



City of Woodland
Meeting Agenda
City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

January 10, 2023
6:00 PM

SPECIAL CITY COUNCIL MEETING
6:00 PM

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. COMMUNICATIONS - PUBLIC COMMENT**

This is an opportunity for the public to speak to the Council on any item other than those listed 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.

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.

2. **SUBJECT: Long Range Calendar**

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

F. PRESENTATIONS

3. SUBJECT: Sewer System Management Plan Update

RECOMMENDATION FOR ACTION: Staff recommends that City Council receive the presentation for informational purposes.

G. CONSENT CALENDAR

4. SUBJECT: City Council Meeting Minutes of December 6, 2022 and December 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 November 1, 2022 and November 15, 2022 .

5. SUBJECT: Changes to Police Department Job Descriptions

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving and adopting the updated job descriptions for sworn police staff.

6. SUBJECT: Fourth Amendment to the Security Professional Service Agreement with Allied Universal Security Services for Woodland Public Library

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the fourth amendment to the Security Professional Service Agreement with Allied Universal Security Services for the Woodland Public Library.

H. REPORTS OF THE CITY MANAGER

7. SUBJECT: New City Logo and Brand Graphics

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation and adopt Resolution No. _____, establishing a new City logo and brand graphics.

I. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Special City Council Meeting of the City of Woodland scheduled for Tuesday, January 10, 2023 was posted on Friday, January 6, 2023 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: Special City Council Meeting
DATE: January 10, 2023
ITEM #: D.1
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: Special City Council Meeting
DATE: January 10, 2023
ITEM #: E.2
SUBJECT: Long Range Calendar

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

Staff Contact:

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

Background:

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

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

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED CITY COUNCIL LONG RANGE CALENDAR

JANUARY 17TH

REGULAR MEETING

2nd Reading – Adopt Building Code Amendments
2nd Reading – ADU Ordinance Amendments
2nd Reading – Cross Court Commons
Woodland Christian School Pedestrian Over Crossing Agreement Amendment
First Five Yolo Welcome Baby Program Funding Agreement
Waste Management Annual Rate Adjustment
Draft Equity Action Plan

FEBRUARY 7TH

REGULAR MEETING

City Council Meeting Minutes – January 10 and 17, 2023
PH - Emergency Shelter Low Barrier Navigation Center Ord for the (I), (I/LIF) (CMU) Zones
Library Board Annual Report
City of Woodland Civic Fellowship Program

FEBRUARY 21ST

REGULAR MEETING

Comprehensive Zoning Update
PSH Regulatory Agreement
Animal Services Contract

MARCH 4TH

SPECIAL MEETING

City Council Retreat / Goal Setting Session

MARCH 7TH

REGULAR MEETING

Woodland Research & Technology Park – Final EIR & Specific Plan
Woodland Micro Transit Service Presentation

MARCH 21ST

REGULAR MEETING

Annexations – Westucky, Barnard Court, North East Street, & Industrial Area

Future Topics / Study Sessions:

Youth Development Plan Presentation – Joint Session with WJUSD (January/February)
Sustainability Advisory Committee Workshop (Tentative)
Waste Management Residential Smart Truck (TBD)
Rule 20A Undergrounding District (TBD)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: January 10, 2023
ITEM #: F.3
SUBJECT: Sewer System Management Plan Update

Recommendation for Action: Staff recommends that City Council receive the presentation for informational purposes.

Staff Contact:

Matt Cohen, Associate Engineer, (530) 661-5973, matt.cohen@cityofwoodland.org

Background:

City staff conduct an annual audit on the sewer system management plan to evaluate performance and identify deficiencies in the management, operation, and maintenance of the sewer collection system. In accordance with procedures set in the Sewer System Management Plan, City staff intends to update City Council with a presentation every two years.

Prepared by: Matt Cohen, Associate Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer

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

Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: January 10, 2023
ITEM #: G.4
SUBJECT: City Council Meeting Minutes of December 6, 2022 and December 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 December 6, 2022 and December 20, 2022 .

Staff Contact:

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

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

Ken Hiatt
City Manager

Attachments:

1. 12.06.2022 DRAFT Minutes
2. 12.20.2022 DRAFT Minutes

City of Woodland

Community and Senior Center
2001 East Street
Woodland, CA 95776



Regular Meeting Minutes

Tuesday, December 6, 2022

6:00 PM

City Council

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

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

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Mayor Vega.

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.

1. SUBJECT: General Public Comments

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Lisa Yep Salinas praised the City Council regarding the Christmas events in downtown Woodland.

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: City Council Meeting Minutes of November 1, 2022 and November 15, 2022

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of November 1, 2022 and November 15, 2022 .

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of November 1, 2022 and November 15, 2022 .

4. SUBJECT: Sustainability Advisory Committee Minutes from October 19, 2022

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Sustainability Advisory Committee's minutes from its October 19, 2022 meeting.

Received the Sustainability Advisory Committee's minutes from its October 19, 2022 meeting.

