%
Municipal Securities		$8,721,806	3.7%
	TOTAL	$236,694,537	100.0%

	Maturity Date	Interest	Call Date	PAR Amount	Principal Amount	Current Market Value	Security ID
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				$500,000	$500,000		
Federal National Mortgage Association	6/4/2025	0.71	9/4/2021	$3,000,000	$3,000,000	$2,717,289	3136G4WA7
Federal Home Loan Mortgage Corp	6/25/2025	0.70	6/25/2022	$2,000,000	$2,000,000	$1,809,592	3134GVR26
Federal Farm Credit Bank	7/29/2025	0.58	7/29/2022	$2,000,000	$2,000,000	$1,794,980	3133ELZ80
Federal Farm Credit Bank	8/4/2025	0.68	7/5/2021	$2,000,000	$2,000,000	$1,798,966	3133EL2U7
Federal National Mortgage Association	8/26/2025	0.60	8/26/2021	$2,000,000	$2,000,000	$1,790,728	3136G4X32
Federal National Mortgage Association	10/20/2025	0.58	10/27/2021	$2,000,000	$2,000,000	$1,779,904	3135G06A6
Federal Home Loan Mortgage Corp	10/27/2025	0.54	10/27/2022	$2,000,000	$2,000,000	$1,776,462	3134GW4Z6
Federal National Mortgage Association	11/25/2025	0.58	11/25/2022	$3,000,000	$3,000,000	$2,660,685	3135GA5H0
Federal Farm Credit Bank	12/1/2025	0.56	12/1/2022	$2,000,000	$2,000,000	$1,771,590	3133EMJC7
Federal Farm Credit Bank	12/23/2025	0.50	7/5/2021	$2,000,000	$2,000,000	$1,764,436	3133EMLR1
Federal National Mortgage Association	12/30/2025	0.64	12/30/2021	$2,000,000	$2,004,000	$1,766,358	3135G06Q1
Federal Home Loan Bank	2/12/2026	0.52	8/12/2021	$2,000,000	$1,999,000	$1,754,110	3130AKWA0
Federal Home Loan Bank	2/23/2026	0.58	2/23/2022	$1,750,000	$1,745,625	$1,536,413	3130ALBX1
Federal Farm Credit Bank	3/9/2026	0.80	3/9/2023	$3,000,000	$3,000,000	$2,655,582	3133EMSU7
Federal Home Loan Bank	3/30/2026	1.03	9/30/2021	$3,000,000	$3,000,000	$2,668,170	3130ALV68
Federal Farm Credit Bank	5/4/2026	1.00	8/4/2021	$3,000,000	$3,000,000	$2,667,429	3133EMYE6
Federal Home Loan Bank	5/18/2026	1.00	11/18/2021	$3,000,000	$3,000,000	$2,654,658	3130AMFD9
Federal Home Loan Bank	6/16/2026	0.95	3/16/2022	$3,000,000	$3,000,000	$2,643,255	3130AMPJ5
Federal Home Loan Bank	6/30/2026	0.86	N/A	$5,000,000	$5,000,000	$4,385,430	3130AMWB4
Federal Home Loan Bank	7/13/2026	1.02	N/A	$5,000,000	$5,000,000	$4,407,495	3130AN2L3
Federal Home Loan Bank	9/14/2026	0.93	N/A	$2,000,000	$2,000,000	$1,747,820	3130ANU73
Federal Home Loan Bank	1/28/2027	1.75	N/A	$2,250,000	$2,247,750	$2,012,459	3130AQKM4
Federal Home Loan Bank	4/29/2027	3.00	N/A	$5,000,000	$5,000,000	$4,686,575	3130ARMS7
Federal Home Loan Bank	3/8/2024	3.25	N/A	$4,000,000	$3,936,000	$3,935,904	3130A0XE5
Federal Home Loan MTG CORP	2/24/2025	3.75	N/A	$3,835,000	$3,835,000	$3,784,067	3134GXS70
Federal Home Loan Bank Cons	6/29/2026	4.00	N/A	$3,000,000	$2,964,000	$2,972,154	3130AT6Q5
Total US Government Agency Securities				$72,835,000	$72,731,375	$65,942,510	
Total Non US Government Agency Securities				$0	$0	$0	
Berkshire Hathaway	3/15/2023	2.75	N/A	$500,000	$501,445	$496,964	084670BR8
TJX Companies	5/15/2023	2.50	N/A	$500,000	$507,615	$493,411	872540AP4
Toyota	9/20/2023	3.45	N/A	$1,000,000	$1,025,110	$989,309	89236TFN0
Citibank	1/23/2024	3.65	N/A	$1,000,000	$1,036,710	$988,543	17325FAS7
Citibank	1/23/2024	3.65	N/A	$569,000	$604,710	$562,481	17325FAS7
Charles Schwab	2/1/2024	3.55	N/A	$600,000	$623,478	$591,574	808513AY1
US Bancorp	2/5/2024	3.38	N/A	$1,000,000	$1,026,700	$983,060	91159HHV5
Apple	2/9/2024	3.00	N/A	$500,000	$505,235	$490,767	037833CG3
IBM	2/12/2024	3.63	N/A	$500,000	$528,850	$493,125	459200HU8
Home Depot	2/15/2024	3.75	N/A	$1,000,000	$1,074,300	$989,558	437076BC5
Illinois Tool Works	3/1/2024	3.50	N/A	$1,000,000	$1,050,720	$988,221	452308AT6
Pepsico	3/1/2024	3.60	N/A	$1,000,000	$1,069,750	$989,711	713448CM8
Apple	5/6/2024	3.45	N/A	$1,000,000	$1,037,300	$984,035	037833AS9
Bank of New York Mellon	5/15/2024	3.40	N/A	$1,000,000	$1,039,920	$981,493	06406HCV9
HSBC	6/23/2024	3.50	N/A	$500,000	$527,365	$488,706	40434CAD7
American Honda Finance	6/27/2024	2.40	N/A	$500,000	$505,140	$480,968	02665WCZ2
US Bancorp	7/30/2024	2.40	N/A	$500,000	$509,055	$480,747	91159HHX1
US Bancorp	7/30/2024	2.40	N/A	$500,000	$506,245	$480,747	91159HHX1
US Bancorp	7/30/2024	2.40	N/A	$1,000,000	$1,029,250	$961,494	91159HHX1
Air Products & Chemicals	7/31/2024	3.35	N/A	$1,000,000	$1,059,210	$981,250	009158AV8
Amazon	8/22/2024	2.80	N/A	$500,000	$517,425	$485,570	023135AZ9
United Parcel Service	9/1/2024	2.20	N/A	$500,000	$502,340	$478,166	911312BT2

CITY OF WOODLAND
INVESTMENT REPORT

	Maturity Date	Interest	Call Date	PAR Amount	Principal Amount	Current Market Value	Security ID
Coke	9/6/2024	1.75	N/A	$500,000	$499,285	$476,766	191216CL2
Estee Lauder	12/1/2024	2.00	N/A	$1,000,000	$1,014,350	$955,643	29736RAN0
Estee Lauder	12/1/2024	2.00	N/A	$1,000,000	$1,004,020	$955,643	29736RAN0
Toyota	2/13/2025	1.80	N/A	$1,000,000	$1,001,380	$935,065	89236TGT6
WW Grainger	2/15/2025	1.85	N/A	$1,500,000	$1,545,900	$1,407,552	384802AE4
Precision Castpart	6/15/2025	3.25	N/A	$1,000,000	$1,111,990	$966,835	740189AM7
Wells Fargo	6/17/2025	1.50	6/17/2022	$1,000,000	$1,000,000	$900,620	95001DAD2
JPMorgan Chase & Co	6/23/2025	1.05	6/23/2024	$1,000,000	$1,000,000	$895,499	48128GU40
Bank of America	11/25/2025	0.65	11/25/2021	$1,000,000	$1,000,000	$856,224	06048WK41
JPMorgan Chase & Co	12/22/2025	0.83	12/22/2023	$1,000,000	$1,000,000	$872,883	48128GY53
United Health Group	1/15/2026	1.25	N/A	$1,000,000	$1,016,620	$892,319	91324PDW9
Public Storage	2/15/2026	0.88	1/15/2026	$2,000,000	$1,984,600	$1,751,054	74460WAA5
JP Morgan Chase	2/17/2026	0.50	2/17/2023	$1,000,000	$1,000,000	$882,268	46632FRV9
Caterpillar	3/2/2026	0.90	N/A	$1,200,000	$1,195,920	$1,059,386	14913R2K2
United Health Group	5/15/2026	1.15	4/15/2026	$500,000	$501,660	$440,011	91324PEC2
Bank of America	8/26/2026	1.25	8/26/2022	$2,000,000	$2,000,000	$1,699,944	06048WN22
Apple Incorporated	9/11/2026	2.05	N/A	$2,000,000	$2,057,960	$1,819,852	037833DN7
Deere John Capital Corp	10/13/2026	1.30	N/A	$1,000,000	$993,670	$875,069	24422EVW6
BK Of America Corp	11/19/2026	1.65	N/A	$1,000,000	$1,000,000	$860,404	06048WQ29
JPMorgan Chase FINL CO LLC	11/30/2026	1.50	N/A	$1,000,000	$1,000,000	$878,716	48130UZH1
JPMorgan Chase & Company	5/13/2024	3.63	N/A	$500,000	$513,400	$491,407	46625HJX9
United Parcel Service	9/1/2024	2.20	N/A	$1,000,000	$1,000,000	$956,332	911312BT2
Bank Of New York Mellon Corp	2/24/2025	3.00	N/A	$2,000,000	$2,030,560	$1,927,708	06406HDA4
John Deere Capital Corporation	3/7/2025	2.13	N/A	$1,500,000	$1,491,000	$1,413,543	24422EWB1
Emerson Electric Company	10/15/2026	0.88	N/A	$3,500,000	$3,352,930	$3,007,235	291011BP8
IBM CORPS	1/27/2027	3.30	N/A	$2,000,000	$1,936,420	$1,869,588	459200JR3
COMCAST Corp	2/1/2027	3.30	N/A	$2,000,000	$1,933,020	$1,865,664	20030NBY6
TSMC Arizona Corp	04/22/2027`	3.88	N/A	$2,000,000	$1,989,240	$1,907,232	872898AF8
ATOMS Engergy Corp	6/15/2027	3.00	N/A	$2,000,000	$1,911,000	$1,838,096	049560AN5
Amazon Com INC SR GLBL	8/22/2027	3.15	N/A	$3,000,000	$2,804,340	$2,799,825	023135BC9
Total Corporate Securities				$58,369,000	$58,677,138	$54,318,280	
University of California CA REV TXBL-Series BA	5/15/2023	3.30	N/A	$830,000	$880,273	$825,418	91412HBK8
Los Angeles CA GO TXBL REF-Series A	9/1/2023	2.64	N/A	$1,925,000	$2,020,596	$1,899,109	544351KS7
San Francisco City & County CA Public Utility Company REV TXE	11/1/2023	2.81	N/A	$455,000	$485,799	$449,108	79765R3V9
Sacramento County CA TXBL REV Sanitation District FA REF-Se	12/1/2023	3.20	N/A	$450,000	$477,329	$444,969	786134VD5
Los Angeles CA GO TXBL REF-Series A	9/1/2024	2.84	N/A	$1,000,000	$1,079,870	$973,620	544351KT5
California ST Municipal FA REV TXBL Harveyy Mudd College	12/1/2024	1.85	N/A	$595,000	$603,520	$563,120	13048VNZ7
Totota MTR CR Corp	1/13/2025	1.45	N/A	$1,000,000	$975,700	$927,481	89236TJT3
University of California REV TXBL Limited Project REF-Series J	5/15/2025	3.36	N/A	$2,000,000	$2,198,720	$1,936,680	91412GXQ3
Total Municipal Securities				$8,255,000	$8,721,806	$8,019,505	
Total of LAIF Funds & Investments Detail					$236,694,537		
Check Total (Should be zero)					0		

CASH ACCOUNTS as of 09/30/22

Bank Accounts with U.S. Bank	$6,825,861
Petty Cash	$2,778
Cash with Fiscal Agent	$6,350,096
Funds Held By Section 115 Pension Trust	$9,658,862

INTEREST SUMMARY

Prior Quarters Interest Earned - Investments	$0
Prior Quarters Interest Earned - LAIF	$0
Prior Quarters Interest Earned - CAMP	$0
Total Interest Received	$0
Interest Received from July 1, 2022 to September 30, 2022	$ 373,118.60
Total Fiscal Year-to-Date Interest Received	$373,118.60

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**			
07/01/22	Month Beginning Balance			**$54,564,154**
07/15/22	Quarerly Interest	$129,394		**$54,693,548**
08/19/22	Withdrawl from LAIF		$5,000,000	**$49,693,548**
08/30/22	Withdrawl from LAIF		$8,000,000	**$41,693,548**
09/19/22	Deposit into LAIF	$16,000,000		**$57,693,548**
09/28/22	Withdrawl from LAIF		$13,000,000	**$44,693,548**
09/30/22	Month End Balance			**$44,693,548**
CAMP	**PFM Asset Management LLC**			
07/01/22	Month Beginning Balance			**$55,088,305**
07/20/22	ACH Purchase - Deposit	$9,000,000		**$64,088,305**
07/22/22	ACH Purchase Returned		$9,000,000	**$55,088,305**
07/22/22	Redemption		$9,000,000	**$46,088,305**
07/25/22	Charge for ACH Purchase Returned		$625	**$46,087,680**
07/29/22	Accrual Income Dividend Reinvestment	$73,053		**$46,160,734**
07/30/22	Month End Balance			**$46,160,734**
08/01/22	ACH Purchase	$5,000,000		**$51,160,734**
08/31/22	Accrual Income Dividend Reinvestment	$99,818		**$51,260,552**
08/30/22	Month End Balance			**$51,260,552**
09/30/22	Accrual Income Dividend Reinvestment	$110,117		**$51,370,669**
09/30/22	Month End Balance			**$51,370,669**
Bonds and Other Investments				
07/01/22	Month Beginning Balance			**$128,186,073**
07/21/22	Bank Of America Corp		$1,000,000	**$127,186,073**
07/26/22	Discover Bank Certificate Of Deposit		$250,000	**$126,936,073**
07/28/22	Wells Fargo Bank NA Certificate Of Deposit		$250,000	**$126,686,073**
08/30/22	Federal Home Loan MTG Corp	$3,835,000		**$130,521,073**
09/28/22	Federal Home Loan Bank	$3,943,222		**$134,464,295**
09/29/22	Federal Home Loan Bank Cons	$2,964,000		**$137,428,295**
09/29/22	Amazon Com INC	$2,814,053		**$140,242,348**
09/30/22	Month End Balance			**$140,242,348**
		END OF MONTH TOTAL DEBITS		**$236,306,565**

2014 Wastewater Revenue Bonds	Beginning Balance	Activity - 07/31/2022	Activity - 08/31/2022	Activity - 09/30/2022		Ending Balance
Revenue fund	$0.00	$0.00	$70,376.84	($70,374.92)	US Bank Mmkt 5 -Ct	$1.92
Interest fund	$0.00	$0.00	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Principal Fund	$0.00	$0.00	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Redemption fund	$0.00	$0.00	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Rebate Fund	$0.00	$0.00	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
CFD - Gibson Ranch						
Revenue fund	$6.86	$0.00	$202,905.62	($202,837.66)	Cash Mgmt-1st Am Treasury	$74.82
Interest fund	$0.00	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Treasury	0.00
Principal Fund	$0.06	$0.00	($0.06)	$0.00	Cash Mgmt-1st Am Treasury	$0.00
Reserve fund	$225,860.18	$102.17	$198.29	$0.00	Cash Mgmt-1st Am Treasury	$226,160.64
Redemption fund	$0.00	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Treasury	$0.00
Sinking Fund	$0.00	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Treasury	$0.00
Spring Lake 2013						
Special Tax Fund	$11,861.56	$5.00	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$11,866.56
Interest Fund	$0.00	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Principal Fund	$0.00	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Reserve fund	$2,064,865.03	$870.74	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$2,065,735.77
Prepayment Fund	$0.00	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Rebate Fund	$0.00	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Spring Lake 2016						
Special Tax Fund	$10,665.45	$4.50	$8.64	$4,290.44	Cash Mgmt-1st Am Govt Oblig	$14,969.03
Interest Fund	$0.17	$0.00	$475,509.39	($475,488.63)	Cash Mgmt-1st Am Govt Oblig	$20.93
Principal Fund	$0.33	$0.00	$156,650.00	($156,643.16)	Cash Mgmt-1st Am Govt Oblig	$7.17
Reserve Fund	$1,033,218.19	$435.70	$836.76	($2,894.10)	Cash Mgmt-1st Am Govt Oblig	$1,031,596.55
Proceeds Fund	$0.20	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.20
Spring Lake 2019						
Special Tax Fund	$8,552.40	$3.61	($8,556.01)	$377.64	Cash Mgmt-1st Am Govt Oblig	$377.64
Interest Fund	$0.00	$0.00	$482,712.51	($482,691.43)	Cash Mgmt-1st Am Govt Oblig	$21.08
Principal Fund	$0.00	$0.00	$241,350.00	($241,339.46)	Cash Mgmt-1st Am Govt Oblig	$10.54
Reserve Fund	$1,442,714.20	$608.38	$1,168.39	$1,556.14	Cash Mgmt-1st Am Govt Oblig	$1,446,047.11
Capitalized Interest Fund	$150,132.86	$63.31	$121.59	$196.86	Cash Mgmt-1st Am Govt Oblig	$150,514.62
Proceeds Fund	$0.00	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Spring Lake 2021						
Special Tax Fund	$0.04	$0.00	($0.04)	$227.66	Cash Mgmt-1st Am Govt Oblig	$227.66
Interest Fund	$0.00	$0.00	$416,900.00	($416,881.79)	Cash Mgmt-1st Am Govt Oblig	$18.21
Principal Fund	$0.00	$0.00	$335,000.00	($334,985.37)	Cash Mgmt-1st Am Govt Oblig	$14.63
Bond Reserve Fund	$1,260,296.27	$531.46	$1,020.66	$1,652.58	Cash Mgmt-1st Am Govt Oblig	$1,263,500.97
Proceeds Fund	$0.00	$0.00	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Acquistion & Construction	$43.31	$0.02	$0.04	$0.06	Cash Mgmt-1st Am Govt Oblig	$43.43
Cost of Issuance	$2.12	$0.00	$0.00	($2.12)	Cash Mgmt-1st Am Govt Oblig	$0.00
Safe Drinking Water State Revolving Fund 2014						
Payment Fund	$5.67	$0.00	$0.00	$0.00	US Bank Mmkt 5 -Ct	$5.67
Reserve fund	$138,787.02	$0.57	$0.59	$0.59	US Bank Mmkt 5 -Ct	$138,788.77
Water Revenue Bonds 2021					US Bank Mmkt 5 -Ct	$0.00
Green Bonds	$10,794.04	$4.55	$201,192.04	($211,898.10)	US Bank Mmkt 5 -Ct	$92.53
Interest Fund	$0.00	$0.00	$0.00	($0.00)	US Bank Mmkt 5 -Ct	($0.00)
Reserve Fund	$0.00	$0.00	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Redemption Fund	$0.00	$0.00	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Surplus Fund	$0.00	$0.00	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Issuance Fund	$0.00	$0.00	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
TOTAL						$6,350,096.45

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: November 1, 2022
ITEM #: I.10
SUBJECT: Appoint Member to Library Board

Recommendation for Action: Staff recommends that the City Council appoint Chris Lambertus to the Library Board to fill an unexpired term ending June 30, 2023.

Discussion:
Earlier this year, the City held a recruitment for Boards and Commissions. Chris Lambertus submitted an application to the Library Board, but at the time was not appointed. The Library Board has received a resignation from Hortencia Hernandez and this created a vacancy on the Library Board.

Ken Hiatt
City Manager

Attachments:
1. Lambertus application

City of Woodland

City Clerk 300 First Street Woodland, California 95695 (530) 661-5806
FAX (530) 661-5813

APPLICATION
BOARD / COMMISSION / ADVISORY COMMITTEE

Board/Commission/Committee applying for: LIBRARY BOARD OF TRUSTEES

[x] **NEW APPOINTMENT** [ ] **RE-APPOINTMENT**

Name: CHRIS LAMBERTUS Address: 319 NEVADA AVE
WOODLAND, CA 95695

Home Phone Number: 530 718 9537

Work/Cell Number: "

E-Mail Address: clambertus@gmail.com

This information is a public record and applications are available to the public upon request

I reside within the City limits of the City of Woodland. X Yes ___ No

Are you currently serving on a City Board or Commission? ___ Yes X No

If yes, please state which: ___

I have economic interests that may result in a conflict of interest. ___ Yes X No

(Selected members of Boards and Commissions are required to file annual FPPC Form 700.)

Why are you interested in serving on a City Board/Commission/Committee:
AS I NEAR RETIREMENT FROM UC DAVIS, I AM INTERESTED IN INCREASING MY INVOLVEMENT IN SAFEGUARDING THE AVAILABILITY OF INFORMATION AND SKILL DEVELOPMENT TO THE PUBLIC.

If you are not selected for appointment to your preferred Board, Commission or Advisory Committee, would you consider another appointment? ___ Yes ___ No X MAYBE

Second Choice: SUSTAINABILITY ADVISORY COMMITTEE

Employment experience: OWNER, TABLE 2 CONSULTING LLC 1994 - PRESENT

UC DAVIS, 1993-2001, 2005-PRESENT - SYSTEMS ARCHITECT - UCD HEALTH

SACRAMENTO SHERIFF'S DEPT HIGH TECH CRIME TASK FORCE 2002-2004 - FORENSICS

REFLECT.COM SAN FRANCISCO 2004-2005 - SYSTEMS ARCHITECT

Educational background and other training: DE LA SALLE H.S. CONCORD, CA 1992

SOME COLLEGE

Organization and community activity experience: YOLO COUNTY FOSTER PARENT

Other background information that you believe adds to your qualifications to serve on this Board, Commission or Advisory Committee: BROAD BACKGROUND IN INFORMATION MANAGEMENT, COMPUTER SECURITY, HEALTH INFORMATION MANAGEMENT, BUILDING TRADES, ELECTRONICS, AND MACHINE WORK.

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

Please provide two personal or professional references:

Name	Address	Phone No.
MARIANNE WAAGE, DEPT OF MATHEMATICS, UC DAVIS waage@math.ucdavis.edu		
DAVID NALLEY, PRESIDENT, THE APACHE SOFTWARE FOUNDATION djnalley@amazon.com		

Signature of Applicant

27 MAY 2022

Date

City Use: Received ________ Eligibility ________ Dispostion ________

Notes:

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: I.11
SUBJECT: Resolution Authorizing the Submittal of Grant and Payment Program Applications to CalRecycle

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing staff to submit applications to the California Department of Resources Recycling and Recovery (CalRecycle) for any grant and payment programs for which the City is eligible for a period of 5 years.