5. SUBJECT: Second Reading and Adoption of Ordinance No. 1699 related to the 2022 California Fire Code and certain sections of the Building Code

RECOMMENDATION FOR ACTION: Staff recommends that the City Council introduce an Ordinance adopting by reference the 2022 California Fire Code (California Code of Regulations, Title 24, Part 9) and amending sections of the City of Woodland Municipal Code related to fire protection and nuisance abatement.

Introduced an Ordinance adopting by reference the 2022 California Fire Code (California Code of Regulations, Title 24, Part 9) and amending sections of the City of Woodland Municipal Code related to fire protection and nuisance abatement.

6. SUBJECT: Second Reading and Adoption of Tree Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 1698, amending Chapter 12.48 Trees in the City of Woodland Municipal Code relating to Trees.

Conducted the second reading and adopt Ordinance No. 1698, amending Chapter 12.48 Trees in the City of Woodland Municipal Code relating to Trees.

7. SUBJECT: Lower Cache Creek Flood Risk Reduction Project, CIP 22-16; Create New Capital Improvement Project, Appropriate Project Funding, Approve the Federal Cost Sharing Agreement with the Army Corps of Engineers and the State of California Central Valley Flood Protection Board, Approve the Local Design Agreement with the Central Valley Flood Protection Board, and Approve Consultant Agreements.

RECOMMENDATION FOR ACTION: Staff requests that the City Council approve Resolution No. _____, authorizing the City Manager to:

1. Create a new capital project, the Lower Cache Creek Flood Risk Reduction Project, CIP 22-16; and appropriate \$900,000 from Fund 220, Sewer Enterprise Fund as an interfund loan; and

2. Authorize the City Manager to execute the Federal Cost Sharing Design Agreement with the Army Corps of Engineers (Corps) and State of California Central Valley Flood Protection Board CVFPB); and
3. Authorize the City Manager to execute the Local Design Agreement with State of California Central Valley Flood Protection Board (CVFPB); and
4. Authorize Amendment #1 with Larson Wurzel & Associates, Inc. (LWA) for an additional amount up to \$242,300; and
5. Authorize Amendment #10 with MBK Engineers (MBK) for an additional amount up to \$100,000.

Adopted RESOLUTION NO. 8015, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND CREATING THE LOWER CACHE CREEK FLOOD RISK REDUCTION PROJECT, CIP 22-16; APPROPRIATE PROJECT FUNDING; APPROVE THE FEDERAL COST SHARING AGREEMENT; APPROVE THE LOCAL DESIGN AGREEMENT; AND APPROVE CONSULTANT AGREEMENTS.

8. SUBJECT: Approval of Plans and Specifications, and Bid Advertisement for the 2023 Water & Sewer Replacement Project, CIP 22-04

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) Approving the Project plans and specifications, and (2) Authorizing bid advertisement for the 2023 Water & Sewer Replacement Project, CIP 22-04.

Adopted RESOLUTION NO. 8016, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2023 WATER & SEWER REPLACEMENT PROJECT, CIP 22-04.

9. SUBJECT: Department of Water Resources (DWR) Grant Application Funding Agreement for the City of Woodland ASR Well #31 Improvement Project

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ to:

- 1) Authorize the City Manager to prepare a complete DWR Grant Application, to Accept Grant Funding Approval, and 2) Execute the DWR Grant Application Funding Agreement upon Approval for the City of Woodland ASR Well #31 Improvement Project.

Adopted RESOLUTION NO. 8017, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO PREPARE A COMPLETE DWR GRANT APPLICATION, TO ACCEPT GRANT FUNDING APPROVAL, AND EXECUTE THE DWR GRANT APPLICATION FUNDING AGREEMENT UPON APPROVAL FOR THE CITY OF WOODLAND ASR WELL #31 IMPROVEMENT PROJECT.

On a motion by Council Member Lansburgh, seconded by Mayor Pro Tem Fernandez and carried on a 5-0 vote, Council Members adopted Consent Calendar Items No. 3 through 9.

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

G. REPORTS OF THE CITY MANAGER

10. SUBJECT: Declaring Results of the November 8, 2022 Election

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

- 1) Adopt Resolution No. _____, declaring the results of the November 8, 2022 election related to the election of two (2) members of the City Council for Council Districts 1 (Lansburgh) and 3 (Garcia-Cadena) with terms expiring upon the election of their successor thereto at the General Election of 2026; and
- 2) Adopt Resolution No. _____, declaring the results of the November 8, 2022 election related to Measures J and K.

On a motion by Council Member Stallard, seconded by Council Member Garcia-Cadena and carried on a 5-0 vote, Council Members adopted RESOLUTION NO. 8018, A RESOLUTION DECLARING THE RESULTS OF THE GENERAL ELECTION HELD IN THE CITY OF WOODLAND ON NOVEMBER 8, 2022 and RESOLUTION NO. 8019, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON NOVEMBER 8, 2022.

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

H. ADMINISTER OATH OF OFFICE TO NEW/RE-ELECTED COUNCIL MEMBERS

The Oath of Office was administered to re-elected Council Members Rich Lansburgh, District 1, and Tania Garcia Cadena, District 3.

I. ORGANIZATIONAL MATTERS - Designation of Mayor and Mayor Pro Tempore

On a motion by Mayor Vega, seconded by Council Member Stallard and carried unanimously on a 5-0 vote, Council Members designated Vicky Fernandez as Mayor for a one year term and Tania Garci-Cadena as Mayor Pro Tempore.

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

J. MAYOR'S REMARKS

Remarks made by Mayor Vicky Fernandez.

K. ADJOURN

Meeting adjourned at 6:31 PM.

Respectfully submitted,

Ana B. Gonzalez, City Clerk

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, December 20, 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

Present: Members Garcia-Cadena, Lansburgh, Vega and Mayor Vicky Fernandez

Absent: Member Stallard

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Communications and Strategic Policy Manager Spencer Bowen.

D. COMMUNICATIONS - PUBLIC COMMENT

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A gentleman by the name of "Vik" spoke on behalf of Poonam Poonam regarding immigration concerns.

1. SUBJECT: General Public Comments

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None

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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2. SUBJECT: Long Range Calendar

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

Verbal updates provided by Council Members/Staff

F. PRESENTATIONS

3. SUBJECT: Certificate of Appreciation for Lynn Johnson

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Certificate of Appreciation for Lynn Johnson in recognition of his many years of public service.

Approved a Certificate of Appreciation for Lynn Johnson in recognition of her many years of public service.

G. CONSENT CALENDAR

4. SUBJECT: Public Works Quarterly Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation and accept the Public Works Quarterly Status Report for the period of September 2022 through November 2022.

Received and accepted the Public Works Quarterly Status Report for the period of September 2022 through November 2022.

5. SUBJECT: Salary Schedule Effective January 1, 2023 and Benefits for Police Recruits

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2023 and approve the Letter of Understanding for benefits for the Police Recruit.

Approved the City of Woodland Salary Schedule effective January 1, 2023 and approved a Letter of Understanding for benefits for the Police Recruit.

6. SUBJECT: Changes to Police Department Job Descriptions

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, approving and adopting the updated job descriptions for sworn police staff.

This item was removed from the Consent Calendar and will come back at a later date.

7. SUBJECT: Police Mid-Management Unit Side Letter of Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Side Letter of Agreement with the Woodland Police Mid-Management Unit.

Approved the Side Letter of Agreement with the Woodland Police Mid-Management Unit.

8. SUBJECT: Revision to Council Committee Assignments

RECOMMENDATION FOR ACTION: Staff recommends that the Council amend the attached City Council Assignments for 2023.

Approved the amended City Council Assignments for 2023.

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

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

Adopted RESOLUTION NO. 8021, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974.

10. SUBJECT: Spring Lake Maintenance CFD Annual Accountability Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2022.

Accepted the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2022.

11. SUBJECT: Fiscal Year 2021/22 AB1600 Annual Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Accepting the AB1600 Annual Report for the Year Ended June 30, 2022.

Adopted RESOLUTION NO. 8022, A RESOLUTION OF THE CITY OF WOODLAND ACCEPTING THE FISCAL YEAR 2021/22 ANNUAL REPORT OF DEVELOPMENT FEES (AB1600 REPORT).

12. SUBJECT: Measure F Annual Report for the Fiscal Year Ending June 30, 2022

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure F Report for Fiscal Year ending June 30, 2022 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Approved the Measure F Report for Fiscal Year ending June 30, 2022 and directed staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

13. SUBJECT: Measure J Annual Report for Fiscal Year Ending June 30, 2022

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2022 and direct staff to publish the required excerpt of the report in the Daily Democrat and on the City's website.

Approved the Annual Measure J Report for Fiscal Year ending June 30, 2022 and direct staff to publish the required excerpt of the report in the Daily Democrat and on the City's website.

14. SUBJECT: Approval of SLIF and MPFP Reimbursement Agreements with Lennar Homes for eligible infrastructure improvements associated with the Pioneer Village Project (SM 5162 & 5206).

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to 1) approve the SLIF Reimbursement Agreement for infrastructure related to Final Subdivision Map Nos. 5162 & 5206 Pioneer Village Phase 1 & 2, and authorize the City Manager to sign on

behalf of the City; and 2) approve the Supplemental Reimbursement Agreement for infrastructure related to Final Subdivision Map No. 5162 Pioneer Village Phase 1, and authorize the City Manager to sign on behalf of the City; and 3) authorize the City Manager to sign amendments up to 15% of each Reimbursement Agreement.

Council Member Vega recused herself from this item due to the location of her home on this project.

On a motion by Mayor Pro Tem Garcia-Cadena, seconded by Council Member Vega and carried on a 3-0 vote, Council Members adopted RESOLUTION NO. 8023, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING SLIF AND SUPPLEMENTAL (MPFP) REIMBURSEMENT AGREEMENTS WITH LENNAR HOMES OF CALIFORNIA, LLC FOR IMPROVEMENTS ASSOCIATED WITH FINAL SUBDIVISION MAPS 5162 & 5206, PIONEER VILLAGE, PHASE 1 & 2.

AYES: Members Garcia-Cadena, Lansburgh and Mayor Vicky Fernandez

NOES: None

ABSENT: Members Stallard and Vega

15. SUBJECT: Fee Deferral Agreement - La Quinta Hotel

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to enter into a Non-Residential Fee Deferral with 3S Hospitality, LLC

Adopted RESOLUTION NO. 8024, A RESOLUTION AUTHORIZING THE CITY MANGER TO ENTER INTO A NON-RESIDENTIAL FEE DEFERRAL AGREEMENT WITH 3S HOSPITALITY, LLC.