Staff Contact:
Rosie Ledesma, Environmental Resources Program Manager, (530) 661-2059, Rosie.Ledesma@cityofwoodland.org

Fiscal Impact:
There is no cost associated with the action. Any grant funding acquired from CalRecycle would be used to augment Solid Waste and Recycling budgets and programs.

Discussion:
CalRecycle grant and payment programs procedures require that an applicant's governing body declare by resolution: (1) authorization for submittal of an application for all CalRecycle grant(s) and payment program(s) for which the applicant is eligible; (2) designation of the job title of the person authorized as the signature authority for all grant-related documents; and (3) the period during which the authorization is valid. CalRecycle encourages governing bodies to provide authorization for up to 5 years.

Environmental Services staff anticipates applying for upcoming CalRecycle grants and payment programs, including the Beverage Container Recycling Grant, Oil Recycling Payment Program, and City/County Payment Program when they become available.

The Environmental Services division moved to the City Manager's Office of Equity, Environment, Economy, and Engagement on October 1, 2022. The previous resolution gave signature authority to the Director of Community Development Department (CDD), which Environmental Services is no longer part of. This resolution will authorize the Environmental Resources Program Manager, or his/her designee, to execute all necessary forms on behalf of the City of Woodland from November 1, 2022 to October 31, 2027.

Conclusion:
Staff recommends that the City Council approve Resolution No. _____, authorizing staff to submit applications to the California Department of Resources Recycling and Recovery (CalRecycle) for any grant and payment programs for which the City is eligible for a period of 5 years.

Prepared by: Rosie Ledesma, Environmental Resources Program Manager

Reviewed by: Spencer Bowen, Communication & Strategic Policy Manager

Ken Hiatt
City Manager

Attachments:
1. Resolution - CalRecycle Grant & Payment Program Application Authorization

RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANT AND PAYMENT PROGRAMS FOR WHICH THE CITY OF WOODLAND IS ELIGIBLE

Whereas, Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant and payment programs in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

Whereas, in furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the payment programs; and administration of the application, awarding, and management of the grant programs; and

Whereas, CalRecycle's procedures for administering payment and grant programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment and grant program.

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

Section 1. The City Council of the City of Woodland authorizes the submittal of application(s) to CalRecycle for any and all grant and payment programs offered; and

Section 2. The Environmental Resources Program Manager, or his/her designee, is hereby authorized and empowered to execute in the name of the City of Woodland all documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure funds and implement the approved grant or payment project; and

Section 3. That these authorizations are effective for five (5) years from the date of adoption of this resolution, from November 1, 2022 to October 31, 2027.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council on the 1st day of November 2022, 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: November 1, 2022
ITEM #: I.12
SUBJECT: 2019 Homeland Security Grant Supplemental Award - Budget Appropriation

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate $15,870, received as the 2019 Homeland Security Grant Supplemental Award, to the Other Federal Grants Fund (330) for the purchase of the awarded equipment.

Staff Contact
Derrek Kaff, Police Chief (530)661-7813

Council Goal
This recommendation is consistent with the Council's goals of 1) improving Woodland's quality of life by ensuring the highest level of public safety and 2) strengthening public safety and infrastructure by procuring needed equipment; and 3) enhancing governance and fiscal responsibility by pursuing supplemental sources of funding for equipment through grants.

Fiscal Impact
The supplemental grant funds will be used to purchase two handheld radios for use by patrol officers. The estimated purchase cost is $16,825; any balance not covered by the grant will be absorbed within the department's current budget.

Background
The Homeland Security Grant Program (HSGP) provides funding to states, territories, urban areas, and other local and tribal governments to prevent, protect against, mitigate, respond to, and recover from potential terrorist attacks and other hazards. While our system of automatic and mutual aid is robust our communication interoperability is hampered by non-contiguous communication. The requesting agencies straddle the boundaries between adjacent City agencies which utilize 800 MGHZ radios/frequencies and the County agencies which utilize VHF radios/frequencies. This variance in radio frequencies present a communication challenge for automatic and mutual aid partners who regularly respond to assist their partners in need This communication gap can be bridged by the utilization of all band portable radios which have the ability to utilize both VHF and 800 MGHZ frequencies. This interoperability is vital to the regions security and ability to respond safely and effectively. The all band capability is in alignment with the regional, state, and federal goals of strengthening communication.

In FY19, the Woodland Police Department submitted an application for the 2019 Homeland Security Grant for the purchase of 11 portable all-band radios to be distributed as follows: Woodland Police Department (4), Woodland Fire Department (6), and Willow Oak Fire Protection District/Yolo County Office of Emergency Services (1). All three agencies have since received all the equipment authorized for purchase by the grant. In late FY22 the Yolo County Office of Emergency Services (OES), who administers the Homeland Security grant program in the county, identified excess funds from the 2019 federal disbursement and awarded supplemental funds to the Woodland Police Department. The supplemental award acceptance document issued by OES has been executed by the department.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate $15,870, received as the 2019 Homeland Security Grant Supplemental Award, to the Other Federal Grants Fund (330) for the purchase of the awarded equipment.

Prepared by: Elle Murphy, Senior Management Analyst

Reviewed by: Anthony Cucchi, Deputy Chief

Approved by: Derrek Kaff, Police Chief

Ken Hiatt
City Manager

Attachments:

1. Resolution - 2019 HSG Supplemental Award 2022-11-01

RESOLUTION NO. _______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO APPROPRIATE $15,870, RECEIVED AS THE 2019 HOMELAND SECURITY GRANT SUPPLEMENTAL AWARD, TO THE OTHER FEDERAL GRANTS FUND (330) FOR THE PURCHASE OF THE AWARDED EQUIPMENT

WHEREAS, the Woodland Police Department successfully applied for and was awarded the 2019 Homeland Security Grant Program (HSGP) for portable all-band radios; and

WHEREAS, these initial grant funds was used to purchase 11 portable all-band radios distributed as follows: Woodland Police Department (4), Woodland Fire Department (6), and Willow Oak Fire Protection District/Yolo County Office of Emergency Services (1); and

WHEREAS, the Yolo County Office of Emergency Services has identified excess funds from the 2019 federal disbursement and awarded supplemental funds to the Woodland Police Department; and

WHEREAS, the Woodland Police Department will use the supplemental funds to purchase two handheld radios with any balance to be absorbed within the current department budget.

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

SECTION 1. That the City Council hereby authorizes the City Manager to appropriate $15,870, received as the 2019 Homeland Security Grant Supplemental Award, to the Other Federal Grants Fund (330) for the purchase of the awarded equipment.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 1st day of November, 2022, 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: November 1, 2022
ITEM #: I.13
SUBJECT: Approve Sole Source Finding and Goods Purchase Agreement for the Replacement of Pumps at the Spring Lake Pump Station, CIP 23-04

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, for:
1. Making a finding designating certain products, things, or services by Xylem Water Solutions USA, Inc. to be required for the continued functionality of the existing sewer lift station pumps;
2. Authorize the City Manager to award a goods purchase agreement with Xylem Water Solutions USA, Inc. in the amount of $194,077.84 for the Spring Lake Pump Station Pump Replacement Project, CIP 23-04.

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

Fiscal Impact:
The City has an ongoing capital program for the repair and replacement of major components of the City's sewer collection system. With the existing pumps nearing the end of their service life and the various mechanical issues that have been encountered, City staff determined that the replacement of the existing sewage lift pumps at the Spring Lake Pump Station (SLPS) is warranted. The overall project budget for the Spring Lake Pump Station Pump Replacement Project (CIP 23-04) is $600,000, as identified in the FY 2022-23 budget, approved by City Council on June 21, 2022. The funding source for the project is the sewer enterprise fund and the overall project budget accounts for design services, goods purchases, project management, inspection, and contingency.

Background:
The Spring Lake Pump Station (SLPS) is approaching 20 years old and has all original equipment. After undertaking the 2018 sewer collection system Hydraulic Model Update and in coordination with future capacity southeast area capacity studies, the City contracted with Water Works Engineers in 2020 to conduct a condition and capacity assessment of the SLPS. The SLPS Capacity Enhancement Report provided guidance on when a third pump would be required and indicated that the existing pumps be replaced with in-kind pumps when the existing pumps need to be replaced. The third pump will not be required for a few years still based on the pace of future development.

Discussion:
Operations staff have been experiencing numerous operational issues with both pumps over the past year. Though both pumps are currently operational, both of the pumps are recommended for replacement. The existing pumps are made by Flygt, a Xylem brand. City operational staff has contacted the manufacturer, Xylem Water Solutions USA, Inc., and has been provided a quote for the pump replacements.

As a replacement of the entire pump and associated appurtenances is required, it necessitated the City to work directly with the existing pump manufacturer. Since the procurement of the pump and associated appurtenances are highly specialized, the City worked directly with Xylem Water Solutions USA, Inc. to get a cost proposal for the goods purchase.

On October 13, 2022, the City received a sole source quote from Xylem Water Solutions USA, Inc. Staff has performed due diligence in reviewing the quote and is asking City Council to make a sole source finding and authorize the City Manager to enter into a good purchase agreement with Xylem Water Solutions USA, Inc.

Once the City receives the pumps, Public Works staff will install the equipment at the pump station.

<u>Conclusion</u>:
Staff recommends that the City Council adopt Resolution No. _____, for:
1. Making a finding designating certain products, things, or services by Xylem Water Solutions USA, Inc. to be required for the continued functionality of the existing sewer lift station pumps;
2. Authorize the City Manager to award a goods purchase agreement with Xylem Water Solutions USA, Inc. in the amount of $194,077.84 for the Spring Lake Pump Station Pump Replacement Project, CIP 23-04.

Prepared by: Chris Fong, Senior Associate Civil Engineer

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

Ken Hiatt
City Manager

<u>Attachments:</u>
1. Resolution
2. Quote

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DESIGNATING CERTAIN PRODUCTS, BRANDS, OR SERVICES PURSUANT TO PUBLIC CONTRACT CODE SECTION 3400 AND APPROVING A GOODS PURCHASE AGREEMENT FOR CIP 23-04, SPRING LAKE LIFT STATION PUMP REPLACEMENT PROJECT

WHEREAS, pursuant to Public Contract Code section 3400(c), the CITY OF WOODLAND ("City") may make findings designating certain products, things, or services by specific brand name or trade name for the statutorily enumerated purposes; and

WHEREAS, City Council has reviewed the City's current facilities, general contracts, plans, and specifications in order to evaluate the City's need to establish uniform, complete, and compatible mechanical components at the Spring Lake Pump Station (SLPS) that are consistent with equipment being used for wastewater collection systems for City-wide use in order to facilitate the most reliable, dependable, and cost efficient system throughout the City; and

WHEREAS, City has undertaken research of various options for the procurement and replacement of the broken parts of the sewage lift pumps in order to determine the company that produced the pumps, Xylem Water Solutions USA, Inc., is best to provide the replacement pumps; and

WHEREAS, California case law excuses compliance with competitive bidding requirements in exceptional circumstances such as where requests for competitive bids would be futile, unavailing, or would not produce an advantage, including when there is only one contracting party who can complete the work (Los Angeles Dredging Co. v. Long Beach (1930) 210 Cal.348; Grayson v. Pasadena Redevelopment Agency (1980) 104 Cal.App.3d 631); and

WHEREAS, based on Council's above described review and Public Contract Code Section 3400(c)(2) and (3), the Council has determined the City must require the use of Xylem Water Solutions USA, Inc. for the procurement and/or replacement of sewage lift pumps; and

WHEREAS, the City of Woodland wishes to enter into a Goods Purchase Agreement with Xylem Water Solution USA, Inc. for the replacement of sewage lift pumps at SLPS, CIP 23-04, for an amount of $194,077.84; and

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

Section 1. The above recitals are true and correct.

Section 2. The City, pursuant to Public Contract Code Section 3400, intends to procure specialized parts and/or services for the Project that are consistent with services currently provided and the system currently being utilized at the SLPS in order to facilitate the most reliable, dependable, and cost effective system throughout the City.

Section 3. Pursuant to Public Contract Code Section 3400(c)(2) and (3), the City Council finds that Xylem Water Solutions, Inc. is the only producer and/or repairer of the sewage lift pumps and, as such, bidding would be futile and unavailing as no other contractor can provide and replace the pumps and associated appurtenances.

Section 4. City Council hereby authorizes the City Manager, or his or her designee, to execute the Goods Purchase Agreement, subject to City Attorney approval, with Xylem Water Solutions USA, Inc. for $194.077.84.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular City Council meeting held on the ________ day of ___________ 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Mayra Vega, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

xylem

October 13, 2022

CITY OF WOODLAND
300 1ST ST
WOODLAND CA 95695-3413

Xylem Water Solutions USA, Inc.
Flygt Products

790-A Chadbourne Rd
Fairfield, CA 94534
Tel (707) 422-9894
Fax (707) 422-9808

Quote # 2022-FFB-0293
Project Name: City of Woodland
Job Name: Farmer Central LS Replacement

Flygt, a Xylem brand, is pleased to provide a quote for the following equipment.

Equipment

Qty	Part Number	Description	Extended Price
2	00323161500000	Flygt NP 3231, 63-680, 400 mm Intended for semi permanent wet installation, guiding claw included other installation components to be ordered individually Hard iron impeller and insert ring Drive Unit: 615 6 pole, 90 hp, 480 V, Std motor Approval: FM Ex Cooling jacket for direct media cooling Insulated support bearing Cables Power: 40ft SUBCAB 4G35 + S(2x0.5) Cable Grip included. Pilot: 40ft SUBCAB ctrl screened S 24x1.5 Cable Grip included. Material Shaft: AISI 431 Stainless steel Supervision FLS, leakage detector, in junction box FLS, leakage detector, in stator housing PT-100 in one stator winding PT-100 in lower bearing Pump memory Prepare volute for flush valve and install flush valve Change cable length to 90'	$ 172,698.00

Equipment Price	**$ 172,698.00**
Total Price	**$ 172,698.00**
Tax	**$13,815.84**
Freight Charge	**$ 7,564.00**
Total Price	**$ 194,077.84**

Terms & Conditions

FLYGT
a xylem brand

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx and incorporated herein by reference and made a part of the agreement between the parties.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per IncoTerms 2020)
See Freight Payment (Delivery Terms) below.

Taxes: State, local and other applicable taxes are not included in this quotation.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Shortages: Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Time of delivery: Approximately 10 working weeks after approval of order and receipt of signed Purchase Order or attached Customer Acceptance Form.

Terms of delivery: PP/Add Order Position

Terms of payment: Net 30 Standard

Schedule: Please consult your local Flygt Branch Office to get fabrication and delivery lead times.

Validity: This Quote is valid for thirty (30) days.

We thank you for your interest in Flygt equipment from Xylem Water Solutions USA, Inc., and look forward to being of service to you in the near future.

Sincerely,

Steve Doyle
Sales Representative

Cell: 707-266-3031
steven.doyle@xylem.com

Customer Acceptance

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #:	2022-FFB-0293
Customer Name:	CITY OF WOODLAND
Job Name:	Farmer Central LS Replacement
Total Amount: (excluding freight)	$ 172,698.00

Signature: ______________________ Name: ______________________
(PLEASE PRINT)

Company/Utility: ______________________ PO: ______________________

Address: ______________________ Date: ______________________

______________________ Phone: ______________________

______________________ Email: ______________________

______________________ Fax: ______________________

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: I.14
SUBJECT: Fiscal Year 2022/23 Authorized Full-Time Position Adjustments

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving changes to the Authorized Full-Time Equivalent Positions for Fiscal Year 2022/23.

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

Fiscal Impact:
The overall structural changes discussed herein would result in an overall annual savings of approximately $10,000 in the General Fund.

Background:
The Community Services Administrative staff oversee the scheduling of facilities, class registration, invoice and requisition processing, and general customer service for the department. Currently, this division is comprised of an Administrative Supervisor and an Administrative Clerk II, with some oversight from the Management Analyst.

Discussion:
Due to the impending retirement of the Administrative Supervisor in the Community Services Department, staff are evaluating the organizational needs of the department. Staff proposes the following changes to the administrative staffing in the department:

Classification	Approved FY2022/23	Proposed Changes	Proposed FY2022/23
Administrative Supervisor	1	-1	0
Administrative Clerk III	0	1	1
Administrative Clerk II	1	-1	0
Administrative Clerk I	0	1	1
Total Full-Time Equivalents Positions	**2**	**0**	**2**

*With these changes, there will be greater oversight by the Management Analyst in the Department.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, approving changes to the Authorized Full-Time Equivalent Positions for Fiscal Year 2022/23.

Prepared by: Jenna Moncrief, Management Analyst

Reviewed by: Christine Engel, Community Services Director

Ken Hiatt
City Manager

Attachments:
1. Resolution - FY23 FT position adjustments

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CHANGES TO AUTHORIZED FULL-TIME EQUIVALENT POSITIONS FOR FISCAL YEAR 2022/23

WHEREAS, the fiscal year 2022/23 budget for the City of Woodland was approved and adopted by the City Council on June 21, 2022; and

WHEREAS, the approved budget included Council authorization of detailed Full-Time Equivalent positions, by classification; and

WHEREAS, due to planned staff retirements, staff has identified a need to make some adjustments to the authorized position listing.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Woodland, hereby authorizes the Full-time Equivalent listing be modified as detailed in the Staff report.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 1st day of November, 2022, 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:	November 1, 2022
ITEM #:	I.15
SUBJECT:	Revenue Sharing and Property Tax Exchange Agreement between the City of Woodland and Yolo County

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing execution of a Revenue Sharing and Property Tax Exchange Agreement between the City of Woodland and Yolo County related to planned annexations for the Barnard Court, Westucky, and Pirmi areas and City-owned properties.

Staff Contact
Ken Hiatt, City Manager (530) 661-5802, ken.hiatt@cityofwoodland.org

Fiscal Impact
Based on the tax sharing splits within the proposed agreements, incorporation of the properties in the planned annexation areas would generate a net positive impact on the city General Fund. The City's increased service costs will be off-set by revenues generated by existing development. As future development occurs the revenues are projected to continue to exceed costs for services in these areas.

Background
The City of Woodland is in the final stages of processing applications for properties within the city's voter-approved Urban Limit Line but outside the current city boundaries. Consistent with the applicable state law as administered by the Local Agency Formation Commission (LAFCO), the City is initiating the annexation of these areas to help streamline jurisdictional oversight and service delivery of those currently unincorporated areas that are adjacent to the city.

Under state law, a prerequisite for LAFCO to process a duly submitted annexation application is agreement between the annexing City and County on a tax-sharing agreement governing the allocation of property taxes on parcels to be annexed. The tax-sharing agreement is the primary vehicle available to help ensure that property tax revenues are allocated to the City and County consistent with each entity's responsibility for providing municipal services to the residents and businesses within the newly-annexed territory.

Discussion
Earlier this year, the City initiated negotiations with the County and have reached tentative agreement on the terms for a Revenue Sharing and Property Exchange Agreement specific to properties in the Barnard (near CR 99 & I-5), Westucky (CR 99 & W. Kentucky Ave.), and Pirmi areas (N. East Street & Kentucky Ave.), each which contain existing development. The Agreement provides for the allocation of property taxes as well as Bradley-Burns sales and use taxes largely in proportion to the anticipated costs of municipal services borne by the City of Woodland and Yolo County, as follows:

Property Tax

- City / County split County General Fund allocation 50% / 50%
- ACO Fund 100% to City (city commits to funding toward curb, gutter, street, sidewalk, improvements in annexed areas)

- Fire, Library, Road District 100% to City (city assumes these services)

Sales and Use Tax
City / County share sales and use taxes 50% / 50% for all existing and future uses within the Barnard Area only. This split pertains only to the Bradley-Burns sales and use tax (7.25%) and does not include revenues from local voter-approved sales tax measures (i.e. Measures F & R). Sales and uses taxes generated in the other annexation areas would accrue 100% to the City.

Additionally, the City owns two properties immediately adjacent to the city limits that the City desires to annex to align the jurisdictional authority of these properties with the City's ownership. These include the Sports Park (east of Sports Park and Community Center) and the storm drainage parcel just north of the Woodland-Davis Clean Water Agency water treatment plant. For these areas, the Agreement would allocate to the City 100% of the County General Fund, ACO, Library, County Road, and Springlake Fire District apportionment of the base property tax.

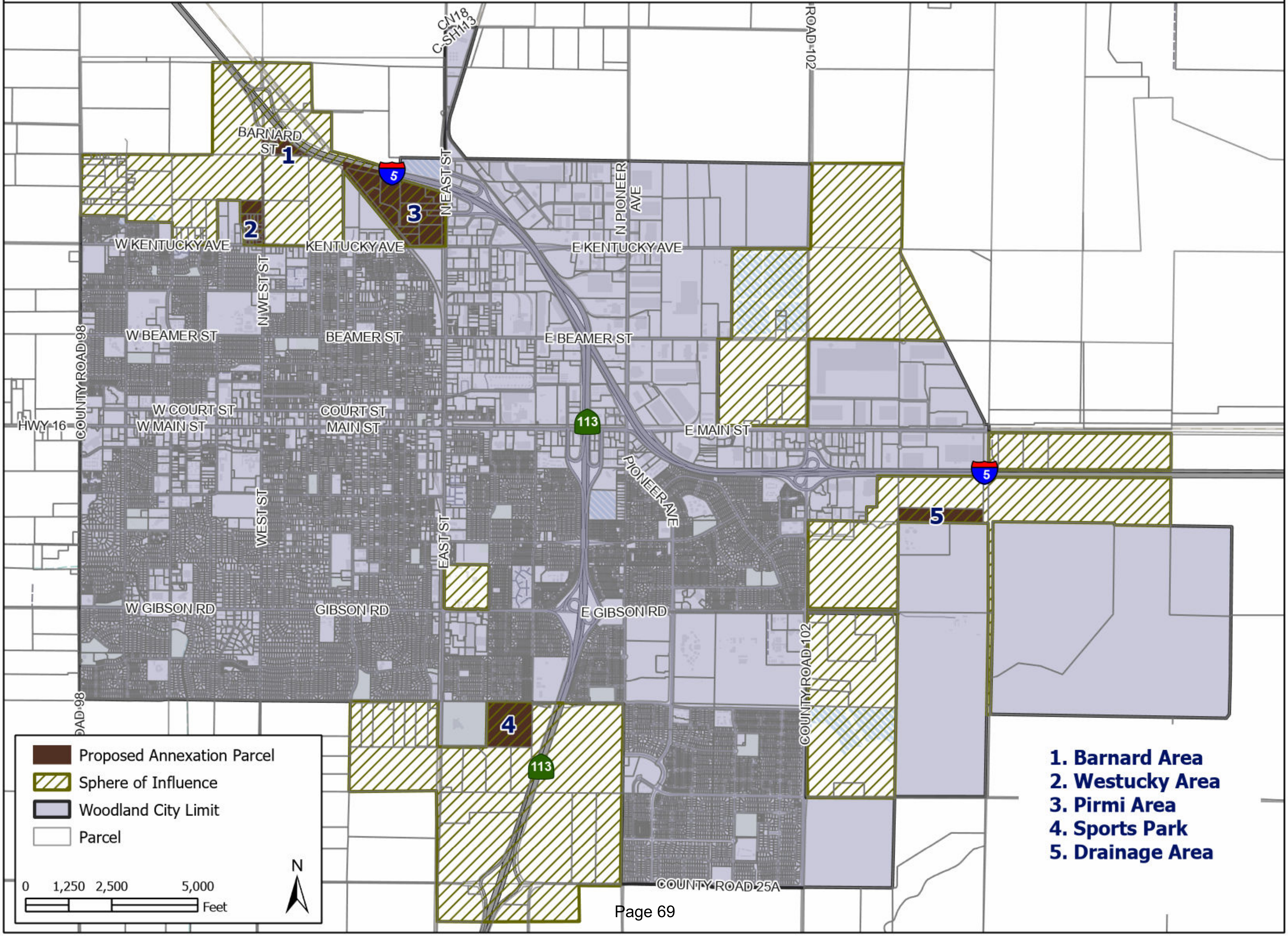
Per analysis conducted by the city's consultant, the Agreement would provide for a net positive fiscal impact to the City (Attachment 5). A copy of the Revenue Sharing and Property Tax Exchange Agreement is attached. At their October 25, 2022 Board Meeting, the Yolo County Board of Supervisors approved the negotiated Revenue Sharing and Property Tax Exchange Agreement.