16. SUBJECT: CityWorks License Agreement

RECOMMENDATION OF ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to enter into an agreement for the purchase of CityWorks software licenses in the amount of \$71,000.

Adopted RESOLUTION NO. 8025, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE ENTERING INTO THE CityWORKS LICENSE AGREEMENT.

17. SUBJECT: Supporting the Pursuit of Federal Funding

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, supporting efforts to secure federal funding for the Woodland Flood Risk Management Project, the SR 113 / I-5 connector, and other key infrastructure priorities.

Adopted RESOLUTION NO. 8026, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND IN SUPPORT OF PURSUING FEDERAL FUNDING.

On a motion by Mayor Pro Tem Garcia-Cadena, seconded by Council Member Vega and carried on a 4-0 vote, Council Members approved Consent Calendar Items No. 4 through 17 with the exception of Item No. 6, which was removed from the Consent Calendar and will come back at the next Council meeting and Item No. 14, which Council Member Vega stated she would be recusing herself from this item due to the proximity of her home on this project.

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

NOES: None

ABSENT: Member Stallard

H. PUBLIC HEARINGS

18. SUBJECT: Introduction and First Reading of an Ordinance adopting Changes to the California Building, Plumbing, Mechanical, Electrical and Existing Building Codes

RECOMMENDATION FOR ACTION: Staff recommends that the City Council waive the first reading and read by title only an ordinance adopting by reference the 2022 Edition of the California Building Standards (California Code of Regulations, Title 24), Consisting of the 2022 California Building Code Part 1 & 2; the 2022 California Residential Code Part 2.5; the 2022 California Electrical Code Part 3; the 2022 California Mechanical Code Part 4; the 2022 California Plumbing Code Part 5; the 2022 California Energy Code Part 6; the 2022 California Historical Building Code Part 8; the 2022 California Existing Building Code Part 10; the 2022 California Green Building Standards Code Part 11; the 2022 California Reference Standards Code Part 12, along with the 2021 International Property Maintenance Code; the 1997 Edition of the Uniform Code for the Abatement of Dangerous Buildings; the 1997 Edition of the Uniform Housing Code; and the 1997 Edition of the Uniform Security Code, together with certain additions, insertions, deletions and changes thereto.

On a motion by Council Member Lansburgh, seconded by Council Member Vega and carried on a 4-0 vote, Council Members waived the first reading and read by title only an ordinance adopting by reference the 2022 Edition of the California Building Standards (California Code of Regulations, Title 24), Consisting of the 2022 California Building Code Part 1 & 2; the 2022 California Residential Code Part 2.5; the 2022 California Electrical Code Part 3; the 2022 California Mechanical Code Part 4; the 2022 California Plumbing Code Part 5; the 2022 California Energy Code Part 6; the 2022 California Historical Building Code Part 8; the 2022 California Existing Building Code Part 10; the 2022 California Green Building Standards Code Part 11; the 2022 California Reference Standards Code Part 12, along with the 2021 International Property Maintenance Code; the 1997 Edition of the Uniform Code for the Abatement of Dangerous Buildings; the 1997 Edition of the Uniform Housing Code; and the 1997 Edition of the Uniform Security Code, together with certain additions, insertions, deletions and changes thereto.

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

NOES: None

ABSENT: Members Stallard

19. SUBJECT: Extension of Urgency Ordinance Moratorium on Truck and Trailer Parking, Storage, and Overhaul

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) Hold a public hearing to receive a staff report regarding the Urgency Ordinance adopted by City Council on November 15, 2022; 2) Issue a Report on Measures Taken to Study 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) Introduce and waive the first

reading of Ordinance No. _____ by a Four- Fifths Vote Extending Urgency Ordinance No.1697 which imposed a 45-day Moratorium on the Establishment of Truck and Trailer Parking, Park and Ride Lots; RV, Boat, Auto, Truck and Trailer Storage; and Truck Terminal Facilities in the Industrial Zone within the City of Woodland.

On a motion by Council Member Vega, seconded by Mayor Pro Tem Gacia-Cadena and carried on a 4-0 vote, Council Members adopted Urgency Ordinance No. 1700, AN URGENCY INTERIM ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND PURSUANT TO GOVERNMENT CODE 65858 EXTENDING URGENCY ORDINANCE 1697 FOR AN ADDITIONAL TEN MONTHS AND FIFTEEN DAYS TO CONTINUE THE TEMPORARY MORATORIUM ON THE ESTABLISHMENT OF NEW, OR EXPANSION OF, EXISTING TRUCK AND TRAILER PARKING, STORAGE, AND REPAIR AND OVERHAUL FACILITIES IN THE INDUSTRIAL DISTRICT.

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

NOES: None

ABSENT: Members Stallard

20. SUBJECT: Amendments to the Accessory Dwelling Unit Ordinance Section 17.104.010 to Ensure Compliance with State Requirements

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Receive the Staff Report; 2. Conduct a public hearing; and 3. Waive first reading and adopt an ordinance of the City of Woodland, amending Section 17.104.010 of Chapter 17 of the Municipal Code relating to accessory dwelling units and junior accessory dwelling units, and determining the ordinance to be exempt from CEQA.

On a motion by Council Member Vega, seconded by Council Member Lansburgh and carried on a 4-0 vote, Council Members waived first reading read by title only an ordinance of the City of Woodland, amending Section 17.104.010 of Chapter 17 of the Municipal Code relating to accessory dwelling units and junior accessory dwelling units, and determining the ordinance to be exempt from CEQA.

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

NOES: None

ABSENT: Members Stallard

21. SUBJECT: Cross Court Commons (PLNG 22 -00054) – Request to approve a Tentative Subdivision Map (TSM #5233), Planned Development Overlay, Conditional Use Permit, Site Plan, and Design Review, for the development of 32 multifamily units and three accessory dwelling units on five lots in the Multi-Family Residential (R-M) Zone, located at the northwest corner of California and Elizabeth Way (APN 065-221-005, 006, 007,008, 009, 010, 011, 012, 013).

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Receive the staff report; 2. Conduct a public hearing; a) adopt Resolution No. _____ approving Tentative Subdivision Map # 5233; b) adopt Resolution No. _____ approving Site Plan and Design Review; and c) introduce and waive the first reading of Ordinance No. _____ approving a Planned Development overlay and Conditional Use Permit for the development of 32 multifamily units and three accessory dwelling units, on five contiguous parcels located at the northwest corner of California and Elizabeth Way in the Multi-Family Residential (R-M) Zone subject to conditions of approval.

On a motion by Council Member Lansburgh, seconded by Council Member Vega and carried on a 4-0 vote, Council Members adopted RESOLUTION NO. 8027, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING TENTATIVE SUBDIVISION MAP No. 5233, FOR CROSS COURT COMMONS R-M PROJECT, IN ACCORDANCE WITH THE CONDITIONS OF APPROVAL; RESOLUTION NO. 8028, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND FOR APPROVAL OF THE DESIGN AND SITE PLAN REVIEW FOR THE CROSS COURT COMMONS R-M DEVELOPMENT and introduced and waived the first reading of an Ordinance approving a Planned Development overlay and Conditional Use Permit for the development of 32 multifamily units and three accessory dwelling units, on five contiguous parcels located at the northwest corner of California and Elizabeth Way in the Multi-Family Residential (R-M) Zone subject to conditions of approval.

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

NOES: None

ABSENT: Members Stallard

I. REPORTS OF THE CITY MANAGER

22. SUBJECT: Approval of Contract for Retired Annuitant

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ for Exception to the CalPERS 180-Day Wait Period for Retired Annuitant – Senior Management Analyst, C. Lynn Johnson

On a motion by Mayor Pro Tem Garcia-Cadena, seconded by Council Member Vega and carried on a 4-0 vote, Council Members adopted RESOLUTION NO. 8029, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING P THE HIRING OF C. LYNN JOHNSON AS A RETIRED ANNUITANT UNDER GOVERNMENT CODE 7522.56 & 21224.

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

NOES: None

ABSENT: Members Stallard

23. SUBJECT: Waste Management 2023 Rate Adjustment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, to 1) receive the Waste Management 2023 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2023 rate adjustments approved.

This item was pulled from the Reports of the City Manager and will come back on the January 10, 2023 Special meeting.

24. SUBJECT: City Council Meeting Schedule for 2023

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve its meeting schedule for 2023.

On a motion by Mayor Pro Tem Garcia-Cadena, seconded by Council Member Vega and carried on a 4-0 vote, Council Members approved its meeting schedule for 2023.

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

NOES: None

ABSENT: Members Stallard

J. ADJOURN

Meeting adjourned at 07:38 PM.

Respectfully submitted,

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: January 10, 2023
ITEM #: G.5
SUBJECT: Changes to Police Department Job Descriptions

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving and adopting the updated job descriptions for sworn police staff.

Staff Contact:

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

Background:

On September 30, 2021, Governor Newsom signed Senate Bill No. 2 Peace officers: certification: civil rights. (2021-2022) which outlines the peace officer certification requirements in California. The bill disqualifies any person who has been certified as a peace officer by the Commission on Peace Officer Standards and Training and has surrendered that certification or had that certification revoked by the commission, or has been denied certification. The bill requires a law enforcement agency employing certain peace officers to employ only individuals with a current, valid certification or pending certification. This bill incorporates additional changes to Section 832.7 of the Penal Code proposed by SB 16.

Discussion:

Due to the enactment of Senate Bill No. 2, changes were necessary for our sworn job descriptions to include Chief of Police, Deputy Police Chief, Police Lieutenant, Police Sergeant, Police Officer, and Police Officer Recruit. For the Chief of Police, Deputy Police Chief, Police Lieutenant, and Police Sergeant, the following requirement has been added to the job description: "Must maintain a valid CA POST certificate". For Police Officer, the following has been added to the job description: "Possession of a CA POST certificate or CA POST Proof of Eligibility certificate." For Police Officer Recruit, the following has been added to the job description: "Ability to obtain and maintain a CA POST certificate or CA POST Proof of Eligibility certificate." These changes will allow current and future employees to meet the certification qualifications under the State of California to perform as a sworn police officer in light of the changes from Senate Bill No. 2.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving and adopting the updated job descriptions for sworn police staff.