Conclusion
Staff recommends that the City Council adopt Resolution No. _____, authorizing execution of a Revenue Sharing and Property Tax Exchange Agreement between the City of Woodland and Yolo County related to planned annexations for the Barnard Court, Westucky, and Pirmi areas and City-owned properties.

Ken Hiatt
City Manager

Attachments:
1. Map of Annexation Areas
2. Resolution Authorizing CM to Execute Tax Sharing Agreement with County
3. Tax Sharing Agreement with Yolo County (Final)
4. Exhibit A - Annexation Parcel Maps
5. Revenue Sharing Agreement Fiscal Impact Summary

City of Woodland Proposed Annexation



RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE THE TAX EXCHANGE AGREEMENT BETWEEN THE COUNTY OF YOLO AND THE CITY OF WOODLAND RELATING TO THE BARNARD, WESTUCKY, AND PIRMI AREAS AND CITY-OWNED PARCELS

WHEREAS, the City of Woodland ("City") is contemplating the annexation of annexation of certain unincorporated land within the City's Sphere of Influence and Urban Limit Line and which is currently within in the County of Yolo ("County"); and

WHEREAS, the City intends to submit an annexation application to the Yolo County Local Agency Formation Commission ("LAFCo") for consideration; and

WHEREAS, as a prerequisite to annexation, the City is required to reach a tax sharing agreement with the County before LAFCo approves an application for annexation from unincorporated Yolo County into the City; and

WHEREAS, rather than apply the existing Master Tax Sharing Agreement to any annexation that may occur in conjunction with the Project, City and county have negotiated in good faith to determine a proposed allocation of Property Tax Revenue and Bradley Burns sales and use tax revenues from the areas proposed to be annexed; and

WHEREAS, the City and County have concluded negotiations regarding tax sharing and are ready to execute the Tax Exchange Agreement between the County of Yolo and the City of Woodland relating to the Barnard, Westucky, Pirmi areas, and City-owned parcels ("Agreement"), included with the City Council item accompanying this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland that the City Manager is hereby authorized to execute the Tax Exchange Agreement Between the County of Yolo and the City of Woodland relating to Barnard, Westucky, Pirmi areas, and City-owned parcels, subject to any clarifying or conforming changes approved by the City Attorney.

PASSED AND ADOPTED by the City Council of the City of Woodland on this 1st day of November, 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

____
Mayra Vega, Mayor

Attest:

____
Ana B. Gonzalez, City Clerk

Approved as to form:

____
Ethan Walsh, City Attorney

YOLO COUNTY AGREEMENT NO. __-___

CITY OF WOODLAND AGREEMENT NO. __-___

Tax Exchange Agreement Between the County of Yolo and the City of Woodland Relating to the Barnard Street, Westucky, Pirmi Rice Plant, Sports Park Area, and Water Treatment Plant Annexations

This Tax Exchange Agreement ("Agreement") is entered into as of ________________, 2022 ("Effective Date"), by and between the County of Yolo, a political subdivision of the State of California ("County"), and the City of Woodland, a municipal corporation ("City") (collectively with County, the "Parties").

RECITALS

WHEREAS, the Yolo County Local Agency Formation Commission ("LAFCo") occasionally receives applications for annexations of land from the unincorporated area of the County to a city; and

WHEREAS, the LAFCo Executive Officer is prohibited by law from issuing a Certificate of Filing for such applications until the requesting city and County determine, pursuant to Section 99 of the California Revenue and Taxation Code, the amount of property tax revenues to be exchanged between and among the local agencies whose service areas or responsibilities will be altered should the annexation occur; and

WHEREAS, Proposition 11, which was enacted by the electorate on November 3, 1998, added subsection (b) to section 29 of Article XIII of the State Constitution to authorize counties and cities to enter into contracts to apportion the revenues of sales or use taxes imposed by them pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law and collected by the state; and

WHEREAS, City is contemplating the annexation of unincorporated land in five areas: the Barnard Street, Westucky, Pirmi Rice Plant, Sports Park Area, and Water Treatment Plant Annexations (collectively, the "Annexations"); and

WHEREAS, rather than apply the existing Master Tax Sharing Agreement to any annexation(s) that may occur in connection with the Projects, City and County have negotiated in good faith to determine a proposed allocation of property tax and sales and use tax revenues from the proposed Annexations; and

WHEREAS, the Parties desire to enter into this Agreement to provide, pursuant to the provisions of California law referenced above, for the exchange of property tax revenues by and between the affected local agencies and for the apportionment of sales and use tax revenue between the City and County with regard to the Annexations, as set forth in further detail below; and

NOW, THEREFORE, based on the foregoing recitals the parties hereby agree as follows:

AGREEMENT

1. Purpose and Scope. The primary purpose of this Agreement is to describe an equitable exchange of Property Tax Revenue between the Parties as required by Revenue and Taxation Code § 99. Additionally, this Agreement ensures a fair allocation of sales and use tax revenues between the Parties based on the existing or anticipated City Land Use Designations described further below.

2. Definitions. For purposes of this Agreement, the following words, phrases, and terms shall have the meanings set forth below:

A. "Annexation Area(s)" shall refer to any or all of the parcels located within the five proposed annexation areas shown generally on Exhibit A hereto, incorporated herein by this reference, for which an application or resolution pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code §§ 56000 *et seq.*) (the "Act") is filed with LAFCo during the term of this Agreement.

B. "Annexation Date" shall mean the date specified by the Act as the effective date of each annexation covered by this Agreement.

C. "Barnard Street Area" shall mean the property annexed to the City, as authorized by LAFCo, as generally identified on Exhibit A, consisting of Assessor Parcel Numbers 027-430-001, 002, 003, 004, 005.

D. "Base Year" shall mean the fiscal year during which an annexation covered by this Agreement is completed, unless otherwise specified herein.

F. "Land Use Designations" shall mean the City's existing or proposed Land Use Designations for parcels within each Annexation Area, in accordance with City's General Plan.

G. "Pirmi Rice Plant Area" shall mean the property annexed to the City, as authorized by LAFCo, as generally identified on Exhibit A, consisting of Assessor Parcel Numbers 027-340-005, 008, 010, 020, 022, 027, 033, 034, 035, 037, 038, 039.

H. "Property Tax Revenue" shall mean all revenue from "ad valorem real property taxes on real property," as that term is used in Section 1 of Article XIII.A of the California Constitution and as more particularly defined in Revenue and Taxation Code § 95(c), that is collected from within each Annexation Area and available for allocation to the City and County.

I. "Sales and Use Tax Revenues" shall mean the revenue from the Bradley-Burns sales, transactions and use taxes levied and received by City that are generated at a point of sale within certain Annexation Areas covered by this agreement.

J. "Special Districts" shall mean the Springlake Fire Protection District, the Sacramento-Yolo Mosquito and Vector Control District, the Yolo County Flood Control and Water Conservation District, the Yolo County Resources Conservation District, and any other entities that are considered special districts under California law.

K. "Sports Park Area" shall mean the property annexed to the City, as authorized by LAFCo, as generally identified on Exhibit A, consisting of Assessor Parcel Number 041-080-002.

L. "Water Plant Area" shall mean the property annexed to the City of Woodland, as authorized by LAFCo, as generally identified on Exhibit A, consisting of Assessor Parcel Number 027-852-007.

M. "Westucky Area" shall mean the property annexed to the City of Woodland, as authorized by LAFCo, as generally identified on Exhibit A, consisting of Assessor Parcel Numbers 027-081-002, 003, 004, 005, 006, 007, 012, 013, 015, 016 027-082-001, 002, 012, 014, 015, 016, 017, 018, 019, 021, 022, 023, 024, 027-440-014.

3. Assumption of Services After Annexation; Detachment. The parties understand that commencing upon each Annexation Date, City shall assume full responsibility for providing road, library, fire protection, and all other municipal services to each Annexation Area. As such, City agrees to make a good faith effort to annex lands in a logical manner that minimizes transition problems from the previous service provider(s). With respect to fire services currently provided by Springlake Fire Protection District, City shall pursue detachment proceedings with LAFCo concurrently with the annexations covered by this Agreement.

4. Property Tax Revenue Distribution Methodology. The Parties agree that, as to each Annexation Area (or portion thereof) only, Property Tax Revenue shall be distributed as follows following the applicable Annexation Date:

A. For property tax revenue derived from the Barnard Street Area, fifty percent (50%) to the County and fifty percent (50%) to the City. No changes in existing Land Use Designations are proposed or anticipated in the near future.

B. For property tax revenue derived from the Westucky Area, fifty percent (50%) to the County and fifty percent (50%) to the City. No changes in existing Land Use Designations are proposed or anticipated in the near future.

C. For property tax revenue derived from the Pirmi Rice Plant Area, fifty percent (50%) to the County and fifty percent (50%) to the City. No changes in existing Land Use Designations are proposed or anticipated in the near future.

D. For property tax revenue derived from the Sports Park Area, one hundred percent (100%) to the City. No changes in existing Land Use Designations are proposed or anticipated in the near future. In the event the City proposes to sell or transfer the parcel or no longer uses the parcel for a municipal or public benefit, the allocation shall be subject to renegotiation and no sale or transfer may occur until an amendment to this Agreement is fully executed. In negotiating any such amendment, the Parties shall cooperate in good faith to determine an equitable revenue allocation that is generally consistent with any similar property tax sharing allocation(s) set forth in agreements between the Parties within the decade (or other relevant period mutually agreeable to the Parties) prior to the renegotiation, taking any unique circumstances into account. The failure to negotiate an amendment prior to a transfer shall not void the transfer, but the obligation to negotiate an amendment is a continuing obligation and shall continue in force after any transfer occurs.

E. For property tax revenue derived from the Water Treatment Plant Area, one hundred percent (100%) to the City. No changes in existing Land Use Designations are proposed or anticipated in the near future. In the event the City sells or transfer the parcels or no longer uses the parcel for a municipal or public benefit, the allocation shall be subject to renegotiation as set forth in the preceding subsection.

A partial annexation within an Annexation Area shall result in the transfer of a proportionate share of those revenues reflecting the percentage of the whole area for which the annexation was contemplated pursuant to this Agreement. For example, if the City annexes only half of the land within an Annexation Area, 50 percent of Property Tax Revenues within the entire Annexation Area will be subject to distribution pursuant to the methodology set forth above.

The distributions described above shall take effect for each new tax rate area in the first fiscal year following the Annexation Date for each Annexation Area. An interim period is expected to exist between the start of City service responsibilities for the Annexation Areas and the establishment of a new tax rate area by the Board of Equalization. Should that interim period occur the County Chief Financial Officer shall calculate a payment ("Interim Payment") due and payable from the County to the City no later than August 31 for the prior fiscal year. The Interim Payment shall be calculated based on the value of property taxes that would have been transferred from the County to the City had the new tax rate area been previously in effect and the proportional share due to the city based on the fraction of the fiscal year that the City was responsible for service provision.

The foregoing distributions are based on Property Tax Revenue currently allocated to the County General Fund. Revenues currently allocated to the County Accumulated Capital Outlay (ACO) Fund, County Library, and to County Road District No. 2 shall, after annexation, be allocated 100% to the City. It is understood that ACO funds shall be used for curb, gutter, sidewalk and street improvements in the Westucky, Barnard Street, and/or Pirmi Rice Areas. All allocations shall occur after the shift to the Education Revenue Augmentation Fund and all distributions to Special Districts pursuant to Section 6, below. The County Auditor will work with the State Board of Equalization to establish separate tax rate areas for each annexation occurring within the Annexation Areas prior to the allocation and distribution of Property Tax Revenue under this Agreement.

5. Sales and Use Tax Distribution Methodology. The Parties agree that, as to the Barnard Street Annexation Area only, Sales and Use Tax Revenue shall be distributed fifty percent (50%) to the County and fifty percent (50%) to the City following the Annexation Date.

6. Allocation to Other Public Entities. For all Annexation Areas, the City shall receive all Property Tax Revenue allocated to the Springlake Fire Protection District, Library District and Road District beginning in the first fiscal year following the completion of detachment proceedings.

7. Exchange by County Auditor. The Parties agree that all of the exchanges of Property Tax Revenue required by this Agreement shall be performed by the County Auditor in the customary time and manner for such exchanges based on other similar agreements with local jurisdictions.

9. Dispute Resolution. Disputes arising under this Agreement will be resolved, whenever possible, through the process of meeting and conferring in good faith. To that end, in the event of a dispute as to compliance with the terms and conditions of this Agreement, the Parties agree as follows:

A. Either party will provide the other, as soon as reasonably possible after an event giving rise to concern, a written notice setting forth, with specificity, the issues to be resolved;

B. The parties will meet and confer in a good faith attempt to resolve the dispute through negotiation no later than ten (10) days after receipt of the notice, unless both parties agree in writing to an extension of time;

C. If the dispute is not resolved to the satisfaction of the parties within 30 calendar days after the first meeting, then either party may seek to have the dispute resolved by arbitration offered by JAMS;

D. Each party shall bear its own costs, attorneys' fees and one half the costs and expenses of JAMS and the arbitrator. There shall be a single neutral named by mutual agreement of the Parties. If the Parties are unable to agree on the arbitrator within 30 days of initially receiving a list of qualified individuals, JAMS shall select the arbitrator;

E. The provisions of Section 1283.05 of the California Code of Civil Procedure will apply to the arbitration; however, no discovery authorized by that section may be conducted absent good cause and leave of the arbitrator. The arbitral award will be in writing, and provide reasons for the decision. However, either party may file an appeal pursuant to the procedures authorized by JAMS.

10. Development Impact Fees.

A. The City will require each developer within the Annexation Area to pay the County's Facilities Fees adopted pursuant to Chapter 14 of Title 3 of the Yolo County Code, as the fees may be amended from time to time (the "Capital Facilities Authorization and Fee Ordinance"). The City will fulfill this obligation by including the requirement in any development agreement or condition of approval adopted in connection with a development project proposed within the Annexation Area. Prior to issuance of building permits for construction of new building square footage, the City will require the developer to confirm payment of applicable County Development Impact Fees to the County, all in accordance with the Capital Facilities Authorization and Fee Ordinance.

B. County agrees to allow the payment of County Development Impact Fees to be deferred to the time of final certificate of occupancy on all permits for which the City of Woodland has agreed to defer City Development Impact Fees owed by the project.

D. Notwithstanding the foregoing, City shall have no liability under this Section to County if the Capital Facilities Authorization and Fee Ordinance and/or the fee provisions of this Section are determined by a final judgment of a court of competent jurisdiction to be invalid.

11. Mutual Defense; Waiver of Retroactive Recovery. If the validity of this Agreement is challenged in a legal action by a party other than City or County, then the Parties agree to jointly defend the legal action and share equally all related costs, fees, and expenses arising from the action. Further, the Parties hereby waive any right to the retroactive recovery of any City or County tax revenues exchanged pursuant to this Agreement prior to the date on which such legal action is filed in a court of competent jurisdiction. The remedy available in any such legal action shall be limited to a prospective invalidation of the Agreement.

12. Amendment. This Agreement and all of the covenants and conditions set forth herein may be modified or amended only by a writing duly authorized and executed by the Parties.

13. Reformation. The Parties understand and agree that this Agreement is based upon existing California law and that such law may be substantially amended in the future. In the event California law is amended and this Agreement is rendered invalid or otherwise substantially affected in a manner that denies either party the full benefit of its terms, the Parties agree to renegotiate the Agreement in good faith with the goal of reaching a new arrangement that as closely as possible approximates the arrangement set forth herein.

14. Effect of Agreement. This Agreement applies solely to the Annexation Areas specifically identified herein and Property Tax Revenues and Sales and Use Tax Revenues in each such area. It does not constitute a master tax sharing agreement or an agreement on property tax exchanges that may be required for any other annexation to the City, nor does it alter or enlarge any other revenue sharing obligations of the Parties.

15. Notices.

A. Notices may be delivered or mailed to the respective representatives of the Parties at the following addresses:

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

Tel: (530) 661-5800
Fax: (530) 661-5844

County:

B. In lieu of written notice to the above addresses, any party may provide notices 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:

C. Any 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 fifteen (15) calendar days prior to the effective date of the change.

D. All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using facsimile machines, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

16. Amendments. This Agreement may be amended only by a written instrument approved by the respective governing bodies of the Parties.

17. Counterparts. This Agreement may be signed in one or more counterparts and shall be effective when signed by the Chair of the Yolo County Board of Supervisors and the Mayor of the City of Woodland. Faxed or electronic signature pages may be relied upon as evidence of execution.

18. Entire Agreement. This Agreement constitutes the entire agreement between the County and City 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 hereby execute this Agreement as of the date first set forth above.

CITY OF WOODLAND	COUNTY OF YOLO
______________________________	______________________________
Mayra Vega**,** Mayor	Angel Barajas, Chair
City of Woodland City Council	Yolo County Board of Supervisors
ATTEST:	ATTEST:
	Julie Dachtler, Senior Deputy Clerk

By:________________________
Clerk of the City Council

By:__________________________
Deputy (Seal)

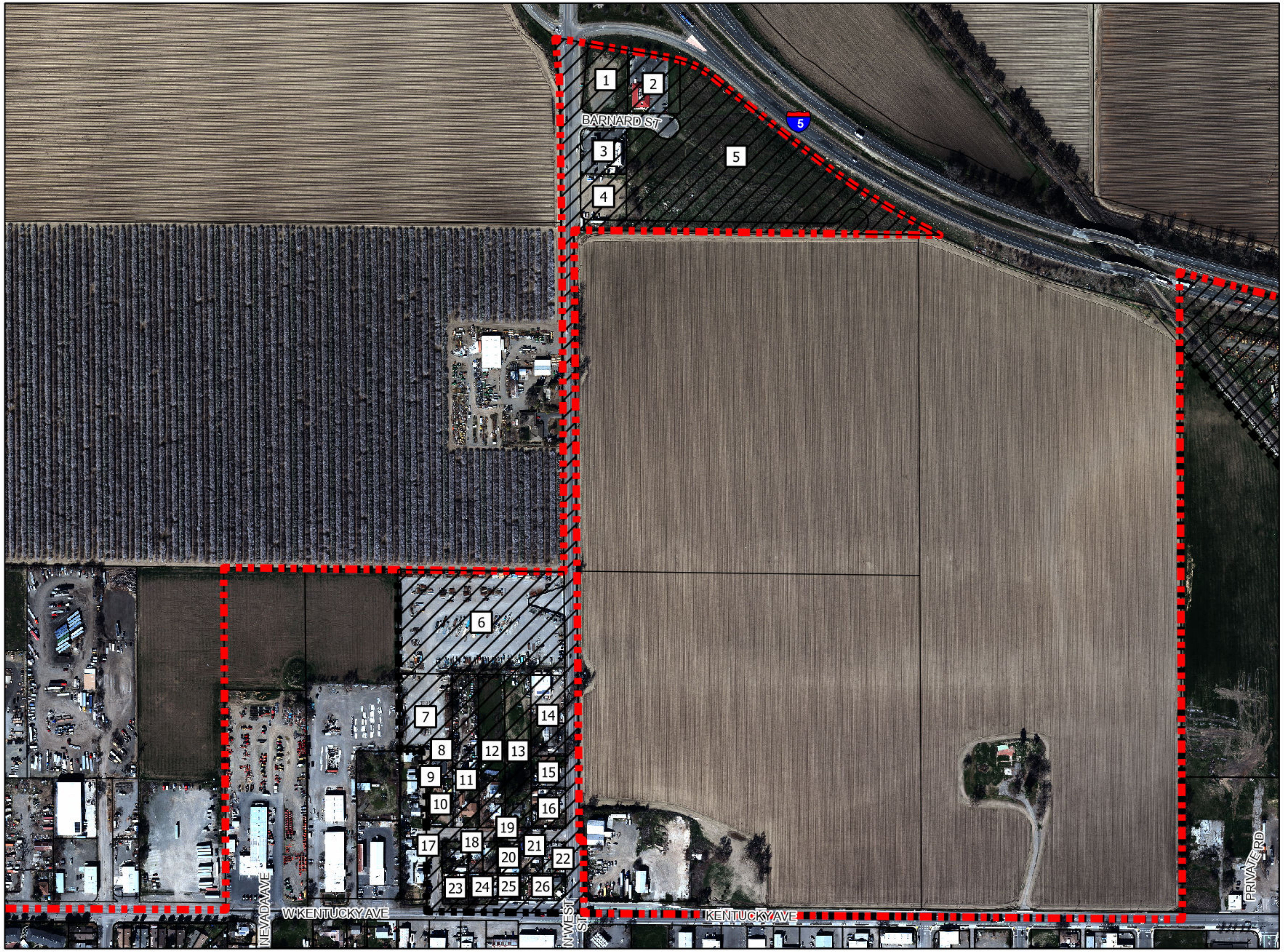
APPROVED AS TO FORM:

By:________________________
Ethan Walsh, City Attorney

APPROVED AS TO FORM:

By:__________________________
Philip J. Pogledich, County Counsel

Existing City Boundary
Proposed City Boundary
Annexation Parcel



Key Number	APN	Acres
1	027-430-001-000	0.94
2	027-430-002-000	1.02
3	027-430-004-000	0.7
4	027-430-005-000	0.7
5	027-430-003-000	8.08
6	027-440-014-000	5.76
7	027-081-015-000	1.48
8	027-081-016-000	0.03
9	027-081-013-000	0.2
10	027-081-012-000	0.4
11	027-081-002-000	1.34
12	027-081-003-000	1.34
13	027-081-004-000	1.34
14	027-081-005-000	0.92
15	027-081-006-000	0.37
16	027-081-007-000	0.45
17	027-082-001-000	0.27
18	027-082-016-000	0.15
19	027-082-015-000	0.15
20	027-082-012-000	0.24
21	027-082-019-000	0.24
22	027-082-014-000	0.24
23	027-082-002-000	0.28
24	027-082-022-000	0.3
25	027-082-023-000	0.2
26	027-082-024-000	0.4

Proposed Woodland City Limits

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0 250 500 1,000
Feet

Annexation Parcels Exhibit

City of Woodland

County of Yolo, California

Proposed Woodland City Limits

Existing City Boundary
Proposed City Boundary
Annexation Parcel

Key Number	APN	Acres
1	027-340-037-000	8.75
2	027-340-033-000	11.76
3	027-340-038-000	9.14
4	027-340-035-000	10.8
5	027-340-034-000	3.4
6	027-340-027-000	8.51
7	027-340-005-000	3.1
8	027-340-022-000	1.5
9	027-340-008-000	4.94
10	027-340-010-000	2.96
11	027-340-039-000	2.8
12	027-340-020-000	8.81

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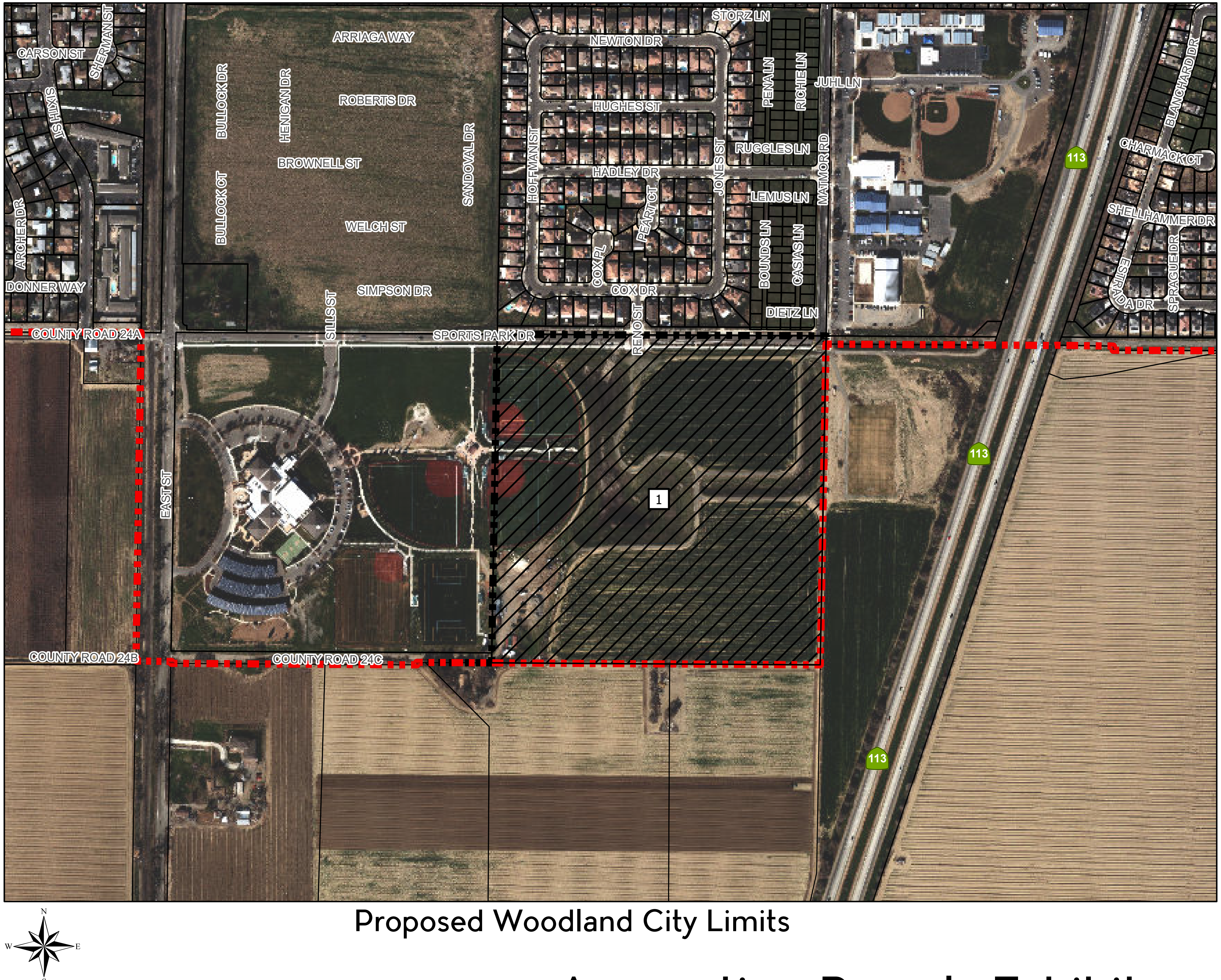
0 250 500 1,000
Feet

Annexation Parcels Exhibit

City of Woodland

County of Yolo, California



Existing City Boundary

Proposed City Boundary

Annexation Parcel

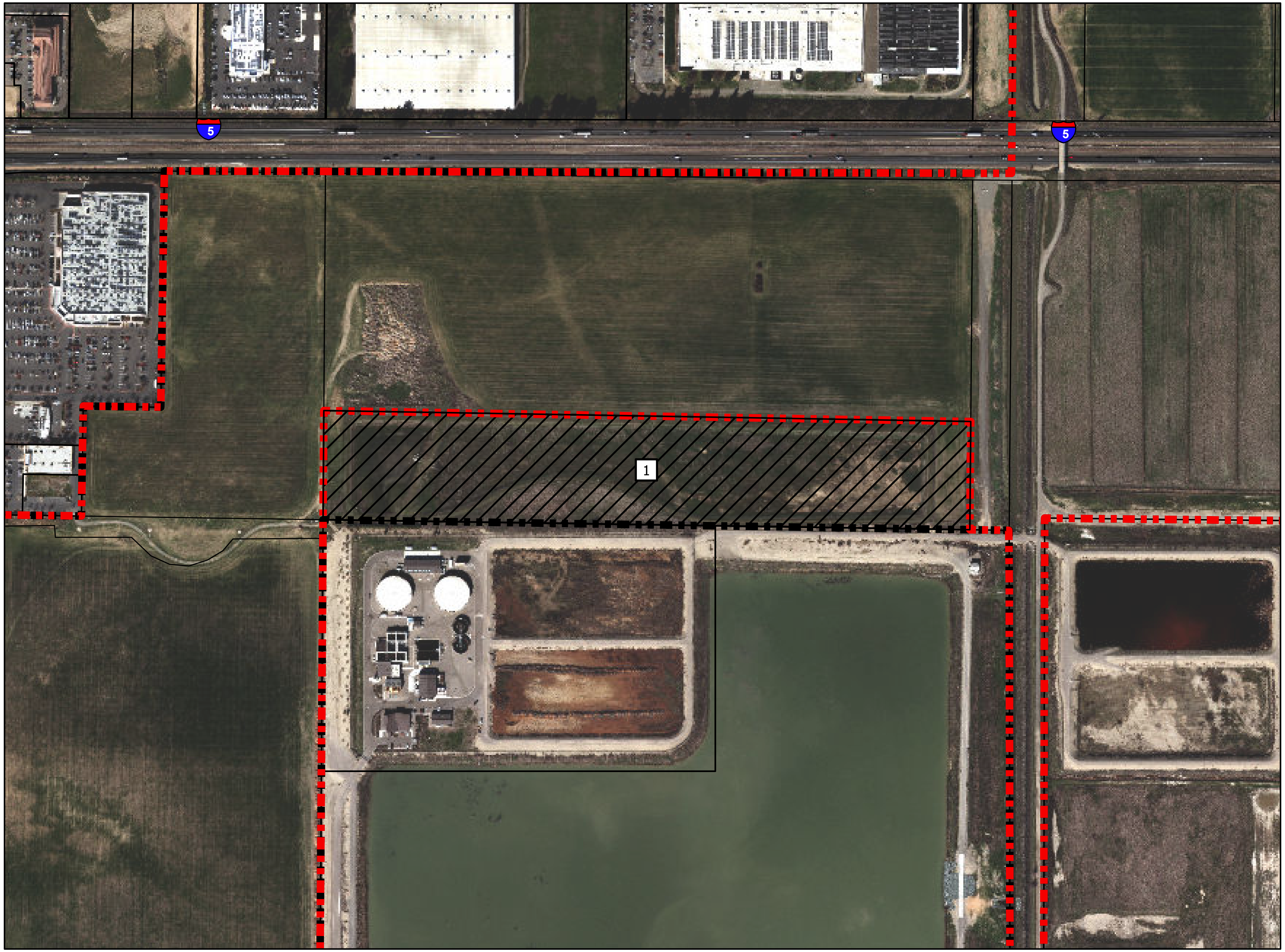
Key Number	APN	Acres
1	041-080-002-000	40.04

Proposed Woodland City Limits

Annexation Parcels Exhibit

City of Woodland

County of Yolo, California



Existing City Boundary
Proposed City Boundary
Annexation Parcel

Key Number	APN	Acres
1	027-852-007-000	23.5

Proposed Woodland City Limits

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Annexation Parcels Exhibit

City of Woodland
County of Yolo, California

Fiscal Impact Summary of Revenue Sharing Agreement

Revenue Sharing Terms	Barnard Area	Westucky Area	Pirmi Area	Combined
Property Tax Sharing (% Post-ERAF to City)				
County General Fund	50%	50%	50%	50%
County ACO Fund	100%	100%	100%	100%
Fire, Road, Library	100%	100%	100%	100%
Sales Tax to City (Existing and Future)	50%	100%	100%	
Fiscal Impact Summary				
Revenues				
Property Tax	$20,912	$6,942	$53,558	$81,413
ILVLF	$9,271	$3,078	$23,743	$36,092
Property Transfer Tax	$303	$253	$776	$1,332
Sales Tax				
Bradley Burns	$83,029	$0	$24,698	$107,727
County Pool	$12,122	$0	$3,606	$15,728
Prop. 172	$1,993	$0	$593	$2,585
"Other Revenues"	$2,298	$4,263	$3,137	$9,699
Subtotal, All Revenues	**$129,929**	**$14,536**	**$110,112**	**$254,576**
Expenditures				
Administration	$242	$449	$330	$1,021
Community Development	$1,000	$1,856	$1,366	$4,222
Community Services	$0	$3,519	$0	$3,519
Police	$6,913	$12,823	$9,438	$29,174
Fire	$4,457	$8,266	$6,084	$18,807
Library	$0	$979	$0	$979
Public Works	$210	$390	$287	$886
Capital Improvements	$0	$78,062	$0	$78,062
Non-Departmental	$142	$263	$193	$598
Subtotal, All Expenditures	**$12,964**	**$106,606**	**$17,697**	**$137,268**
NET ANNUAL FISCAL SURPLUS/(DEFICIT)	**$116,964**	**($92,071)**	**$92,415**	**$117,309**

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: J.16
SUBJECT: SUBJECT: First Reading of Tree Ordinance

Recommendation for Action: Staff recommends that the City Council: (1) Receive the staff report; (2) Conduct a public hearing; (3) Introduce and waive the first reading of an Ordinance amending Chapter 12.48 Trees; and (4) Schedule second reading and adoption of the Ordinance for the December 6, 2022, City Council meeting.

Staff Contact:
Christine Engel, Community Services Director, (530) 661-2000, christine.engel@cityofwoodland.org; Erika Bumgardner, Principal Planner, (530) 661-5886, Erika.bumgardner@cityofwoodland.org; and 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 is no protection 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.

On December 7, 2021, the City Council received a presentation on the proposed changes to the tree ordinance. The council supported the changes presented by staff and directed them to work with the City Attorney to draft the revisions, as discussed at the council meeting, to the ordinance for council consideration.

Discussion:

In general, changes to the ordinance are as follows:

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 both include 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 removal 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's 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.

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 Modification Review Form 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.
Staff has added a requirement that the above process extend to conducting major maintenance of any heritage oak on a private residential property or any tree 24-inches dbh of greater within 20-feet back of walk. Major maintenance is defined as major trimming or pruning or cabling, and any other similar act which promotes the life, growth, health or beauty of trees, except watering and minor pruning. Major trimming and pruning means the removal of branches of three inches in diameter or greater. This new requirement was added to prevent unnecessary topping of trees and pruning that could lead to degraded health of the tree.

Development Projects – The current ordinance requires an application for a commercial or residential development project to include a "tree preservation 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, established trees, 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 established tree 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 and no appropriate or feasible design alternatives exist to preserve the tree. Such finding shall be made by the applicable governing entity or body responsible for approving the development project/entitlement*."

In some cases, where the 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 heritage, specimen or landmark trees approved for removal, the ordinance also includes the replacement of "established trees" (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.

Willful Destruction of Trees Located on Commercial and Undeveloped Residential Property – 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, landmarks, specimens or established trees 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, if no development application had been submitted, the Community Development Director, would 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 received 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 or 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 recommends retaining established trees where possible, and prohibits 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 emergency action is taken, the owner must notify the City by the next working day.

Landmark Trees: With the dissolution of the Historical Preservation Commission, the designation of landmark trees will be considered by the Parks & Recreation Commission and the urban forestry group prior to the item being considered by the City Council.

Violations: As proposed, anyone that violates the chapter (the injury, mutilation or death of a street tree, heritage oak tree, specimen tree, landmark tree, or established tree) would be responsible for the cost of repair and/or replacement of such a tree, including enforcement costs. For any heritage oak removed on a residential property without the submittal of a tree modification review form, a $1000 administrative fine shall apply. Removal of a tree 24 to 26-inches dbh within 20-feet back of walk, other than a heritage oak, without submittal of a tree modification review form shall be subject to a $500 fine and trees greater than 36 inch dbh, a $1000 fine. For the unauthorized removal of protected trees on commercial or undeveloped residential properties, the violator shall be responsible for an administrative fine of $500 or $1,000 and replacement in accordance with the replacement program and ratios outlined in the ordinance (Section 12.48.150 Tree Replacement Program). The ordinance provides that the violations related to street trees or unauthorized removal of protected trees on commercial or undeveloped residential properties, the violator will be potentially subject to a separate fine for each tree removed, for each day from the time the tree or trees were removed, until the approved replacement trees are planted or payment in-lieu replacement fees are paid.

While there has been input provided by the citizen subcommittee that the impacts of violating this ordinance are not severe enough, the City does not have the authority to impose fines greater than $1,000. For residential properties (developed single family homes), the intent of this ordinance is to educate the property owner on the value of their tree in order to minimize tree removals in the city. The ordinance does not give the City discretion on whether the homeowner keeps or removes the tree. Therefore, the violation of paying an administrative fee is tied to the process of whether or not they submitted a Tree Modification Review Form, and City staff believe this is an appropriate fine. We are not requiring the homeowner to plant replacement trees as we are not making a decision on whether or not they can remove the tree on their property. For tree removal on other types of properties, the ordinance requires that for each violation, a fine and tree replacement is required under the ordinance. The property owner can either replace the trees or pay an in lieu fee. Given that the ordinance treats each tree removed and each day until the tree is replaced as a separate violation, unauthorized tree removal could result in significant fines, and City staff believes these penalties will be an adequate deterrent in most cases.

Conclusion:

Staff recommends that the City Council: (1) Receive the staff report; (2) Conduct a public hearing; (3) Introduce and waive the first reading of an Ordinance amending Chapter 12.48 Trees; and (4) Schedule second reading and adoption of the Ordinance for the December 6, 2022, City Council meeting.

Prepared by: Christine Engel, Community Services Director; Erika Bumgardner, Principal Planner; and Megan Meier, Associate Planner

Ana B. Gonzalez
City Clerk

Attachments:
1. Woodland Tree Ordinance

ORDINANCE NO. _______

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING CHAPTER 12.48 OF TITLE 12 TO THE CITY OF WOODLAND MUNICIPAL CODE RELATED TO TREES

WHEREAS, the City of Woodland's ("City's") history is intertwined with trees and the community developed out of a native valley oak grove, and residents have planted thousands of trees of diverse types to complement native oaks; and

WHEREAS, in 1930, the City became a self-proclaimed City of Trees, and

WHEREAS, in 1940, the City created a Tree Commission and adopted an ordinance to govern and protect its public trees; and

WHEREAS, in 2017, the City approved a Climate Action Plan prioritizing the maintenance of its large trees, which provide the highest greenhouse gas reduction benefits, and setting a goal of expanding its tree coverage to 25% by 2035; and

WHEREAS, in 2019, the City approved its first-ever Urban Forest Management Plan; and

WHEREAS, in addition to their intrinsic aesthetic and shade value, it is now recognized and documented by scientific studies that trees provide other critical benefits to society; and

WHEREAS, trees absorb carbon dioxide, a key greenhouse gas which contributes to the warming of the earth's climate; and

WHEREAS, the planting and preservation of trees sustains public health by supporting relaxation and reducing stress, increases life-giving oxygen, promotes ecological balance and biodiversity, improves air quality, and tempers the effect of extreme temperatures.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 12.48 of the Woodland Municipal Code is hereby amended in its entirety as follows:

"CHAPTER 12.48 TREES

12.48.010 - Findings/purpose.

The Woodland City Council finds that in order to promote the public health, safety and general welfare of the City, while at the same time recognizing individual rights to develop and manage private property in a manner which will not be prejudicial to the public interest nor prohibit development of private property, it is necessary to enact regulations governing the planting, removal and preservation of street trees, other City trees, heritage trees, specimen trees, landmark trees and established trees on specified private property within the City. Furthermore, this chapter seeks to balance community goals and aspirations with the desires and rights of property owners by prioritizing the conservation of valley oaks and establishing clear and fair standards for their protection, removal, and replacement on municipal land and where appropriate, on private property.

12.48.020 - Definitions.

As used in this chapter the following words and terms shall have the meaning hereinafter set forth:

"Back of walk" means the back of the sidewalk.

"City" means the City of Woodland.

"Code" means the Woodland Municipal Code.

"Commercial Property" means any property zoned for commercial, office, retail or industrial use or any multi-family residential property with five or more units.

"Community Development Director" means the Community Development Director of the City or his or her designated representative.

"Community Services Director" means the Community Services Director of the City or his or her designated representative.

"Development project" shall be as defined at Government Code Section 65928.

"Diameter at Breast Height" or "DBH" means the diameter of a tree measured at 54 inches above ground level consistent with ISA standards. The diameter may be directly measured with calipers or diameter tape or be calculated by use of the following formula: DBH = circumference at breast height divided by 3.14.

"Drip line area" means the area within a circle measured from the trunk of the tree outward to a point at the perimeter of the outermost branch structure of the tree.

"Established tree" means a tree of any species with a trunk diameter of 12 inches or more at DBH which is of good quality in terms of health, vigor, growth and conformity to generally accepted horticultural standards of shape for its species.

"Fronting property" means real property parallel to a public street or sidewalk and adjacent thereto.

"Heritage oak tree" means any valley oak tree (*Quercus lobata*), with a trunk diameter of 33 inches or more at DBH which is of good quality in terms of health, vigor, growth and conformity to generally accepted horticultural standards of shape for its species.

"ISA" means the International Society of Arboriculture.

"ISA-certified arborist" means a professional arborist who holds a current, valid certification granted by the ISA in one or more specialties.

"Landmark tree" means a tree or stand of trees which is of historical, cultural, or public significance as designated by the City Council upon the recommendation of all of the following groups and/or commissions:

1. The Parks and Recreation Commission; and

2. The Urban Forestry Group.

"Minor Maintenance" means and includes trimming or pruning branches that are less than three inches in diameter to promote the life, growth, health or beauty of trees.

"Major maintenance" means and includes major trimming or pruning or cabling, and any other similar act which promotes the life, growth, health or beauty of trees, except watering and minor pruning. Major trimming and pruning shall mean the removal of branches of three inches in diameter or greater.

"Owner" means the legal owner of real property.

"Person" means individuals, associations, corporations, public agencies, joint ventures, partnerships, independent contractors, and other agents and employees.

"Pruning standards" means those pruning standards established the American National Standards Institute (ANSI) A300 Series for Tree Care Operations and the ISA Best Management Practices.

"Public nuisance," for purposes of this chapter, means:

1. Any dead or dying tree, whether located on City-owned property or on private property;

2. Any otherwise healthy tree, whether located on City-owned property or on private property which harbors insects or diseases which reasonably may be expected to injure or harm any tree, shrub or other plant;

3. Any tree, or portion thereof, whether located on City-owned property or on private property which by reason of location or condition constitutes an imminent danger to the health, safety or welfare of the general public;

4. Any tree, or portion thereof whether located on City-owned property or on private property which obstructs the free passage of pedestrian or vehicular traffic (not including driveway expansions) or which obstructs a street light;

5. Any tree, or portion thereof whether located on City-owned property or on private property which dangerously obstructs the view in the visibility triangle as such may be determined by the Community Services Director pursuant to this chapter.

"Public street" means any improved street, road or avenue located within the City and dedicated to the public, but excluding alleys adjacent to residential backyards.

"Specimen tree" means any tree of interest because of size or unusual species, other than a heritage tree, which is of good quality in terms of health, vigor or growth and conformity to generally accepted horticultural standards of shape for its species, as designated by the City Council upon the recommendation of both the Parks and Recreation Commission and the Urban Forestry Group.

"Street tree" means any tree growing within the tree maintenance strip, a street median, an intersection roundabout, City-maintained landscaping (including parks and City-maintained property), or similar spaces within the public right-of-way, whether or not planted by the City.

"Top" means the severe cutting back of tree limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

"Tree" means any live woody plant having one or more well-defined perennial stems with a diameter at maturity of six inches DBH.

"Tree maintenance strip" means a strip of land parallel and adjacent to a public street, extending from the back of the curb of the street, or the edge of the paved portion of the street if the street does not have a curb at that location, to the edge of the sidewalk furthest from the street.

"Tree Modification Review Form" means a form to be submitted to the Community Services Director to perform an activity which requires receipt of information identified in this chapter.

"Tree permit" means written authorization by the Community Services Director to perform an activity on a street tree which requires a permit under this chapter.

"Urban Forestry Group" means a group of City employees, headed by an ISA-certified arborist, charged with planting, preserving and maintaining trees within the City.

12.48.030 - Community Services Director duties.

A. The Community Services Director shall perform the following duties:

1. Determine suitable and desirable species of street trees and the areas in which, and conditions under which, such street trees shall be planted.

2. Supervise, direct and control the planting, location, placement, major maintenance, removal, relocation and replacement of street trees and trees in City parks and other City properties;

3. Provide periodic reports to the City Council on activities that take place as a result of enforcement of this chapter.

4. Perform other duties as set forth in this chapter.

12.48.040 - Composition and procedural rules of the Parks and Recreation Commission.

The composition and procedural rules of the Parks and Recreation Commission are set forth in Section 2.28.030 of this Code. The Parks and Recreation Commission shall appoint two members to an Urban Forest Subcommittee to review matters outlined in this chapter. One member of the Sustainability Advisory Committee will be advisory to this subcommittee. The Urban Forest Subcommittee will make recommendations to the Community Services Director on proposed removals of street trees requested by the public through the tree permit process as set forth in Section 12.48.060 and on removals of street trees 24-inches DBH or greater proposed by the Urban Forestry Group.

12.48.050 - Street trees—Activities requiring a tree permit issued to the public.

A. Except as hereinafter provided, it shall be unlawful for any person (other than a City worker or contractor working within his or her assigned duties) to do any of the following acts, with respect to street trees, without a tree permit issued by the Community Services Director:

1. Plant any tree within a tree maintenance strip, street median, intersection roundabout, or on other City property;

2. Move, remove, top, cut down, poison, set fire to or permit fire to burn in proximity to, or perform any act which results in the unnatural death or destruction of a street tree;

3. Perform any activity that will interfere with or retard the natural growth of any street tree;

4. Perform any work or permit any work to be performed within the drip line area of a street tree which would endanger the tree; or

5. Perform major maintenance on a street tree.

12.48.060 - Tree permit issued to public for street trees.

A. The Community Services Director shall issue tree permits to a fronting property owner seeking to perform any activity for which a tree permit is required for street trees by Section 12.48.050 only if the following conditions are met:

1. The owner has established, to the Community Services Director's satisfaction, that there is a need for the proposed work on the street tree but that the City is unable to perform the work within the time frame desired by the owner; or

2. The owner seeks to remove or trim a street tree to facilitate moving any building or other structure or project; and

3. The owner has established, to the Community Services Director's satisfaction, that the persons who are to perform the work are qualified to do so and that the contractors have an ISA-certified arborist on staff; and

4. If removal is requested, and the street tree is 24 inches DBH or greater, such removal must have been approved by the Community Services Director after a recommendation by the Urban Forest Subcommittee (removal of trees less than 24 inches DBH will be considered by the Parks Superintendent;

5. Major maintenance may only be performed on a street tree after the issuance of a tree permit approved by the Community Services Director. Major maintenance does not require review by the Urban Forest Subcommittee; and

6. If removal is approved, a notice of such removal must be posted on the tree a minimum of 48 hours in advance of said removal.

B. Prior to granting a tree permit for a street tree, the Community Services Director must evaluate the street tree in accordance with ISA standards, and shall consider factors such as the probability that the proposed work will destroy or seriously injure the street tree, the street tree's health, the desirability of that species as a street tree, whether the street tree's condition and the size threaten serious damage to property, the condition and number of other street trees in the vicinity, whether there are other less onerous means to accomplish the applicant's goals, and other related criteria.

C. All work performed on street trees pursuant to a tree permit issued by the Community Services Director under this section shall be completed within a 60-day period from the issuance of the tree permit, or within such longer period as the Community Services Director may specify.

D. The Community Services Director may condition any tree permit granted pursuant to this section for the removal of a street tree , on the permittee removing and replacing the street tree. In such cases, the full cost of removal and replacement shall be borne by the owner and such service shall not be provided by the City.

E. The Community Services Director may condition any tree permit granted pursuant to this section on other conditions as the Community Services Director determines to be necessary to satisfy the criteria set forth in this Section 12.48.060.

12.48.070 - Appeals for tree permit requested by public for street trees.

A. Any application for a tree permit which has been denied by the Community Services Director and/or the Urban Forest Subcommittee may be appealed to the Parks and Recreation Commission for review and action.

B. Any such appeal and all accompanying documents will be placed on the agenda of the next regular Parks and Recreation Commission meeting. Written notice of the date, time and place of such meeting shall be mailed to the applicant not less than 10 days prior to the date of the meeting.

C. The Parks and Recreation Commission may approve the application unconditionally, conditionally or partially, or may deny the application.

D. The Parks and Recreation Commission shall consider the provisions of Section 12.48.060 when reviewing a tree permit application which has been denied by the Community Services Director and/or the Urban Forest Subcommittee.

E. A written statement of the action of the Parks and Recreation Commission on the application shall be mailed to the applicant within 10 calendar days following the Parks and Recreation Commission meeting.

F. Any interested person wishing to appeal a decision of the Parks and Recreation Commission to the City Council must file a written appeal with the City Clerk. Such written appeal must be placed in the U.S. Mail, properly addressed with postage prepaid within 10 calendar days of the date the written decision of the Parks and Recreation Commission is mailed to the applicant. Any such appeal shall be accompanied by fees as prescribed in the current schedule of fees as adopted by the City Council.

G. The appeal shall set forth the action or decision complained of, the reason(s) alleging that the action or decision should be altered or overruled and shall be signed by the applicant or his authorized agent.

H. The City Clerk shall set the appeal for hearing before the City Council within 45 days after the appeal is filed. Upon hearing the matter, the City Council may grant, conditionally grant, or deny the appeal. The decision on the appeal shall be announced at the close of the hearing and shall become final at that time.

12.48.080 - Street trees requiring review by the Urban Forest Subcommittee and Urban Forestry Group prior to removal.

A. The Urban Forestry Group will provide a list of proposed street trees 24 inches DBH or greater to be removed to the Urban Forest Subcommittee. A notice of proposed removal must be posted on the street trees proposed to be removed a minimum of 14 days before the Urban Forest Subcommittee meeting where tree removal will be considered. The notice shall specify the date, time, and location of said Urban Forest Subcommittee meeting. If removal is recommended, a notice of such removal must be posted on the tree a minimum of 48 hours in advance of said removal.

B. If the Urban Forest Subcommittee does not support the removal of a street tree, the subcommittee must provide a written findings stating the reasons why the removal is not supported based on the criteria set forth in Section 12.48.060. The recommendation will be provided to the Community Services Director. The matter will be brought to the Parks and Recreation Commission for a determination. If the Parks and Recreation Commission denies the removal, the Community Services Director can forward the request to the City Council for a final determination.

C. Removal of street trees less than 24 inches DBH are not subject to review by the Urban Forest Subcommittee prior to the Community Services Director's determination.

12.48.090 - Street trees—Activities exempted.

A. Nothing contained in Section 12.48.050 shall be construed to prohibit a fronting property owner from performing minor maintenance work on a street tree or require a tree permit for such activities.

B. Nothing contained in Section 12.48.050 shall be construed to prohibit a public utility from performing such acts with respect to street trees as may be necessary to make repairs, comply with applicable safety regulations, or avoid the interruption of services.

C. Nothing contained in Section 12.48.050 shall be construed to prohibit community volunteers from planting street trees under the guidance and direction of the Community Services Director.

D. Nothing contained in Section 12.48.050 shall be construed to prohibit the City from performing major maintenance work on a street tree or tree removal as a result of a storm/failure, when the Community Services Director has made a determination that immediate removal is necessary to protect public health and safety.

12.48.100 - Removal and Major Maintenance of any heritage oak tree located anywhere on a developed residential property and trees 24-inches DBH or greater located within 20 feet of the back of walk on developed residential property.

A. Except as hereinafter provided, it shall be unlawful for any person to remove, destroy, damage, mutilate, top, poison, apply herbicide to, or otherwise attempt to kill a heritage oak tree located anywhere on a developed residential property or a tree 24 inches DBH or greater within 20 feet back of walk on developed residential property without first submitting a Tree Modification Review Form to the City and being issued an encroachment permit if applicable.

B. Owner shall submit a Tree Modification Review Form to the Director of Community Services prior to the removal or major maintenance of any heritage oak tree located on a developed residential property or any tree 24-inches DBH or greater located within 20 feet back of walk on a developed residential property.

C. The Tree Modification Review Form shall include a bid or estimate for the removal and/or major maintenance of said tree from a business with an ISA-certified arborist on staff. If the business does not recommend major maintenance, Owner must provide a written acknowledgement of the business' recommendation.

D. Owner must submit an encroachment permit application if removal or major maintenance of tree is planned, or work or equipment is located within the public right-of-way. An encroachment permit for the removal or major maintenance of heritage oak trees and trees 24-inches DBH or greater will not be issued until the Community Services Director has reviewed and approved the Tree Modification Review Form.

E. All tree work conducted within the City for private trees covered under this section must be performed by a business that has an ISA-certified arborist on staff and a valid business license with the City.

12.48.110 - Willful destruction of trees located on commercial and undeveloped commercial or residential property is prohibited.

It is unlawful for any person to willfully remove, destroy, damage, mutilate, top, poison, apply herbicide to, or otherwise attempt to kill a heritage oak tree, landmark tree, specimen tree, or established tree located on commercial and undeveloped commercial or residential property in the City, except as may be allowed pursuant to the preservation and replacement requirements outlined in Sections 12.48.130 through 12.48.170. The list of landmark and specimen trees approved by the City Council shall be posted on the City's website. As used in this section, the term "damage" shall include the pruning of a heritage oak tree or established tree in a manner that is inconsistent with the pruning standards in Section 12.48.010.

12.48.120 - Building permits.

A. When any building permit, grading permit, or development permit is applied for pursuant to the Code and a proposed structure or construction project would require the destruction, removal, or pruning of a heritage oak tree, landmark tree, specimen tree, or established tree or encroachment into the drip line of any such tree, said permit shall not be issued until the Community Development Director has confirmed that all requirements of this chapter, including but not limited to the submission of a Tree Modification Review Form and issuance of an encroachment permit if needed, or approval of a Tree Preservation Plan, are met. In no event shall any disturbance of the premises, disturbance of the specified trees, or encroachment into the drip line be allowed until all requirements of the chapter are met and a building permit with appropriate conditions has been issued. The issuance of a building permit shall not serve as a defense to a violation of any provision of this chapter.

12.48.130 - Tree Preservation of Established Trees, Heritage Oak Trees, Specimen Trees and Landmark Trees as part of Development Projects or on Vacant/Undeveloped Commercial and Residential Property.

A. The City desires to preserve trees located on property proposed for development and on vacant or undeveloped sites. Preliminary site plans should be drawn with tree preservation as a key goal unless the applicant can clearly demonstrate the infeasibility of preserving the tree(s).

B. An application for a development project shall be accompanied by a Tree Preservation Plan containing the following information and which shall be approved by the applicable governing entity or body responsible for approving the development project/entitlement or by the Community Development Director where a project entitlement is not required, consistent with the processing requirements outlined in Title 17 of this Code:

> 1. Contour map showing the location, size, species and condition of all existing trees which are located upon the property proposed for development;
>
> 2. Identification of those trees which the applicant proposes to preserve and those which are proposed to be removed and the reason for such removal; where feasible existing mature trees shall be preserved in the site plan as a project amenity for their shade, aesthetic and environmental benefits.

a. Any heritage oak tree, specimen tree, and landmark tree or any established tree 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 it is cost-prohibitive to preserve the tree in a safe and viable manner and no appropriate or feasible design alternatives exist to preserve the tree. Such finding shall be made by the applicable governing entity or body responsible for approving the development project/entitlement.

b. Street trees shall be subject to the requirements of Sections 12.48.050 through 12.48.090.

3. A program for the preservation and protection of heritage oak trees, specimen trees, landmark trees, and established trees in healthy condition during and after completion of the development project, as required in the City engineering standards section 20.05(C);

4. A program for the replacement of any healthy and viable trees proposed to be removed, as required by Section 12.48.150;

5. Any change in the trees to be saved and/or removed as designated on the approved development plan shall only be permitted upon the written approval of the Community Development Director.

F. Any heritage oak tree, specimen tree, landmark tree, or established tree approved for removal on undeveloped commercial or residential property, and not associated with a development application or building permit application, shall require a finding that the tree is of poor health, or that the tree poses a health, life or safety risk, and/or it is cost-prohibitive to preserve 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 or entitlement or by the Community Development Director. For healthy and viable trees approved for removal, replacement requirements as outlined in Section 12.48.150, shall apply.

12.48.140 - Encroachment into drip line area of protected trees during construction.

The existing ground surface within drip line (measured horizontally) of the trunk of any heritage oak tree, specimen tree, landmark tree, or established tree shall not be excavated, filled, compacted or paved without the consultation and consent of the Community Development Director. Tree wells may be used when advisable. Excavation adjacent to any heritage oak tree shall not be permitted where material damage to the root system may result, unless approved by an ISA-certified arborist. Excavation within an oak tree dripline, when approved by the City, may only be performed by a contractor that has an ISA-certified arborist on staff and based on a plan prepared by consulting ISA-certified arborist that has been submitted to and approved by the City in advance.

12.48.150 - Tree replacement program.

A. A person owning or controlling developing or undeveloped commercial property or undeveloped residential property shall be required to replace healthy and viable established trees approved for removal consistent with an approved Tree Preservation Plan (Section 12.48.130) or approved for removal consistent with Section 12.48.130(F), in accordance with subsection (1).

Each healthy and viable heritage oak tree, specimen tree, or landmark tree approved for removal shall be replaced in accordance with subsection (2).

1. For each six inches or fraction thereof of the diameter of an established tree which was approved for removal, two trees of an approved species, each of a minimum 15-gallon container size shall be planted on the project site.

2. For each six inches or fraction thereof of the diameter of a heritage oak tree, specimen tree, or landmark tree which was approved for removal, four trees of an approved species, each of a minimum 15-gallon container size, shall be planted on the project site.

3. If the development site is inadequate in size to accommodate the replacement of trees, the trees may be planted on public property with the approval of the Community Development Director. Upon the request of the developer and the approval of the Community Development Director, the City may accept an in-lieu payment as set forth in the City's adopted fee schedule and used for tree related projects and/or planting programs.

12.48.160 - Replacement and/or Removal of Trees on Existing, Developed Commercial Sites.

A. Unhealthy trees or trees that pose a life-safety hazard located on a developed commercial site shall be replaced in-kind and at a 1:1 ratio, subject to a report prepared by an ISA arborist and substantially consistent with a previously approved landscape plan, including street tree spacing and parking lot shade requirements. The tree removal shall be subject to review and approval by the Community Development Director. If no landscape plan is available or on record, Owner may submit a minor design review request for the replacement or removal of trees for review and approval by the Community Development Director and/or Community Services Director as appropriate.

B. Removal and/or replacement of heritage oak trees, landmark trees, specimen trees, or established trees shall be subject to the preservation and replacement program and ratios outlined in Sections 12.48.150 or 12.48.160.

C. Removal of trees to allow for the installation of a solar canopy and/or electric vehicle charging stations shall avoid to the extent feasible the removal of established trees and may not include the removal of heritage oak trees, landmark or specimen trees. If feasible, trees removed shall be replaced in-kind elsewhere on the property. Owner shall submit a request for the replacement or removal of trees for review and approval by the Community Development Director and/or Community Services Director as appropriate.

12.48.170 - Maintenance of Trees and Landscaping on Developed Commercial Site.

Owner of commercial development site shall complete the installation of landscaping and trees in accordance with approved landscaped plans. 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, as applicable and pursuant to Section 17.112.060.

12.48.180 - Right of Inspection.

The Community Services Director may inspect any tree on private property in the City in accordance with law, to determine whether a property owner is in compliance with this chapter.

12.48.190 - Liability/responsibility.

This chapter shall not be construed to impose any liability upon the city, its officers or employees for the performance of any act or the failure to perform any act under this chapter, and shall not relieve the owner from the duty to keep any tree upon owner's property in such condition as to prevent it from causing damage or constituting a nuisance.

12.48.200 - Public nuisance.

The Community Services Director is authorized to cause the abatement of any public nuisance as defined under this chapter in accordance with the provisions of Chapter 9.04 of this Code.

12.48.210 - Emergency response.

An owner is not precluded by this chapter from taking action, in the event of an emergency, which would otherwise violate the terms of this chapter if such action is necessary to minimize hazardous conditions to life or property. In the event such emergency action is taken, the owner shall notify the Community Services Director by the next business day.

12.48.220 - Stop work order.

Whenever the Community Services Director or Community Development Director determines that an action being taken is in conflict with this chapter, the Community Services Director or Community Development Director shall cause to be issued a stop work order which shall prohibit such action. The stop work order shall set forth the alleged violations and may list remedies to be taken to correct the violations. The person receiving the stop work order shall report in writing to the Community Services Director or Community Development Director within 48 hours regarding the steps to be taken to correct the violations or to appeal the posting of the stop work order. The stop work order shall remain in effect until a finding is made that the circumstances giving rise to its order no longer exist. Any party receiving a stop work order may appeal through the process outlined in Section 12.48.230.

12.48.230 - Stop work order—Appeal.

Any person dissatisfied with the decision of the Community Services Director or Community Development Director or their designees to issue a stop work order made under Section 12.48.220 may appeal such decision to the City Council. Such appeal shall be in writing, stating the reasons therefor, and, except as otherwise provided herein, shall be filed with the City Clerk not later than 10 days after the date of the Community Services Director or Community Development Director's decision. The City Clerk shall set the appeal for hearing before the City Council within 45 days after the appeal is filed. Notice of the time and place of the hearing shall be given to the appellant at least 10 days in advance thereof by mail, postage prepaid. The decision of the City Council shall be final.

12.48.240 - Violation—penalty.

A. Any person violating any provision of this chapter or failing to comply with any of its mandatory provisions shall be guilty of an infraction, punishable as set forth in Section 1.08.070 of the Code.

B. For work that requires a tree permit, each person who fails to obtain a tree permit, shall be guilty of an offense for each tree affected, and each day or portion thereof following the illegal tree removal shall constitute a separate offense until a permit is obtained and the tree or trees replaced. The violator shall also be responsible for tree replacement. For all other violations of this chapter, each person shall be guilty of a separate offense for each tree affected and for each day or portion thereof that a violation of this chapter is committed, continued or permitted to occur or continue.

1. If, as a result of a violation of this chapter, the injury, mutilation or death of a street tree, heritage oak tree, specimen tree, or landmark tree, or established tree, the cost of repair or replacement of such tree, including enforcement costs, shall be borne by the person in violation of the chapter.

2. For any heritage oak tree removed on private property without a tree permit or Tree Preservation Plan, the violator shall be responsible for an administrative fine of $1,000 per tree and the replacement of the tree in kind or in accordance with the replacement program and ratios outlined in Sections 12.48.150, and each day or portion thereof following the illegal tree removal shall constitute a separate offense until a permit or Tree Preservation Plan is obtained and the tree or trees replaced.

C. For tree removal without an approved Tree Modification Review Form on developed residential property, each person shall be guilty of a separate offense for each tree affected, and shall be responsible for administrative fines as follows:

1. For trees 24-36 inch DBH, the violator shall be responsible for an administrative fine of $500; or

2. For trees greater than 36 inch DBH, the violator shall be responsible for an administrative fine of $1,000.

D. For tree removal without an approved Tree Preservation Plan as part of Development Projects or without approval from the Community Development Director pursuant to Section 12.48.130(F) on Vacant/Undeveloped Commercial or Residential Property, each person who fails to obtain approval of a Tree Preservation Plan or approval from the Community Development Director, as applicable, shall be guilty of an offense for each tree affected, and each day or portion thereof following the illegal tree removal shall constitute a separate offense until approval from the applicable is obtained and the tree or trees replaced:

1. For trees 24-36 inch DBH, the violator shall be responsible for an administrative fine of $500 and the replacement of the tree in accordance with the replacement requirements and ratios outlined in Sections 12.48.150, with such replacement approved by the Community Development Director or designee; or

2. For trees greater than 36 inch DBH, the violator shall be responsible for an administrative fine of $1,000 and the replacement of the tree in accordance with the replacement program and ratios outlined in Sections 12.48.150, with such replacement approved by the Community Development Director or designee.

E. For purposes of determining the penalties to be levied pursuant to subsections (C) and (D), the City shall be entitled to use any available data to determine the DBH of the trees removed, including but not limited to the diameter of the remnant trunk of the removed tree, historical records of the property and aerial photographs.

F. In addition to the general penalty set forth above, any condition caused or permitted to exist in violation of this chapter shall be deemed a public nuisance and may be summarily abated by the City in accordance with Chapter 9.04 of this Code and other applicable provisions of law. Each day such condition exists shall be regarded as a new and separate offense.

G. Any administrative citation issued pursuant to this chapter may be appealed pursuant to the procedures set forth in Chapter 9.20 of this Code.

H. Nothing contained in this section shall limit the right of the City Council to authorize the City Attorney or District Attorney to seek or obtain any other form of judicial relief, legal or equitable, to which the City would be otherwise entitled."

Section 2. **Conflicting Laws.** To the extent that there is any conflict between the provisions of this Ordinance and any provision of the Woodland Municipal Code, an ordinance, or a resolution or policy, all such conflicting provisions shall be superseded by this Ordinance.

Section 3. **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 are severable. This City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

Section 4. **Effective Date and Publication**. The City Clerk shall certify to the adoption of this Ordinance, and the City Clerk shall cause this Ordinance to be posted or published as prescribed by law. This Ordinance shall take effect thirty (30) days following its adoption.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Woodland City Council this ___ day of ________, 2022.

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayra Vega, Mayor

ATTEST: APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk Ethan Walsh, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: K.17
SUBJECT: Urgency Ordinance Prohibiting Truck and Trailer Parking, Storage, and Overhaul in the Industrial Zone

Recommendation for Action: Staff recommends that the City Council 1) Receive information about the proposed Urgency Ordinance; and 2) Adopt an urgency ordinance prohibiting the processing and/or approval of any and all Truck and Trailer Service Repair and Overhaul; Parking Facilities, Including Truck and Trailer Parking, Park and Ride Lots; RV, Boat, Auto, Truck and Trailer Storage; and Truck Terminal Facilities in the Industrial (I) Zone in the City of Woodland; and 3) Direct staff to prepare necessary zoning amendments to address truck and trailer parking, storage and repair uses in the Industrial district.

Staff Contact:
Cindy Norris, Principal Planner, (530) 661-5911, cindy.norris@cityofwoodland.org

Fiscal Impact:
Requires staff and City Attorney time to prepare this and required follow up analysis concerning the urgency ordinance and future zoning code update to address truck and trailer parking and storage in the Industrial zone.

Background:
Existing City Zoning Code Provisions
The City's existing Zoning Code regulates the location of truck and trailer parking, storage, and repair and overhaul in the Industrial (I) zone, which are allowed as a permitted use where not adjacent to residential areas.

Existing Conditions
The City has been experiencing a significant increase in uses that provide for the parking, long term storage, repair and overhaul, of large trucks and trailers in multiple zones. In the Industrial/Light Industrial Flex (I/LIF) zone, the storage and parking of large trucks and trailers, and major repair is subject to either a zoning administrator permit or a conditional use permit. Outdoor storage (including trucks or trailers) in the I/LIF zone is only allowed as an accessory use on a site with a permitted primary use and structure, and all outdoor storage must be screened. The city has several on-going code enforcement cases regarding illegal truck storage facilities in the I/LIF zone that have occupied sites in a manner that is not consistent with current Zoning Code requirements.

In the I zone, the parking, storage, repair and overhaul are allowed as permitted uses where they are not adjacent to residential areas. Such uses generally require larger amounts of land, and do not generally provide for site improvements, employ local workers, or provide point of sale revenue. In addition, uses with large numbers of trucks degrade the city's roadway network but have not required to invest in funding future improvements. Further, these sites tend to be minimally improved due to the low cost to operate and remove valuable land from potential development desired under the City's General Plan. These facilities are often located in areas that have higher tax rate areas, but generate little to no property tax. Further, such uses can present a negative image to existing and prospective desirable businesses, and damage the vitality and synergistic opportunities in the Industrial zone, thereby harming the overall development potential in the community. The General Plan includes policy 2.A.2, which states that the City should maintain high expectations for development as land is a finite resource, given the City's Urban Limit Line. Other related

General Plan polices include policy 3.K.2, which provides that the city, consider user fees or maintenance districts to address transportation infrastructure maintenance needs, policy 4.A.1, which states that the city shall focus on projects that will maximize long-term net revenues and diversify the city's economic base, and policy 4.B.3 which requires new development to pay its fair share of needed public facilities and infrastructure improvements and maintenance.

Recently, the city received interest in a larger truck parking facility (over 500 trucks) on a property located along the city's eastern boundary. The extent of the number of trucks proposed would create a significant impact on the city. This type of facility takes up large amounts of valuable land area that is often located in areas that have higher base tax rates. These uses generally have very low employment and generate no sales tax. Therefore, it is staff's opinion that such uses do not promote the City's goals of achieving aesthetic, fiscal health, or fostering economic growth in the community.

The proliferation of truck parking, storage, and repair and overhaul uses in Woodland, particularly in the industrial zones, poses a threat to public health, safety and welfare in that expansion of such uses depreciates the potential tax base, presents a negative image to existing and prospective desirable business, and damages the vitality and synergistic opportunities in the industrial district thereby harming the overall development potential in the community.

The City did not anticipate the number and intensity of proposed inquiries in the industrial zones for truck parking, storage, repair and overhaul facilities, and the City Council finds that there are resulting impacts previously unanticipated by the City.

At this time, staff is recommending that the City Council consider a moratorium in the form of an urgency ordinance that prohibits, Parking Facilities, Including Truck and Trailer Parking, Park and Ride lots; RV, Boat, Auto, Truck and Trailer Storage; and Truck Terminal, and Repair and Overhaul facilities from locating in the Industrial District of the City of Woodland until staff is able to modify the Zoning Ordinance for the Industrial (I) Zone to limit or prohibit such uses as part of the Comprehensive Zoning Code update.

Discussion:

Urgency Ordinance

The City Council may adopt an urgency ordinance, which would go into effect immediately and remain in effect for 45 days unless extended within those 45 days. An interim urgency ordinance requires a 4/5 vote for adoption and requires the City Council to make findings that the interim ordinance is being adopted for the immediate protection of public health, safety, and welfare. The intent of such an urgency ordinance would be for it to remain in effect only until the City Council adopts an ordinance to regulate truck parking facilities within the City of Woodland to prevent further over-saturation and to avoid impacts associated with such uses.

The proposed ordinance would go into effect immediately and would be in effect for 45 days, unless further extended once for 10 months 15 days, and a second time for a year by the City Council following a noticed public hearing. It is the staff's intent to evaluate this issue in connection with the comprehensive zoning code update process.

Conclusion:

Staff recommends that the City Council 1) Receive information about the proposed Urgency Ordinance; and 2) Adopt an urgency ordinance prohibiting the processing and/or approval of any and all Truck and Trailer Service Repair and Overhaul; Parking Facilities, Including Truck and Trailer pParking, Park and Ride lots; RV, Boat, Auto, Truck and Trailer Storage; and Truck Terminal Facilities in the Industrial (I) Zone in the City of Woodland; and 3) Direct staff to prepare necessary zoning amendments to address truck and trailer parking, storage and repair uses in the Industrial district.

Prepared by: Cindy Norris, Principal Planner

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

Ana B. Gonzalez
City Clerk

Attachments:
1. Urgency Ord Truck Parking Storage and Repair Industrial

URGENCY ORDNANCE NO. ______

AN URGENCY INTERIM ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND ESTABLISHING A MORATORIUM ON ANY AND ALL TRUCK AND TRAILER PARKING, STORAGE, AND REPAIR AND OVERHAUL FACILITIES IN THE INDUSTRIAL DISTRICT OF THE CITY OF WOODLAND, TO TAKE EFFECT IMMEDIATELY, AND DECLARING THE URGENCY THEREOF

WHEREAS, the existing truck and trailer parking, storage, and repair and overhaul facilities located in the City and have been allowed under the City's Zoning Code to operate in the industrial zone as a permitted use; and

WHEREAS, the following uses as stated in Table 3, Section 17.92.020, are specifically the subject of this Urgency Ordinance: "Truck and Trailer Service Repair and Overhaul; Parking Facilities, including truck and trailer parking, park and ride lots; RV, Boat, Auto, Truck and Trailer Storage; and Truck Terminal facilities" in the Industrial (I) Zone, and shall be referred to generally as truck and trailer parking, storage, and repair and overhaul facilities.

WHEREAS, the City Council approved the 2035 General Plan, which envisions a prosperous and fiscally sound community that offers abundant employment opportunities to its residents as well as a destination for visitors desiring to experience the City's unique agricultural, historical, recreational, cultural, and entertainment amenities; and

WHEREAS, the Interim Zoning Code did not address areas that are zoned Industrial, where truck and trailer parking, storage, and repair and overhaul facilities are allowed as a permitted, by-right use; and

WHEREAS, the proliferation of truck and trailer parking, storage, and repair and overhaul uses in Woodland, particularly in the Industrial Zone, through conversion of limited valuable limited land, existing facilities or development of new, poses a threat to the public health, safety and welfare in that expansion of such uses damages existing roadways, depreciates the potential tax base, presents a negative image to existing and prospective desirable business, and damages the vitality and synergistic opportunities in the industrial district thereby harming the overall development potential in the community; and

WHEREAS, truck and trailer parking, storage, and repair and overhaul facilities do not promote the City's goals of achieving either aesthetic or fiscal health of the community, do not foster economic growth, do not promote the City's agricultural heritage or an environmentally sustainable community, and the City is becoming increasingly concerned about the over-saturation of such facilities in the City and the increased interest in locating even more truck and trailer parking, storage, and repair and overhaul facilities within the City's Industrial Zone; and

WHEREAS, the City Council now desires to adopt a moratorium that prohibits truck and trailer parking, storage, and repair and overhaul facilities from locating in the Industrial Zone of the City of Woodland; and

WHEREAS, during the pendency of this moratorium, the City Council has directed City staff to prepare an amendment to the Zoning Ordinance to regulate truck and trailer parking, storage, and repair and overhaul facilities within the Industrial Zone of the City of Woodland; and

WHEREAS, this urgency ordinance is adopted pursuant to the requirements of Government Code section 65858 and shall be in effect for 45 days unless further extended by the City Council of the City of Woodland.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Used Identified in Table 17.92.020 as Subject to the Moratorium:

The following uses are listed in the Zoning Code Table 3 - Permitted uses in the Industrial Zone, as subject to the moratorium:

- Auto, Boat, RV, Bus, Truck and Trailer Service:
  - Repair and Overhaul
- Industrial Yard Uses:
  - Parking Facilities, Including Truck and Trailer Parking, Park and Ride lots
  - RV, Boat, Auto, Truck and Trailer Storage
  - Truck Terminals

Section 2. Findings.

The City Council of the City of Woodland hereby makes the following findings in support of the immediate adoption and application of this urgency interim Ordinance regulating truck and trailer parking, storage, and repair and overhaul facilities in the City of Woodland:

A. The City currently has an over-concentration of truck and trailer parking, storage, and repair and overhaul facilities within its borders and has recently seen an increase in inquiries to locate even more such facilities within the City. The Woodland Zoning Code permits truck and trailer parking, storage and repair and overhaul facilities in industrial zones leading to this over-concentration.

B. The Land Use Element of the City's 2035 General Plan includes specific goals and policies that aim to minimize land use conflicts and develop a logical pattern of land use as well as to upgrade the City's appearance and establish a strong economic base. Specifically, Goal 2.A of the City's General Plan provides that the City will support sustainable growth through orderly, well planned development that provides for economic growth, strong social ties, protection of the environment, an enhanced quality of life, and preservation of Woodland's community character and agricultural heritage. The General Plan includes a policy that the City should maintain high expectations for development as land is a finite resource, especially given the City's Urban Limit Line. The City Council finds that the large number of existing truck and trailer parking, storage, and repair and overhaul facilities and the potential for additional facilities is inconsistent with the General Plan's goals of economic growth and high expectations for development.

C. The City of Woodland is a small city. Due to its small size, the proliferation of truck and trailer parking, storage, and repair and overhaul facilities in the City has the potential to adversely affect the City's economic and aesthetic environments by over-saturating the City with such facilities for storage purposes rather than with research and development, manufacturing, and industrial uses that the City is endeavoring to promote.

D. The large number of truck and trailer parking, storage, and repair and overhaul facilities within and around the City of Woodland contribute to an overall negative aesthetic image and do not promote complete neighborhoods, active living, neighborhood interaction, or economic development.

E. Adoption of a moratorium on truck and trailer parking, storage, and repair and overhaul facilities will provide the City with an opportunity to review and revise its Zoning Ordinance in order to prevent the current over-proliferation of truck and trailer parking, storage, and repair and overhaul facilities in the City from further expanding.

F. Due to the City's need to study and review its Zoning Ordinance, it is urgent that the City study and evaluate the options available to it regarding regulation of truck and trailer parking, storage, and repair and overhaul facilities to prevent the adverse impacts that may result from continued approvals and conditional approvals of truck and trailer parking, storage, and repair and overhaul facilities in the Industrial zone of the City.

G. Based on the above findings and all evidence in the record, there is a need to enact an urgency interim ordinance establishing a moratorium on all new truck and trailer parking, storage, and repair and overhaul facilities within the Industrial Zone in the City of Woodland. This Ordinance is necessary for the preservation of the public health, safety, and welfare. It is the intent of the City Council that this Ordinance take effect immediately pursuant to Section 65858 of the Government Code.

<u>Section 3</u>. <u>Moratorium</u>. Based on the facts and findings set forth in the recitals and Section 2 of this Ordinance, the City of Woodland hereby establishes a moratorium on the establishment of new truck and trailer parking, storage, and repair and overhaul facilities in the Industrial Zone of the City of Woodland. No new application for a building permit, business permit, conditional use permit, or any entitlement for the establishment or expansion of a truck and trailer parking, storage, and repair and overhaul facility shall be processed or approved in the Industrial Zone during the term of the moratorium.

<u>Section 4</u>. <u>Moratorium Term</u>. This Ordinance shall expire, and the moratorium established herein shall terminate, 45 days after the date of its adoption unless extended by the City Council, at a regularly noticed public hearing, pursuant to California Government Code section 65858.

<u>Section 5</u>. <u>Planning Study</u>. The Community Development Director shall commence the review of the Zoning Ordinance and shall prepare all items necessary and appropriate in order to recommend to the City Council the appropriate Zoning Ordinance amendments and criteria for further regulation of truck and trailer parking, storage, and repair and overhaul facilities as part of the comprehensive zoning code update process.

<u>Section 6</u>. <u>CEQA Finding</u>. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption of this Ordinance and establishment of a moratorium on

truck and trailer parking, storage, and repair and overhaul facilities will have a significant effect on the environment because the Ordinance will maintain current levels of development and will not permit any truck and trailer parking, storage, and repair and overhaul facility that may have a significant impact on aesthetics or traffic levels. It is therefore exempt from any California Environmental Quality Act (CEQA) review pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

Section 7. Certification and Publication. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published once in a newspaper in the City of Woodland.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Woodland City Council this 1st Day of November, 2022 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

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: November 1, 2022
ITEM #: K.18
SUBJECT: Fiscal Year 2022/23 Quarterly Budget Update

Recommendation for Action: Staff recommends that the City Council receive an informational report representing the FY2022/23 First Quarter Budget Update.

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

Fiscal Impact:
This informational item represents City-wide revenue and expenditures for (1) unaudited results for all periods of activity in fiscal year (FY) 2021/22 and (2) results through the first three months of fiscal year 2022/23.

Discussion:
The 2021/22 fiscal year can be characterized as a quasi-normal fiscal year as the City was finally recovering from closures and operational impacts as a result of the COVID-19 pandemic. Revenues have been difficult to project in the last few fiscal years due to the COVID pandemic. However, the FY2021/22 budget was revised at midyear with the best information available and projections that were considered more reliable as the City began to normalize and began to see revenues as they were pre-COVID. As is the case each year, staff relied on consultant expertise and analysis for General Fund sales tax revenues. Staff also relied on revenue trends during the fiscal year and department level projections to best determine the expected outcome of City revenues. To that end, revenue exceeded the City's amended budget and staff projections in most revenue categories. Specifically, the General Fund revenues exceeded projections by $3.38 million.

During preparation of the FY2022/23 budget, the best information available to staff was used to forecast revenues and expenses. As the fiscal year continues to progress, staff will continually be reviewing and updating projections as information becomes available. These projections will reflect a generally more positive outlook on revenues as the economic impacts of the pandemic have become less volatile on most of the larger revenue sources for the City. This updated information will also inform the development of the FY2023/24 budget, which begins in November 2022.

This report and the related attachments summarize revenue and expenditure results for all City funds through the fourth quarter of fiscal year 2021/22 and through the first quarter of fiscal year 2022/23. In addition, the report highlights revenues and expenditures specifically in the General Fund through the same time periods.

Highlights of the fiscal year 2021/22 results (Attachment A) include the following:

- All Funds revenues through fiscal year-end FY2021/22 were $265.88 million or 107% of the amended budget.
- General Fund revenues totaled $77.01 million, $3.38 million more than the amended budget. Most of the General Fund revenue categories met and/or exceeded projected budgets. Sales Tax and Licenses/Permits exceeded projections for a combined $2.58 million.
- Through the fourth quarter of fiscal year 2021/22, expenditures in all funds totaled $211.1 million, or 66% of the amended budget. All fund categories completed the year with expenditures within the amended budget.

- The General Fund ended the year with $69.74 million in expenses, which is $6.84 million less than the amended budget. The savings are largely due to savings in American Rescue Plan Revenue Recovery funds that were appropriated to the General Fund for project expenses and Measure J programming. Many of the Council approved projects will continue into fiscal year 2022/23 and remaining funds have been carried-over to the new fiscal year.
- At the end of fiscal year 2021/22, department operating expenditures were, for the most part, within the approved appropriations.
- Capital Improvements expenditures totaled $34.84 million, which underspent the budget by $69.14 million. Capital projects are typically long-term in nature and span multiple fiscal years, and because of this, the remaining balances in funds have been carried-over into FY2022/23.
- The total ending fund balance in the General Fund was expected to be $19.53 million for the fiscal year 2021/22 or 31.3% of revenues at the mid-year update. The actual fund balance at the end of FY2020/21 is $22.57 million or 34.4% of revenues, an increase of $3.04 million over the projected amount.

Highlights of the fiscal year 2022/23 results (Attachment B) include the following:

- All Funds revenues through the first quarter of fiscal year 2022/23 are $30.3 million, or 16% of the amended budget.
- General Fund revenues are $5.2 million or 8% of the amended budget, with many of the City's major tax revenues yet to be collected during the current fiscal year.
- Through the first quarter of FY2022/23, expenditures for all funds totaled $43.5 million, or 15% of the amended budget. General Fund expenditures totaled $14.8 million, or 19% of the amended budget.
- At the end of the first quarter of fiscal year 2022/23, all departments appear to be tracking closely to the budget.

Although the fiscal year 2021/22 final results were better than projected, the City's General Fund forecast will continue to be a challenge as staff is still projecting a growing structural deficit through FY2026/27. Fund Balance will be an important factor in assisting with the development of balancing plans and targeted investment in high priority one-time funding needs. This quarterly report does not provide updated projections for the anticipated General Fund outcomes in FY2022/23. So far, preliminary revenue performance and indications of year-end outcomes appear to be favorable. Some revenues, like property taxes, sales taxes and transient occupancy taxes (TOT) are performing in line with or better than the amended budget. Staff continues to receive quarterly updates from the City's sales tax consultant and will receive another update prior to the end of the calendar year.

The next budget update provided to the City Council will be the mid-year budget update, which provides updated projections through the remainder of the current fiscal year and informs the development of the FY2023/24 budget.

Conclusion:
Staff recommends that the City Council receive an informational report representing the FY2022/23 First Quarter Budget Update.

Prepared by: Evis Morales, Finance Officer

Reviewed by: Kim McKinney, Director of Administrative Services

Ken Hiatt
City Manager

Attachments:

1. Quarterly Budget Update-FY2021/22 Q4 Attachment A
2. Quarterly Budget Update-FY2022/23 Q1 Attachment B

ATTACHMENT A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds Revenues

FY2021/22 Revenues	Original Budget	Amended Budget	Year-to Date Actuals	%
General Fund	$ 58,319,997	$ 73,630,259	$ 77,010,371	105%
Special Revenue	$ 21,466,572	$ 48,347,177	$ 56,727,469	117%
Debt Service	$ 1,547,854	$ 1,547,854	$ 1,547,854	100%
Development/Capital	$ 16,662,419	$ 16,826,419	$ 19,336,730	115%
Spring Lake	$ 7,447,348	$ 29,447,348	$ 28,492,655	97%
Enterprise Funds	$ 51,363,343	$ 52,158,272	$ 55,771,741	107%
Internal Service	$ 20,643,905	$ 20,643,905	$ 19,284,584	93%
Successor Agency	$ 900,000	$ 900,000	$ 823,049	91%
Agency (Assessment	$ 5,623,155	$ 5,623,155	$ 6,881,620	122%
Total All Funds	$ 183,974,593	$ 249,124,389	$ 265,876,073	107%

- All Funds revenues through fiscal year-end FY2021/22 were $265.88 million or 107% of the amended budget.

- General Fund revenues totaled $77.01 million, $3.38 million more than the amended budget. Table 4 provides more detail regarding General Fund revenues.

- Special Revenue funds generated $56.73 million or 117% of the amended budget. Revenue captured in this category is mostly based on grant reimbursements and follows project expenses throughout the fiscal year.

- Development/Capital funds generated $19.34 million or $2.51 million more than the amended budget, due in large part to better than expected Development Impact fees. This additional revenue assists in reducing inter-fund loan balances accumulated from assisting with debt service and helps to improve fund balance deficits created by advancing significant priority projects throughout the early 2000's.

- Spring Lake funds generated $28.5 million or 97% of the amended budget.

- Enterprise Funds collected $55.78 million or 107% of the amended budget. Revenue generated in excess of amended budget is due to increase in water/sewer service charges.

Rates were increased in January 2022 to sustain current operations and to fund priority projects.

- Internal Service fund revenues were $19.28 million or 93% of the amended budget.

- Successor Agency revenues were $823,049 or 91% of the amended budget. Successor Agency revenue is used to repay debt service on former Redevelopment Agency debt obligations and is calculated each year and submitted to the State Department of Finance.

- Agency funds are primarily pass-through special assessment funds. The revenues in these funds totaled $6.88 million or $1.26 million higher than the amended budget due to the continuation building of residential units in Spring Lake that are also contributing to the annual assessment (Mello-Roos) as well as some early pre-payments of bonds by some property owners within Spring Lake.

Table 2 – All Funds Expenditures by Fund Type

	FY2021/22 Expenditures			
	Original Budget	Amended Budget	Year-to Date Actuals	%
Internal Service	$18,248,964	$22,181,503	$18,005,012	81%
General Fund	$61,182,301	$76,585,891	$69,741,004	91%
Enterprise Funds	$60,552,876	$83,921,099	$47,757,920	57%
Special Revenue	$21,566,454	$65,241,855	$41,836,821	64%
Development/Capital	$15,276,045	$31,188,089	$13,960,313	45%
Successor Agency	$923,315	$923,315	$500,294	54%
Spring Lake	$19,264,028	$27,490,990	$7,049,046	26%
Debt Service	$1,550,344	$1,550,344	$1,545,345	100%
Agency	$7,408,271	$10,908,271	$10,714,874	98%
Total All Funds	$205,972,598	$319,991,357	$211,110,629	66%

- Through the fourth quarter of fiscal year 2021/22, all funds expenditures totaled $211.1 million, or 66% of the amended budget. All fund categories completed the year with expenditures within the amended budget.

- The General Fund ended the year with $69.74 million in expenses, which is $6.84 million less than the amended budget. The savings are largely due to savings in American Rescue Plan Revenue Recovery funds that were appropriated to the General Fund for project expenses and Measure J programming. Many of the Council approved projects will continue into fiscal year 2022/23 and remaining funds have been carried-over to the new fiscal year.

Of the $6.84 million in savings across all departments, $4.54 million was re-appropriated to FY2022/23 to complete prior year commitments and continue efforts on project priority goals that span multiple fiscal years. Due to this re-appropriation of funds to FY2021/22, actual savings for FY2021/22 is $2.3 million. General Fund expenditures are discussed in more detail in Table 5.

- Enterprise Funds expenditures totaled $47.76 million, or 57% of the amended budget. Enterprise funds were underspent compared to budget for several reasons, which include the following: $23.2 million in savings from Capital Improvement Projects (CIP) that did not incur expenses compared to their approved budget (refer to the CIP Chart below for a listing of some these projects sorted by fund type); Depreciation of $8.7 million that is pending and has not yet been recorded; $1.49 million in personnel cost savings; and $1.35 million in contract services budget that was not spent during the fiscal year.

- Special Revenue fund expenditures totaled $41.84 million or 64% of the amended budget. Special Revenue funds include a variety of fund types, but primarily consist of various federal grants, housing grants and programs, state allocated transportation funding, and special assessment districts (such as Lighting and Landscaping). Special Revenue funds were underspent for the following reasons: $11.75 million in savings from Capital Improvement Projects (CIP) that did not incur expenses compared to their approved budget (refer to the CIP Chart below for a listing of some these projects sorted by fund type); $6.69 million in HomeKey Grant funds were not spent; $1.89 million in Supplies and Services savings; $1.2 million in American Rescue Plan Revenue Recovery project funds were not spent; and $784,484 in personnel cost savings.

- Development/Capital funds resulted in $13.96 million or 45% of the amended budget. Development/Capital funds were underspent largely for the following reasons: $15.3 million in savings due to many Capital Improvement Projects (CIP) that did not incur expenses compared to their approved budget (refer to the CIP Chart below for a listing of some these projects sorted by fund type) and $1.18 million in budgeted Measure F funds that were not needed to assist with the annual Community Center debt service.

- Successor Agency ended the fiscal year with $500,294 million in expenses or 54% of the amended budget. The budget is based on payments due for loans, but timing of reimbursement depends upon approval of and availability of funds from the State Department of Finance; loan payments will be made in FY22/23.

- Spring Lake funds ended the fiscal year with $7.05 million in expenses or 26% of the amended budget. Spring Lake funds were underspent largely due to $10.1 million in Capital

Improvement Projects (CIP) expenses that were not incurred compared to their approved budget (refer to the CIP Chart below for a listing of some these projects sorted by fund type); and $10.33 million in planned reimbursements to developers for infrastructure constructed in Spring Lake that were not completed by the end of the year.

- Agency Funds reflect expenditures of $10.71 million or 98% of the amended budget. Agency expenses are related to debt service payments for special districts.

*All CIP unspent budget will carry-forward to FY2022/23 and be available for planned projects.

CIP Chart	Project Name	Amended Budget	Year-to-Date Expenditures	Balance	Percent Spent
Internal Service Funds	Enterprise System Replacement	$ 1,751,750	$ 434,408	$ 1,317,342	25%
	Woodland Sports Park Turf Replacement	$ 300,000	$ -	$ 300,000	0%
Enterprise Funds	ASR Wells #31	$ 5,554,781	$ 35,729	$ 5,519,051	1%
	Storm Drainage Outfall Channel Outlet	$ 3,681,972	$ 223,143	$ 3,458,829	6%
	Annual Sewer Repair and Replacement	$ 2,885,439	$ 182,754	$ 2,702,686	6%
	2022 Water & Sewer Repair and Replacement	$ 4,940,000	$ 2,778,365	$ 2,161,635	56%
	Water System Replacement Repairs	$ 2,286,493	$ 188,807	$ 2,097,686	8%
	Groundwater Monitoring Wells	$ 1,554,554	$ 11,109	$ 1,543,445	1%
	FloodSAFE Yolo/Cache Creek Feasibility	$ 829,681	$ 278,031	$ 551,650	34%
	WPCF Pond #11 Biolsolids Removal	$ 906,340	$ 505,486	$ 400,854	0%
	2023Water and Sewer Replacement Project	$ 400,000	$ -	$ 400,000	0%
	Large Diameter Wastwater Pipeline Repair/Replace.	$ 400,000	$ -	$ 400,000	0%
	Replacement of Orangeberg Sewer Laterals	$ 368,560	$ -	$ 368,560	0%
	Recyled Water Master Plan	$ 355,884	$ 19,037	$ 336,847	5%
	New ASR Well Construction	$ 342,315	$ 10,613	$ 331,702	3%
	Treatment Plant Exp-Biosolids	$ 310,268	$ 2,232	$ 308,036	1%
	Gibson Road Bicycle/Pedestrian Mobility	$ 310,000	$ 4,500	$ 305,500	1%
	Groundwater Wells Demo Project	$ 297,371	$ 1,868	$ 295,504	1%
	Wastewater Asset Replacement	$ 545,000	$ 174,945	$ 370,055	32%
	Gibson Road Rehabilitation-CR98 to West St.	$ 200,000	$ -	$ 200,000	0%
	Water Meter Replacement	$ 200,000	$ -	$ 200,000	0%
	2021 Sewer/Water Repair & Replacement	$ 4,173,094	$ 3,977,398	$ 195,697	95%
	North Canal Pump Station Pipe Rehabilitation	$ 180,000	$ -	$ 180,000	0%
	Preliminary Odor Abatement	$ 154,934	$ -	$ 154,934	0%
	Calibrated Sewer Model	$ 140,020	$ -	$ 140,020	0%
	West Woodland Safe Routes to School	$ 123,864	$ -	$ 123,864	0%
	2019 Water Main Replacement Project	$ 88,039	$ -	$ 88,039	0%
Special Revenue Funds	Gibson Road Rehabilitation-CR98 to West St.	$ 4,603,300	$ 984,582	$ 3,618,718	21%
	East Main St. Improvement Project	$ 6,865,061	$ 3,590,672	$ 3,274,389	52%
	Gibson Road Bicycle/Pedestrian Mobility	$ 3,933,000	$ 1,161,903	$ 2,771,097	30%
	Matmor & Gum Rehabilitation	$ 1,328,502	$ 417,167	$ 911,335	31%
	Pedestrian Crossing Improvement Project	$ 250,000	$ -	$ 250,000	0%
	Zoning Ordinance and CEQA	$ 315,711	$ 69,188	$ 246,523	22%
	ADA Improvements	$ 200,000	$ 10,482	$ 189,518	5%
	Active Transportation Plan	$ 161,125	$ 847	$ 160,278	1%
	Main Street Feasibility Project	$ 100,000	$ 3,291	$ 96,709	3%
Development/ Capital Funds	Matmor & Gum Rehabilitation	$ 4,169,158	$ 80,567	$ 4,088,592	2%
	Sports Park Drive Pedestrian Overcrossing	$ 6,396,055	$ 2,324,374	$ 4,071,681	36%
	Gibson Road Bicycle/Pedestrian Mobility	$ 2,709,435	$ 486,440	$ 2,222,995	18%
	North Gibson Ponds Retention	$ 1,305,000	$ -	$ 1,305,000	0%
	Annual In-House Road Program Support	$ 764,454	$ 126,250	$ 638,204	17%
	New Traffic Signal-Freeway Drive/East Main Street	$ 450,000	$ -	$ 450,000	0%
	New Traffic Signal-Kentucky Avenue/Cottonwood Road	$ 449,727	$ -	$ 449,727	0%
	Enteprise System Replacement	$ 499,989	$ 123,957	$ 376,032	25%
	SR 113/CR 25 Ultimate Interchange Modifications	$ 300,000	$ 2,274	$ 297,726	1%
	Gibson Road Rehabilitation-CR98 to West St.	$ 449,432	$ 245,397	$ 204,035	55%
	Woodland Sports Park Turf Replacement	$ 180,034	$ 11,516	$ 168,519	6%
	East Main St. Improvement Project	$ 180,000	$ 34,441	$ 145,560	19%
	W. Main St. Bicycle/Pedestrian Mobility and Safety	$ 139,578	$ 2,140	$ 137,437	2%
	Storm Water Quality Design Manual Update	$ 107,029	$ -	$ 107,029	0%
	E. Gibson/Harry Lorenzo/Bourn Traffic Signal	$ 100,000	$ -	$ 100,000	0%
	Regional Park Site	$ 164,492	$ 68,676	$ 95,816	42%
Spring Lake Funds	Parkland Drive/Pioneer Avenue/Harry Lorenzo	$ 2,294,000	$ -	$ 2,294,000	0%
	Gibson Road Interchange Modification	$ 2,287,936	$ 3,896	$ 2,284,040	0%
	SR 113/CR 25 Interchange Modificaitions	$ 1,714,385	$ 147,665	$ 1,566,720	9%
	SLSP Neighborhood Park	$ 1,126,667	$ -	$ 1,126,667	0%
	Spring Lake Park N1, Phase 2	$ 1,107,360	$ 281,451	$ 825,909	25%
	Harry Lorenzo/North Farmer's Central & Parkland	$ 516,000	$ -	$ 516,000	0%
	Storm Drain Channel South of Woodland Christian	$ 400,000	$ -	$ 400,000	0%
	Gibson Landscape Pioneer/Harry Lorenzo	$ 400,000	$ -	$ 400,000	0%
	South Area Flowage Easement	$ 299,905	$ 15,318	$ 284,587	5%
	CR 25A - Miekle to Promenade	$ 156,957	$ -	$ 156,957	0%
	North Gibson Ponds Retention	$ 101,145	$ -	$ 101,145	0%
	Galvin Way Storm Drain	$ 88,000	$ -	$ 88,000	0%

Table 3 – All Funds Expenditures by Department

	FY2021/22 Expenditures			
	Original Budget	Amended Budget	Year-to Date Actuals	%
Administrative Services	$ 19,052,223	$ 19,198,908	$ 18,693,670	97%
Community Development	$ 8,437,929	$ 10,145,828	$ 7,859,180	77%
Community Services	$ 12,555,312	$ 18,561,667	$ 13,001,644	70%
Police	$ 25,174,266	$ 25,720,725	$ 24,306,653	95%
Fire	$ 13,014,082	$ 14,204,227	$ 14,102,214	99%
Library	$ 2,295,463	$ 2,459,338	$ 2,231,109	91%
Public Works	$ 32,227,659	$ 34,456,968	$ 21,010,170	61%
Capital Improvements	$ 23,664,717	$ 103,980,926	$ 34,840,154	34%
Non-Departmental	$ 69,550,947	$ 91,262,770	$ 75,065,834	82%
Total All Departments	$ 205,972,598	$ 319,991,357	$ 211,110,629	66%

- At the end of fiscal year 2021/22, department operating expenditures were within the approved appropriations.

- Administrative Services ended with the fiscal year with $18.7 million in expenses or 97% the amended budget across all funds.

- Community Development expenditures were under budget by 23% due primarily to supplies and services savings of $1.6 million and $611,570 in personnel. Savings in supplies and services were due to Economic Development approved activities and Environmental Sustainability grants that were carried-forward to FY2022/23. Saving in Personnel occur when staff charge their time to capital and development projects or from various vacancies throughout the fiscal year. The majority of the saving result from engineering staff time spent on CIP projects.

- Community Services ended FY2021/22 with $13.0 million in expenditures across all funds or 77% of the amended budget. The majority of the savings were attributed Measure J programs (budgeted to the General Fund) that resulted in $2.44 in savings across all programs with $1.5 million attributed to the Southeast Area pool project; $466,244 in savings were a result of Park Maintenance/Urban Forestry program savings; $885,250 in First Time Homebuyer Program was also unspent (funding has been carried-over to FY2022/23); Savings of $375,599 in funds budgeted out of Measures E/F for parks projects were unspent (funding has been carried-over to FY2022/23); and the Gibson Ranch and Spring Lake Lighting and Landscape districts also had a combined savings and $494,765 across all operations categories.

- Police ended the year with $24.3 million in expenditures or 95% of the amended budget. Police generated savings of $903,500 due in Personnel from vacancies and also had $546,759 in Supplies & Services savings (most of which were tied to commitments that have been carried-over into FY2022/23).

- Fire ended the year with $14.1 million in expenditures or 99% of the amended budget. Fire managed to stay within budget and also had a savings of $102,012 among all expense categories.

- Library ended the year with $2.23 million in expenditures across all funds or 91% of the amended budget. $80,483 in savings were realized in normal library operations personnel/supplies & services) and $74,367 in savings was attributed to Measure J program funding.

- Public Works ended the year with $21.0 million in expenditures across all funds or 61% of the amended budget. The majority of savings came from $9.7 million in depreciation in Internal Service and Enterprise funds that is pending and has not yet been recorded; $2.6 million in combined personnel vacancies and supplies/services; and $1.56 million in budgeted vehicle/equipment purchases that were not made during FY2022/23. Funding will be included in the FY2022/23 mid-year budget.

- Capital Improvements expenditures totaled $34.84 million, which underspent the budget by $69.14 million. Capital projects are typically long-term in nature and span multiple fiscal years, and because of this, the remaining balances in funds have been carried-over into FY2022/23. Large project variances are illustrated in the CIP Chart above.

- Non-Departmental expenditures totaled $75.07 million or 82% of the amended budget. Expenditures budgeted in this category consist primarily of debt service payments, interfund transfers, assumed vacancy savings and payments to joint powers authorities. Variances from budget occurred from timing delays in debt service for the former redevelopment agency, savings from the Woodland Davis Clean Water Agency, and transfers not needed for Measure F loan to Park Development funds, offset by transfers in excess of budget for Measure F revenues received.

GENERAL FUND REVENUES AND EXPENDITURES

Table 4 – General Fund Revenues

FY2021/22 General Fund Revenues

		Original Budget		Amended Budget		Year-to Date Actuals	%		Difference Favorable (Unfavorable)
Property Tax	$	13,999,344	$	14,262,951	$	14,581,952	102%	$	319,001
Sales Tax	$	26,235,600	$	29,531,097	$	30,646,443	104%	$	1,115,346
Other Taxes (TOT)	$	1,529,752	$	1,799,279	$	1,813,525	101%	$	14,246
Franchise Fees	$	2,681,304	$	2,725,395	$	2,796,805	103%	$	71,410
Licenses/Permits	$	2,549,135	$	2,388,710	$	3,854,416	161%	$	1,465,706
Fines/Forfeitures	$	229,905	$	229,797	$	267,515	116%	$	37,718
Service Charges	$	455,784	$	622,818	$	763,644	123%	$	140,826
Motor Vehicle In Lieu	$	6,024,050	$	6,182,209	$	6,323,099	102%	$	140,890
Intergovernmental	$	243,175	$	276,960	$	288,939	104%	$	11,979
Lease/Interest Income	$	369,977	$	493,958	$	337,968	68%	$	(155,990)
Miscellaneous	$	4,001,971	$	15,117,085	$	15,336,065	101%	$	218,980
Transfers	$	-	$	-	$	-	0%	$	-
Total General Fund	$	58,319,997	$	73,630,259	$	77,010,371	105%	$	3,380,112

- Total General Fund revenues at fiscal year-end 2021/22 were $77.0 million, or $3.4 million more than the amended/projected budget. Most of the General Fund revenue categories met and/or exceeded projected budgets.

- Property tax revenues generated $14.58 million or 102% of the amended budget. The actual increase in total assessed value for the City was 5.3% and the FY22 budget assumed 3%.

- Sales Tax payments, which include the City's 1% local share (known as Bradley Burns), Measure F, and Measure J, resulted in $30.64 million or $1.12 million more than the amended budget. The City received $819,138 more than amended budget of its local share of sales tax, $206,591 more revenue in Measure F and $89,617 more revenue in Measure J compared the amended budget.

- Other Taxes category totaled $1.8 million or 101% of the amended budget. The majority of this revenue category represents hotel/motel transient occupancy tax (TOT) and property transfer tax that is collected when properties are exchanged.

- Licenses and Permits revenues exceeded the amended/projected budget by $1.47 million. This was largely due to the City continued to issuance of building permits in new development areas (Spring Lake) and other development related fees.

- Service Charges, which primarily includes revenues from recreation and police programs, resulted in $140,826 more revenue than expected. Specifically, programming at Brooks Swim Center collected $47,371 more revenue than the amended budget, Park revenue collected $24,691 more than the amended budget, and the Sports Park was resulted in $78,397 more than the amended budget.

- Motor Vehicle In-Lieu collected $6.32 million in revenue or 102% of the amended budget. This revenue category closes tracks property taxes as it related to projected revenue for the fiscal year.

- Lease/Interest Income resulted in $155,990 in less revenue than the amended budget, however, staff has not finished allocating interest earnings received amongst all funds and expects revenue in this category to fully meet or exceed budget projections.

- Miscellaneous revenues ended the year with $15.34 million in revenue or 101% of the amended budget. A majority of the revenue in the category was a result of American Rescue Plan revenue recovery which has been committed to various city-wide project and will be spent over the next few fiscal years.

Table 5 – General Fund Expenditures by Category

FY2021/22 General Fund Expenditures								
		Original Budget		Amended Budget		Year-to Date Actuals	%		Variance Favorable/ (Unfavorable)
Personnel	$	34,537,650	$	39,358,984	$	38,973,865	99%	$	385,119
Supplies & Services	$	9,086,857	$	13,953,095	$	8,987,282	64%	$	4,965,813
Education & Training	$	337,350	$	361,097	$	322,655	89%	$	38,442
Capital Expenditures	$	-	$	152,239	$	44,761	29%	$	107,478
Non-Discretionary	$	7,313,345	$	7,414,811	$	7,360,184	99%	$	54,627
Operating Transfers	$	9,907,099	$	15,345,665	$	14,052,256	92%	$	1,293,409
Total All Categories	$	61,182,301	$	76,585,891	$	69,741,004	91%	$	6,844,887

- End-of-year FY2021/22 General Fund expenditures totaled $69.74 million, a savings of $6.84 million from the amended budget, including $2.64 in unspent Measure J funds (of which $1.5 million is has been committed to the Southeast Area Pool Project); $2.0 million in American Rescue Plan (ARP) Revenue Recovery project funds; and $554,585 in Economic Development budget. Although departments were able to realize savings in FY2021/22, $4.54 million was carried over and re-appropriated to FY2022/23 to complete prior year commitments and continue efforts on project priority goals that span multiple fiscal years. Due to this re-appropriation of funds to FY2021/22, actual savings for FY2021/22 is only $2.3 million.

- Personnel expenditures were $39.0 million, which is a savings of $385,119 compared to the amended budget. Savings were primarily a result of various vacancies that occurred throughout the year.

- Both the Supplies & Services and the Education & Training categories resulted in combined savings of $5.0 million. Much of the achieved savings has been carried-over to FY2022/23 for use on approved activities. These carryovers included money for ARP Revenue Recovery projects, code enforcement, economic development programs, downtown initiatives, parking lot and sidewalk repairs, and Measure J program commitments.

- Capital Expenditures were underspent by $107,478 compared to the amended budget. Savings were a result of Community Services Department equipment purchases that did not occur within FY21/22. Funding has since been carried-over to FY2022/23.

- Non-discretionary expenditures were $7.36 million or 99% of the amended budget.

- Operating Transfers ended the year at $14.05 million or 92% of the amended budget. This was largely due to the $1.5 million Southeast Area Pool project funding that has since been re-programmed in FY2022/23. Also, the City did exceed its Transfers budget by $206,591 due to better than anticipated Measure F sales tax revenue. This revenue is received into the General Fund and then transferred to the Measure F fund.

Table 6 – General Fund Expenditures by Department

FY2021/22 General Fund Expenditures	Original Budget	Amended Budget	Year-to Date Actuals	%	Variance Favorable/ (Unfavorable)
Administrative Services	$ 3,406,287	$ 3,542,457	$ 3,264,334	92%	$ 278,123
Community Development	$ 3,262,973	$ 4,095,771	$ 3,380,581	83%	$ 715,190
Community Services	$ 7,178,464	$ 9,613,743	$ 6,606,100	69%	$ 3,007,643
Police	$ 23,083,763	$ 23,438,286	$ 22,566,973	96%	$ 871,313
Fire	$ 11,697,697	$ 12,806,622	$ 12,739,489	99%	$ 67,133
Library	$ 2,161,761	$ 2,266,671	$ 2,111,822	93%	$ 154,850
Public Works	$ 685,098	$ 688,407	$ 624,461	91%	$ 63,945
Non-Departmental	$ 9,706,258	$ 20,133,935	$ 18,447,244	92%	$ 1,686,691
Total All Departments	$ 61,182,301	$ 76,585,891	$ 69,741,004	91%	$ 6,844,887

- For FY2021/22, all departments managed their budgets and ended the year within their approved appropriations.

- Administrative Services achieved savings of $278,123 compared to the amended budget. The savings were largely in the area of City Attorney's contract costs and Finance contract services. A portion of the Finance contract services savings has been carried-over to FY2022/23 to pay for commitments such as the citywide audit.

- Community Development achieved savings $715,190 compared to the amended budget. Savings were almost entirely in the supplies/services category, and $676,665 was carried-over into FY2022/23 for funding commitments such as code enforcement related clean-up costs, planning studies, and economic development initiatives, including a $500,000 loan for the new hotel projects.

- Community Service achieved savings $3.0 million compared to the amended budget. Of the total savings achieved by the department, $2.45 million were from Measure J related programs. Savings included $192,071 in personnel, $1,095,616 in supplies/services, $114,908 in utilities, and $95,478 in capital expenditures and $1.5 million in transfers. Savings of $2.8 million for commitments made during the fiscal year have been carried-over into FY2022/23. These include costs for replacement of equipment at the Charles Brooks Swim Center, funding for various homeless and Measure J related programs and $1.5 million in Measure J contribution to the Southeast Area Pool Project.

- Police ended the fiscal year with $22.6 million in expenses, which was $871,313 below the amended budget. Measure J savings of $121,250 are included in this number. Compared to the amended budget, savings were mostly a result of $464,440 in personnel related savings from various vacant positions, and $442,014 in Supplies & Services. The department did exceed budget in other operational categories, which reduced savings by $39,147. Savings of $328,124 for commitments made during the fiscal year have been carried-over into FY2022/23.

- Fire had year-end savings of $67,133 compared to the amended budget. Savings were mostly due to $129,070 in Supplies & Services, $10,263 in education and training expenses and $12,000 in capital expenditures. These savings were partially offset by overages in personnel costs of $76,373. Costs for various commitments made during the fiscal year totaling $78,716 have been carried-over into FY2022/23; these carryovers were possible due to savings achieved in other departments as well.

- Library ended the fiscal year with $2.1 million in expenses, which is $154,850 less than the amended budget. Of the total savings achieved by the department, $74,367 were from Measure J programs. Funding of $74,413 in supplies/services and book program funding were carried-over into FY2022/23.

- Public Works ended the fiscal year with $624,461 in expenses or $63,945 less than the amended budget. Most of the savings were due to a position vacancy throughout much of the year and minor savings in supplies and services.

- Non-Departmental expenditures ended the fiscal year with $18.45 million in expenses or $1.7 million less than the amended budget. The FY2021/22 budget in this category includes $5.5 million in costs for projects approved through the American Rescue Plan (ARP) spending plan. At the end of the year, $2.1 million remained unspent and was carried over for re-appropriation in FY2022/23. These budgetary savings were offset by overages in two other areas of non-departmental expenses: (1) the City budgets for vacancy savings in the Non-Departmental category as a negative budget, however, savings are realized at the departmental level; (2) the City exceeded its non-department transfer budget by $263,000 due to better than anticipated Measure F sales tax revenue. This revenue is received into the General Fund and then transferred to the Measure F fund.

Table 7 – General Fund Forecast

General Fund	Amended Budget FY2021/22	Unaudited Actuals FY2021/22	Difference	Adopted FY2022/23
Beginning Balances	$ 22,487,239	$ 22,487,239	$ -	$ 22,570,161
Revenues	$ 73,630,259	$ 77,010,371	$ 3,380,112	$ 63,951,366
Expenditures (Includes Measure J)	$ 69,859,706	$ 63,014,819	$ (6,844,887)	$ 66,604,505
Minus FY22 to FY23 Purchase Order Roll-Overs		$ (1,192,083)	$ (1,192,083)	
Minus FY22 to FY23 Carry-Over Requests		$ (3,349,069)	$ (3,349,069)	
Minus Measure J Unspent/Commited Fund Balance		$ (2,645,293)	$ (2,645,293)	$ 2,763,905
Annual Surplus/Deficit	3,770,553	6,809,107	3,038,554	110,767
General Fund One-Time	(2,563,197)	(2,563,197)	-	(1,763,715)
One-time Funding (CALPERS Extra Payment)	(4,162,988)	(4,162,988)		
American Rescue Plan Revenue Recovery				(1,505,000)
Unreserved Fund Balance	$ 19,531,607	$ 22,570,161	$ 3,038,554	$ 19,412,213
Ending Unreserved Fund Balance	$ 19,531,607	$ 22,570,161	$ 3,038,554	$ 19,412,213
Percentage (E.U.F.B./Revenues)	31.3%	34.4%		
Reserve Policy $	$ 12,494,637	$ 13,111,417	$ 616,781	$ 10,717,053
Reserve Policy %	20.00%	20.00%		20.00%
"Excess" Fund Balance (over Reserve Target)	$ 7,036,971	$ 9,458,744	$ 2,421,774	$ 8,695,160

Fiscal Year 2021/22 Results:

The preliminary results for fiscal year 2021/22 show that the General Fund ended the year with excess revenues over expenditures, and a related net increase in unreserved fund balance of $3.03 million compared to the amended budget. In preparation of the fiscal year 2021/22 budget, a net decrease of $2.86 million was assumed. The originally budgeted net decrease in fund balance was attributed to estimated expenditures programmed slightly over projected revenues and one-time funding appropriations.

During the development of the FY 2022/23 budget, projections and budget amendments were made for the ending of the fiscal year 2021/22, revenues were assumed to be $73.63 million; actual results came more than that target by $3.38 million. As discussed in other sections of this report, this variance resulted from more than expected revenue in sales tax and Licenses & Permit revenues. Other revenue categories also exceed projected budgets, but to a lesser degree.

Expenditures ended the year less than amended budget by $6.84 million from a variety of savings in personnel, discretionary supplies and services and utility costs. Of these savings, $4.54 million was carried-over for expenditure in FY2022/23. Also included in the expenditure savings are unspent Measure J allocations, which are monitored separately from the rest of the General Fund activities, but are reflected in total General Fund numbers.

The total ending fund balance in the General Fund was expected to be $19.53 million for the fiscal year 2021/22 or 31.3% of revenues at the mid-year update. The actual fund balance at the end of FY2020/21 is $22.57 million or 34.4% of revenues, an increase of $3.04 million over the projected amount.

The General Fund forecast, presented with the adoption of the FY2022/23 budget, reflects projected operating deficits over the entire five year forecast timeline. The current fund balance will be a key factor in assisting the City to balance budgets throughout the forecast period and maintain reserves at the policy target of 20% of revenues. The City Council will continue to receive updates on the status of the forecast separately from and in connection with development of the FY2023/24 budget.

Lastly, the City Council adopted a General Fund reserve policy that will serve to guide staff with budget recommendations of excess fund balance through the development of the FY2023/24 budget. Priority for use of excess fund balance is given to payments toward unfunded liabilities and paying down accumulated fund deficits prior to spending money on new projects or initiatives. The guidelines outlined in the reserve policy will be used in developing recommendations as funding requests and opportunities arise throughout the fiscal year and with development of the FY2023/24 budget.

ATTACHMENT B

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds Revenues

FY2022/23 Revenues	Original Budget	Amended Budget	Year-to Date Actuals	%
General Fund	$ 63,843,801	$ 64,543,801	$ 5,195,827	8%
Special Revenue	$ 16,783,576	$ 16,828,076	$ 2,858,349	17%
Debt Service	$ 1,547,854	$ 1,547,854	$ -	0%
Development/Capital	$ 18,428,636	$ 18,428,636	$ 3,853,487	21%
Spring Lake	$ 9,209,132	$ 9,209,132	$ 2,597,571	28%
Enterprise Funds	$ 54,999,764	$ 54,999,764	$ 14,005,009	25%
Internal Service	$ 20,959,157	$ 20,959,157	$ 1,756,609	8%
Successor Agency	$ 900,000	$ 900,000	$ 62,518	7%
Agency (Assessments)	$ 5,623,155	$ 5,623,155	$ 16,421	0%
Total All Funds	$ 192,295,075	$ 193,039,575	$ 30,345,790	16%

- All Funds revenues through the first quarter of fiscal year 2022/23 are $30.3 million, or 16% of the amended budget.

- General Fund revenues are $5.2 million or 8% of the amended budget, with many of the City's major tax revenues yet to be collected during the current fiscal year.

- Special Revenue funds (for the most part) are grant funds that are reimbursed to the City as projects make progress or special assessments with revenues that are received with property tax installments in January and May. Because of this, collection of revenues typically occurs in the later part of each fiscal year.

- Revenues in Debt Service funds come from transfers from other funds, which are typically recorded at the end of the year.

- Development/Capital revenues are $3.85 million or 21% of the amended budget through September 30, 2022. All of the revenues received to date are related to Development Impact fees collected. Measure F funds are also included in the Development/Capital Projects fund category, but sales tax revenues associated with Measure F have not yet been received and transferred to this fund.

- Spring Lake revenues are $2.6 million or 28% of the amended budget. All of the revenues received are related to Spring Lake Infrastructure Fees collected from development activity.

- Enterprise Fund revenues are tracking as projected and consistent with respective fee studies.

- Internal Service Fund revenues are $1.7 million or 8% of the amended budget. These revenues are primarily generated through charges to other funds throughout the year, with some large transfers typically completed later in the fiscal year.

- Successor Agency revenues are typically received in installments during the year, with revenues based on payments for approved obligations each year.

- Agency funds are primarily pass-through special assessment funds with revenues received with property taxes in January and May each year. The revenue collected year-to-date is related to interest income earned on bond reserve funds.

Table 2 – All Funds Expenditures by Fund Type

	FY2022/23 Expenditures			
	Original Budget	Amended Budget	Year-to Date Actuals	%
Internal Service	$20,888,470	$22,586,321	$5,609,380	25%
General Fund	$69,873,220	$75,944,401	$14,779,165	19%
Enterprise Funds	$63,147,650	$85,819,303	$8,485,232	10%
Special Revenue	$15,149,440	$37,569,129	$5,677,849	15%
Development/Capital	$17,265,100	$31,021,592	$2,995,282	10%
Successor Agency	$2,390,978	$2,390,978	$0	0%
Spring Lake	$16,713,403	$26,194,278	$330,314	1%
Debt Service	$1,550,344	$1,550,344	$769,803	50%
Agency	$6,886,731	$6,886,731	$4,869,265	71%
Total All Funds	$213,865,336	$289,963,076	$43,516,291	15%

- Through the first quarter of FY2022/23, All Funds expenditures totaled $43.5 million, or 15% of the amended budget. General Fund expenditures totaled $14.8 million, or 19% of the amended budget.

- Operating expenditures appear to be tracking within budget for all fund types.

- Internal Service funds reflect expenditures of $5.6 million, or 25% of the amended budget due mostly to up-front payments made for insurance premiums out of the Self Insurance fund and health insurance premium payments from the Benefits fund.

- Enterprise funds expenditures are $8.5 million or 10% of the amended budget after three months of activity. This low percentage is due primarily to $8.7 million in budgeted depreciation that is not recorded until the end of the fiscal year, $16.2 million in debt service expenditures that generally occur in mid-fiscal year, and $30.4 million in capital project expenses that are yet to be incurred due to timing and project schedules (see CIP Chart below).

- Special Revenue funds are at $5.7 million or 15% of the amended budget. Of the amended budget $5.98 million in Project Homekey grant funds for construction of homes at the East Beamer Way campus remain unspent; and $11.8 million in expenditures for capital projects are remaining and tracking lower than expected as a result of some projected that have not yet incurred costs (see CIP Chart below).

- Development/Capital funds are at $3.0 million or 10% of the amended budget due to many of the planned capital projects budgeted within these funds that are slow in incurring expenses in the first three months of activity this fiscal year. There are $20.1 million in planned project expenses that have yet to be incurred (see CIP Chart below).

- Spring Lake funds are at $0.3 million or 1% of the amended budget. Spring Lake funds include capital projects and developer reimbursements that vary in timing of expenditures. There are $10.7 million in planned project expenses that have yet to be incurred (see CIP Chart below). Staff included $15.0 in developer reimbursements in the budget, but no reimbursements have been paid in this fiscal year so far; these reimbursements will occur as developers complete projects and provide required documentation for reimbursement.

- Debt Service fund expenditures are $769,803 or 50% of the amended budget with other scheduled debt payments due later in the year.

- Agency funds reflect expenditures totaling $4.9 million or of 71% of the amended budget due to debt service payments made on certain bonds during the first quarter.

CIP Chart	Project Name	Amended Budget	Year-to-Date Expenditures	Balance	Percent Spent
Internal Service Funds	Enterprise System Replacement	$ 1,317,342	$ 27,181	$ 1,290,161	2%
Enterprise Funds	ASR Wells #31	$ 5,519,051	$ 42	$ 5,519,009	0%
	2023 Water & Sewer Replacement Project	$ 4,200,000	$ -	$ 4,200,000	0%
	Storm Drainage Outfall Channel Outlet	$ 3,458,829	$ 21,451	$ 3,437,378	1%
	Annual Sewer Repair and Replacement	$ 2,852,686	$ 11,127	$ 2,841,559	0%
	Water System Replacement Repairs	$ 2,097,686	$ 30,391	$ 2,067,295	1%
	2022 Water & Sewer Repair and Replacement	$ 2,161,635	$ 297,316	$ 1,864,319	14%
	Groundwater Monitoring Wells	$ 1,543,445	$ 2,944	$ 1,540,501	0%
	Large Diameter Wastewater Pipeline Repair/Replace.	$ 1,050,000	$ -	$ 1,050,000	0%
	E. Gibson Trunk Sewer Repairs	$ 1,000,000	$ -	$ 1,000,000	0%
	Replacement of Orangeberg Sewer Laterals	$ 868,560	$ -	$ 868,560	0%
	Spring Lake Lift Station Pump Replacement	$ 600,000	$ -	$ 600,000	0%
	Fifth and Clover Sewer Rehabilitation	$ 550,000	$ 2,594	$ 547,406	0%
	FloodSAFE Yolo/Cache Creek Feasibility	$ 551,650	$ 38,416	$ 513,234	7%
	Treatment Plant Exp-Biosolids	$ 508,036	$ 596	$ 507,440	0%
	2024 Water & Sewer Replacement	$ 400,000	$ -	$ 400,000	0%
	Water Meter Replacement	$ 400,000	$ -	$ 400,000	0%
	WPCF Pond #11 Biosolids Removal	$ 400,854	$ 3,525	$ 397,329	0%
	Wastewater Asset Replacement	$ 550,000	$ 165,449	$ 384,551	30%
	North Canal Pump Station Pipe Rehabilitation	$ 350,000	$ 955	$ 349,045	0%
	Recycled Water Master Plan	$ 355,884	$ 19,037	$ 336,847	5%
	Gibson Road Bicycle/Pedestrian Mobility	$ 355,500	$ 57,642	$ 297,858	16%
	Groundwater Wells Demo Project	$ 295,504	$ 9,049	$ 286,455	3%
	Gibson Road Rehabilitation-CR98 to West St.	$ 258,000	$ -	$ 258,000	0%
	Matmor & Gum Rehabilitation	$ 200,000	$ -	$ 200,000	0%
	2021 Sewer/Water Repair & Replacement	$ 195,697	$ 580	$ 195,117	0%
	Preliminary Odor Abatement	$ 164,934	$ -	$ 164,934	0%
	West Woodland Safe Routes to School	$ 123,864	$ -	$ 123,864	0%
	Sewer System Hydraulic Model Update	$ 90,000	$ -	$ 90,000	0%
Special Revenue Funds	Gibson Road Rehabilitation-CR98 to West St.	$ 3,618,718	$ 292,633	$ 3,326,085	8%
	East Main St. Improvement Project	$ 3,574,389	$ 443,854	$ 3,130,535	12%
	Gibson Road Bicycle/Pedestrian Mobility	$ 3,411,097	$ 375,032	$ 3,036,065	11%
	Matmor & Gum Rehabilitation	$ 1,171,335	$ 50,496	$ 1,120,839	4%
	Pedestrian Crossing Improvement Project	$ 250,000	$ -	$ 250,000	0%
	Armfield & Lemen Ave. Reap Grant	$ 180,092	$ -	$ 180,092	0%
	ADA Improvements	$ 186,163	$ 17,279	$ 168,884	9%
	Zoning Ordinance and CEQA	$ 246,523	$ 84,286	$ 162,237	34%
	East & Main Street Signal Project	$ 158,450	$ -	$ 158,450	0%
	Active Transportation Plan	$ 160,278	$ 4,878	$ 155,400	3%
	Main Street Feasibility Project	$ 96,709	$ 19,078	$ 77,631	20%
Development/ Capital Funds	Southeast Area Pool Project	$ 4,491,145	$ 5,656	$ 4,485,489	0%
	Matmor & Gum Rehabilitation	$ 4,088,592	$ 416,169	$ 3,672,423	10%
	Sports Park Drive Pedestrian Overcrossing	$ 4,296,681	$ 1,491,891	$ 2,804,790	35%
	Gibson Road Bicycle/Pedestrian Mobility	$ 2,222,995	$ 163,617	$ 2,059,378	7%
	E. Gibson/Harry Lorenzo/Bourn Traffic Signal	$ 1,290,000	$ -	$ 1,290,000	0%
	2021 Road Maintenance Project	$ 1,039,222	$ 27,016	$ 1,012,206	3%
	Annual In-House Road Program Support	$ 1,014,081	$ 56,605	$ 957,476	6%
	Gibson Road Rehabilitation-CR98 to West St.	$ 754,035	$ -	$ 754,035	0%
	E. Gibson Road-Matmor Road Signal Modifications	$ 550,000	$ -	$ 550,000	0%
	New Traffic Signal - CR102 & Kentucky Ave.	$ 525,000	$ -	$ 525,000	0%
	New Traffic Signal-Freeway Drive/East Main Street	$ 450,000	$ -	$ 450,000	0%
	New Traffic Signal-Kentucky Avenue/Cottonwood Road	$ 449,727	$ -	$ 449,727	0%
	Enterprise System Replacement	$ 376,032	$ 123,957	$ 252,075	33%
	SR 113/CR 25 Ultimate Interchange Modifications	$ 297,726	$ 14,702	$ 283,024	5%
	East Main St. Improvement Project	$ 145,560	$ 405	$ 145,155	0%
	W. Main St. Bicycle/Pedestrian Mobility and Safety	$ 137,437	$ -	$ 137,437	0%
	Traffic Calming Program	$ 136,198	$ 11,096	$ 125,102	8%
	Storm Water Quality Design Manual Update	$ 107,029	$ -	$ 107,029	0%
	Regional Park Site	$ 95,816	$ 380	$ 95,436	0%
Spring Lake Funds	Spring Lake Park N1, Phase 2	$ 6,065,162	$ 269,619	$ 5,795,543	4%
	Gibson Road Interchange Modification	$ 2,284,040	$ 11,787	$ 2,272,253	1%
	SR113/County Road 25A Ultimate Interchange Mods.	$ 1,567,082	$ -	$ 1,567,082	0%
	Storm Drain Channel South of Woodland Christian	$ 400,000	$ -	$ 400,000	0%
	Gibson Landscape Pioneer/Harry Lorenzo	$ 400,000	$ -	$ 400,000	0%
	South Area Flowage Easement	$ 284,587	$ 17,588	$ 266,999	6%

Table 3 – All Funds Expenditures by Department

FY2022/23 Expenditures							
		Original Budget		Amended Budget		Year-to Date Actuals	%
Administrative Services	$	22,067,665	$	22,196,596	$	6,018,818	27%
Community Development	$	9,342,772	$	10,784,646	$	2,719,418	25%
Community Services	$	15,966,237	$	20,593,645	$	3,402,591	17%
Police	$	25,860,600	$	26,391,034	$	6,814,609	26%
Fire	$	13,821,961	$	13,815,755	$	3,677,210	27%
Library	$	2,909,437	$	2,983,850	$	589,376	20%
Public Works	$	33,851,958	$	34,439,951	$	4,801,010	14%
Capital Improvements	$	22,730,427	$	88,256,172	$	6,270,909	7%
Non-Departmental	$	67,314,279	$	70,501,427	$	9,222,350	13%
Total All Departments	$	213,865,336	$	289,963,076	$	43,516,291	15%

- At the end of the first quarter of fiscal year 2022/23, all departments appear to be tracking closely to budget.

- Administrative Services is trending slightly above budget for the first three months of operations due to Insurance Premiums that are paid at the beginning of the fiscal year.

- Fire is also trending slightly higher than other departments for the first three months of operations due to overtime costs incurred related to Strike Team deployments. Budget adjustments will likely be needed at mid-year to account for these reimbursable expenses.

- Public Works is trending lower than other departments. This low percentage is due mostly to $9.7 million in budgeted depreciation that is not recorded until the end of the fiscal year.

- Capital Improvements are dependent upon project activity, which has been fairly slow through the first quarter of FY2022/23 (refer to CIP Chart above for detailed analysis).

- Non-Departmental budgets include mostly debt service payments and inter-fund transfers. The debt service payments are due periodically throughout the year, and the transfers are generally recorded at fiscal year-end, when operating results are known.

GENERAL FUND REVENUES AND EXPENDITURES

Table 4 – General Fund Revenues

FY2022/23 General Fund Revenues

	Original Budget	Amended Budget	Year-to Date Actuals	%
Property Tax	$ 14,824,021	$ 14,824,021	$ -	0%
Sales Tax	$ 29,674,437	$ 29,674,437	$ 2,315,335	8%
Other Taxes (TOT)	$ 1,960,279	$ 1,960,279	$ 304,157	16%
Franchise Fees	$ 2,779,903	$ 2,779,903	$ 341,488	12%
Licenses/Permits	$ 2,433,917	$ 2,433,917	$ 1,063,034	44%
Fines/Forfeitures	$ 215,670	$ 215,670	$ 24,014	11%
Service Charges	$ 705,842	$ 705,842	$ 229,055	32%
Motor Vehicle In Lieu	$ 6,429,497	$ 6,429,497	$ -	0%
Intergovernmental	$ 284,803	$ 284,803	$ -	0%
Lease/Interest Income	$ 531,747	$ 531,747	$ 20,252	4%
Miscellaneous	$ 4,003,685	$ 4,703,685	$ 898,492	19%
Transfers	$ -	$ -	$ -	0%
Total General Fund	$ 63,843,801	$ 64,543,801	$ 5,195,827	8%

- Through the end of the first quarter of FY2022/23, General Fund revenues are $5.2 million or 8% of the amended budget.

- The City will not receive the first installment of property tax payments until January 2023. Information received from Yolo County indicates that the total assessed value increased by 8.3% from the prior year; the FY2022/23 budget assumed a 4.5% growth factor.

- A small portion of Sales Tax payments or 8% of the amended budget has been received through the month of September 2022. Projections for fiscal year activity are closely monitored by staff and will be updated with midyear projections.

- Licenses and Permit revenue is trending higher than most categories due to housing and commercial development activity that is generally higher during the summer months.

- The Motor Vehicle In Lieu revenues are received in conjunction with the City's property tax revenues, which do not get distributed until January and May. These revenues trend in line with changes to assessed value, therefore the annual change will be consistent with the property tax information noted above.

- Intergovernmental revenue includes grant reimbursements that are collected later in the fiscal year.

- Lease and Interest Income revenue was at $20,252 or 4% of the amended budget due to cell tower lease revenue and electronic billboard revenues received. Most of the budget in this category is from interest earned on citywide investments, which will not be allocated until the end of the fiscal year.

Table 5 – General Fund Expenditures by Category

FY2022/23 General Fund Expenditures

	Original Budget	Amended Budget	Year-to Date Actuals	%
Personnel	$ 35,671,438	$ 35,685,938	$ 9,440,781	26%
Supplies & Services	$ 8,390,976	$ 12,516,539	$ 3,211,474	26%
Education & Training	$ 357,626	$ 360,211	$ 62,053	17%
Capital Expenditures	$ 294,000	$ 614,114	$ 119,775	20%
Non-Discretionary	$ 7,467,303	$ 7,550,722	$ 1,945,083	26%
Operating Transfers	$ 17,691,877	$ 19,216,877	$ -	0%
Total All Categories	$ 69,873,220	$ 75,944,401	$ 14,779,165	19%

- Through the first quarter of FY2022/23, General Fund expenditures (not including encumbrances) total $14.8 million or 19% of the amended budget.

- Personnel costs are trending to be on target with budget, at 26% of amended budget through the first quarter.

- Supplies & Services/Education & Training expenses are on target with the amended budget through the first quarter. Expenses within these categories vary depending on when services are needed and when training takes place.

- Capital Expenditures are at 20% of the amended budget with some equipment purchases and facility improvement projects that have not yet been completed.

- Operating Transfers consist primarily of the transfer of Measure F sales tax received to the capital projects fund, transfer of funds set aside for the Southeast Area Pool project, as well as the annual subsidy for the Storm Drain and Cemetery operations and the annual contribution to pre-fund other post-employment benefits. Fund transfers are typically recorded toward the end of the fiscal year, when more accurate information is available regarding required transfer amount.

Table 6 – General Fund Expenditures by Department

FY2022/23 General Fund Expenditures				
	Original Budget	Amended Budget	Year-to Date Actuals	%
Administrative Services	$ 4,269,844	$ 4,308,220	$ 743,617	17%
Community Development	$ 3,808,818	$ 4,485,483	$ 1,471,489	33%
Community Services	$ 9,206,261	$ 12,025,716	$ 1,829,819	15%
Police	$ 22,816,244	$ 23,292,789	$ 6,210,781	27%
Fire	$ 12,733,786	$ 12,640,400	$ 3,414,640	27%
Library	$ 2,101,569	$ 2,175,982	$ 474,240	22%
Public Works	$ 678,040	$ 690,152	$ 133,214	19%
Non-Departmental	$ 14,258,658	$ 16,325,658	$ 501,364	3%
Total All Departments	$ 69,873,220	$ 75,944,401	$ 14,779,165	19%

- After the first quarter of FY2022/23, most departments appear to be tracking in line with the amended budget; amounts and will continue to be monitored and updated throughout the year.

- Non-Departmental expenditures consist primarily of the transfer of Measure F sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery operations. The FY2022/23 budget also includes $3.8 million in one-time costs for projects related to the American Rescue Plan (ARP) Act funds. Actual expenses to date are primarily related to ARP projects. The other expenses in this category are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the transfer actually required.