Prepared by: Trista Kennedy, Executive Assistant

Reviewed by: Derrek Kaff, Chief of Police



Ken Hiatt
City Manager

Attachments:

1. Police Chief - 2023
2. Deputy Police Chief - 2023
3. Police Lieutenant - 2023
4. Police Sergeant - 2023
5. Police Officer - 2023
6. Police Officer Recruit - 2023
7. Resolution - Job Description Changes 2023



POLICE CHIEF

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Plans, organizes, manages, leads, and directs the overall operations of the Police Department including, but not limited to, those services related to neighborhood policing, patrol, traffic, investigations, crime prevention, public information, and staff training, as well as related administrative/technical services.
- Selects, assigns, trains, directs, and evaluates subordinate staff, including subordinate managers, supervisors, sworn professionals and others; assures training and guidance for staff involved in various aspects of police service; oversees and implements disciplinary actions when necessary.

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

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern public administration including planning, organizing, staffing, leading, and controlling.
- Principles and practices of human resources management, supervision, and training.
- Public relations practices and techniques.
- Current principles, practices, methods, and techniques of policing and law enforcement with particular reference to community-based policing including administrative, operational, and investigative services; maintenance and use of modern law enforcement, weapons, and safety equipment.
- Current literature, laws, regulations, and developments, as well as various agencies that impact police-related services.
- Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Ability to:

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

Skill in:

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

EDUCATION AND EXPERIENCE

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

Education:

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

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

Bilingual: Knowledge of a second language is beneficial.

Experience:

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

License or Certificate

Must maintain a valid CA POST certificate. Possession of a POST Management Certificate is desirable.

SPECIAL QUALIFICATIONS

Age

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

Citizenship

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

Driver License

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

Certification

Must obtain appropriate POST Certificate within POST designated timeframes.

Respiratory Protective Equipment

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

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

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

Background

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

Medical/Drug Test/Psychological Test

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

ADA Compliance

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

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

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

Other Requirements:

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

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

Council Action: 1/10/2023



DEPUTY POLICE CHIEF

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provides executive leadership to and assumes administrative control of all persons employed within the Police Department; directs the preparation of a variety of records and reports relating to department activities; reviews and evaluates reports submitted by subordinate personnel; acts as a representative for the Police Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; in the absence of the Police Chief, assumes an Acting role.
- Assists in developing and implementing departmental goals, objectives, policies, and procedures for the Police Department; assists in developing the departmental budget

and provides administrative guidance for the control of budget expenditures; reviews and directs the department's fiscal, equipment, and human resources.

- Evaluates and modifies, as required, programs, activities, policies, procedures, rules, orders, and regulations to ensure compliance with the City's and department's mission, goals, and objectives and general law; designs, coordinates, and implements community organization and mobilization efforts to achieve the department's mission, goals, and objectives.
- Develops and implements contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Assists in the evaluation process of potential candidates for the ranks of officer, sergeant, and lieutenant; interviews candidates and makes recommendations to Police Chief; directs and evaluates the work of sworn and professional staff subordinates; reviews investigations of officer and/or staff misconduct within the office and divisions assigned and recommends disciplinary action to the Police Chief.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to accomplish the tasks of the position.
- Performs other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

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

Ability to:

- Analyze sensitive and complex law enforcement problems and adopt quick, effective, and reasonable course(s) of action.
- Develop, implement, and monitor budgets for an office and/or divisions assigned.
- Plan, organize, direct, monitor, and evaluate the work of the office and/or division sworn and professional staff.
- Prepare clear, concise, comprehensive reports and speak effectively before department staff, civic organizations, commissions, elected officials, and the general public.

- Develop and implement activities for an office and/or division assigned, including budget implementation and monitoring, and evaluating staff, technological, and material needs.
- Develop and implement contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Design and implement community organization and mobilization efforts that facilitate achievement of the department's mission, goals, and objectives.
- Identify and resolve difficult public and human relations problems.
- Establish and maintain cooperative and effective working relationships with the public, governmental officials, city departments, employees, and representatives of the press, television, and radio media.
- Speak effectively before department staff, civic organizations, commissions, elected officials, and the general public.

Skill in:

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

EDUCATION AND EXPERIENCE

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

Education:

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

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

Bilingual: Knowledge of a second language is beneficial.

Experience:

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

License or Certificate:

Must maintain a valid CA POST certificate. Possession of a POST Management Certificate is desirable.

SPECIAL QUALIFICATIONS

Age

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

Citizenship

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

Driver License

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

Certification

Must obtain appropriate POST Certificate within POST designated timeframes.

Respiratory Protective Equipment

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

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Probationary Period

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

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

Background

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

Medical/Drug Test/Psychological Test

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

ADA Compliance

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

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

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

Other Requirements:

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

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

Council Action: 1/10/2023



POLICE LIEUTENANT

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

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

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Skill in:

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

Education and Experience

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

Education:

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

Bilingual: Knowledge of a second language is beneficial.

Experience:

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

License or Certificate

Must maintain a valid CA POST certificate. Possession of a POST Supervisory Certificate is desirable.

SPECIAL QUALIFICATIONS

Age

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

Citizenship

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

Driver License

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

Certification

Must obtain appropriate POST Certificate within POST designated timeframes.

Respiratory Protective Equipment

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

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Probationary Period

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

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

Background

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

Medical/Drug Test/Psychological Test

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

ADA Compliance

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

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

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

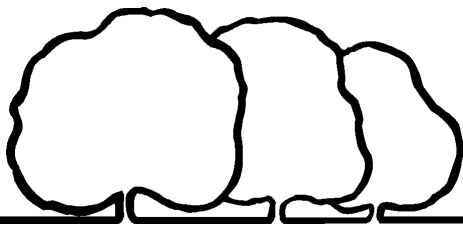
May be assigned a bicycle patrol, and would require the skills to ride a bike.

Other Requirements:

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

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

_____ Council Action: 01/10/2023



City of Woodland

POLICE SERGEANT

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to accomplish the tasks of the position.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Skill in:

- Driving a vehicle under hazardous conditions.

- The use of ancillary police weaponry and weaponless defense.
- The use of first-aid, including Cardiopulmonary Resuscitation techniques.

Education and Experience

Education:

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

Bilingual: Knowledge of a second language is beneficial.

Expierence:

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

License or Certificate:

Must maintain a valid CA POST certificate.

SPECIAL QUALIFICATIONS

Age

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

Citizenship

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

Driver License

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

Respiratory Protective Equipment

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

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Probationary Period

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

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

Background

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

Medical/Drug Test/Psychological Test

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

ADA Compliance

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

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

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

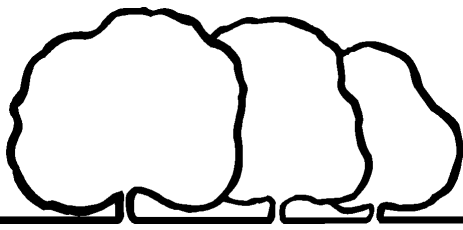
May be assigned a bicycle patrol, and would require the skills to ride a bike.

Other Requirements:

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

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

Council Action: 01/10/2023



POLICE OFFICER

DEFINITION

To provide services through the enforcement of laws and ordinances.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher-level sworn personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

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

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Skill in:

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

Experience and Education:

Education:

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

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

Bilingual: Knowledge of a second language is beneficial.

License or Certificate

Possession of a CA POST certificate or CA POST Proof of Eligibility certificate.

SPECIAL QUALIFICATIONS

Age

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

Citizenship

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

Driver License

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

Respiratory Protective Equipment

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

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Background

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

Medical/Drug Test/Psychological Test

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

Probationary Period

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

ADA Compliance

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

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

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

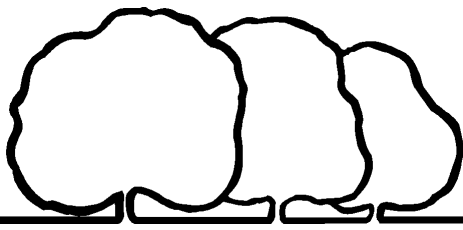
May be assigned a bicycle patrol, and would require the skills to ride a bike.

Other Requirements:

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

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

Council Action: 01/10/2023



POLICE OFFICER RECRUIT

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

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

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

QUALIFICATIONS

Ability to:

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

EXPERIENCE AND EDUCATION

Education:

High school diploma or G.E.D. equivalent

Experience:

No experience required.

Bilingual: Knowledge of a second language is beneficial.

License or Certification:

Ability to obtain and maintain a CA POST certificate or CA POST Proof or Eligibility certificate.

SPECIAL QUALIFICATIONS

Age:

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

Citizenship:

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

Driver License:

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

Respiratory Protective Equipment:

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

Felony Convictions:

Free of felony convictions under California Government Code Section 1029.

Background:

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

Medical/Drug Test/Psychological Test:

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

ADA Compliance

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

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

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

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

Other Requirements:

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

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

Council Action: 01/10/2023

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CHANGES TO THE WOODLAND POLICE DEPARTMENT JOB
DESCRIPTIONS FOR CHIEF OF POLICE, DEPUTY CHIEF OF POLICE, POLICE
LIEUTENANT, POLICE SERGEANT, POLICE OFFICER AND POLICE OFFICER –
RECRUIT.**

WHEREAS, on September 30, 2021, Governor Newsom signed Senate Bill No. 2 Peace officers: certification: civil rights. (2021-2022) which outlines the peace officer certification requirements in California.

WHEREAS, the bill requires a law enforcement agency employing certain peace officers to employ only individuals with a current, valid certification or pending certification.

WHEREAS, due to the enactment of Senate Bill No. 2, changes were necessary for our sworn job descriptions to include Chief of Police, Deputy Police Chief, Police Lieutenant, Police Sergeant, Police Officer, and Police Officer Recruit.

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

SECTION 1. That the City Council hereby authorizes the job description changes to include the requirement of a valid California Peace Officers Standards and Commission certificate to the following positions: Chief of Police, Deputy Chief, Police Lieutenant, Police Sergeant, Police Officer, and Police Officer – Recruit.

PASSED AND ADOPTED by the City Council this 10th day of January 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victoria Fernandez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzales, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: January 10, 2023
ITEM #: G.6
SUBJECT: Fourth Amendment to the Security Professional Service Agreement with Allied Universal Security Services for Woodland Public Library

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the fourth amendment to the Security Professional Service Agreement with Allied Universal Security Services for the Woodland Public Library.

Staff Contact:

Greta Galindo, Library Services Director, (530) 661-5980, greta.galindo@cityofwoodland.org

Fiscal Impact:

The current Security Professional Service Agreement with Allied Universal is for the amount of \$62,824.09 for November 2022 through October 2023. The cost of executing this annual amendment for security services would increase the total multi-year contract by \$62,824, bringing the total to \$228,371.

Funds to provide security services for the library can be accommodated within the current approved budget.

Background:

The Library entered into a Professional Services Agreement for Security at the Woodland Public Library with Allied Universal Security Services on November 1, 2017. The agreement is for a period of 3 years which would automatically continue thereafter on a month to month basis until terminated by either party.

The agreement is to provide professional security services at the Woodland Public Library.

Discussion:

Allied Security Services provides a necessary service to the community to ensure the safety of City assets and community members who are using the Library facility and services. The services were reviewed and vetted by City staff at the Library and found to be of high quality, and the company to be both responsive and responsible.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the fourth amendment to the Security Professional Service Agreement with Allied Universal Security Services for the Woodland Public Library.

Prepared by: Greta Galindo, Library Services Director

Attachments:

1. Resolution 4th amendment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE A FOURTH AMENDMENT TO
THE SECURITY PROFESSIONAL SERVICE AGREEMENT WITH ALLIED
UNIVERSAL SECURITY SERVICES.**

WHEREAS, the City of Woodland requires security services at the Woodland Public Library and;

WHEREAS, Allied Universal Security Services provides security services as required by Woodland Public Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND authorizes the City Manager to execute the Fourth Amendment prepared by the City Attorney to the contract with Allied Universal Security Services, increasing the amount of the contract by \$62,824 for a total contract amount of \$228,371.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of December, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: January 10, 2023
ITEM #: H.7
SUBJECT: New City Logo and Brand Graphics

Recommendation for Action: Staff recommends that the City Council receive a presentation and adopt Resolution No. _____, establishing a new City logo and brand graphics.

Staff Contact:

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

Fiscal Impact:

Funding to implement the new brand identity will largely be covered within existing department budgets. Staff is preparing estimates for areas of deployments that fall outside of the adopted budgets, such as city vehicle decals, wayfinding signage, and downtown street banners, that will be included as part of the supplemental budget requests reviewed with the mid-year budget in March.

Background:

A coherent brand identity represents a key piece of City Council's strategic goal to improve the City's internal and external communications and engagement. The City's current visual identity lacks uniformity and is outdated. At least three different logos are regularly used interchangeably and none are designed as part of a consistent identity that works equally well for varied purposes. Modern communications necessitate clear, yet flexible brand guidelines that allow the City to engage effectively across diverse mediums.

At the July 6, 2021 City Council meeting, the Council appointed an ad-hoc subcommittee to update and unify the City's visual identity. The ad-hoc committee retained Selbert Perkins Design and worked with staff and community members on an extensive process to develop the City's new logo and brand graphics.

Discussion:

At the City Council meeting, staff will provide an overview of the process and present the final logo design. The updated logo and graphics will unify the City's visual identity while conveying an authentic and unique brand for the City. Upon Council approval, staff will begin rolling out the new brand across both digital assets (email, social media, videos, website, etc.) and physical assets (vehicles, business cards, signage, etc.). Staff will also develop resources to assist City departments, employees, Council, and others to properly deploy the new brand assets.

Conclusion:

Staff recommends that the City Council receive a presentation and adopt Resolution No. _____, establishing a new City logo and brand graphics.

Prepared by: Spencer Bowen, Communication & Strategic Policies Manager



Ken Hiatt
City Manager

Attachments:

1. Resolution New City Logo and Brand Graphics 01.10.23

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ESTABLISHING A NEW CITY LOGO AND BRAND GRAPHICS**

WHEREAS, the City recognizes the importance of a unique graphics and branding to help reinforce Woodland's distinctive identity; and

WHEREAS, the City's current visual identity lacks consistency and is outdated and in need of replacement; and

WHEREAS, the City Council recognized the need for an updated identity and established an ad-hoc subcommittee that worked with staff and community members to define the new logo and visual identity presented to Council on January 10, 2023; and

WHEREAS, the City Council desires to adopt the new logo and brand graphics to be used as part of the City operations, and to develop a process for the transition to the use of the new logo and brand graphics.

NOW, THEREFORE, BE IT RESOLVED, that the Woodland City Council accepts and approves the updated City of Woodland logo and brand graphics attached hereto as Exhibit A and directs the City Manager develop a style guide and proceed with transition of the City's visual identity consistent with the approved logo and graphics.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 10th day of January, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk