



City of Woodland
Meeting Agenda
City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 21, 2023
6:00 PM

CITY COUNCIL

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

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

This is an opportunity for the public to speak to the Council on any item other than those listed 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: Woodland Public Library Annual Report 2021-2022

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Woodland Public Library Annual Report 2021-2022 presented by the Woodland Public Library Board of Trustees.

G. CONSENT CALENDAR

4. SUBJECT: Designation of March 11, 2023 as Arbor Day

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, designating March 11, 2023 as Arbor Day in the City of Woodland.

5. SUBJECT: Fire Department Annual Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Annual Status Report for 2022.

6. SUBJECT: Police Department Quarterly Report for the period of October 2022 through December 2022

RECOMMENDATION FOR ACTION: Accept the Police Department's quarterly status report for October 2022 through December 2022.

7. SUBJECT: Annual Transportation Development Act Claims with the Sacramento Area Council of Governments

RECOMMENATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the filing of the annual Transportation Development Act Claims with the Sacramento Area Council of Governments.

8. SUBJECT: Lower Cache Creek Flood Risk Reduction Project, CIP 22-16; Approve Consultant Agreement with Wood Rodgers for Consulting Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with Wood Rodgers for the Lower Cache Creek Flood Risk Reduction Project for an amount up to \$125,000.

9. SUBJECT: Contract Amendment with West Yost for the Spring Lake Recycled Water Project, CIP #17-07

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to authorize the City Manager to execute contract amendment #1 with West Yost Associates (West Yost) for the Spring Lake Recycled Water Project, CIP #17-07, for an amount not to exceed \$33,912.

10. SUBJECT: Yolo County Organics Waste Flow Agreement

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

agreement with Yolo County for the composting of organic waste material at the Yolo County Central Landfill.

11. SUBJECT: Construction Contract and Construction Inspection Consultant Agreement for the 2023 Water Main Replacement Project, CIP 22-04

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to: (1) Approve the reallocation of \$1,100,000 of Sewer Enterprise Funds from 2023 Water Main Replacement Project, CIP 22-04, to the Annual Sewer Repair and Replacement Project, CIP 08-21; (2) Approve the reallocation of \$100,000 of Water Enterprise Funds from the Water System Leak Detection, Maintenance & Repairs Project, CIP 09-23, to the 2023 Water Main Replacement Project, CIP 22-04 (3) Award a construction contract in the amount of \$2,522,593.00 to RJ Gordon Construction, Inc. for the 2023 Water Main Replacement Project, CIP 22-04, and authorize a contract contingency of up to 10% (\$252,259), and (4) Approve a consultant agreement for construction inspection services with UNICO Engineering in an amount up to \$209,015.95, authorize a contingency of up to 10% (\$20,902), and authorize the City Manager to execute the agreement.

12. SUBJECT: Funding Priorities Update for FY 2023/24 Community Development Block Grant Program

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on funding priorities for the Fiscal Year 2023-2024 Community Development Block Grant (CDBG) program.

13. SUBJECT: Renewal of California Governor's Office of Emergency Services Designation of Applicant's Agent Resolution Non-State Agencies

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager, Director of Administration Services and Finance Officer to execute future applications for State and Federal disaster assistance

H. PUBLIC HEARINGS

14. SUBJECT: Emergency Shelter Ordinance Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

- 1.) Hold a public hearing;
- 2.) Waive the first reading and introduce by title only an ordinance amending Section 17.152 of Chapter 17 of the Municipal Code relating to emergency shelters to allow emergency shelters in the Corridor Mixed Use zones as a by-right use and as a conditionally allowed use in Industrial zones, and
- 3.) Determine the ordinance to be exempt from CEQA.

I. REPORTS OF THE CITY MANAGER

15. SUBJECT: Presentation by the Woodland Police Department on the 2024-2026 Strategic Planning Process

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation on the Woodland Police Department's 2024-2026

Strategic Planning process to include the steps in planning and proposed community engagement.

16. SUBJECT: Main Street Reinvestment

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive a report on the various public and private projects in progress near Main Street.

J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, February 21, 2023 was posted on Friday, February 17, 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: City Council Regular Meeting
DATE: February 21, 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: City Council Regular Meeting
DATE: February 21, 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.

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED CITY COUNCIL LONG RANGE CALENDAR

MARCH 4TH

SPECIAL MEETING

City Council Retreat / Goal Setting Session

MARCH 7TH

REGULAR MEETING

City Council Meeting Minutes of Feb. 7 and 21, 2023

Mid-year Budget

2nd Reading - Emergency Shelter Ordinance Update

Award consultant design agreement for ASR Well #31, CIP #17-05

Award construction contract for 5th & Clove Sewer Rehab project as complete, CIP #22-18

Approve MOU with FOM for construction on Phase 3 of East Beamer Way

Accept 2022 water/sewer replacement project as complete, CIP #21-01

MARCH 21ST

REGULAR MEETING

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

Housing Element Adoption

City Council Goals and Strategic Initiatives Update

April 4TH

REGULAR MEETING

Woodland Micro Transit Service Presentation

Animal Services Contract

Spring Budget Workshop

April 18TH

REGULAR MEETING

Woodland Research & Technology Park – Final EIR & Specific Plan

Future Topics / Study Sessions:

Youth Development Plan Presentation – Joint Session with WJUSD (March)

Cooperative Agreement with Caltrans – Gibson Road @ SR-113 Interchange CIP #19-13 (March)

Woodland TV Contract Renewal (June)

Waste Management Residential Smart Truck (TBD)

Rule 20A Undergrounding District (TBD)

Comprehensive Zoning Update



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: F.3
SUBJECT: Woodland Public Library Annual Report 2021-2022

Recommendation for Action: Staff recommends that the City Council receive a presentation on the Woodland Public Library Annual Report 2019-2020 presented by the Woodland Public Library Board of Trustees.

Prepared by: Greta Galindo, Library Services Director



Ken Hiatt
City Manager

Attachments:

1. Woodland Public Library Annual Report 2022



2022

was a year of re-building and growth. As we weathered ups and downs in levels of our activity and programming in response to the pandemic, we remained focused on our core values of literacy, learning, and open access to information. 2022 showed us that we could re-build and people would return to the library. The Library has much to celebrate in 2022 as we slowly returned to our pre-pandemic levels of service. Being able to bring people fully back into the Library was the highlight of the year for us. When we engage children and families in storytime, give teens a new space to hang out, and fully open our doors to our community for study, research, and learning and making in Square One, we know that we are back and the library is looking forward to even more in **2023**.

95,926 Library Visits

Programs

over 45 a month
176 Family
45 Adult
145 Teen
174 Storytimes



2
remodeled
spaces

1,457 New
38,497 Total

10,000 Student Success

WPL Cardholders

226,952 Total Items

188,722 Physical Books

38,230 Digital

88,331 Children's Titles

6,638 Spanish Titles

Circulation

3,909 eBook Patrons
(529 New)

28,829 eBooks Circulated

Digital Services

7,793 Audiobooks

1,608 Magazines



365

new Square One users

580 Basic Use and
Safety passes issued

12 new
entrepreneurs

204 campers

344,510
catalog searches

2,000
COVID tests distributed

5 new
databases

Top Titles



Adults



Kids

Causes for Celebration

California's First Partner Visit



The First Partner reads to patrons

Jennifer Siebel Newsom, California's First Partner, visited Woodland Public Library to have the opportunity to chat with our Teen Advisory Board about the importance of volunteering. Newsom took part in the Lunch at the Library program for that day handing out lunches, hosting a Read-Aloud, and participating in the library's Make and Explore STEM activity.

Newsom also took a tour of Woodland Public Library and Square One, taking advantage of the library's beautiful space by filming videos for her First Partner Summer Book Club and the State Park Passes Program to share through her social media outlets.

State Parks Passes



The Library received a grant to purchase Adventure Packs in conjunction with California State Park Passes that became available for circulation during the summer. The library's collection of 20 Adventure Packs consist of various interactive kits that can be used outdoors during the summer months. Pack topics include birding, gold panning, stargazing, hiking, outdoor games, and more. The kits have over 50 checkouts total since



A camper explains her coding project

July, and the 5 Parks Passes the library owns have over 35 total checkouts with continuously active holds.

Maker Camp

Square One at the Woodland Public Library offered a 6-week summer "Maker Camp" at the library in Square One for the first time in 2022. The program ran 3 days a week for 5 hours a day and included lunch (through the Lunch at the Library program in conjunction with the Woodland Joint Unified School District) and snacks. Campers signed up for a week at a time, and each week was themed and included topics such as chemistry, robotics, engineering, or programming. Each day, 10-16 campers aged 8-12 worked with a variety of Square One equipment to create projects,

investigate topics, and solve problems, as well as participate in general "summer camp" activities and crafts. The "Make Magazine" organization provided curriculum and some supplies for the sessions as well as support for the planning and implementation of the day camp.

MemoryLab

Square One received a \$20,000 grant from the State Library to create a MemoryLab, or a digitization station. This area contains equipment and supplies to digitize VHS, cassettes, and camcorder tapes, and scan photos, slides, and negatives with a high-resolution scanner. Staff attended training at UCLA and USC to learn about techniques for preservation and documentation.



Week 1 campers with shirts screen printed in SQ1

Big Accomplishments

Teen Remodel

The Teen Area moved into the old computer lab, which created a space for teens to do homework, hang out with friends, and enjoy the library. This includes new tables that can be configured to suit any teen group, bouncy stools, and pod chairs, which have provided a comfortable space for reading. Events like Teen Dungeons & Dragons, Teen Game Night, and Panels & Pizza: A Teen Graphic Novel Book Club have all taken place in our new Teen Area, ensuring that the teens are visible and valued in our library.



Literacy Remodel



In December of 2019, in the week of Winter Break when the library was closed, construction on the Literacy Services office in the basement commenced, removing a wall and more than doubling the space of the office. Less than ten weeks later, the library closed for the COVID-19 pandemic. Closures, shipping delays ("supply chain issues" was a new vocabulary term), staffing changes, and more stretched out the remodel timeline. Finally, in July of 2022, the furniture arrived, and the remodel was complete. The new office has 3 staff work stations, 3 small group tutoring areas, 4 tables for pairs to meet, a small computer lab for learners and tutors, a children's area with interactive displays, and a hospitality corner.

Friends of the Library Bookstore

Completion of the renovations to library spaces included updating and re-organizing the Friends of the Library Bookstore. The basement bookstore received a fresh coat of paint and new flooring. The wooden bookcases were re-arranged to make the space more open and welcoming while creating a cute little children's book corner as well.



The Friends of the Library Bookstore is open! The Library truly appreciates the programming support provided by the Friends of the Library. Stop by the Bookstore the next time you visit us.

Tuesday: 10 am to 1 pm

Thursday: 1 pm to 4 pm

Saturday: 9 am to 1 pm

New Signage



New signage throughout the library has been created by our talented staff in the library makerspace, Square One (SQ1). Created from birch

using the SQ1 laser cutter and then stained, the signage can be found around the library, including endcaps for the library book stacks as well as directional signage. It has made for an esthetically appealing and consistent look for the library.



Summer Reading 2022

Kids

This summer reading program included 11 weekly children's programs. The library had over 4,500 attendees attend 97 children's programs over the summer. Four hundred children registered for this summer reading program on Beanstack, the library's online book logging program. The library served over 2,600 summer lunches at the library and hosted weekly programs such as Make and Explore STEM activities, Book Clubs, Storytimes, and weekly performers.



Make and Explore Thursdays in Square One

Monthly S'moreytimes were a huge hit: 100 patrons attended to listen to camp stories, eat campfire snacks, and complete a campfire related craft.



Staff at Kids' S'moreytimes



Families listening to the Putah Creek Crawdads at Family S'moreytimes



Animal Habitats Presentation with ExplorIt



Kids' S'moreytimes Craft

Read Beyond the Beaten Path: Read, Make, and Explore

Library staff combined WPL's long-standing summer programming "Read, Make, Explore" with the national Summer Reading theme "Read Beyond the Beaten Path" to create summer programming and décor that integrated programming and library resources. Each area of the library was decorated to be reminiscent of a California landscape, promoting the First Partner's State Parks Pass program. Programming centered on summer camp activities, including our own weekly "S'moreytimes" with a fire pit and marshmallows. Staff shirts, signage, and prizes bore iconic forestry icons, creating a cohesive theme throughout the library.

Patrons thoroughly enjoyed S'moreytimes saying they were "delicious!" A few patrons had said they had never been camping and that it was a fun experience to see a "campfire" and eat camp snacks, one said that he was going to bring his sleeping bag to the next S'moreytimes.

"Thank you so much for all the services and programs offered to engage and encourage my family to read and learn new hobbies. Special thanks to the children's librarians for all the fun events and activities, as well as Square One staff for all the help and inspirations you have given me!!"

"Wonderful, kind and knowledgeable staff :)"

"The library and those who run it are beyond phenomenal. From fun children's programming, to opportunities for teens and adults, the library is such a cherished part of our family's lives."

"I LOVE OUR LIBRARY!"

"It's a very well-stocked library and a very quiet environment for reading."

"New(er) resident of Woodland. I'm impressed with this library. I love to bring my grandson to programs!"

"I love the library and am so impressed by your creative programming and offerings (like the hiking backpacks)!"

"Thank you for the fabulous children's program over summer!"

All quotes taken from the 2022 Library Patron Survey

Teens

This summer, teen programming happened every day, including programs like Dungeons & Dragons, Community Service Crafternoon, a Bad Movie Series, and a Game Night, along with a weekly event, including summer camp themed activities like Crafting for Pride, a "Nailed It" styled baking competition, 1980s Party, and a Christmas in July Party. In total, there were 40 events for teens and the attendance brought 201 teens into the library.

Teens also volunteered throughout the summer. Twenty-two teens participated and served 331 hours helping with children's events, the weekly S'moretimes, Lunch at the Library, and other events as needed. While visiting our library,



Teens sewing pillowcases for Community Service Crafternoon

First Partner Jennifer Siebel Newsom praised the volunteers, saying "I especially loved meeting the teen volunteers who truly make these programs possible. I'm in awe of their dedication to their community and to developing the next generation of library lovers."



Teens' Nailed It Cupcake Decorating Competition, with local bakery Zest West's help

One hundred five teens read 904 books and earned prizes like stickers, mini notebooks, coloring changing pens, and candy after reading 5 books, making 5 things, and exploring 5 places. The Teen Advisory Board chose these prizes and the grand prizes, which included a Bluetooth speaker, a sleeping bag, a survival kit, and a three-month subscription to Universal Yums.

Adults

This summer, the library offered more programming and activities directed specifically for adults, and broadened the incentives for participation. Participation increased over pre-pandemic levels, with 241 adults participating, surpassing the 201 participants in 2019. S'moretime events, including a concert by the Putah Creek Crawdads and a wilderness survival gear workshop were both met with positive feedback and high attendance, totaling 147 attendees.

Prize offerings were expanded beyond the traditional gift card raffle, giving adult patrons prizes (a coffee mug, backpack cooler, and a seed bookmark) for reading 5 books, making 5 things, and exploring 5 places. Additional prizes were camping themed, including a tent pack for four, a kayak pack, trekking poles, headlamps, and backpacks.

Highlights



New Laptops at the Library

You asked, we listened! Having heard that the public computers at the Library no longer suit the needs of our patrons, the library purchased 12 brand new patron laptops. These laptops can be used in any public library space within the building. This means that if you need to work at a table and spread your papers next to the laptop, you can do that. It means that if you want to write a quick email from the children's area, while your kiddo looks at picture books, you can do that. It means that you can fill out a confidential form without having other patrons walking right behind you, or work in the quiet of the reference area. Patrons of any age can borrow a laptop at the circulation desk without a library card.

Book Kits

Book Club



The library has added a new collection to the library – Book Club in a Bag kits consisting of multiple copies of both fiction and nonfiction

titles in English and Spanish for patrons belonging to Book Clubs to check out. At present, we have 38 titles for patrons to choose from and we will continue adding new titles to make for a large and diverse collection. Each kit contains books and a guide to help facilitate book club discussions. Titles include *The Midnight Library*, *Mujeres de Ojos Grandes*, *Hamnet*, *Every Day is a Gift*, and *La Casa Verde*.



Health Literacy

A partnership between the Woodland Public Library and the Woodland Literacy Council is bringing health literacy to community members through an innovative initiative that allows patrons to check out tote bags filled with valuable information.

Each Health Literacy Tote Bag contains books, CDs, DVDs, and print materials in a learnable lending kit. While the user is expected to return the kit in the same way as typical library materials, they keep the print materials. A sample of topics covered include: Alzheimer's disease, Autism, Diabetes, Grief, Mental Health, Parenting, and Substance Abuse in both Spanish and English kits.

The Health Literacy Tote Bags are available to Woodland Public Library card holders when the library is open. The totes are located near the circulation desk upstairs and can be checked out for 6-weeks. The books and DVDs are returned after the 6-week period, but the handouts and resource lists can be kept by the patron.



Libby

Libby is an innovative in-browser and mobile app from OverDrive designed to make borrowing and enjoying digital content from the library easier than ever. Libby is available 24/7 through a browser and for Android, iOS, and Kindle devices to download free books, audiobooks, and new this year, magazines, expanding access for patrons. Patrons have the option to sync loans, notes, bookmarks and reading progress across devices.



State Library Databases

The California State Library has invested in California's post-pandemic workforce development, sponsoring a number of online resources for all public libraries in the state.

Coursera offers free online university classes ranging from hands-on projects and courses to job-ready certificates and degree programs to provide learners with access to more than 5,000 courses and certifications led by top businesses, universities, and organizations.

GetSetUp is a social learning platform for individuals 50+, taught by peers who are experts in their field in English, Spanish, Hindi, and Mandarin. Patrons can participate in live classes covering digital learning, physical health, mental health, social health, and vocational health.

Northstar focuses on people with no, low, or limited technology skills to build skills in key digital literacy areas and demonstrate knowledge by earning certificates and badges.

Job & Career Accelerator is an easy-to-use search tool with everything patrons and students need to find, apply for, and get hired into ideal positions.

LearningExpress supports those looking to obtain occupational certification, prepare for college, find a job, become a U.S. citizen, and much more by assisting in professional exam preparation, including the California Basic Educational Skills Test (CBEST), California Real Estate Salesperson exam, and the California Police Officer Exam.

Skillshare is for creatives and others wanting to build or grow a business and/or learn new skills by providing 35,000 video courses on topics including entrepreneurship, graphic

design, productivity, freelancing, marketing, illustration, and time management.

VetNow is an all-in-one suite of services designed for a wide range of career and veteran needs, including access to live help and links for Navigating the Veterans Affairs system navigators help veterans and their families understand and apply for the benefits they are eligible for from local, state, or federal programs.

Entrepreneurship Classes

The Woodland Public Library entered into a 3-year agreement with the Yolo County Office of Education (YCOE) to provide Entrepreneurship classes for adults in Square One. YCOE contributed funds to purchase new laptops for students and provided curriculum and a certificated teacher.

Twelve students completed the 54-hour class over the span of 8 weeks, meeting in the evenings in Square One. These students still regularly meet to support one another in their business ventures.

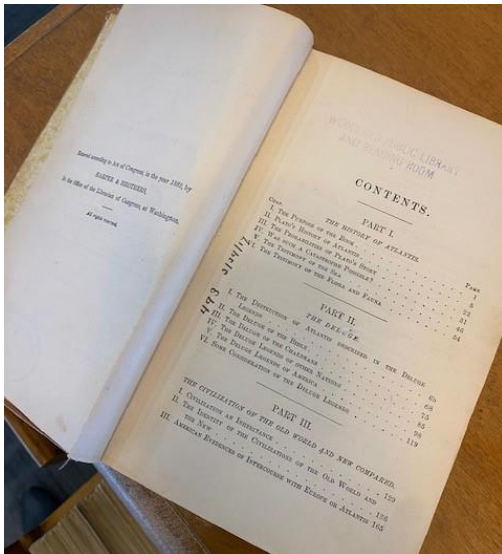


Entrepreneurship Class Meets in Square One

Looking Ahead

Library to Celebrate 150 Years! 1874-2024

The Woodland Public Library will be celebrating its sesquicentennial in 2024 to commemorate 150 years since women in the City founded the Woodland Library Association. The Woodland Library Association's library opened on July 4, 1874, in two rented reading rooms and contained a collection of donated books from the town's leading citizens. The library was staffed by a board member of the association every evening except Sunday. Throughout 2024 the Library will hold special events celebrating our first 150 years. Be on the lookout for the Library Card Design Contest in 2023 to kick it all off.



A book from the first circulating collection, 1882

New Bookmobile Coming Soon

Can't come to the Library? We will bring the Library to you!

Through generous funding from the Priscilla Gordon Trust, the California State Library, and the City of Woodland, a new 32' bookmobile will be coming to town. The hybrid diesel Freightliner M2 will hold a circulating collection of 3,500 items. It will be filled with books for all ages in English and Spanish, large print materials, magazines, audiobooks, movies, and more. With numerous stops a week, the Bookmobile is sure to visit a neighborhood, senior living center, or other community-gathering place near you. Along with stops to check out and return books, Librarians will travel with the bookmobile to bring special programming, storytimes, and maker projects to the stops. All stops will be open to the public.



Not actual bookmobile, but sample of what is in production.

Library Leadership

Board of Directors

Maureen King, *President*

Alison Borkowska

Dr. John Jackson

Chris Lambertus

Noel Rodriguez

Staff

Greta Galindo, *Library Services Director*

Carol Davis, *Adult Services Librarian*

Trina Camping, *Makerspace & Literacy Librarian*

Sara Day, *Teen Librarian*

Sara Vickers, *Children's Librarian*

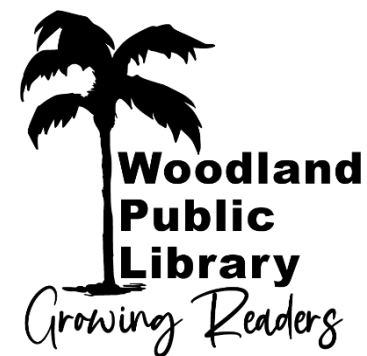
Esther Guardado, *Library Technical Assistant*

Sylvia Moreno, *Circulation Supervisor*

Silvia de Soto, *Library Technical Assistant*

Woodland Public Library
250 First St.
Woodland, CA 95695

(530)661-5980
cityofwoodland.org/library





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: G.4
SUBJECT: Designation of March 11, 2023 as Arbor Day

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, designating March 11, 2023 as Arbor Day in the City of Woodland.

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

Fiscal Impact:

Hosting an annual Arbor Day celebration is included in the regular Urban Forestry budget. Costs of the event are reduced with the assistance of the Woodland Tree Foundation and West Coast Arborist the day of the event, in addition to the volunteers.

Background:

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

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

Discussion:

The observance of Arbor Day in Woodland on March 11, 2023 not only shows the city's commitment to its urban forest but also increases the awareness of the importance of trees in urban areas. It also provides educational opportunities to promote and improve the practice of urban tree planting and care.

As part of the day's activities, the City of Woodland Urban Forestry staff, Woodland Tree Foundation, West Coast Arborist, and volunteers will gather at 8:30 am at Pioneer Park where there will be a short presentation to commemorate this year's Arbor Day. After the presentation, volunteers will be broken up into groups to assist with the planting of approximately 75 trees at the park and at Schneider Park. Environmental Services will also participate in the event by providing information on water conservation, green waste, composting, and other conservation related topics.

Celebrating Arbor Day illustrates the city's continuing commitment to the urban forest and the quality of life that trees provide to the community. Additionally, celebrating Arbor Day is one of the goals of the City's 2019 Urban Forest Master Plan for Community Outreach and Engagement.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, designating March 11, 2023 as Arbor Day in the City of Woodland.

Prepared by: Westley Schroeder, Park Superintendent

Reviewed by: Christine Engel, Community Services Director

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

Ken Hiatt
City Manager

Attachments:

1. Arbor Day RESOLUTION 2023
2. Reso_8042 Arbor Day

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
DESIGNATING MARCH 11, 2023 AS ARBOR DAY IN THE CITY OF WOODLAND**

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

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

WHEREAS, 2023 is the 151th anniversary of the holiday, and Arbor Day is now observed throughout the nation and the world; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Woodland does hereby designate Saturday, March 11, 2023 as Arbor Day in the City of Woodland. The City urges all citizens to celebrate and support efforts to protect our trees and woodlands, to plant trees to gladden the heart and promote the well-being of this and future generations.

PASSED AND ADOPTED this 21st day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victoria Fernandez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

RESOLUTION NO. 8042

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
DESIGNATING MARCH 11, 2023 AS ARBOR DAY IN THE CITY OF WOODLAND**

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

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

WHEREAS, 2023 is the 151th anniversary of the holiday, and Arbor Day is now observed throughout the nation and the world; and

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

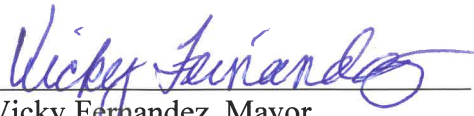
WHEREAS, trees are a renewable resource giving us paper, wood for building homes, fuel for our fires and beautifying our community; and

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

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Woodland does hereby designate Saturday, March 11, 2023 as Arbor Day in the City of Woodland. The City urges all citizens to celebrate and support efforts to protect our trees and woodlands, to plant trees to gladden the heart and promote the well-being of this and future generations.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 21st day of February, 2023, by the following vote:

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


Vicky Fernandez, Mayor

ATTEST:


Jennifer Robinson, Deputy City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: G.5
SUBJECT: Fire Department Annual Status Report

Recommendation for Action: Staff recommends that the City Council accept the Fire Department Annual Status Report for 2022.

Staff Contact:

Eric Zane, Fire Chief - 661-5860, eric.zane@cityofwoodland.org

Background:

The Fire Department Annual Status Report includes a summary of all activity within the Department. In lieu of providing comprehensive monthly status reports to the City Council and department heads via e-mail communication, the City Council now receives status reports on a quarterly basis via agenda packet.

While the Fire Department Annual Status Report provides metrics and details regarding both the Operations Division and Community Risk Reduction Division, the Administrative Division is not represented in the report.

The Administrative Division of the Fire Department is staffed by the Fire Chief, Management Analyst, and Administrative Clerk, and has completed or made significant progress on the following projects:

- 100% migration of an outdated policy manual to Lexipol (Electronic and vetted policy manual).
- Implementation of electronic patient care reports (ePCR) and the use of advanced airways (iGEL), first City in Yolo County to do so.
- Completed an update to the department's mission, vision, and values.
- Initiated and made significant progress on the strategic plan (to be completed around the end of Q2 of this year).
- Applied for federal grants to obtain portable radios and training.
- Completed a radio system needs assessment, up to purchasing new radio frequencies to expand radio capabilities for both the Woodland Fire and Woodland Police Departments.
- Completed several recruitments, including;
 1. Four (4) Firefighters
 2. Two (2) Community Risk Reduction Specialists
 3. Fire Marshal
 4. Administrative Clerk
 5. Completed a Battalion Chiefs Assessment Center, creating a list of promotable employees.
- Reengaged Engine Company Inspections- post pandemic.
- Initiated upgrade to GPS based emergency preemption (working on installation strategy).
- Assisted in the completion of the LAFCo Municipal Services Review, sitting on the Fire Chiefs subcommittee.
- Upgraded Station Alerting Systems to provide redundant back-up at each fire station.

- Fully engaged in Fire Service Sustainability as a sitting member of the Yolo County committee with commitment to ensure that the City of Woodland does not unduly subsidize the Elk Horn Fire Protection District.
- Assisted with the development of the Yolo County Ambulance Service RFP.
- Initiated alternative response to medical facilities, allowing personnel to cancel response to low acuity calls for service in order to remain available for higher acuity incidents.
- Reinitiated the Fire Department Explorers Post.
- Representing the City at the countywide Hazard Mitigation Plan update.

Conclusion:

Staff recommends that the City Council accept the Fire Department Annual Status Report for 2022.

Prepared by: Jeran Scruggs, Management Analyst

Reviewed by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. Annual Report 2022



ANNUAL REPORT

JANUARY 1-DECEMBER 31, 2022

Total Calls for Service

9,461 3% increase from 2021

Average Response Time

4:54 5 second increase from 2021

Automatic
Aid

Aid Received

163

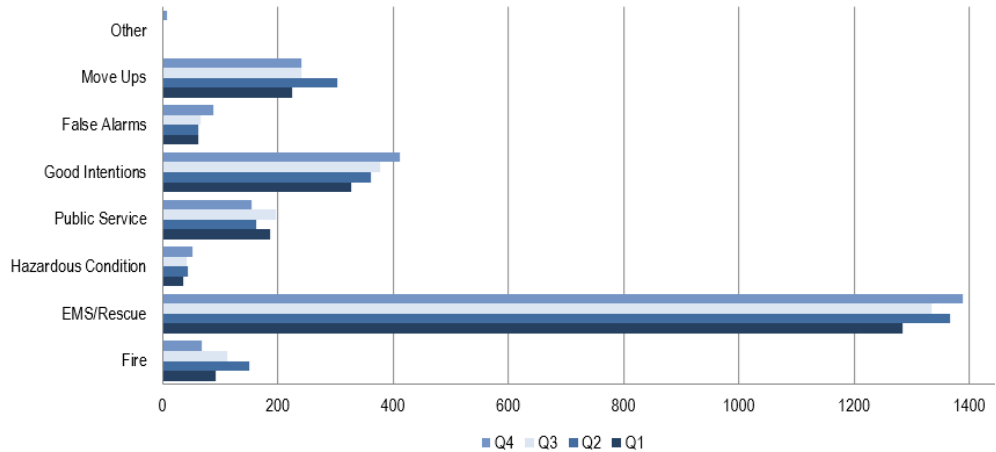
Aid Given

190

Automatic aid is provided to another agency through formal agreement and occurs automatically on significant events without any special request.

What types of calls did we run?

2022 Calls for Service



*When two or three (dependent on area) engine/truck companies are committed to calls simultaneously, the remaining engine/truck companies move strategically into the vacated area(s) to ensure adequate coverage based upon the number of available apparatus. This practice is called a "move up".

STRUCTURE FIRE

76%

Goal:
4 minutes 90% of the time

Average: 4:39

FIRE- OTHER

53%

Goal:
4 minutes 90% of the time

Average: 6:15

FULL FIRST ALARM

77%

Goal:
8 minutes 90% of the time

Average: 9:53

EMS

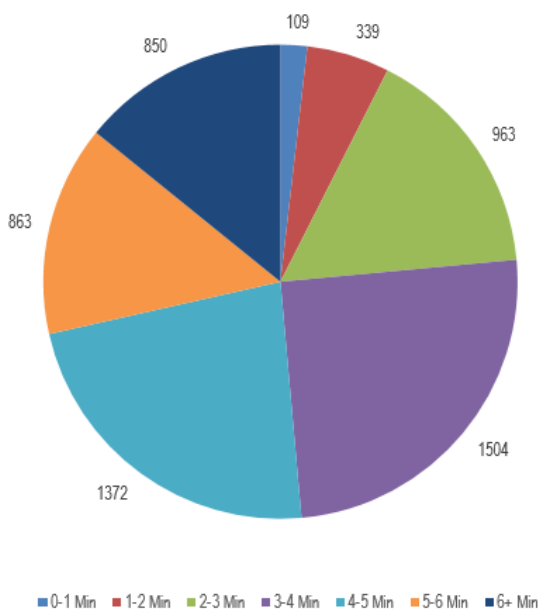
58%

Goal:
4 minutes 90% of the time

Average: 5:47

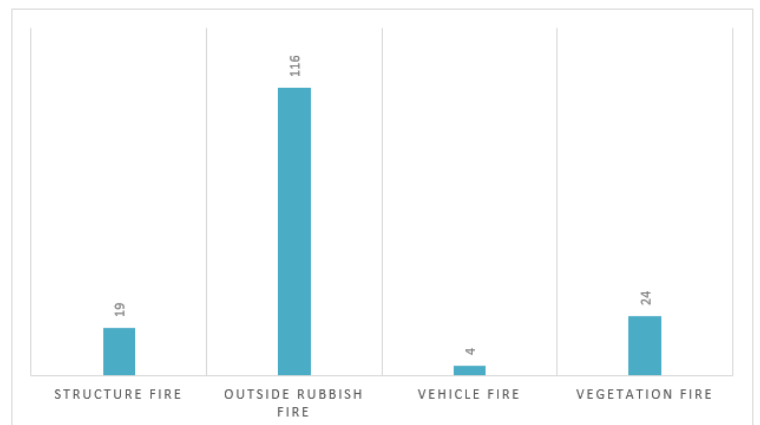
Priority Calls

Travel Time Goal of 4 Minutes or Less
90% of the Time



Intentional Fires

January-December 2022

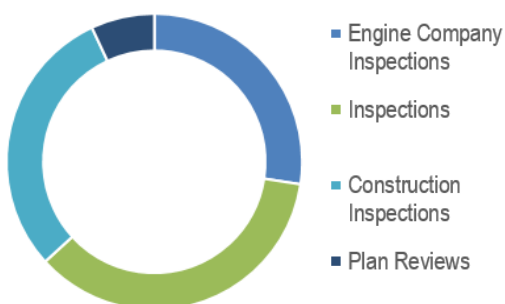


COMMUNITY RISK REDUCTION

Community Risk Reduction (CRR) is a process to identify and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.

Inspection & Plan Review

January-December 2022



Code Enforcement Hours

92.5



Public Education

5933 People Reached



Fire Investigations Conducted

133



Emergency Management Hours

198

Page 26

Total Inspections Completed

2,012

Public Outreach

As COVID restrictions have lifted, we have been excited to expand our outreach and public education programs to our community once again. This includes station tours, tabling at community events, and some of our favorite annual events such as the pancake breakfast, Back2School Carnival, Salvation Army Kids Spree, First Grade Program, Trunk or Treat, Fill the Truck and Neighborhood Santa.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: G.6
SUBJECT: Police Department Quarterly Report for the period of October 2022 through December 2022

Recommendation for Action: Staff recommends that the City Council accept the Police Department's quarterly status report for October 2022 through December 2022.

Staff Contact:

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

Background:

The Police Department Quarterly Report includes a summary of all activity within the Department. In lieu of providing comprehensive monthly status reports to the City Council and department heads via email communication, the City council will be receiving status reports on a quarterly basis via agenda packet.

Conclusion:

Staff recommends that the City Council accept the Police Department's quarterly status report for October 2022 through December 2022.

Prepared by: Trista Kennedy, Executive Assistant

Reviewed by: Derrek Kaff, Chief of Police

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. Woodland Police Department 4th Quarter Report - 2022

2022 4TH QUARTER REPORT

DEPARTMENT STAFF



SWORN

69

BUDGETED FOR 71

PROFESSIONAL

17

BUDGETED FOR 18

PART-TIME

7

BUDGETED FOR 8

TOTAL

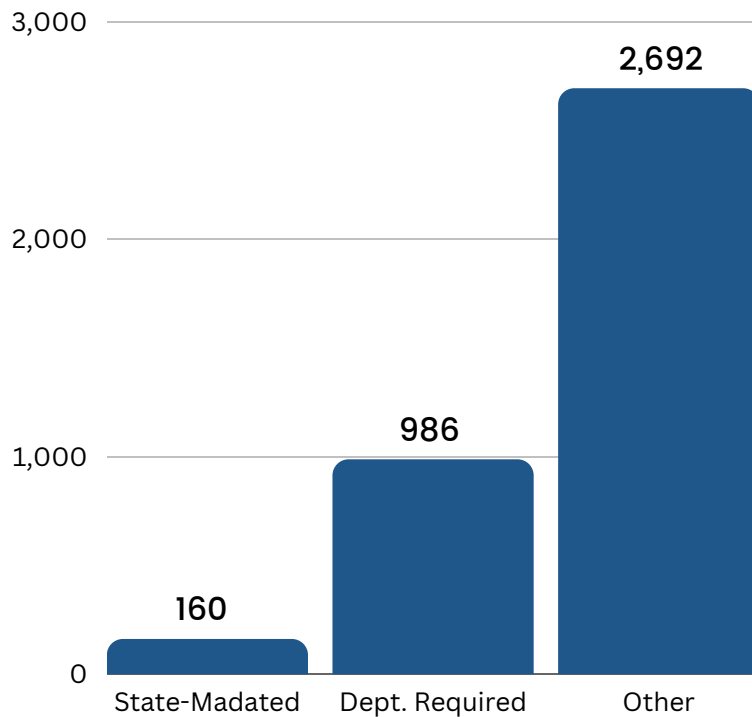
93

BUDGETED FOR 97



TRAINING

TOTAL TRAINING
HOURS: 3,838

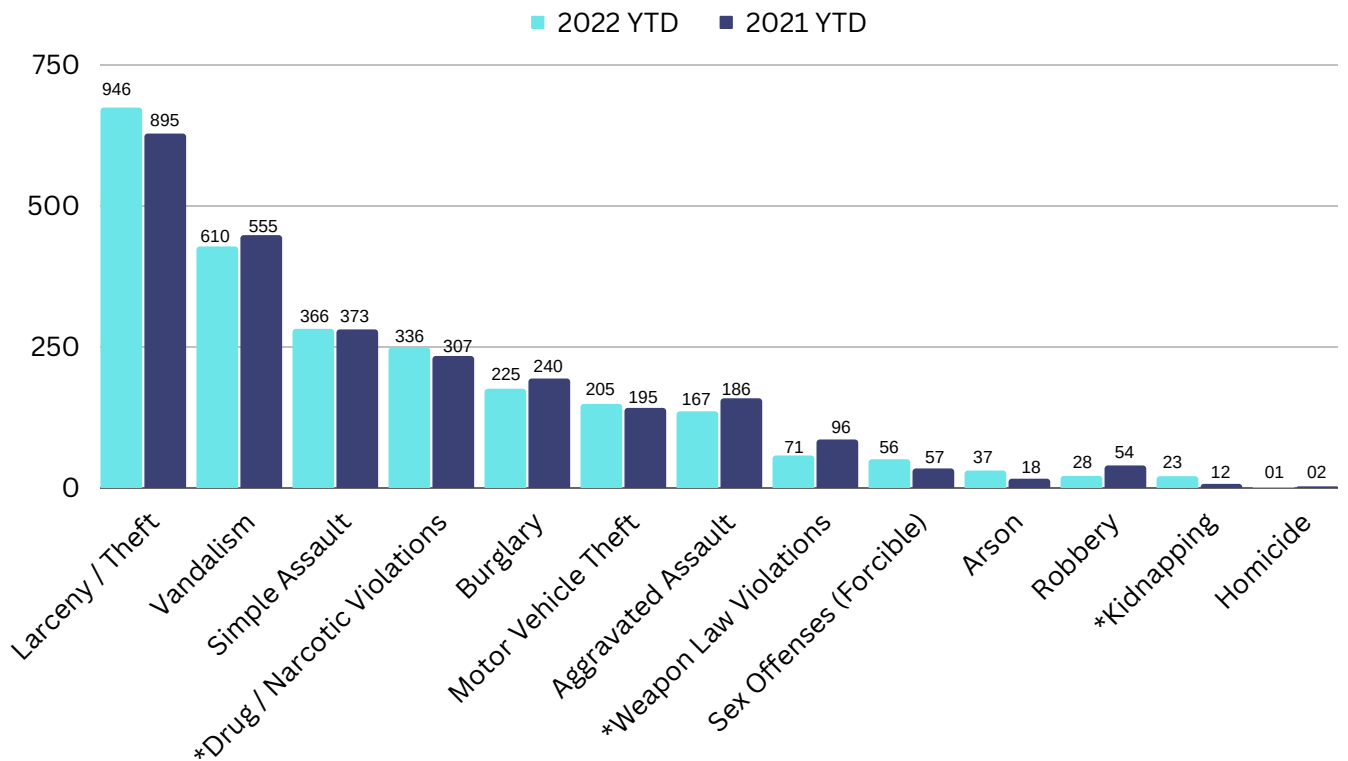
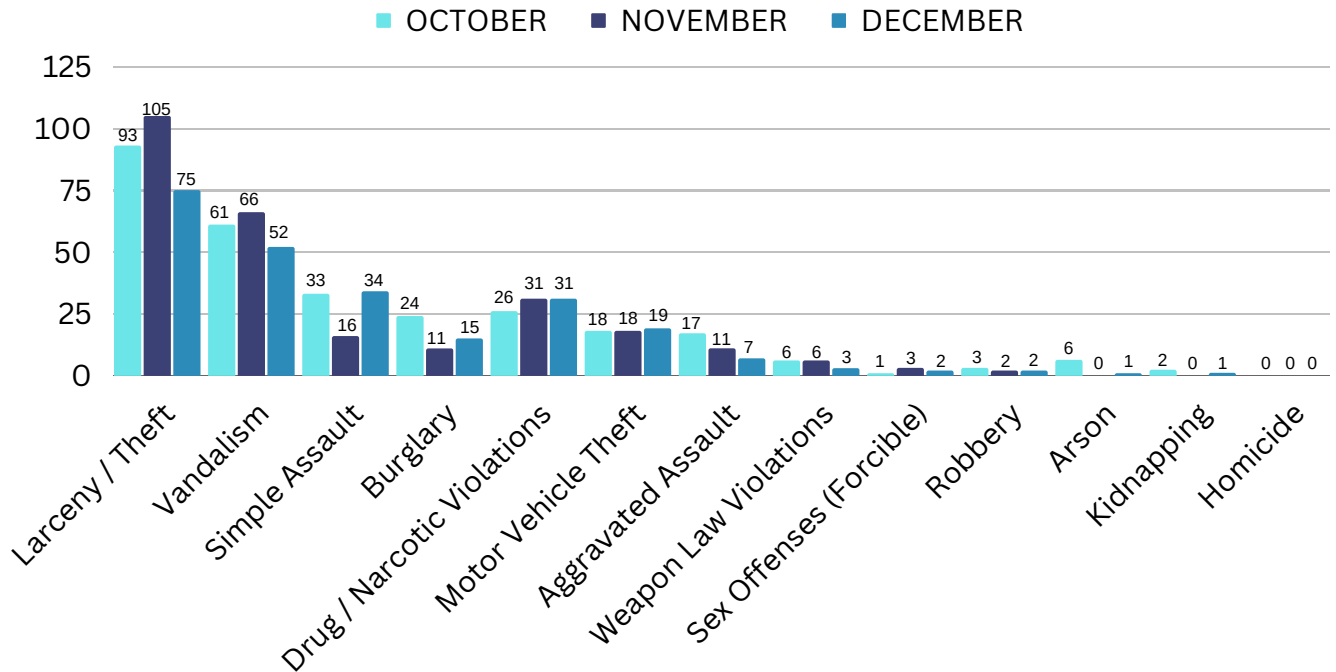


PATROL BUREAU

11

11

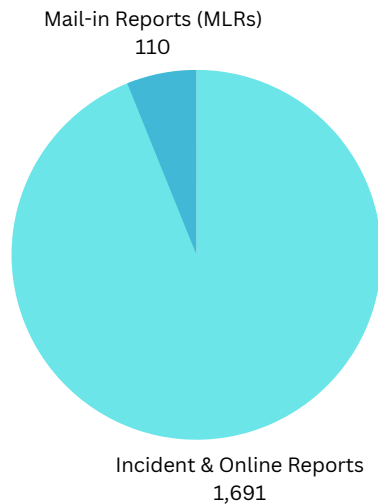
CRIME



*Statistics not collected until September 2021 (NIBRS)

PATROL BUREAU

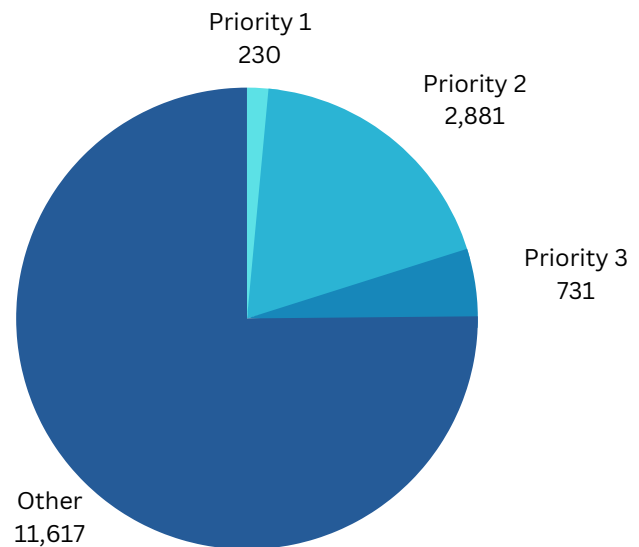
REPORTS



TOTAL REPORTS
2022 YTD:
7,583

TOTAL REPORTS
2021 YTD:
8,524

CALLS FOR SERVICE

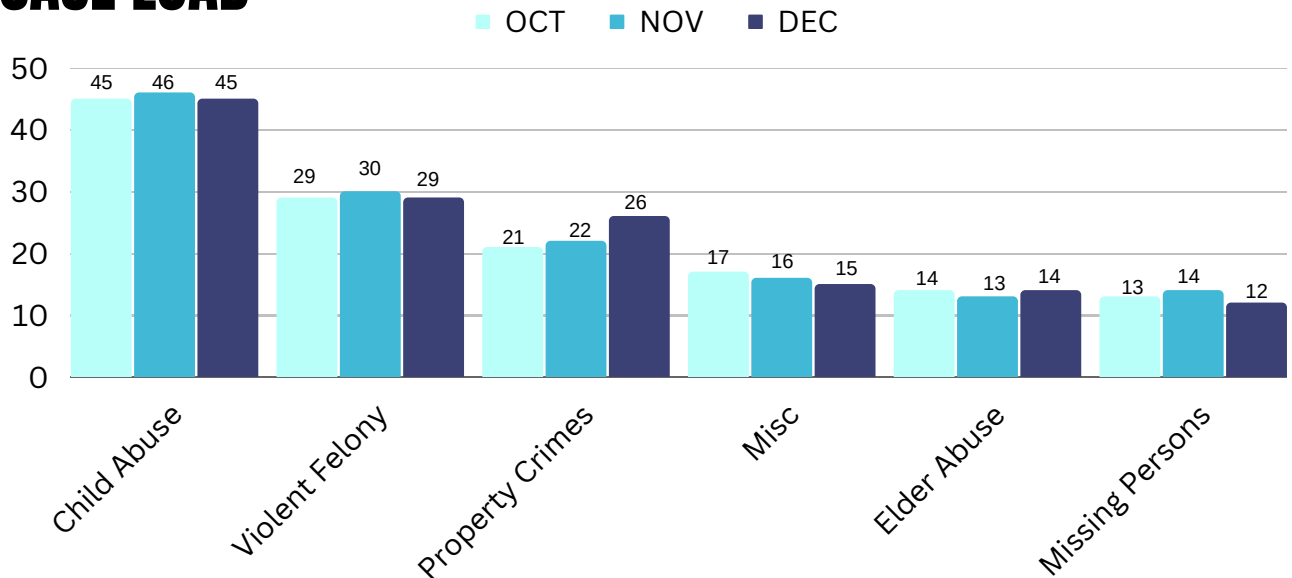


AVERAGE RESPONSE TIMES	4TH QTR.	*TIME IN CUE	2021 4TH QTR.
Priority 1	9:37	3:41	7:28
Priority 2	14:09	7:33	13:13
Priority 3	19:34	12:52	16:41

**Time in Cue = Waiting for an officer to become available to dispatch to call.*

INVESTIGATIONS BUREAU

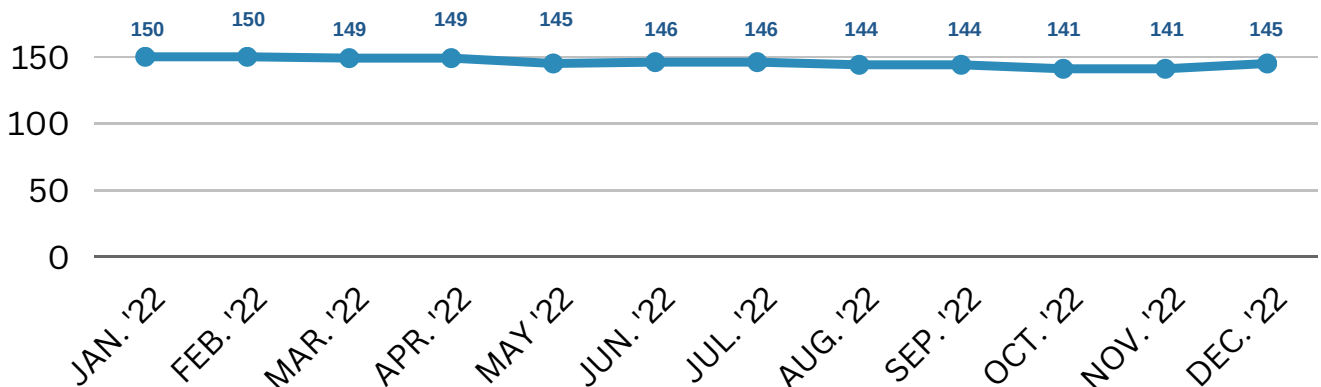
CASE LOAD



CASE STATUSES

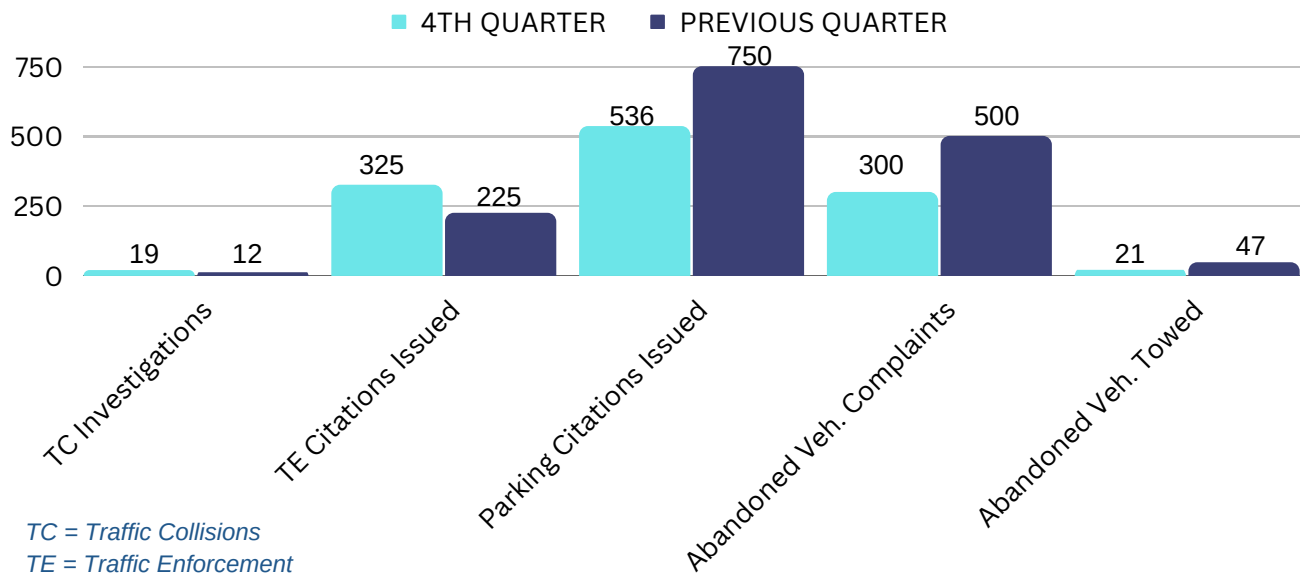
	NEW CASES	CLEARED CASES	TOTAL ACTIVE CASES
October	12	16	139
November	16	17	141
December	16	17	141

290 REGISTRANT ACTIVITY



COMMUNITY RELATIONS BUREAU

TRAFFIC UNIT



SCHOOL RESOURCE OFFICERS

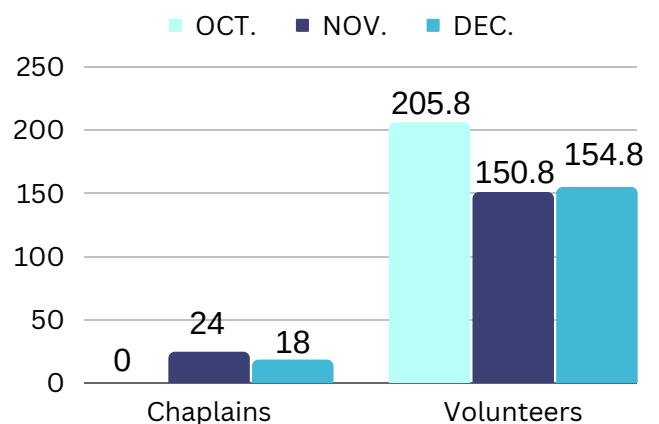
During the fourth quarter of 2022, the SROs taught 59 GREAT classes to 4th and 7th graders. The additional GREAT classes were taught by the newly added GREAT instructors. The SROs continue to assist on campus, at after-school events and focus on restorative justice.

The Christmas Fill the Trunk drive was the largest Fill the Trunk drive so far, resulting in 415 WJUSD students receiving gifts for the holidays. The community and local businesses provided many gifts and financial donations to the Police Activities League. Velocity Island Waterpark donated its space and decorated the event to make this year's event the most successful yet. The Fill the Trunk Drive requires extensive cooperation between the SROs and WJUSD staff.

VOLUNTEERS IN POLICING

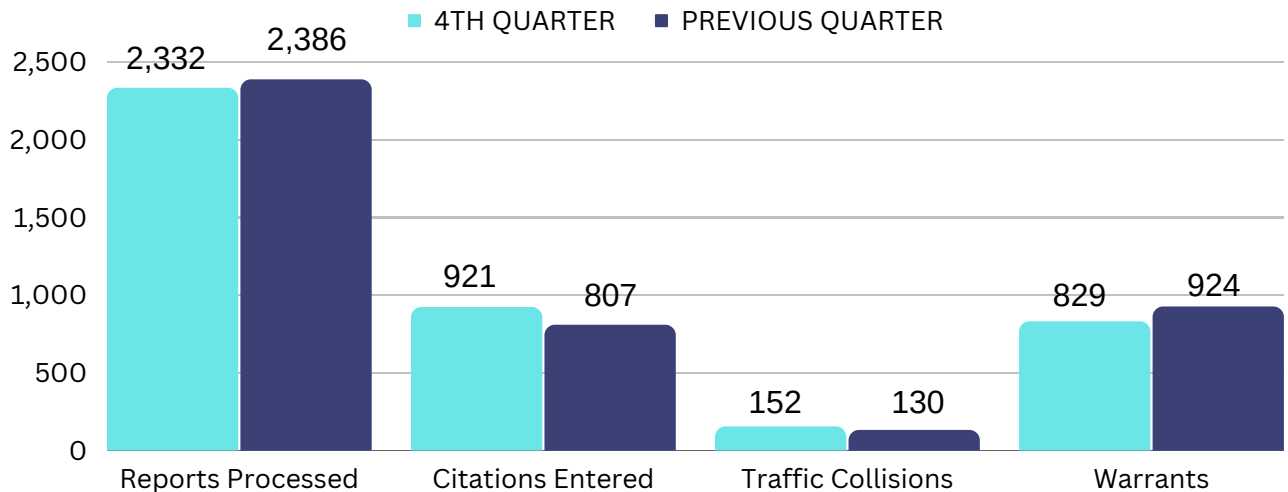
**TOTAL 4TH QTR.
VOLUNTEER HOURS:
553.4**

TOTAL HOURS FOR 2022: 1,933.65



COMMUNITY RELATIONS BUREAU

RECORDS DIVISION



COMMUNITY PROGRAMS / OUTREACH

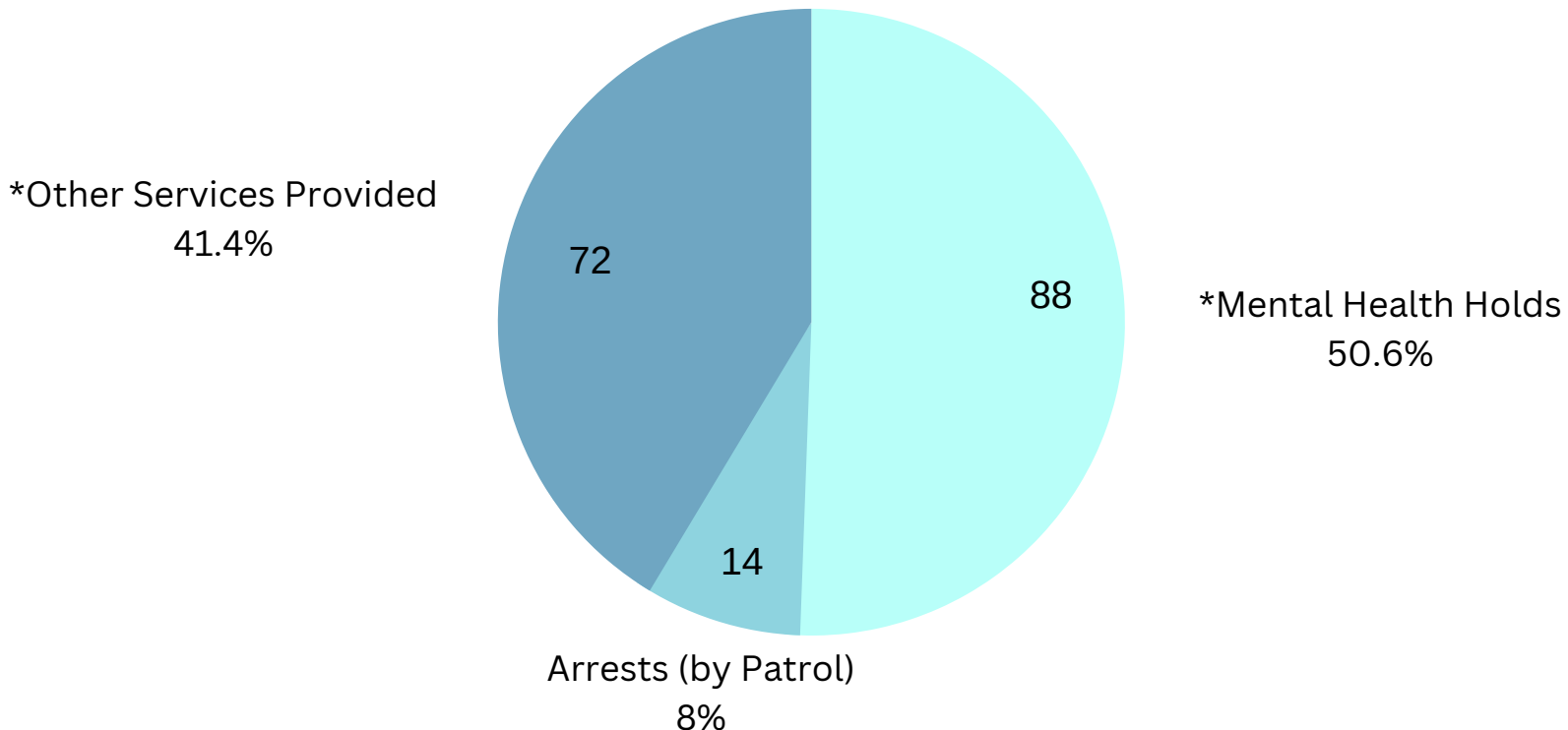
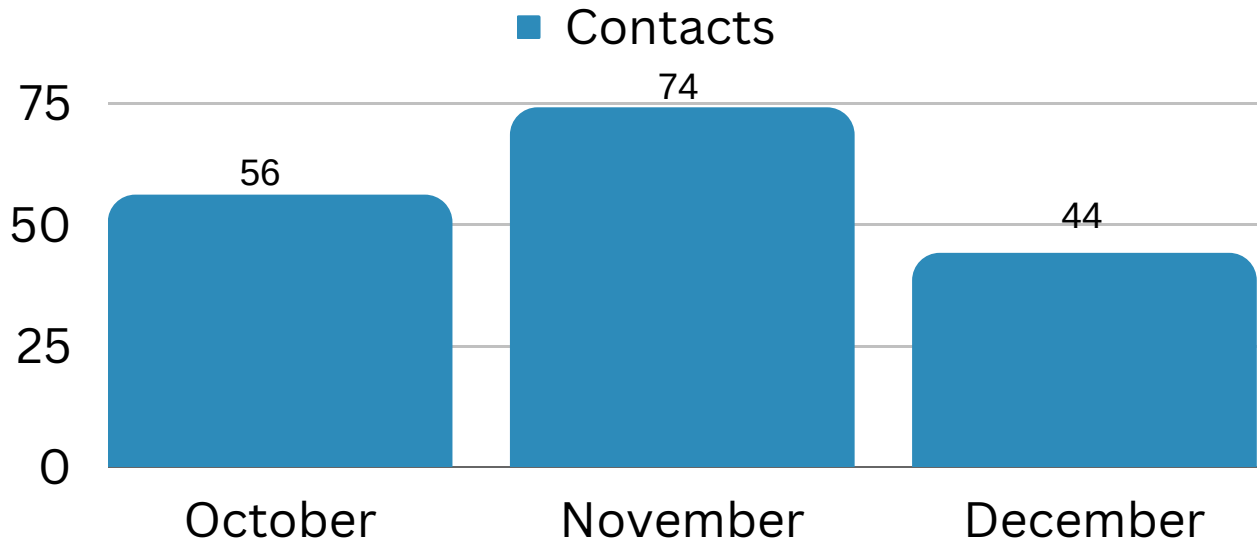
- Chief's Advisory Board
- UNIDOS
- Volunteers-in-Policing
- Policing 101 Class Series
- Coffee with a Cop
- Neighborhood Santa
- Neighborhood Watch
- Security Camera Registry And Mapping Program (S.C.R.A.M.)
- Special Needs Alert Program (S.N.A.P.)
- Vacation Home Checks
- You Are Not Alone (Y.A.N.A)
- Crime Free Multi-Housing Program
- Safe Place Hate Crime Reporting Initiative

YOUTH PROGRAMS / OUTREACH

- Explorer Program
- Gang Resistance Education and Training (G.R.E.A.T.)
- Woodland Police Activities League
- Youth Community Police Academy (YCPA)
- Youth Police Advisory Council (YPAC)

COMMUNITY RELATIONS BUREAU

CO-RESPONDER PROGRAM



*Calls for service are diverted from law enforcement and handled by co-responder clinicians.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: G.7
SUBJECT: Annual Transportation Development Act Claims with the Sacramento Area Council of Governments

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the filing of the annual Transportation Development Act Claims with the Sacramento Area Council of Governments.

Staff Contact:

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

Fiscal Impact:

Transportation Development Act (TDA) claims include allocated funding for fiscal years: FY2021/22 \$3,106,303, FY2022/23 \$960,199

The TDA claims excludes \$134,445 in FY2022/23 SACOG Planning funding that was allocated to the City of Woodland but is retained by SACOG for administrative purposes.

Approximately 61% of the funding claimed will be used for expenses budgeted to be paid-out to the Yolo County Transportation District (YCTD) for Fiscal Year FY2022/23 for the provision of public services and 39% of the claim will be allocated to partially offset budgeted expenses for annual street maintenance citywide.

TDA funds, along with gas tax funding, provide the revenue that supports the City's road maintenance programs. The combined revenues of these two sources generally fall short of the annual required appropriations. Measure F, the City's 1/2 cent sales tax, provides supplemental funding through its annual spending plan to help offset the total cost of these programs.

Background:

Each year the City of Woodland receives an apportionment of funds under the State Transportation Development Act (TDA) for support of public transportation services. One allocation is the Local Transportation Funding (LTF) which includes deposited revenues from 1/4 percent of the sales tax collected on all retail sales in the County. The County-wide LTF is apportioned to the local jurisdictions annually based on population. The second source of funds is an appropriation by the State to the State Transit Assistance (STA) account, and is funded through a portion of the sales tax on diesel fuel. These funds are administered by the Sacramento Area Council of Governments (SACOG).

The City Council originally received a report to approve claims in August 2022. However, after some discussion with SACOG, staff is bringing the report back to City Council again for approval with FY2021/22 actual expenditures included in the claim packet. This is an effort to better account for available funding as no further changes are expected to these funds since the conclusion of the 2021/22 fiscal year.

Discussion:

By law, the first priority for the use of Woodland's LTF allocations is for transit needs. These transit

requirements are handled by the Yolo County Transportation District (YCTD), which submits its annual budget to the City for payment. Any remaining dollars are available for street maintenance, striping, signs, etc., as detailed in the City's operating budget. STA allocations have not historically been a consistent source of funds available to the City. Any allocation of STA was required to be spent only on transit capital needs; no amounts were permitted for administration or street maintenance. Due to the fuel tax swap enacted by the state in March 2010, this restriction has been temporarily lifted, and STA funds are allowed to be used for operations.

YCTD has made a concerted effort to manage their annual operating costs. However, the District's budget has continued to increase each year. As the costs of transit services increase, the amount of funding remaining and available for the City's street maintenance program has been decreasing and will continue to decrease over time, especially given the instability of TDA funding. The City's long-term transportation funding plan takes this projected reduction in available funding into account, and results in an increased reliance on Measure F (local ½-cent sales tax) or other supplemental funding in future years.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the filing of the annual Transportation Development Act Claims with the Sacramento Area Council of Governments.

Prepared by: Evis Morales, Finance Officer

Reviewed by: Kim McKinney, Director of Administrative Services



Ken Hiatt
City Manager

Attachments:

1. TDA Resolution FY2022-23 Claim
2. Reso_8043 TDA SACOG

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AUTHORIZING FILING OF ANNUAL TRANSPORTATION DEVELOPMENT ACT CLAIMS FOR MULTIPLE FISCAL YEARS WITH THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS.

WHEREAS the Sacramento Area Council of Governments (SACOG) provides funding for municipalities for the state's Local Transportation Funds; and

WHEREAS the City of Woodland receives annual apportionment of funds under the State Transportation Development Act (TDA) for the support of public transportation services.

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

Section 1: In accordance with Chapter 1400, Statutes 197; Chapter 161 and 1002; Statutes 1979; and applicable rules and regulations, the City of Woodland is entitled to file a claim for Transportation Development Act apportionment.

Section 2: The Finance Officer of the City of Woodland is hereby authorized to complete and file with the Sacramento Area Council of Governments the 2021/22, and 2022/23 claims for Local Transportation Funds and State Transit Assistance funds.

Section 3. The City Manager and Finance Officer are hereby authorized to make administrative corrections to the claim as deemed necessary or required by SACOG.

PASSED AND ADOPTED by the City Council this 21th day of February, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Victoria Fernandez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

RESOLUTION NO. 8043

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AUTHORIZING FILING OF ANNUAL TRANSPORTATION DEVELOPMENT ACT CLAIMS FOR MULTIPLE FISCAL YEARS WITH THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS.

WHEREAS the Sacramento Area Council of Governments (SACOG) provides funding for municipalities for the state's Local Transportation Funds; and

WHEREAS the City of Woodland receives annual apportionment of funds under the State Transportation Development Act (TDA) for the support of public transportation services.

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

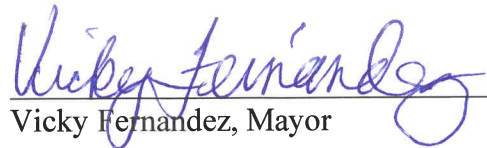
Section 1: In accordance with Chapter 1400, Statutes 197; Chapter 161 and 1002; Statutes 1979; and applicable rules and regulations, the City of Woodland is entitled to file a claim for Transportation Development Act apportionment.

Section 2: The Finance Officer of the City of Woodland is hereby authorized to complete and file with the Sacramento Area Council of Governments the 2021/22, and 2022/23 claims for Local Transportation Funds and State Transit Assistance funds.

Section 3. The City Manager and Finance Officer are hereby authorized to make administrative corrections to the claim as deemed necessary or required by SACOG.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 21st day of February, 2023, by the following vote:

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


Vicky Fernandez, Mayor

ATTEST:


Jennifer Robinson, Deputy City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: G.8
SUBJECT: Lower Cache Creek Flood Risk Reduction Project,
CIP 22-16; Approve Consultant Agreement with
Wood Rodgers for Consulting Services.

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with Wood Rodgers for the Lower Cache Creek Flood Risk Reduction Project for an amount up to \$125,000.

Staff Contact:

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

Fiscal Impact:

Wood Rodgers has been involved in the City's flood protection and storm water management efforts for several years, including development of flood protection alternatives and hydraulic modeling throughout the earlier Lower Cache Creek Feasibility Study. The agreement covers Wood Rodger's services through the attached scope of work.

This project is included in the Capital Budget approved by Council with \$900,000 being advanced from the sewer enterprise fund with a future repayment from the storm drain enterprise fund as approved by Council on December 6, 2022. In addition, as part of the long-term financing plan for the project, the team will pursue cost-sharing, including project management services, with public agency and private property stakeholders with an interest in partnering on a flood solution for Lower Cache Creek.

Background:

The City of Woodland faces significant flood threats from both Cache Creek (located north of the City) and the Yolo Bypass (located east of the City). Cache Creek, located north of the City of Woodland, has overtopped its banks more than twenty times since 1900. Approximately 25% of Woodland is located within the Cache Creek floodplain. Winter storms in February 2019 and resultant flows in Cache Creek and levee overtopping proved that the existing Cache Creek levees provide roughly only protection from an 8-year storm event.

The Project is included in the Central Valley Flood Protection Plan (CVFPP), which is the State of California's strategic blueprint for managing flood risk in the California Central Valley. The CVFPP is produced in coordination with the Army Corps of Engineers (Corps); tribal, regional, and local entities; and guides the State's policies, investments, partnerships, and subsequent implementation activities. The CVFPP ensures a climate-driven technical foundation for a flood management system that helps protect our communities, contributes to native species recovery, and integrates broader water management objectives. The CVFPP was first adopted in 2012 and is updated every five years. The 2022 CVFPP Update acknowledges the need to improve equity in flood management decision making for underserved communities, especially with the increased flood risk associated with climate change. An increased spotlight on equity and social justice has accelerated overdue assessments in many public sectors, and the flood sector is no exception. Flood management agencies and organizations nationwide have acknowledged that socially vulnerable populations face disproportionate flood risk because of a variety of social, economic, and political factors, and that

flood events exacerbate existing racial and social inequities. The Lower Cache Creek Project is proposed in the CVFPP as part of a program of actions along Cache Creek that will reduce flood risk, and is part of a broader regional solution to managing flood risk for this underserved community.

The project has received Federal Authorization in the 2022 Water Resources Development Act, which enables the project to be authorized for construction through the Corps. Authorization is a necessary step in obtaining federal funding for construction of the project.

Discussion:

The agreement with Wood Rodgers includes two main areas of work in the near term. Program Management for the project, which includes ongoing coordination with the Corps, California Department of Water Resources and the project team for the next phase of work, which is the Preliminary Engineering & Design work. The Program Management role is largely being shifted to Wood Rodgers for staffing reasons. The other main focus of work is development of the habitat component of the project, consistent with the goals of the CVFPP to protect and improve the natural environment.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with Wood Rodgers for the Lower Cache Creek Flood Risk Reduction Project for an amount up to \$125,000.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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

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

Ken Hiatt
City Manager

Attachments:

1. Resolution
2. LCCFS_Budget_Aug_20230130
3. Reso_8044 LCCFRR 22-16

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING CONSULTANT AGREEMENT WITH WOOD RODGERS FOR
ENGINEERING CONSULTING SERVICES**

WHEREAS, the City of Woodland wishes to enter into an engineering consulting services agreement with Wood Rodgers for Engineering Services (“Agreement”); and

WHEREAS, Wood Rodgers was selected through a quality based selection process; and

WHEREAS, Wood Rodgers had been working on the Lower Cache Creek Feasibility Study and has assisted the City of Woodland in flood management since 2013; and

WHEREAS, Wood Rodgers will continue providing engineering design services, including coordination with the Army Corps of Engineers (Corps), Department of Water Resources and City consultants to advance the Lower Cache Creek Flood Risk Reduction Project, CIP #22-16; and

WHEREAS, the agreement with Wood Rodgers authorizes a contract amount of \$125,000 to cover the scope of work; and

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

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

Section 1. The City Council hereby approves the agreement with Wood Rodgers in the amount of \$125,000. The City Manager is hereby authorized and directed to execute the agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the agreement does not change.

Section 2. Copies of the consultant agreement are available and on file in the City Clerk’s office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 21st day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



January 30, 2023

Mr. Tim Busch, P.E.
City of Woodland
300 First Street
Woodland, California 95695

Subject: City of Woodland, Lower Cache Creek Project – Request for Supplemental Budget Authorization

Dear Mr. Busch,

The City of Woodland (City), with the US Army Corps of Engineers (USACE), is engaged in the Lower Cache Creek (LCC) Project to address flooding from Cache Creek in the City of Woodland, California. Wood Rodgers, Inc. (Wood Rodgers) has been assisting this effort by preparing various analyses as directed by the City, including alternatives development and documentation, and support of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) efforts. Also, as you are aware, Mr. Ric Reinhardt will be joining Wood Rodgers starting on February 16, 2023. It is our understanding that the City desires to continue to engage Ric for program management services on the LCC Project as a Wood Rodgers employee. This budget augmentation, therefore, includes a request for \$50,000 for Ric's continued engagement and \$75,000 for Wood Rodgers' ongoing support of the LCC CEQA and NEPA work.

By way of this letter, Wood Rodgers is requesting a budget augmentation in the amount of \$125,000. This additional work will be performed on a Time-and-Materials basis not to exceed the authorized amount without written consent of the City. If you are in concurrence with this budget augmentation request, please issue a contract amendment at your earliest convenience. Wood Rodgers appreciates the opportunity to be of continued support to the City on the LCC Project.

If you have any questions regarding this proposal, please contact me at 916-919-3073.

Sincerely,

Jonathan Kors, P.E.
Vice President

\\\\woodrogers.loc\\ProductionData\\Jobs\\Jobs\\8303\\8303.032 LCCFS_AltS_2A_2B_2C\\Civil\\Docs\\Proposals\\20230125_Budget_Augmentation\\LCCFS_Budget_Aug_20230130.doc

RESOLUTION NO. 8044

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING
CONSULTANT AGREEMENT WITH WOOD RODGERS FOR ENGINEERING CONSULTING
SERVICES**

WHEREAS, the City of Woodland wishes to enter into an engineering consulting services agreement with Wood Rodgers for Engineering Services (“Agreement”); and

WHEREAS, Wood Rodgers was selected through a quality based selection process; and

WHEREAS, Wood Rodgers had been working on the Lower Cache Creek Feasibility Study and has assisted the City of Woodland in flood management since 2013; and

WHEREAS, Wood Rodgers will continue providing engineering design services, including coordination with the Army Corps of Engineers (Corps), Department of Water Resources and City consultants to advance the Lower Cache Creek Flood Risk Reduction Project, CIP #22-16; and

WHEREAS, the agreement with Wood Rodgers authorizes a contract amount of \$125,000 to cover the scope of work; and

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

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

Section 1. The City Council hereby approves the agreement with Wood Rodgers in the amount of \$125,000. The City Manager is hereby authorized and directed to execute the agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the agreement does not change.

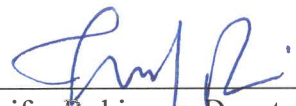
Section 2. Copies of the consultant agreement are available and on file in the City Clerk’s office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 21st day of February, 2023, by the following vote:

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


Vicky Fernandez, Mayor

ATTEST:


Jennifer Robinson, Deputy City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: G.9
SUBJECT: Contract Amendment with West Yost for the Spring Lake Recycled Water Project, CIP #17-07

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to authorize the City Manager to execute contract amendment #1 with West Yost Associates (West Yost) for the Spring Lake Recycled Water Project, CIP #17-07, for an amount not to exceed \$33,912.

Staff Contact:

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

Fiscal Impact:

The funding for the Spring Lake Recycled Water Structure Project, CIP #17-07 is included in the Capital Budget approved by City Council on June 21, 2022 with a project budget of \$440,000. The project qualified for a grant and loan package from the State of California's State Revolving Fund (SRF) program. Resolution No. 7873 approved the agreement on April 5th, 2022. The grant and loan package includes \$550,000 in grant funding and approximately \$2.3 million in SRF loan funds at 0.55% interest for 30 years. The contract amendment of \$33,912 will result in a total contract amount of \$309,301.

There is no impact on the General Fund and no Spring Lake Infrastructure funds are allocated to fund this project. No additional funding is being requested for CIP #17-07 at this time as the existing budget is sufficient to cover the contract amendment with West Yost for the design contract.

Background:

The City of Woodland's Water Pollution Control Facility (WPCF) currently produces Title 22 tertiary treated effluent which is suitable for a wide variety of uses, including certain industrial processes, landscape irrigation, and agricultural irrigation. A few large industrial and irrigation water customers began using recycled water in 2017 when the recycled water utility was established. Utilizing recycled water for certain industrial and irrigation uses matches water quality to the best use of that water and reduces demands on the potable water system. As a result of the drought, the State of California is advocating for the use of recycled water and the State Water Resources Control Board (SWRCB) has streamlined the permitting process for recycled water systems in addition to providing grants and low interest financing.

The Spring Lake Recycled Water Project will provide recycled water for commercial and landscape irrigation uses. The project will primarily provide recycled water for city-owned landscape irrigation, including along streets and parks in the Spring Lake area. Developments within Spring Lake have already constructed portions of the necessary recycled water piping, including within two City parks. This project will complete the missing pipe segments and convert the landscape irrigation services to recycled water supply. The recycled water will also be available for commercial uses that are consistent with Title 22. The pipeline is approximately 10,000 feet in length and will include connections to landscape irrigation along the alignment. Future project extensions would expand recycled water availability within the Research & Technology Park and west of Highway 113.

The City has secured a funding agreement with the California State Water Resources Control Board

for a project funding amount of \$2,832,018, of which \$550,000 is a grant component. The remainder of the funding amount (\$2,282,018) is a loan component at an interest rate of 0.55%. The design contract is eligible for reimbursement as part of the Spring Lake Recycled Water Project funding agreement (Agreement No. D2101047, Project No. C-06-8384-110).

Discussion:

West Yost is completing the design of the Spring Lake Recycled Water Project to assist with development of this next phase of expanding the recycled water utility. The original contract included the work necessary to locate and pothole existing utilities in 20 specific locations to identify potential conflicts with other utilities that would require design modifications to the pipeline prior to completing the 95% design milestone. The City approved a final pothole plan with a count of 38 potholes. The additional potholes were primarily included to prevent conflicts with PG&E's gas line and AT&T utility lines on Harry Lorenzo Ave between Farmer's Central Rd and Country Road 25A. In addition to a greater number of potholes performed in reality relative to the original contract scope, the subconsultant responsible for the potholing operation encountered a second layer of asphalt in many locations along Gibson Rd, resulting in additional mobilization and traffic control services for the potholing crew.

Conclusion:

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to authorize the City Manager to execute contract amendment #1 with West Yost Associates (West Yost) for the Spring Lake Recycled Water Project, CIP #17-07, for an amount not to exceed \$33,912.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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



Ken Hiatt
City Manager

Attachments:

1. reso West Yost Amendment 1
2. LP - 204 - Spring Lake RW - Add'l Pothole Budget Aug - 230201 - ch
3. Reso_8045 West Yost 17-07

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT AMENDMENT WITH WEST YOST FOR SPRING LAKE RECYCLED WATER PROJECT, CIP 17-07

WHEREAS, the City entered into a professional service agreement with West Yost Associates (West Yost) for the Spring Lake Recycled Water Project, CIP #17-07 (the “Agreement”), for an amount of \$275,389; and

WHEREAS, the City has identified the Spring Lake Recycled Water Project, CIP #17-07 to be a priority; and

WHEREAS, the City has requested additional potholing to be conducted for an additional cost of \$33,912 for a total contract amount of \$309,301; and

WHEREAS, the City Council wishes to approve the contract amendment and authorize its execution through the adoption of this Resolution.

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

Section 1. The City Council hereby approves the amendment between the City and West Yost for an amount of \$33,912. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 2. Copies of the Professional Services Agreement for Engineering Services are available and on file in the City Clerk’s office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this 21st day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

February 1, 2023

SENT VIA: EMAIL

Matt Cohen
Associate Engineer
City of Woodland
Department of Utilities
300 First Street
Woodland, CA 95695

SUBJECT: Spring Lake Recycled Water Project (CIP#17-07) – Budget Augmentation Request for Additional Potholing Services

Dear Matt:

The purpose of this letter is to formally request additional budget for services requested by the City of Woodland (City) to complete the existing utility investigation for the Spring Lake Recycled Water Project (CIP#17-07) (Project).

BACKGROUND

The original contract included the work necessary to locate and pothole existing utilities within the Project extents to identify potential conflicts that could require design modifications to the pipeline's horizontal and/or vertical alignment prior to completing the 95% design milestone submittal. The City approved a final pothole plan dated September 28, 2022 with a count of approximately 38 potholes.

Once the pothole plan was approved, the City required site-specific traffic control plans from the potholing contractor (2M Locating) to obtain the necessary permit. This level of traffic control plan development was not included in the original scope of services and required extra effort to produce.

Once the potholing crew began potholing utilities in Gibson Road, a second layer of asphalt was discovered below the current roadway, and all work was halted until the City could provide adequate direction on whether the pothole crew needed to excavate through the secondary asphalt layer or stop without going further. After being briefed on the amount of work it would take to continue potholing, the City ultimately decided to continue potholing work below this level of asphalt, which triggered an additional mobilization for the potholing crew as well as necessary traffic control services to complete the work. This additional work amounted to approximately 4 days of potholing and 5 days of traffic control (1 additional day of traffic control for paving operations).

PROJECT BUDGET

An itemized breakdown of the budget augmentation is summarized in Table 1 below. As of the date of this letter, the work has already been completed and pothole results have been received by West Yost and forwarded to the City for their reference/use.

West Yost performed the Scope of Services described above on a time-and-expenses basis, at the billing rates set forth in the executed prime contract. The total amount of budget being requested with this augmentation is \$33,912.

Table 1. Summary of Budget Augmentation Request			
Task	Original Contract, dollars	Additional Budget Requested, dollars	Estimated Budget, dollars
Task 1. Project Management	14,365	0	14,365
Task 2. Topographic Survey	18,590	0	18,590
Task 3. Preliminary Research	23,580	0	23,580
Task 3A. Trenchless Analysis	21,252	0	21,252
Task 4. Geotechnical Desktop Study	6,050	0	6,050
Task 5. 65% Construction Documents	45,708	0	45,708
Task 6. Utility Locating	16,885	0	16,885
Task 7. Utility Potholing	58,048	33,912	91,960
Task 8. 95% Construction Documents	44,956	0	44,956
Task 9. Final Construction Documents	15,016	0	15,016
Task 10. Bid Phase Services	10,939	0	10,939
Total Project Budget	\$275,389	\$33,912	\$309,301

SCHEDULE

West Yost has already completed the work and completed paving to the satisfaction of the City.

Thank you for providing West Yost the opportunity to be of continued service to the City of Woodland. We look forward to working with you on this important project. Please call if you have any questions or require additional information.

Sincerely,
WEST YOST



Adam Brown, PE
Principal Engineer
RCE #76779



Lindsay Smith
Vice President

RESOLUTION NO. 8045

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT AMENDMENT WITH WEST YOST FOR SPRING LAKE RECYCLED WATER PROJECT, CIP 17-07

WHEREAS, the City entered into a professional service agreement with West Yost Associates (West Yost) for the Spring Lake Recycled Water Project, CIP #17-07 (the “Agreement”), for an amount of \$275,389; and

WHEREAS, the City has identified the Spring Lake Recycled Water Project, CIP #17-07 to be a priority; and

WHEREAS, the City has requested additional potholing to be conducted for an additional cost of \$33,912 for a total contract amount of \$309,301; and

WHEREAS, the City Council wishes to approve the contract amendment and authorize its execution through the adoption of this Resolution.

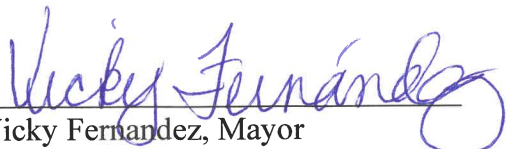
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby approves the amendment between the City and West Yost for an amount of \$33,912. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

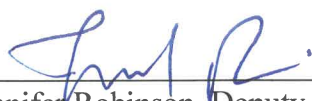
Section 2. Copies of the Professional Services Agreement for Engineering Services are available and on file in the City Clerk’s office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 21st day of February, 2023, by the following vote:

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


Vicky Fernandez, Mayor

ATTEST:


Jennifer Robinson, Deputy City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: G.10
SUBJECT: Yolo County Organics Waste Flow Agreement

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute an agreement with Yolo County for the composting of organic waste material at the Yolo County Central Landfill.

Staff Contact:

Rosie Ledesma, Environmental Resources Program Manager, (530) 661-2059,
rosie.ledesma@cityofwoodland.org

Fiscal Impact:

The current cost of the organics waste program is within the City's waste hauling contract. The rates outlined in this agreement will provide a lower and more consistent tipping fee rate compared to the elevated gate fee charged to the public. There are no additional costs related to this agreement.

Background:

Waste Management (WM) collects approximately 11,000 tons of organic waste (mixed food and green waste) from Woodland single family homes, multifamily properties, and commercial customers each year. Organics are collected through containerized mixed food and green waste bins, green waste street piles, commercial organics compactors, and roll-off boxes. Organic waste accounts for approximately 15% of Woodland's waste collections.

California Senate Bill (SB) 1383, which took effect January 1, 2021, requires jurisdictions to secure agreements with organic waste processing facilities to ensure capacity and proper processing of their organic waste materials. City Council is authorized to direct WM to deliver waste and organic waste to the facility of the City's choosing.

Yolo County Central Landfill's aerobic and anaerobic digesters were newly constructed in 2019 and can accept and process 52,000 tons of organic waste each year. Overall, California's broader composting infrastructure is vastly underdeveloped and struggles to meet the needs for the amount of organic waste generated by jurisdictions throughout California. Other composting facilities also have higher tipping fees, are not local, or do not accept all of the types of materials needed to meet SB 1383's requirements. The City currently has an agreement with Yolo County for our municipal solid waste (MSW), but not one for our organic materials.

Discussion:

The proposed agreement secures capacity and guarantees acceptance of Woodland's organic waste material of up to 15,000 tons per year until June 30, 2026 with the option to extend. The agreement also sets lower and stable tipping fees compared to the current gate fees charged to the public. Please see the chart below:

	Contracted Rate (per ton)	Current Gate Fee (per ton)
Mixed Green Waste & Food Waste	\$76.30	\$78.00
High Quality Food Waste	\$71.05	\$75.00
Low Quality Food Waste	\$97.30	\$105.00
Compost (for purchase)	\$13.65	\$22.50

Procurement:

SB 1383 also requires jurisdictions to annually procure a certain amount of compost, mulch, or energy sourced from organic waste processing. The proposed agreement offers the City of Woodland compost at a discounted rate of \$13.65 per ton (compared to \$22.50 per ton at the gate) to help meet its procurement target. It also provides the City with two deliveries of free compost (up to 100 cubic yards each event) per year for giveaways, projects, or however the City chooses to use it. The City and its landscapers may also purchase compost at a discounted rate directly from the compost facility. The agreement also provides the ability to work with and utilize the compost facility's broker to sell compost on behalf of the City in order to meet the remaining procurement requirements of SB 1383.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute an agreement with Yolo County for the composting of organic waste material at the Yolo County Central Landfill.

Prepared by: Rosie Ledesma, Environmental Resources Program Manager



Ken Hiatt
City Manager

Attachments:

1. Resolution - Yolo County Organics Waste Flow Agreement
2. Woodland Organics Agreement 2.2.2023
3. Reso_8046 Yolo County Organics

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE AN AGREEMENT WITH
YOLO COUNTY FOR THE COMPOSTING OF ORGANIC WASTE MATERIAL AT THE
YOLO COUNTY CENTRAL LANDFILL**

WHEREAS, Senate Bill (“SB”) 1383 of 2016, the Short-Lived Climate Pollutant Reduction Act of 2016, requires the California Department of Resources Recycling and Recovery (“CalRecycle”) to develop regulations to reduce organics in landfills as a source of methane. These regulations, adopted in 2020, place requirements on jurisdictions to secure capacity with organic processors and procure organics processed material in order to support achievement of statewide organic waste disposal reduction targets; and

WHEREAS, the County of Yolo (“County”) currently operates Yolo County Central Landfill (“YCCL”) that accepts and processes organic waste materials in Yolo County; and

WHEREAS, the City of Woodland (“City”) contracts with Waste Management (“WM”) to provide organic waste material collection and hauling services in Woodland and has the authority to direct its collected materials to certain processing and disposal sites; and

WHEREAS, the City desires to utilize the County’s organics facilities at YCCL for the processing of Woodland’s organic waste material and direct WM to haul Woodland’s organic waste material to YCCL for processing.

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

Section 1. The City Council hereby authorizes the City Manager to execute an agreement with Yolo County for the composting of organic waste material at the Yolo County Central Landfill.

PASSED AND ADOPTED this 21st day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

City of Woodland Agreement No. _____

County of Yolo Agreement No. _____

(Agreement for Organic Waste Composting Services at the Yolo County Central Landfill)

THIS AGREEMENT ("Agreement") is made and entered into as of this ____ day of _____, 2023 ("Effective Date"), by and between the County of Yolo ("County") and City of Woodland ("City"). The County and City are referred to herein individually as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, the State of California has found and declared that the amount of Solid Waste generated in California, coupled with diminishing landfill space, potential adverse environmental impacts from landfilling, and the need to conserve natural resources, have created an urgent need for State and local agencies to enact and implement an aggressive integrated waste management program. The State has, through enactment of the California Integrated Waste Management Act of 1989, directed the responsible State agency and all local agencies to promote Disposal Site Diversion and to maximize the use of feasible Solid Waste reduction, reuse, Recycling, and Composting options in order to reduce the amount of Solid Waste that must be landfilled; and

WHEREAS, the Legislature of the State of California, has declared that it is the policy goal under Assembly Bill (AB) 341 that not less than 75% of solid waste generated be source reduced, recycled, or composted by the year 2020, and Senate Bill (SB) 1383 establishes targets to achieve a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction by 2025; and

WHEREAS, organic materials, including both yard waste and food waste, make up 34% of the municipal solid waste stream and will need to be diverted from landfill disposal in order to achieve AB 341 goals; and

WHEREAS, County has contracted with Northern Recycling, LLC (Northern) to finance, construct, and operate a composting and construction, demolition, and inert (CDI) facility and operate the County's anaerobic digester cells at the Yolo County Central Landfill (YCCL) where Green Waste and Food Waste (organic material) will be processed and sent to either anaerobic digester cells or to be composted at a composting facility at either an off-site facility (until the new facility is constructed at YCCL) or on-site where organic waste will be aerobically composted and finished compost produced; and

WHEREAS, the YCCL currently accepts all of the organic waste from the City of Woodland for composting; and

WHEREAS, City desires to utilize County's organics facilities at YCCL, and County desires to accept City's Organic Waste for the compensation to be paid by City's hauler to County as established herein; and

WHEREAS, County and City are agreeing to fees and prices based upon the desire to maintain a stable and viable waste management system that maximizes recycling and composting; and

WHEREAS, County and City desire to enter into this Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, County and City agree as follows:

AGREEMENT

1. DEFINITIONS

- 1.1 “Acceptable Bags” means Compostable Bags and clear (transparent) non-compostable plastic bags when used to contain Food Waste in Low Quality Food Waste Loads. County shall provide written notification to City indicating that the compost facility can process and remove clear (transparent) non-compostable plastic bags when it recovers source separated organic waste from Low Quality Food Waste Loads.
- 1.2 “Agricultural Material” means material of plant or animal origin, which results from the production and processing of farm, ranch, agricultural, horticultural, aquacultural, silvicultural, floricultural, vermicultural, or viticultural products, including manures, orchard and vineyard prunings, and crop residues.
- 1.3 “Annual Recovered Organic Waste Product Procurement Target” means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the City is required to procure annually under 14 California Code of Regulations (“CCR”) Section 18993.1
- 1.4 “Biosolids” means solid, semi-solid, or liquid residue generated during the treatment of domestic sewage in a treatment works. Biosolids includes, but is not limited to, treated domestic septage and scum or solids removed in primary, secondary, or advanced wastewater treatment processes. Biosolids includes the residue solids resulting from the co-digestion of anaerobically digestible material with sewage sludge. Biosolids does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during the preliminary treatment of domestic sewage in a treatment works.
- 1.5 “CF1” means the County’s anaerobic composters located at the YCCL.
- 1.6 “CF2” means the aerobic compost facility operated by Northern Recycling that became operational on or about July 1, 2022.
- 1.7 “City” means the City of Woodland and its employees and agents.
- 1.8 “Commercial” shall mean of, from, or pertaining to non-Residential premises where business activity is conducted, including, but not limited to, retail sales, services, wholesale operations, manufacturing, and industrial operations, but excluding businesses conducted upon Residential property which are permitted under applicable zoning regulations and are not the primary use of the property.
- 1.9 “Compost” means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the Municipal Solid Waste stream, or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2 (a) (4).
- 1.10 “Compostable Bags” means bags that meet the specifications of ASTM D6400 sections 5.1 through 6.4.2 standard for compostability as published May, 2019.
- 1.11 “Director” is County’s Director of Integrated Waste Management or his/her designee.
- 1.12 “Depackager” is a Scott’s T42 Thor, a piece of equipment used to process source separated food waste loads and to separate the organic fraction from contaminants and produce a clean organic product.
- 1.13 “Designated Waste” is as defined by California Water Code Section 13173.
- 1.14 “Food Material” means a waste material of plant or animal origin that results from the preparation or processing of food for animal or human consumption and that is

separated from the municipal solid waste stream. Food material includes, but is not limited to, food waste from food facilities as defined in Health and Safety Code section 113789 (such as restaurants), food processing establishments as defined in Health and Safety Code section 111955, grocery stores, institutional cafeterias (such as prisons, schools and hospitals), and residential food scrap collection. Food material does not include any material that is required to be handled only pursuant to the California Food and Agricultural Code and regulations adopted pursuant thereto.

- 1.15 “Food Waste” means any material that was acquired or resulting from the production or processing of food for animal or human consumption, but is no longer intended for such consumption, that is separated from the Municipal Solid Waste stream, and that does not meet the definition of “Agricultural Material.” Food material may include, without limitation, material food waste from food facilities (as defined in Health and Safety Code sections 113785 and 113789), food processing establishments (as defined in Health and Safety Code section 111955), grocery stores, institutional cafeterias (such as prisons, schools, and hospitals), restaurants, and Residential food scrap collection. Food waste shall include meat, dairy, bread, fruit, and vegetable products including all biodegradable culinary products such as compostable utensils, bags, plates, cups, soiled paper and cardboard products, soy/milk cartons, frozen food paper packages, Acceptable Bags, non-aseptic, waxed cardboard, paper towels, paper products such as paper cups, plates, bowls, pizza boxes, paperboard boxes, waste paper, newspaper, and shredded paper. Wax-coated paper is acceptable but plastic-coated paper products are not acceptable. Notwithstanding anything to the contrary herein, Food Waste does not include materials that are required to be disposed only by renderers, pet food processors or other approved methods pursuant to the California Food and Agriculture Code.
- 1.16 “Future Regulations” are laws, governmental regulations, fees, assessments, or taxes that are enacted after the commencement date of this Agreement.
- 1.17 “Gate Tipping Fee” for Organic Waste shall be the then current tipping fees of general application as adopted by the County Board of Supervisors for the YCCL.
- 1.18 “Green Material” means any plant material except food material and vegetative food material that is separated at the point of generation, contains no greater than 1% Physical Contaminants by dry weight, and meets the requirements of section 14 CCR Section 17868.5. Green material includes, but is not limited to, tree and yard trimmings, untreated wood wastes, natural fiber products, wood waste from silviculture and manufacturing, and construction and demolition wood waste. Green material does not include food material, vegetative food material, Biosolids, mixed material, material separated from commingled solid waste collection or processing, wood containing lead-based paint or wood preservative, or mixed construction and demolition debris. Agricultural material, as defined in 14 CCR Section 17852(a)(5), that meets this definition of “green material” may be handled as either agricultural material or green material.
- 1.19 “Green Waste” means urban landscape waste generally consisting of leaves, grass clippings, weeds, yard trimmings, wood waste, branches and stumps, home garden residues, and other miscellaneous organic materials.
- 1.20 “Hauler” shall refer to the entity holding a Municipal Solid Waste franchise or other agreement or arrangement issued by City for the collection, transportation, and delivery of Organic Waste.
- 1.21 “Hazardous Waste” is as defined by State of California under 22 CCR Section 66261.3 .
- 1.22 “High Quality Food Waste Load” means a food waste load with less than 1% contamination by weight including no plastic bags.

- 1.23 “Holidays” are defined as New Year’s Day, Easter Sunday, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- 1.24 “Household Hazardous Waste” shall have the meaning set forth in 14 CCR Section 18502 as may be amended from time to time.
- 1.25 “In-Vessel Digester” or “IVD” means an organics management system at the YCCL consisting of a Depackager, equalization tank and covered pond operated under anaerobic conditions.
- 1.26 “Low Quality Food Waste Load” means a Food Waste load with greater than 5% contamination by weight. Low Quality Food Waste Loads may contain clear plastic bags but cannot include any Yard Waste or glass.
- 1.27 “Municipal Solid Waste” or “MSW” shall be as defined by the Federal EPA as “Solid Waste” under Section 243.101(y) of 40 C.F.R. Part 243.
- 1.28 “Organic Waste” means Food Waste, Green Waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste that is mixed in with Food Waste. Organic Waste may also include, but is not limited to, Food Waste, Food Material, Green Waste, Green Material, Vegetative Food Material, Yard Trimmings, and Yard Waste.
- 1.29 “Organic Waste Product Procurement Fee” means the per ton fee for compost that is reserved for the City to satisfy their Annual Recovered Organic Waste Product Procurement Target.
- 1.30 “Physical Contaminants” means human-made inert material contained within organic material feedstocks, including, but not limited to: glass, metal, hard plastic, and film plastic.
- 1.31 “Physical Contamination and Sorting Fee” means an additional sorting fee per ton for loads of Organic Waste hauled by City’s Hauler that exceed Physical Contamination levels of five percent (5%) by weight.
- 1.32 “Recovered Organic Waste Products” means products made from California landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60).
- 1.33 “Residential” shall mean of, from, or pertaining to single-family homes, apartments, condominiums, townhouse complexes, mobile home parks, cooperative apartments, and yacht harbors and marinas where residents live aboard boats.
- 1.34 “SB 1383” means Senate Bill 1383 (Chapter 395, Statutes of 2016), establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
- 1.35 “Special Handling Fee” means a fee charged for each rejected Organic Waste load for the cleanup and removal of any and all rejected waste.
- 1.36 “Tipping Fees” shall be as shown in Section 5 of this Agreement.
- 1.37 “Unacceptable Waste” is Hazardous Waste, Household Hazardous Waste, Designated Waste including Pressure Treated Wood, Liquid Waste, MSW containing animals, stumps and logs greater than 12 inches in diameter, and any waste that is designated as unacceptable under the composting facility portion of the County’s Solid Waste Facility Permit for the YCCL.
- 1.38 “Vegetative Food Material” means that fraction of food material, defined above, that is a plant material and is separated from other food material and the MSW stream.

Vegetative food material may be processed or cooked but must otherwise retain its essential natural character and no salts, preservatives, fats or oils, or adulterants shall have been added. Vegetative food material includes, but is not limited to, fruits and vegetables, edible flowers and plants, outdated and spoiled produce, and coffee grounds. Vegetative food material contains no greater than 1% of Physical Contaminants by dry weight, and meets the requirements of 14 CCR Section 17868.5.

- 1.39 "Yard Trimmings" means any wastes generated from the maintenance or alteration of public, commercial or residential landscapes including, but not limited to, yard clippings, leaves, tree trimmings, prunings, brush, and weeds.
- 1.40 "Yard Waste" means that fraction of Organic Waste that includes, but is not limited to, Yard Trimmings, grass, weeds, leaves, pruning, branches, dead plants, sod, clay flower pots, brush, tree trimmings, wood, sawdust/wood shavings, animal bedding (natural fiber), vegetative Food Waste, Vegetative Food Material, untreated wood wastes, dead trees, and small pieces of unpainted and untreated wood, natural fiber products, palm fronds and Agricultural Material, excluding Unacceptable Waste. Yard Waste does not include Biosolids, mixed solid waste, material processed from commingled collection, wood containing lead-based paint or wood preservative, mixed construction, or mixed demolition debris.
- 1.41 "YCCL" or "Site" means the Yolo County Central Landfill.

2. TERM

- A. This Agreement shall commence on the Effective Date and shall end on June 30, 2026. The Parties may extend the term of this Agreement by mutual written agreement for any additional period of time as long as County continues to receive all of the produced Organic Waste collected by City's Hauler within the City.
- B. Should either Party fail to substantially perform its obligations in accordance with this Agreement, the other Party may notify the defaulting Party of such default in writing and provide not less than thirty (30) days to cure the default. Such notice shall describe the default, and shall not be deemed a forfeiture or termination of this Agreement. If such default is not cured within said 30-day period, (or such longer period as is specified in the notice or agreed to by the Parties), then the Party that gave notice of default may terminate this Agreement upon not less than one hundred eighty (180) days advance written notice.
- C. Termination of this Agreement shall not bar the City's Hauler from using YCCL at the then current Gate Tipping Fees.

3. NOTICE

Any notice, demand, request, consent, or approval that either Party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be deemed received either when personally delivered or three days after mailed by certified or registered U.S. Mail, postage prepaid, or the day after deposit with a nationally recognized overnight courier service, addressed as follows:

TO COUNTY:

County of Yolo
Department of Community Services
Division of Integrated Waste Management
Attn: Ramin Yazdani, Director

44090 County Road 28H
Woodland, CA 95776

TO CITY:

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

Either Party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other Party, which shall be effective upon receipt.

4. SCOPE OF SERVICES

4.1 Commencement of Services. Services under this Agreement shall commence upon the date on which each of the following have occurred:

- A. City's delivery to County of confirmation of set up by Hauler of a landfill account using the forms designated by the Director; and
- B. Each party provides the other party with the evidence of insurance required by this Agreement.

4.2 Acceptance of Organic Waste.

- A. City shall cause their Haulers to develop and maintain both Residential and Commercial mixed Organic Waste or source separated collection routes accepting Organic Waste from City customers in collection containers separate from the existing Municipal Solid Waste and recycling collection containers and routes by the Effective Date.
- B. City shall cause its Hauler to deliver all source separated and mixed Organic Waste, such as Green Waste and Food Waste that Hauler collects from within City's incorporated limits in Yolo County to the YCCL, except as otherwise provided herein. County shall process loads of Organic Waste brought by the City's Hauler at the YCCL's Organic Processing Facilities, which are the anaerobic composter cells (CF1), the In-Vessel Digester (including the Depackager) and/or the aerobic compost facility (CF2).
- C. As long as City causes its Hauler to deliver all source separated and/or mixed Organic Waste that the Hauler collects from within City's incorporated limits in Yolo County to the YCCL, except as otherwise provided herein, County shall accept all the Organic Waste, up to 15,000 tons annually, brought to the YCCL from the City and/or the City's Hauler.
- D. County shall accept, process, and produce Compost from source separated and mixed Organic Waste as authorized by the County at YCCL according to the State of California minimum standards for composting operations, the County's standard solid waste landfill practices, and the terms and conditions of the solid waste facility permits issued by the local enforcement agency for YCCL, so as to achieve maximum diversion credit for Acceptable Organic Waste delivered to YCCL.
- E. County shall accept Organic Waste during normal YCCL hours and not during Holidays.

- F. County shall provide City with quarterly reports showing the tonnage of all Organic Waste delivered to the YCCL, which compost facility the Organic Waste was processed in, any residual tonnage, and the number, type, tonnage, and destination of any rejected loads during that reporting period. Quarterly reports will provide the average residual content from all Organic Waste received at the facility from all sources. Once per year, a sort of one as-received load from the City will be conducted and the residual content will be reported in the Quarterly Report. Quarterly Reports will include an estimate of how much Organic Waste Product was produced from the City's Organic Waste, and this estimate will be based on proportionality considering the total amount of Compost produced and the feedstock delivered from the City relative to total feedstock received. Quarterly Reports will include how much Compost was taken by City residents under Section 4.6 and quantities, types, and all other associated information pertaining to how the City's Recovered Organic Waste Products procurement target is being met by County organics facilities during that reporting period. Compost will be tracked by volume and converted to weight using a bulk density conversion of 800 pounds per cubic yard. Reports must include other data as required by the State for purposes of reporting the City's diversion of waste and implementation and recordkeeping requirements of AB 939 (Public Resources Code §§ 40000 et seq.), AB 341, AB 1826, SB 1383 and any future State diversion requirements. Quarterly reports shall be provided to City no later than the 45th day following the end of each calendar quarter. Said information shall be provided by County in a format mutually agreed upon by County and City. County shall maintain books and records of all financial transactions made pursuant to this Agreement. Such records shall be made available to the City at any time during business hours upon reasonable demand.
- G. Compostable Bags will be accepted in organics loads delivered to the County's compost facilities. Plastic bags are considered contamination, except both compostable bags and clear (transparent) plastic bags are accepted in Low Quality Food Waste Loads. Compostable Bags shall meet the specifications of ASTM D6400 sections 5.1 through 6.4.2 standard for compostability as published May, 2019.
- H. County shall use best efforts to process and remove clear (transparent) plastic bags from Low Quality Food Waste Loads during the composting process, pursuant to 14 CCR Section 18984.1. By the 15th day (of the month in which this document is signed) of every year of this Agreement, County must provide City written notification indicating that its facilities can process and remove clear (transparent) plastic bags from Low Quality Food Waste Loads during the composting process, pursuant to 14 CCR Section 18984.1.

4.3 Rejection of Organic Waste.

- A. City's Hauler shall not deliver any waste required to be disposed of in a Class I landfill as defined in Title 23 CCR Section 2531 or a Class II landfill as defined in 27 CCR Section 20250, to any of the County's compost facilities, and County may reject any such waste.
- B. County may also reject (i) any Designated Waste; (ii) any MSW; (iii) any loads delivered to any of the County's compost facilities containing 5% or more contamination by weight, or (iv) any other waste as determined to be rejected by the Director in his/her sole discretion.
- C. Beginning on the Effective Date, City's Hauler shall be solely responsible to County for payment of special handling costs for each rejected load of \$157.50

per load for the cleanup and removal of any and all rejected waste associated with subparagraphs A and B above due to the acts or omissions of City, its employees and/or agents, including but not limited to any of the City's Haulers, provided that City shall not be responsible for cleanup or removal costs of waste rejected under B(iii) above unless the acceptance of such waste would have been inconsistent with this Agreement or would have violated applicable state or federal law or regulation. Additionally, City's Hauler will be credited the cost of the rejected Organic Waste Load, charged the price to dispose of the rejected material in the landfill, and charged the \$157.50 special handling charge. To the extent that County rejects waste under B (iv) above and the acceptance of such waste would not have been inconsistent with this Agreement and would not have violated any applicable state or federal law or regulation, County shall pay for any costs above City's ordinary costs to dispose of such waste at another facility.

4.4 Organic Waste Services, City and County Responsibilities

- A. Tipping Sites and Tonnage. Except as hereinafter provided, City shall cause Hauler to deliver all Organic Waste, within the limits established herein, to the YCCL at 44090 County Road 28H, Woodland, CA.
- B. Weighing of Deliveries. City Hauler's Organic Waste delivery vehicles shall be weighed on County scales when arriving at YCCL. County shall provide City's Hauler with written or verbal instructions regarding the operation of the scale system, and City's Hauler shall insure that its drivers follow the same.
- C. Physical Contamination. All City loads shall be visually inspected by County when being unloaded at the tipping facility. Sorters will hand sort contamination from the loads as needed. When a load is received that visually appears to have excessive contamination, the sorters will take photos of the load, truck, and weight ticket. The load will be segregated from other loads and then all contamination will be sorted out of the load and weighed across the scale to determine the contamination rate. The City's Hauler shall pay an additional sorting fee (see Section 5.1.E) for loads of Organic Waste material hauled by City that exceed contamination levels of five percent (5%) by weight and that will be processed, unless the load is rejected. Photos of the load, truck, and weight ticket, along with the weight of the contamination and information about the load (date, time, vehicle ID, percentage of contamination, etc.) shall be sent to the City and the City's Hauler within 72 hours. If the contamination level exceeds 5% by weight, then County shall have the right to determine, at its sole discretion, whether to charge the Physical Contamination and sorting fee as described in Section 5.1.E, or to reject the load as described in Section 5.1.F.
- D. County shall have the right to determine if Food Waste loads from certain collection routes meet the criteria for High Quality Food Waste Loads and to pre-authorize loads from that collection route to be considered High Quality Food Waste Loads. City's Hauler may contact the County to request that Food Waste loads be inspected for consideration as High Quality Food Waste Loads and must notify the County in writing that loads from that collection route will consistently meet the criteria of less than 1% contamination. Food Waste loads will not be considered High Quality Food Waste Loads unless they are pre-authorized. County reserves the right to revoke the High Quality Food Waste Load designation if sorting and weighing the load as described in Section 4.4.C results in a Physical Contamination greater than 1%.
- E. Hazardous Material. The City's Hauler shall not deliver any hazardous material, universal waste, or treated wood waste in any load. Any such material delivered

in City loads will be removed by sorters as part of the County's load check system, documented and conveyed to City's Hauler. All actual costs for proper disposal and/or recycling of such material will be passed along to the City's Hauler, who will promptly reimburse the County for such costs (see Section 5.1).

4.5 County's Right to Deny Access. County shall have the right to immediately deny access to the YCCL to any employee or subcontractor of City (including Hauler) who fails in County's reasonable judgment to meet standards of conduct customary in the solid waste landfill industry, and in the event County exercises such right, County shall provide written notification thereof to the City (including Hauler) as soon after the denial as is reasonable, but in no event more than five (5) days.

4.6 Provision of Recovered Organic Waste Products. Beginning January 1, 2022, State Bill 1383 (SB 1383) regulations (14 CCR Section 18993.1) require that the City procure recovered organic waste products, with a minimum procurement target set based on the City's population, which will be recalculated every 5 years. The City may meet their recovered Organic Waste Product Procurement target requirement through procurement of Compost, Renewable Natural Gas (RNG), Mulch, or electricity from biomass, subject to certain limitations.

A. Compost for City Residents. Following the commencement of operations of the aerobic compost facility (CF2), County's CF2 operator will deliver free Compost twice annually (up to 100 cubic yards/event) for the City to a mutually agreed upon location and date within the City limits. City shall coordinate the delivery of compost at least 40 days in advance of the delivery date. Following the commencement of operations of the aerobic compost facility (CF2), City and the local landscaping companies and other businesses may also purchase Compost at the YCCL. Other recycled commodities, such as bark, mulch, wood chips, and gravel may also be available for sale to the general public.

B. Organic Waste Product Procurement. City and local landscaping companies and other businesses may also purchase compost at the YCCL. Other recycled commodities, such as bark, mulch, wood chips, and gravel may also be available for sale to the general public. If requested in writing by the City, County's CF2 operator shall reserve the required amount of Organic Waste Product as stipulated by the SB 1383 procurement target requirement. County shall submit an invoice to the City for the entire amount of reserved Organic Waste Product. Following payment, County's CF2 operator shall reserve the requested amount of Organic Waste Product for the City.

City may also negotiate directly with Northern Recycling and their compost broker to pay a portion of the cost of purchased compost, providing a discount for the compost purchasers on their compost purchase. In exchange, compost purchasers would provide documentation that the compost was purchased on the City's behalf.

4.7 No Delivery to Closed Landfill. Notwithstanding Section 4.2.A or any other provision of this Agreement to the contrary, neither City nor Hauler or any other person shall be liable for sending or delivering Organic Waste to any facility other than YCCL during periods when YCCL is not operating, not accepting waste, or does not hold all permits and approvals required to operate and accept these materials, excluding Holidays.

5. TIPPING FEES, INVOICING, AND PAYMENTS

5.1 Organic Waste Tipping Fees

City shall require Hauler to pay County the Tipping Fee for all Organic Waste delivered pursuant to this Agreement as provided in this Section 5. City shall be liable for Hauler's

failure to timely pay such fees. County will submit all billing for Organic Waste services based on County scale records of Hauler's deliveries, less vehicle tare weights.

- A. On the Effective Date, the contracted rate per ton of Organic Waste and Food Waste delivered to YCCL shall be \$76.30.
- B. High Quality Food Waste Loads. On the Effective Date, the contracted rate per ton of High Quality Food Waste delivered to YCCL shall be \$71.05.
- C. Low Quality Food Waste Loads. On the Effective Date, the contracted rate per ton of Low Quality Food Waste delivered to YCCL shall be \$97.30.
- D. Organic Waste Product Procurement Fee. On the Effective Date, the Organic Waste Product Procurement Fee per ton (not including delivery cost) of bulk compost or mulch shall be \$13.65.
- E. Physical Contamination and Sorting Fee. On the Effective Date, the City's Hauler shall pay an additional sorting fee of \$10.50 per ton for loads of Organic Waste hauled by City's Hauler that exceed Physical Contamination levels of five percent (5%) by weight.
- F. Disposal of Physical Contaminated Organic Waste and Special Handling Fee. In the event delivery load(s) are determined by the County to be contaminated as provided under Section 4.4.C of this Agreement and County is unable to process these loads, City's Hauler shall be credited the cost of the rejected Organic Waste Load and shall pay County the current posted tip fee for MSW disposal and not receive any diversion. Additionally, on the Effective date, City's Hauler shall be solely responsible to County for payment of special handling costs for each rejected load of \$157.50 per load for the cleanup and removal of any and all rejected waste.
- G. Hazardous Waste. The City's Hauler shall not deliver any hazardous material, universal waste, or treated wood waste in any load. Any such material delivered will be removed by sorters as part of the County's load check system. All actual costs for proper disposal and/or recycling of such material will be passed along to the City's Hauler, who will promptly reimburse the County for such costs.
- H. If any Federal, State, or Local tax, regulatory fee or charge is imposed, increased or decreased, County shall (i) notify City of such new, increased or decreased fee or charge promptly upon learning thereof, (ii) calculate increases, or decreases in the Tipping Fees set forth above in light of such new, increased, or decreased fee(s) or charge(s); and (iii) notify City of the increased or decreased Tipping Fees applicable to this Agreement in writing at least sixty (60) days in advance.
- I. If County determines that any Future Regulation or extraordinary event beyond the County's control necessitates an increase in the Tipping Fees applicable to this Agreement beyond the normal increase in costs due to CPI, the following shall apply:
 - (1) County will notify City of such Future Regulation or extraordinary event promptly upon learning of it and determining that it necessitates an increase in the Tipping Fees applicable to this Agreement or any new fees. County shall specify the event or circumstance necessitating the Tipping Fee increase above CPI, County's reasonable additional costs arising from or related to same, and the change in the Tipping Fee that the County proposes to cover such additional costs;
 - (2) County shall specify whether an extraordinary event necessitating an increase in Tipping fees is anticipated to be a permanent or temporary increase, and if temporary, shall specify the conditions and criteria to determine when the Tipping Fee would be reevaluated.

- (3) County will calculate the increases or decreases in the Tipping Fees or the amounts of any new fees that County believes are necessitated by such Future Regulation or extraordinary event, and notify City of such increases not less than sixty (60) days before the effective date thereof.
- K. Any fee increase or decrease shall be done in compliance with State law, and City shall receive all legally required procedural notices.

5.2 CPI Adjustment

- A. CPI for Base Year. When used herein, “CPI” shall be the “Northern California All Urban Consumers” Consumer Price Index (CPI-U)– All Urban Consumers, San Francisco – Oakland – Hayward, CA, All items (1982- 84=100), Not Seasonally Adjusted, compiled and published by the United States Department of Labor, Bureau of Labor Statistics and can be viewed at: <https://data.bls.gov/timeseries/CUURS49BSA0>. “Base Year” shall refer to the CPI value for April 2022.
- B. First CPI Adjustment. Effective July 1, 2023, all fees and charges specified in Section 5.1 of this Agreement, including the Tipping Fees, Physical Contamination and Sorting Fee, Special Handling Fee and Organic Waste Product Procurement Fee, shall be adjusted by an amount equal to 100% of the increase in the CPI value from the Base Year to April 2023. If the CPI is zero or less than zero, then there would be no adjustment.
- C. Subsequent Annual CPI Adjustments. Effective July 1, 2024 and each July 1 thereafter, the previous year’s fee and charges in Section 5.1 of this Agreement shall all be adjusted by an amount equal to 100% of the increase in the CPI value from the prior year to April of the current year period (rounded to the nearest 100th of a percent). For example, if the CPI value for April 2023 is 309.420 and the CPI value for April 2024 is 324.878, the CPI adjustment, effective July 1, 2024 is 5.00% ((324.878/309.420)-1). If the CPI is zero or less than zero in any given year, then there would be no adjustment.

5.3 Vehicle Tare Weights.

City Hauler’s collection vehicles shall have a tare weight established using the certified scale at the YCCL Facility, using the average of five measurements to set that particular collection vehicle’s tare weight. The tare weight will be verified or reestablished for each City Hauler’s collection vehicle at least once a year.

5.4 Monthly Invoicing.

- A. County will submit a monthly statement to Hauler during the first week of each month for Organic Waste deliveries made by Hauler on behalf of City to YCCL and for any other applicable charges.
- B. City shall require Hauler to pay County within thirty (30) days of County’s transmittal of the monthly statement.
- C. Delinquent Account. Hauler’s account shall be delinquent if full payment of the monthly statement is not received by County within 30 days from the date of statement, and said account shall remain delinquent until full and current payment is received by County. Delinquent accounts accrue late charges and interest in accordance with Hauler’s landfill account. City shall be responsible for payment of any delinquency that exceeds 60 days. In the event that payment is not received within 60 days, County may cease to accept Organic Waste delivered by the City’s Hauler.

- D. Invoice Format and Content. County's statements shall follow the format and content of the County's WasteWORKS scale software system or something similar.

6. APPLICABLE LAW

- A. In the performance of the services required by this Agreement, City and County shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives and laws, and City shall require Hauler to so comply. This Agreement is also subject to any additional restrictions or conditions that may be imposed upon the County by the Federal or State governments.
- B. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State court located in Woodland, California. The Parties hereby waive any venue or removal rights they might have under State or Federal law.

7. LICENSES AND PERMITS

The Parties shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, County of Yolo and all other appropriate governmental agencies, including any certification and credentials required by County, as applicable. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by the other Party pursuant to Section 2.

8. INDEMNIFICATION

- A. To the extent authorized by law, City shall indemnify, defend, and hold harmless County, its Board of Supervisors, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, to the extent arising out of or resulting from City's breach of this Agreement or any willful or negligent acts or omissions of City, its employees, and/or agents, including City's Hauler.
- B. To the extent authorized by law, County shall indemnify, defend, and hold harmless City, its Council, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, to the extent arising out of or resulting from County's breach of this Agreement or any willful or negligent acts or omissions of County, its employees, and/or agents.

9. INSURANCE

- A. During the term of this Agreement, County and City shall at all times maintain, at their respective expense, the following coverages and requirements, provided that City may require Hauler to furnish such insurance coverage in lieu of City providing such insurance. The commercial general liability insurance shall include broad form property damage insurance.
 - 1. Minimum Coverages (as applicable). Insurance coverage shall be with limits not less than the following:

- a. **Commercial General Liability** – \$1,000,000/occurrence and \$2,000,000/aggregate
 - b. **Automobile Liability** – \$1,000,000/occurrence bodily injury and \$500,000/occurrence property damages (include coverage for Hired and Non-owned vehicles)
 - c. **Excess /Umbrella Liability** – \$3,000,000 per occurrence
 - d. **Pollution Liability** – \$3,000,000 per occurrence **[This is intended to cover spills of materials that occur in transit, not any contamination at the landfill. If City cannot obtain such insurance, County will work with City to substitute acceptable indemnity language in place of this requirement.]**
 - e. **Workers' Compensation** – Statutory Limits/**Employers' Liability** - \$1,000,000/accident for bodily injury or disease
2. The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation coverage provided by the City or Hauler. The City, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation coverage provided by the County. (Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.)
 3. Said policies shall remain in force through the life of this Agreement and, with the exception of pollution liability coverage, shall be payable on a "per occurrence" basis unless the County Risk Manager or City Risk Manager specifically consents in writing to a "claims made" basis for policies to be provided by the other party. For all "claims made" coverage, in the event that the City or County changes insurance carriers City or County shall purchase "tail" coverage covering the term of this Agreement and not less than three years thereafter if the Retroactive Date of the replacement claims made policy has been advanced. City and County further agree that tail coverage will be purchased upon the termination of this Agreement for a period of not less than three (3) years commencing with the termination date of this Agreement. Proof of such "tail" coverage shall be required at any time that the City or County changes to a new carrier or upon termination of this Agreement prior to receipt of any payments due.

Upon City's or County's request, the County or City agrees to provide a "claim polling letter" signed by the Director, County Risk Manager or other County designee for the County, or City Manager, City Risk Manager, or other City designee for the City, stating whether he/she is then presently aware of any pending claim or incident caused by the City or County for which the County or City intends to seek indemnification from the other party.

4. The City and County shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and the County's Risk Manager and City's Risk Manager reserve the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement as set forth above are available throughout the performance of this Agreement.
5. Any deductibles or self-insured retentions in excess of twenty-five thousand dollars (\$25,000) must be declared to and are subject to the approval of the County Risk Manager and City Risk Manager.
6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either Party, reduced in coverage or in limits

except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Director or City Manager (or ten (10) days' written notice for delinquent insurance premium payments).

7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII, unless otherwise approved by the County Risk Manager or City Risk Manager.
 8. The policies shall cover all activities of City or County, and its officers, employees, agents and volunteers arising out of or in connection with this Agreement.
 9. The City and County shall respectively waive all rights of subrogation against the other party and, its officers, employees, agents and volunteers.
- B. Prior to commencing services pursuant to this Agreement, City shall furnish the Director, and County shall furnish City Manager, with original endorsements reflecting coverage required by this Agreement, whether such coverage is being furnished by City or by Hauler. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager and City Risk Manager before work commences.

Upon Director's request, City shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications, or shall require Hauler to do so. Upon City Manager's request, County shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

- C. During the term of this Agreement, City shall furnish the Director, and County shall furnish City Manager, with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement, or shall require Hauler to do so. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon Director's request, City shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications, or shall require Hauler to do so. Upon City Manager's request, County shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

10. CONFLICT OF INTEREST

City and County shall respectively comply with the laws and regulations of the State of California and County and City regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.

11. FORCE MAJEURE

Neither Party shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to acts of God, strikes, lockouts, infectious disease outbreaks, riots, acts of war, epidemics, acts of government, flood, fire, power failures,

nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except as otherwise specifically provided herein).

12. SUBCONTRACTS, ASSIGNMENT

The services and obligations provided to and/or required of City and County under this Agreement are not assignable in whole or in part, except as otherwise provided herein. Notwithstanding the above, use of YCCL by the City's Hauler shall not constitute an assignment of this Agreement, nor will County's use of a contractor for operation of the compost facility constitute an assignment of this agreement.

13. AMENDMENT

This Agreement may be amended only by written instrument signed by the County and City; provided, however, that the Parties agree to amend this Agreement as necessary to reflect any changes to State, Federal, or local laws and regulations.

14. WAIVER

The waiver by either Party or any of its officers, agents, or employees or the failure of either Party or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement by that Party.

15. SUCCESSORS

This Agreement shall bind the successors and assign of County and City in the same manner as if they were expressly named.

16. AUTHORIZED REPRESENTATIVE

The person executing this Agreement on behalf of either Party affirmatively represents that she/he has the requisite legal authority to enter into this Agreement on behalf of that Party and to bind that Party to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of a Party and that Party understand that the other Party is relying on this representation in entering into this Agreement.

17. PUBLIC RECORDS ACT

Upon its execution, this Agreement shall be subject to disclosure pursuant to the California Public Records Act.

18. ADDITIONAL PROVISIONS

- A. Where there is a doubt as to whether a provision of this document is a covenant or a condition, the provision shall carry the legal effect of both. Should a Party choose to excuse any given failure of the other Party to meet any given condition, covenant or obligation (whether precedent or subsequent), that decision will not be, or have the legal effect of, a waiver of the legal effect in subsequent circumstances of either that condition, covenant or obligation or any other found in this document.

All conditions, covenants and obligations continue to apply no matter how often a Party may choose to excuse the failure of the other Party to perform them.

- B. Except where specifically stated otherwise in this document, the promises in this document benefit the County and City only. They are not intended to, nor shall they be interpreted or applied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or nonperformance of this Agreement, nor do the Parties hereto intend to convey to anyone any "legitimate claim of entitlement" with the meaning and rights that phrase has been given by case law.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the County and City and supersedes all prior negotiations, representations, or agreements, whether written or oral, regarding the subject matter of the Agreement. In the event of a dispute between the Parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the Parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any Party to this Agreement.

20. DUPLICATE COUNTERPARTS

This Agreement may be executed in counterparts. The Agreement shall be deemed executed when it has been signed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

CITY OF WOODLAND

By: _____
Victoria Fernandez, Mayor
City Council

Date: _____

Attest:

By: _____
Ana Gonzalez, City Clerk

Approved as to Form

By: _____
Ethan Walsh, City Attorney

COUNTY OF YOLO

By: _____
Oscar Villegas, Chair
Board of Supervisors

Date: _____

Attest:

By: _____
Julie Dachtler, Senior Deputy Clerk
Board of Supervisors

Approved as to Form:
Philip J. Pogledich, County Counsel

By:  _____
Kimberly Hood, Assist. County Counsel

RESOLUTION NO. 8046

**RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE AN AGREEMENT
WITH YOLO COUNTY FOR THE COMPOSTING OF ORGANIC WASTE MATERIAL
AT THE YOLO COUNTY CENTRAL LANDFILL**

WHEREAS, Senate Bill (“SB”) 1383 of 2016, the Short-Lived Climate Pollutant Reduction Act of 2016, requires the California Department of Resources Recycling and Recovery (“CalRecycle”) to develop regulations to reduce organics in landfills as a source of methane. These regulations, adopted in 2020, place requirements on jurisdictions to secure capacity with organic processors and procure organics processed material in order to support achievement of statewide organic waste disposal reduction targets; and

WHEREAS, the County of Yolo (“County”) currently operates Yolo County Central Landfill (“YCCL”) that accepts and processes organic waste materials in Yolo County; and

WHEREAS, the City of Woodland (“City”) contracts with Waste Management (“WM”) to provide organic waste material collection and hauling services in Woodland and has the authority to direct its collected materials to certain processing and disposal sites; and

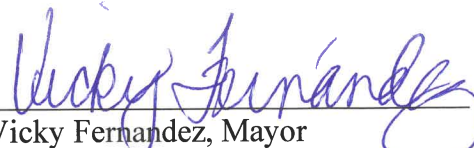
WHEREAS, the City desires to utilize the County’s organics facilities at YCCL for the processing of Woodland’s organic waste material and direct WM to haul Woodland’s organic waste material to YCCL for processing.

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

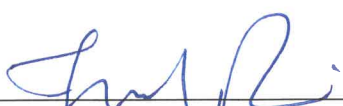
Section 1. The City Council hereby authorizes the City Manager to execute an agreement with Yolo County for the composting of organic waste material at the Yolo County Central Landfill.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 21st day of February, 2023, by the following vote:

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


Vicky Fernandez, Mayor

ATTEST:


Jennifer Robinson, Deputy City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: G.11
SUBJECT: Construction Contract and Construction Inspection
Consultant Agreement for the 2023 Water Main
Replacement Project, CIP 22-04

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to: (1) Approve the reallocation of \$1,100,000 of Sewer Enterprise Funds from 2023 Water Main Replacement Project, CIP 22-04, to the Annual Sewer Repair and Replacement Project, CIP 08-21; (2) Approve the reallocation of \$100,000 of Water Enterprise Funds from the Water System Leak Detection, Maintenance & Repairs Project, CIP 09-23, to the 2023 Water Main Replacement Project, CIP 22-04; (3) Award a construction contract in the amount of \$2,522,593.00 to RJ Gordon Construction, Inc. for the 2023 Water Main Replacement Project, CIP 22-04, and authorize a contract contingency of up to 10% (\$252,259); and (4) Approve a consultant agreement for construction inspection services with UNICO Engineering in an amount up to \$209,015.95, authorize a contingency of up to 10% (\$20,902), and authorize the City Manager to execute the agreement.

Staff Contact:

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

Fiscal Impact:

The 2023 Water Main Replacement Project, CIP 22-04, is included in the Capital Improvement Program which was approved by the Council on June 21, 2022. Approved funding for CIP 22-04 is \$4,200,000 and consists of \$3,000,000 of Water Enterprise Funds and \$1,200,000 of Sewer Enterprise Funds. This current funding in CIP 22-04 was allocated prior to finalizing the scope of work included in the Project. The contract award, plus 10% construction contingency, inspection costs, design, and project management results in a total project cost of \$3.2 million. Staff intended to transfer additional funds necessary for construction from existing Water and Sewer Capital Projects once actual construction and inspection costs were available.

The project was originally planned for construction in 2019. Significant sewer work had been planned to be constructed along with the water main replacement work. The water work had to be deferred to focus on other priorities, but the sewer work was completed in the year 2020. The project includes two spot repairs for sewer instead of a larger project. Therefore, \$1,100,000 of sewer funding is requested to be reallocated to the parent project that funds sewer replacement and rehabilitation efforts, the Annual Sewer Repair and Replacement Project, CIP 08-21.

To cover water construction expenses, staff is requesting that \$100,000 of available Water Enterprise Funds be reallocated from CIP 09-23 to CIP 22-04. This will bring the total project budget to \$3,200,000.

There is no impact on the City's General Fund.

Background:

CIP 22-04 was scoped as the seventh project in a multi-year program where Engineering and Operations staff identify locations in the City's water distribution and sewer collection systems that have the greatest occurrence of defects, breaks and leaks, and prioritize these locations for

replacement. The 2023 project area contains a network of cast iron potable water distribution mainlines that were constructed between 54 and 63 years ago. Some pipes in this network are two-inch diameter cast iron pipes buried just behind the sidewalk that are notorious around the city for breaks and leaks. Pressurized pipelines made of cast iron typically have an average service life of 50 years. CIP 22-04 will replace these pipes with new polyvinyl chloride mainlines in the street that are designed for a service life of 100 years and will connect 114 parcels along the route with new polyethylene services.

The existing sewer collection mainlines within the project limits are also around 60 years old but do not contain many defects that warrant repair. The most prevalent defect recorded in this area is tree root intrusion, which the City recently mitigated during a trenchless sewer lateral pipe-lining project in 2020. However, CIP 22-04 does include open-cut excavation down to twelve feet below the street surface in two locations to repair the most severe defects previously identified by staff.

Discussion:

The City advertised bids on January 4, 2023. On February 8, 2023, the City received 9 bids for CIP 22-04 in the amounts tabulated below:

NO.	CONTRACTOR	BASE BID
1	RJ Gordon Construction, Inc.	\$2,522,593.00
2	Argonaut Constructors	\$2,690,815.50
3	Team Ghilloti, Inc.	\$2,807,141.00
4	Lister Construction, Inc.	\$2,887,661.00
5	Lund Construction Co.	\$3,184,413.00
6	Mountain Cascade, Inc.	\$3,295,632.00
7	Sanco Pipelines, Inc.	\$3,506,843.00
8	Suulutaaq, Inc.	\$3,642,159.00
9	Mercer-Fraser Company	\$4,085,700.00

The engineer's estimate for project construction was \$3.35 million. Staff performed due diligence in reviewing the bids. RJ Gordon Construction, Inc. has been determined to be the lowest responsive, responsible bidder and has complied with all bid submittal requirements.

The construction contract provides 150 working days for completion of the project. Staff anticipates completion of the Project in the Fall of 2023. The Project will utilize City staff for construction management and will contract with UNICO Engineering for construction inspection. UNICO Engineering is one of the 8 firms selected by the City for on-call construction inspection through a Quality-Based Selection process performed in September 2018.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to: (1) Approve the reallocation of \$1,100,000 of Sewer Enterprise Funds from 2023 Water Main Replacement Project, CIP 22-04, to the Annual Sewer Repair and Replacement Project, CIP 08-21; (2) Approve the reallocation of \$100,000 of Water Enterprise Funds from the Water System Leak Detection, Maintenance & Repairs

Project, CIP 09-23, to the 2023 Water Main Replacement Project, CIP 22-04; (3) Award a construction contract in the amount of \$2,522,593.00 to RJ Gordon Construction, Inc. for the 2023 Water Main Replacement Project, CIP 22-04, and authorize a contract contingency of up to 10% (\$252,259); and (4) Approve a consultant agreement for construction inspection services with UNICO Engineering in an amount up to \$209,015.95, authorize a contingency of up to 10% (\$20,902), and authorize the City Manager to execute the agreement.

Prepared by: Mark Miller, Associate Engineer

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

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

Ken Hiatt
City Manager

Attachments:

1. Resolution
2. 22-04_Vicinity Map
3. City of Woodland - Letter Proposal_CIP 22-04 - 2023 Water Main Replacement
4. Reso_8047 Water Main CIP22-04

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A
CONSTRUCTION CONTRACT WITH RJ GORDON CONSTRUCTION, INC. AND
APPROVING A CONSULTANT AGREEMENT WITH UNICO ENGINEERING FOR
CONSTRUCTION INSPECTION FOR THE 2023 WATER MAIN REPLACEMENT PROJECT,
CIP 22-04**

WHEREAS, on December 6, 2022, the City Council approved the plans and specifications for CIP 22-04, the 2023 Water Main Replacement Project (the “Project”) and authorized advertisement for bids; and

WHEREAS, on January 4, 2023, the City of Woodland (the “City”) advertised for bids; and

WHEREAS, on February 8, 2023, the City received 9 bids and RJ Gordon Construction, Inc. (“RJ Gordon”) was determined to be the lowest responsible bidder submitting a responsive bid with a base bid of \$2,522,593.00; and

WHEREAS, the City of Woodland wishes to approve a construction contract in the amount of \$2,522,593.00 with RJ Gordon for construction of the Project and approve a contract contingency of up to 10% (\$252,259); and

WHEREAS, the City Council wishes to award a Construction Contract with RJ Gordon and authorize its execution through adoption of this Resolution; and

WHEREAS, the City wishes to approve the reallocation of \$1,100,000 of Sewer Enterprise Funds from the 2023 Water Main Replacement Project, CIP 22-04 to the Annual Sewer Repair and Replacement Project, CIP 08-21 to cover costs related to sewer rehabilitation; and

WHEREAS, the City wishes to approve the reallocation of \$100,000 of Water Enterprise Funds from Water System Leak Detection, Maintenance, and Repairs, CIP 09-23, to the 2023 Water Main Replacement Project, CIP 22-04 to cover costs related water main replacement for a project budget of \$3,200,000; and

WHEREAS, the City Council wishes to approve a consultant agreement with UNICO Engineering for construction inspection services for an amount up to \$209,015.95 and approve a contract contingency of up to 10% (\$20,902).

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

Section 1. The City Council hereby authorizes the reallocation of \$1,100,000 of Sewer Enterprise Funds from 2023 Water & Sewer Repair & Replacement Project, CIP 22-04, to the Annual Sewer Repair and Replacement Project, CIP 08-21.

Section 2. The City Council hereby authorizes the reallocation of \$100,000 of Water Enterprise Funds from Water System Leak Detection, Maintenance, and Repairs, CIP 09-23, to the 2023 Water & Sewer Repair & Replacement Project, CIP 22-04 for a project budget of \$3,200,000.

Section 3. The City Council hereby approves the Construction Contract with RJ Gordon in the amount of \$2,522,593 and approves a ten percent (10%) construction contingency in the amount of up to \$252,259. The City Manager is hereby authorized and directed to execute the contract, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

Section 4. The City Council hereby authorizes the City Manager to approve a consultant agreement with UNICO Engineering for construction inspection services for an amount up to \$209,015.95 and a ten percent (10%) contract contingency in an amount up to \$20,902.

Section 5. Copies of the Construction Contract and Consultant Agreement for Construction Inspection Services are available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular City Council meeting held on the 21st day of February, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

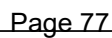
Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



CIP 22-04



February 1, 2023

Mark Miller | Associate Engineer
City of Woodland | Community Development Department
300 First Street
Woodland, CA 95695

Subject: CIP #22-04 – 2023 Water Main Replacement Project – Inspection Services

Dear Mr. Miller,

Thank you for the opportunity to provide inspection services for the above referenced project. The attached proposal outlines the specific work effort required to meet the goals of your project as we understand them.

As the President of UNICO, I am authorized to bind the company into a contract with the City and can be reached at 530.903.9023 or via email at cesar@unicoengineering.com. Contract Manager, [Justyn Webster](#), is also available to answer questions and can be reached at 916.850.9437 or via email at jwebster@unicoengineering.com. We look forward to working with the City on this project.

Sincerely,
UNICO Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Cesar Montes de Oca', is written over the company name.

Cesar Montes de Oca, PE
President

PROJECT UNDERSTANDING

Thank you for the opportunity to provide this proposal for inspection services for the 2023 Water Main Replacement Project (CIP #22-04) project. UNICO understands that the project consists of the installation of approximately 5,400 liner feet of new 12-inch and 8-inch water main replacement on the following streets: 6TH Street, Donner Way, Archer Drive, Archer Place, El Dorado Drive, Carson Street, Sherman Street. This includes approximately 115 new services, including boring under sidewalks, and installing new water meter boxes and resetting the existing water meter boxes as well as new valves and fire hydrants. The project also includes removing and replacing existing curb, gutter, and sidewalk and removing and replacing 26 liner feet of existing sanitary sewer.

A. CIVIL INSPECTOR

UNICO will provide full time inspection for 150 (one-hundred fifty) working days. This includes all coordination with City of Woodland Staff, the designers, and with the contractor. Fee estimate attached.

Deliverables: **Daily Inspection Reports**
Review of Material Delivered Prior to Installation for Compliance with Contract Documents
Construction Photographs
Monthly Quantity Inspection and Measurement for Progress Payments
Generate Project Punchlist
As-Builts

ASSUMPTIONS AND CLARIFICATIONS

1. Site will be accessible by vehicle.
2. Proposal is based upon 150 (fifty) working days. Working days are defined as non-weekend and non-holiday days.
3. Proposal is based upon 8-hour workdays and 40-hour work week. No overtime is included in this proposal.
4. Inspector overtime will be billed at a rate of \$252.84 per hour.
5. Material testing will be provided under a separate contract.

City of Woodland
2023 Water Main Replacement Project - CIP #22-04

		UNICO		TOTALS			
		Justyn Webster, PE Resident Engineer	Dave Howard Civil Construction Inspector				
Direct Labor Rate		\$ 85.00	\$ 65.00				
Billing Rate		\$ 220.43	\$ 168.56				
Overhead Rate		135.75%					
Fee		10%					
Task #	Task Description	Hours		Direct Labor Costs	Indirect Costs	Fee	Total
1	Construction Management	0		\$ -	\$ -	\$ -	\$ -
2	Civil Construction Inspection		1240	\$ 80,600.00	\$ 109,414.50	\$ 19,001.45	\$ 209,015.95
Total Hours		0	1240	Tasks Subtotal			\$ 209,015.95

TOTAL	\$ 209,015.95
--------------	----------------------

RESOLUTION NO. 8047

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING A CONSTRUCTION CONTRACT WITH RJ GORDON
CONSTRUCTION, INC. AND APPROVING A CONSULTANT AGREEMENT WITH
UNICO ENGINEERING FOR CONSTRUCTION INSPECTION FOR THE 2023
WATER MAIN REPLACEMENT PROJECT, CIP 22-04**

WHEREAS, on December 6, 2022, the City Council approved the plans and specifications for CIP 22-04, the 2023 Water Main Replacement Project (the “Project”) and authorized advertisement for bids; and

WHEREAS, on January 4, 2023, the City of Woodland (the “City”) advertised for bids; and

WHEREAS, on February 8, 2023, the City received 9 bids and RJ Gordon Construction, Inc. (“RJ Gordon”) was determined to be the lowest responsible bidder submitting a responsive bid with a base bid of \$2,522,593.00; and

WHEREAS, the City of Woodland wishes to approve a construction contract in the amount of \$2,522,593.00 with RJ Gordon for construction of the Project and approve a contract contingency of up to 10% (\$252,259); and

WHEREAS, the City Council wishes to award a Construction Contract with RJ Gordon and authorize its execution through adoption of this Resolution; and

WHEREAS, the City wishes to approve the reallocation of \$1,100,000 of Sewer Enterprise Funds from the 2023 Water Main Replacement Project, CIP 22-04 to the Annual Sewer Repair and Replacement Project, CIP 08-21 to cover costs related to sewer rehabilitation; and

WHEREAS, the City wishes to approve the reallocation of \$100,000 of Water Enterprise Funds from Water System Leak Detection, Maintenance, and Repairs, CIP 09-23, to the 2023 Water Main Replacement Project, CIP 22-04 to cover costs related water main replacement for a project budget of \$3,200,000; and

WHEREAS, the City Council wishes to approve a consultant agreement with UNICO Engineering for construction inspection services for an amount up to \$209,015.95 and approve a contract contingency of up to 10% (\$20,902).

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

Section 1. The City Council hereby authorizes the reallocation of \$1,100,000 of Sewer Enterprise Funds from 2023 Water & Sewer Repair & Replacement Project, CIP 22-04, to the Annual Sewer Repair and Replacement Project, CIP 08-21.

Section 2. The City Council hereby authorizes the reallocation of \$100,000 of Water Enterprise Funds from Water System Leak Detection, Maintenance, and Repairs, CIP 09-23, to the 2023 Water & Sewer Repair & Replacement Project, CIP 22-04 for a project budget of \$3,200,000.

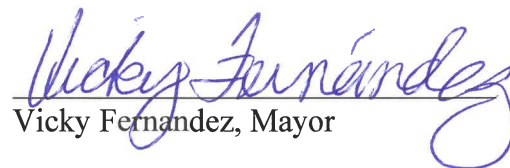
Section 3. The City Council hereby approves the Construction Contract with RJ Gordon in the amount of \$2,522,593 and approves a ten percent (10%) construction contingency in the amount of up to \$252,259. The City Manager is hereby authorized and directed to execute the contract, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

Section 4. The City Council hereby authorizes the City Manager to approve a consultant agreement with UNICO Engineering for construction inspection services for an amount up to \$209,015.95 and a ten percent (10%) contract contingency in an amount up to \$20,902.

Section 5. Copies of the Construction Contract and Consultant Agreement for Construction Inspection Services are available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 21st day of February, 2023, by the following vote:

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


Vicky Fernandez, Mayor

ATTEST:


Jennifer Robinson, Deputy City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
 AGENDA: City Council Regular Meeting
 DATE: February 21, 2023
 ITEM #: G.12
 SUBJECT: Funding Priorities Update for FY 2023/24 Community Development Block Grant Program

Recommendation for Action: Staff recommends that the City Council receive an update on funding priorities for the Fiscal Year 2023-2024 Community Development Block Grant (CDBG) program.

Staff Contact:

Dago Fierros, Housing Analyst II, (530) 661-2019, dago.fierros@cityofwoodland.org

Fiscal Impact:

The Federal government permits CDBG entitlement communities to use up to 20 percent of its annual entitlement and available program income (repaid CDBG loans) for administration, which includes staff costs. During FY 2022/23, \$88,828 is available for the City's administration expenses. Because the Federal government has not adopted a final budget for the Department of Housing and Urban Development which administers the CDBG program, the FY 2023/24 amount available for administration may be more or less than current amount of \$88,828.

Background:

The CDBG program is a flexible program that since 1974 has provided communities with resources to address a wide range of unique community development needs. Woodland participates in the CDBG Entitlement Communities Program Area and receives an annual grant on a formula basis to develop a viable community by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons. HUD determines the amount of each grant by using a formula comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas. The following information details how the funding of \$444,144 for the current fiscal year (FY 2022/23) has been allocated.

Public Infrastructure Activities: \$296,562.13 (65% of total CDBG resources)

City of Woodland – ADA Accessibility Project	Construction of 10 ADA compliant curb ramps, sidewalks, and driveways at locations within the ADA priority route.	\$200,000
New Hope Community Development Corporation – Cottonwood Meadows Phase S-3	Structural repairs to siding, framing, and repairs to second-floor resident decks.	\$47,552.13
Yolo Community Care Continuum – Haven House Interim Care Program	Repair and replacement of front deck and entryway of the Haven House which is a short-term medical respite care facility for homeless individuals.	\$20,000
CommuniCare Health Centers – Outdoor Classroom	Construction of an outdoor classroom at the Family Wellness Center that will support engagement of Woodland's low	\$9,850

	income community through pro-social and clinical activities.	
Empower Yolo – Safe Space Project	Removal of three large decaying trees that present a hazard to the public and additions/repairs to exterior lighting around the building for added safety of the property.	\$19,160
Note: Funding for Public Infrastructure Activities includes \$7,778.19 in CDBG funds remaining from completed infrastructure activities and \$88.94 in CDBG Program Income (repaid CDBG loans).		

Public Service Activities: \$66,621 (15% of total CDBG resources)

Northern California Children's Therapy Center – Project HOPE	Provide program services offered at the center to approximately 100 at-risk, low income children.	\$6,000
Legal Services of Northern California – Fair Housing Services	To provide housing advice and legal assistance to approximately 100 woodland residents; and to homes one public housing workshop per year in Woodland.	\$10,000
Short Term Emergency Aid Committee – Woodland Homeless Prevention Program	Rent eviction financial support to low-income Woodland residents and long-term housing services.	\$6,000
Empower Yolo – Shelter Services	Staffing costs related to the shelter advocate position that advocates to provide case management and peer counseling to shelter clients.	\$6,185
Yolo County Children's Alliance – MediCal & CalFresh Enrollment/Retention	Provide low-income families and clients with assistance in MediCal and CalFresh enrollment and retention.	\$6,000
Meals on Wheels Yolo County – Operation Accelerate	Provide 75 homebound, lower income Woodland seniors with five meals a week for two months.	\$8,750
Yolo Community Care Continuum – New Dimensions Supported Housing	Support Services to individuals suffering from mental illness.	\$6,186
Yolo Wayfarer Center – Emergency Shelter Services	Management oversight at the emergency shelter and food purchases for client meals.	\$8,750
Yolo Food Bank – Nurture Woodland	Costs associated with the addition of one Operations and Management staff that oversees poverty reduction and food security.	\$8,750

Administration and Planning Activities

City of Woodland - Administration	Grant administration by City staff	\$88,828
-----------------------------------	------------------------------------	----------

CDBG regulations limit public service to 15% and administration to 20% of the total CDBG resources (annual entitlement plus available program income funds). It has been the City's longstanding practice to reserve at least 40% of the available public service funds for food and shelter programs. Of the \$66,621 allocated for public service programs in FY 2022/23, 75.6% of those funds have been allocated for food and shelter programs.

It should be noted that the City, pursuant to a 2005 Voluntary Compliance Agreement and Conciliation Agreement, is required to provide Legal Services with annual funding of at least \$10,000 for fair housing services as long as the City receives CDBG funding.

Discussion:

As a CDBG entitlement recipient the City receives CDBG funds on an annual basis from the Federal government. The Federal Government has not submitted a Fiscal Year 2024 budget for HUD. Once Congress and the President agree on a final funding bill for HUD and other agencies, CDBG funding allocations will be determined for Woodland and other CDBG entitlement communities. The total CDBG funding allocation for the City has decreased in recent years. The City received \$513,364 in CDBG funding in Fiscal Year 2020/21, \$507,144 in Fiscal Year 2021/22, and \$444,144 in Fiscal Year 2022/23. The City anticipates receiving a CDBG award of \$440,000 in Fiscal Year 2023/24.

CDBG funded activities with the exception of program administration and planning, must satisfy at least one of three national objectives: (1) benefit to low and moderate income persons (LMI), (2) aid in the prevention of slums or blight (SBA), and (3) meet a need having a particular urgent need (UN).

- The LMI national objective requires that recipients expend 70 percent of their CDBG funds to benefit LMI qualifying individuals or general areas. The LMI national objective covers four subcategories which include Area Benefit, Limited Clientele, Housing, and Job creation/retention activities.
- The SBA national objective covers activities that aid in the prevention or elimination of slums or blight in a designated area that is considered a slum or blighted; and the elimination of specific conditions of blight or physical decay on a spot basis in locations that are not in a slum or blighted area.
- The UN national objective is designed for activities that alleviate emergency conditions. The existing conditions must pose serious and immediate threat to the health or welfare of the public.

In addition to the national objectives, the Department of Housing and Urban Development (HUD) requires CDBG entitlement jurisdictions, cities and counties that receive CDBG funding on an annual basis, to adopt a Consolidated Plan every five years. The 2020-2024 Consolidated Plan was adopted in June 2021 and the purpose of the plan is to identify the City's overall housing and community development needs, and provides a strategy to address those needs. The 2020-2024 Consolidated

plan established the following eleven high priority needs.

2020 – 2024 Consolidated Plan Proposed High Priority Needs	
HUD Code	Description
03	Public Facilities and Improvements (General, including Accessibility)
03D	Youth Centers
03F	Parks, Recreational Facilities
05	Public Services (Other: Emergency Food & Shelter)
05D	Youth Services
05H	Employment Training
05J	Fair Housing Activities (Subject to Public Service Cap)
05M	Health Services
14A	Rehabilitation, Single Unit Residential
14B	Rehabilitation, Multi-Unit Residential
14H	Rehabilitation Administration

The consolidated plan and planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CDBG program.

Fiscal Year 2023/24

The City released a notice of funding availability for the City's FY 2023/24 CDBG program on February 3, 2023. A virtual applicant workshop was held on February 13, 2023 via Zoom, which was attended by new and existing applicants. City staff responded to questions regarding the application process, general grant requirements, and eligible activities. Applications will be due on February 22, 2023. City staff will convene a CDBG Review Panel in early March 2023 consisting of one Planning Commissioner, one Parks and Recreation Commissioner, and one Senior Programs Volunteer. A public meeting will be held in mid-March to obtain public comments on the review panel's recommendations. It is anticipated that on April 18, 2023, the City Council will hold a Public Hearing to review and finalize the funding allocations and Annual Action Plan for FY 2023/24. Staff plans to submit the funding recommendations and approved Annual Action Plan by May 15, 2023.

For FY 2023/24, staff recommends implementing project allocation percentages similar to the previous year's City Council approved allocations, which are the minimum allocation requirements per activity set by HUD. A minimum allocation of 15% percent for public service programs (City practice to reserve 40% of public service funds for food and shelter programs), a minimum allocation of 20% for administration activities (city staff management of the program), and a minimum allocation of 65% for Public Infrastructure projects (construction activities).

Conclusion:

Staff recommends that the City Council receive an update on funding priorities for the Fiscal Year 2023-2024 Community Development Block Grant (CDBG) program.

Prepared by: Dago Fierros, Housing Analyst II

Reviewed by: Christine Engel, Community Services Director

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

Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: G.13
SUBJECT: Renewal of California Governor's Office of
Emergency Services Designation of Applicant's
Agent Resolution Non-State Agencies

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager, Director of Administration Services and Finance Officer to execute future applications for State and Federal disaster assistance

Staff Contact:

Dana Carey, Fire Marshal, (530) 661-5855, dana.carey@cityofwoodland.org

Background:

The California Governor's Office of Emergency Services (CalOES), Designation of Applicant's Agent Resolution for non-state agencies (also known as a CalOES 130 form) is the form filed with CalOES identifying those individuals within the city's employment who are able to sign project documentation during the State and/or Federal recovery process to a local emergency/disaster. The form is renewable every three years and kept on file by CalOES.

Discussion:

As a result of the Winter Storms in early 2023, the City of Woodland is considered an eligible applicant for the Public Assistance program under the Federally Declared Major Disaster Declaration authorized on January 14, 2023 (DR-4683-CA). This form, along with a Request for Public Assistance entry into the Federal Emergency Management Agency (FEMA) Grants Portal website, are the first steps to becoming eligible for recovery programs post emergency/disaster.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager, Director of Administration Services and Finance Officer to execute future applications for State and Federal disaster assistance

Prepared by: Dana Carey, Fire Marshal

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

Ken Hiatt
City Manager

Attachments:

1. Resolution - CalOES 130

2. CalOES 130 - City of Woodland
3. Reso_8048 OES Disaster Assistance

RESOLUTION NO. _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
DESIGNATING AGENTS TO ACT ON THE CITY’S BEHALF (DESIGNATION OF
APPLICANT’S AGENTS)

WHEREAS, beginning December 27, 2022, severe winter storms related to a series of atmospheric river systems struck California, bringing high winds, substantial precipitation, and river and urban flooding; and

WHEREAS, the city has been included in the Federal Emergency Management Agency’s (FEMA) Major Disaster Declaration DR-4683-CA as an eligible applicant to seek reimbursement from FEMA for eligible response costs as a part of this event; and

WHEREAS, in order to apply for Public Assistance, the City must submit a “Request for Public Assistance” (RPA) to the California Governor’s Office of Emergency Services (Cal OES). As part of the RPA, the city must submit a Designation of Applicant’s Agents Resolution. This Resolution designates City employees who are authorized to submit the RPA to Cal OES on behalf of the City; and

WHEREAS, additional actions must be taken to complete the RPA; and

WHEREAS, the City Council of the City of Woodland desire to appoint and authorize agents of the City to apply and seek reimbursement for disaster-related expenditures under FEMA, Cal OES, the federal government, the California government, and any agency of department thereof.

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

SECTION 1. The above recitals are all true and correct and hereby adopted as findings.

SECTION 2. The Designation of Applicant’s Agency Resolution for Non-State Agencies, attached, is adopted.

SECTION 3. The City Manager, Director of Administrative Services or Finance Officer, are authorized to take all necessary actions and execute all necessary documents to apply for reimbursement of eligible costs resulting from the winter storms.

SECTION 4. This Resolution is effective on the day of its adoption, and effective for all open and future disasters up to three (3) years following the effective date.

PASSED AND ADOPTED by the City Council this 21st day of February, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzales, City Clerk



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council OF THE City of Woodland
(Governing Body) (Name of Applicant)

THAT Ken Hiatt - City Manager, OR
(Title of Authorized Agent)

Kimberley McKinnery - Director of Admin Services, OR
(Title of Authorized Agent)

Evis Morales - Finance Officer
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Woodland,
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the City of Woodland,
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- ☒ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- ☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this 21 day of February, 20 23

Victoria Fernandez - Mayor

(Name and Title of Governing Body Representative)

Tania Garcia-Cadena - Mayor Pro Tempore

(Name and Title of Governing Body Representative)

Rich Lansburgh - Council Member

(Name and Title of Governing Body Representative)

CERTIFICATION

I, **Ana Gonzalez**, duly appointed and **City Clerk** of
(Name) (Title)

City of Woodland, do hereby certify that the above is a true and
(Name of Applicant)

correct copy of a resolution passed and approved by the **City Council**
(Governing Body)

of the **City of Woodland** on the _____ day of _____, 20____.
(Name of Applicant)

City Clerk

(Signature)

(Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."

RESOLUTION NO. 8048

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DESIGNATING AGENTS TO ACT ON THE CITY'S BEHALF (DESIGNATION OF APPLICANT'S AGENTS)

WHEREAS, beginning December 27, 2022, severe winter storms related to a series of atmospheric river systems struck California, bringing high winds, substantial precipitation, and river and urban flooding; and

WHEREAS, the city has been included in the Federal Emergency Management Agency's (FEMA) Major Disaster Declaration DR-4683-CA as an eligible applicant to seek reimbursement from FEMA for eligible response costs as a part of this event; and

WHEREAS, in order to apply for Public Assistance, the City must submit a "Request for Public Assistance" (RPA) to the California Governor's Office of Emergency Services (Cal OES). As part of the RPA, the city must submit a Designation of Applicant's Agents Resolution. This Resolution designates City employees who are authorized to submit the RPA to Cal OES on behalf of the City; and

WHEREAS, additional actions must be taken to complete the RPA; and

WHEREAS, the City Council of the City of Woodland desire to appoint and authorize agents of the City to apply and seek reimbursement for disaster-related expenditures under FEMA, Cal OES, the federal government, the California government, and any agency of department thereof.

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

SECTION 1. The above recitals are all true and correct and hereby adopted as findings.

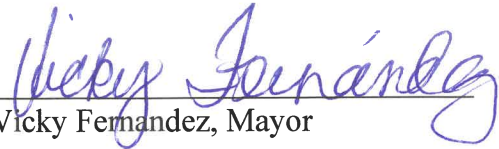
SECTION 2. The Designation of Applicant's Agency Resolution for Non-State Agencies, attached, is adopted.

SECTION 3. The City Manager, Director of Administrative Services or Finance Officer, are authorized to take all necessary actions and execute all necessary documents to apply for reimbursement of eligible costs resulting from the winter storms.

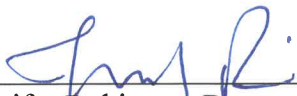
SECTION 4. This Resolution is effective on the day of its adoption, and effective for all open and future disasters up to three (3) years following the effective date.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 21st day of February, 2023, by the following vote:

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


Vicky Fernandez, Mayor

ATTEST:


Jennifer Robinson, Deputy City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: H.14
SUBJECT: Emergency Shelter Ordinance Update

Recommendation for Action: Staff recommends that the City Council:

- 1.) Hold a public hearing;
- 2.) Waive the first reading and introduce by title only an ordinance amending Section 17.152 of Chapter 17 of the Municipal Code relating to emergency shelters to allow emergency shelters in the Corridor Mixed Use zones as a by-right use and as a conditionally allowed use in Industrial zones, and
- 3.) Determine the ordinance to be exempt from CEQA.

Staff Contact:

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

Fiscal Impact:

Required staff and City Attorney time to review state legislation and prepare the ordinance and accompanying documents.

Report in Brief:

The proposed ordinance amends Section 17.152 of Chapter 17 of the Municipal Code and the allowed use table regarding emergency shelters to ensure compliance with Government Code Section 65583. State housing element law requires local jurisdictions to identify a zone or zones where emergency shelters are allowed as a permitted (by-right) use, without a conditional use permit and requires that Low Barrier Navigation Centers be allowed as a by-right use in mixed use and non-residential zones that allow multi-family residential as a permitted use.

Assembly Bills, AB 101 and AB 139 passed in 2019, limited parking requirements for emergency shelters and added requirements regarding Low Barrier Navigation Centers. AB 2339, (November 2022), further amended the state government code regarding the definition of emergency shelter, allowed locations, and criteria for the shelter sites capacity analysis. AB 2339 requires that the sites identified for emergency shelters must be in zones that allow residential or similar uses, thus restricting cities' ability to only zone for shelters in industrial zones or other areas disconnected from services.

Continuing amendments focus on reducing constraints on the development of emergency shelters by requiring that regulatory standards applied to emergency shelters be "objective." The concern on the part of the state is that even when permitted, emergency shelters can be difficult to develop. The legislation streamlines approval requirements to the extent possible. However, even with regulatory changes, in most instances, public agency assistance, financial or otherwise, is necessary to facilitate shelter development. As example, the East Beamer Way shelter required significant public assistance in the form of land, funding, and construction management. Requests and assistance of this type often require negotiated agreements.

Background:

Government Code section 65583(a)(4)A requires local jurisdictions to identify a zone or zones where year round emergency shelters are allowed as a permitted use without a conditional use permit. The

City may also identify additional zones where emergency shelters are allowed with a conditional use permit (CUP).

The City's current zoning allows Emergency Shelters to be considered with a CUP in several zones including the Corridor Mixed Use East (CMU-E), Corridor Mixed Use Kentucky (CMU-K), Industrial with Light Industrial Flex Overlay (I/LIF); the Residential Medium (RM) zone, and the Downtown Specific Plan Districts B and D. Shelters may be allowed with a Zoning Administrator Permit in the Regional Commercial/ Light Industrial Flex (RC/LIF) Zone.

The zoning update identifies zones where emergency shelters will be allowed as a permitted or by-right use subject only to objective standards.

The identified by-right zones must have sufficient capacity to meet the City's identified shelter needs. Shelter needs have been determined based on the Yolo County Annual Homeless Count conducted by the Yolo County Homeless and Poverty Action Coalition. As of February 2022, the shelter need was determined to be 167 beds.

The proposed by-right zone must be suitable (i.e., contain compatible uses) for an emergency shelter, which is considered a residential use, and can accommodate at least one-year round emergency shelter (Government Code Section 65583(a)(4)). The law also requires that permit procedures, development, and management standards for emergency shelters be objective and encourage and facilitate the development of, or conversion to, emergency shelters. Emergency shelters shall only be subject to the following written, objective standards:

- The maximum number of beds or persons that are permitted to be served nightly by the facility.
- Sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.
- The size and location of exterior and interior onsite waiting and client intake areas.
- The provision of onsite management.
- The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart.
- The length of stay.
- Lighting.
- Security during the hours when the emergency shelter is in operation.

In addition, Assembly Bill 101 (AB 101-2019), required that Low Barrier Navigation Centers (LBNC) be allowed as a by-right use in mixed-use zones and nonresidential zones permitting multifamily uses if it meets specified requirements.

A LBNC means "a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing." A primary intent of a LBNC is to reduce barriers to entry into temporary shelter for chronically homeless persons. Upon entry, services are offered to help connect persons to permanent housing.

AB 2339, (2022), amended state code sections to clarify the definition of emergency shelter, allowed zone locations, standards, and defined a site capacity analysis standard. The new regulations are effective as of January 1, 2023. The updated definition of emergency shelter states that, "emergency shelter shall include other interventions, including, but not limited to, a navigation center, bridge housing, and respite or recuperative care."

The City had previously complied with the by-right zoning requirement, by permitting shelters in zones C and E of the East Street Specific Plan. However, when the Interim Zoning Ordinance was adopted in 2018, repealing the East Street Specific Plan, the by-right zoning for emergency shelters was removed. As part of the Housing Element, the City is required to conduct an analysis to identify zones where emergency shelters may be located to verify that the City provides adequate sites. Further, the City must allow LBNCs as a permitted use in mixed use and non-residential zones that allow multi-family residential uses as a by-right use.

On January 26, 2023, the City received a conditional approval letter from the State Department of Housing and Community Development for the City's 6th cycle element. The remaining outstanding item for final certification is the requirement to amend zoning to permit emergency shelters and LBNCs as a by-right use consistent with Section 65583 of the Government Code.

The item was heard by the Planning Commission at their regularly scheduled meeting on February 2, 2023, and recommended for approval by a unanimous vote of the attending Commission members (5-Ayes, 0-Noes, 2-Absent).

Discussion:

The proposed amendments to Section 17.152 revise the City's existing Emergency Shelter ordinance to comply with the updated provisions of Government Code 65583. The City is required to permit Low Barrier Navigation Centers as a by-right use in mixed use zones and non-residential zones that permit multi-family uses, subject only to objective standards. That means LBNCs will be permitted in four Corridor Mixed Use zones. In the Downtown, four districts allow multi-family residential uses as a discretionary use if they meet performance standards subject to review and approval by the Zoning Administrator, otherwise a CUP is required. Therefore, the analysis for emergency shelters will focus specifically on corridor mixed use districts. It is noted that there may be changes to allowed land use with the upcoming Comprehensive Zoning Code update.

Sites Analysis Requirements

The City must comply with state requirements to demonstrate that there are adequate sites zoned to meet the City's identified unsheltered housing needs. AB 2339 provides a formula, a minimum of 200 square feet per person, that can be used to calculate the number of homeless individuals that may be accommodated on a site. Staff have used this formula to assess vacant sites in the CMU zones.

The City's unmet homeless shelter need is based upon the number of individuals identified during the annual Yolo County Homeless Count conducted by the Yolo County Homeless and Poverty Action Coalition. Using the 2022 numbers, there is a shortfall of 167 beds. The sites inventory evaluates the number of vacant sites found in the four CMU zones to meet the shortfall. The smallest identified vacant site is 0.14 acres (6,098 square feet). At 200 square feet per person, a site this size could accommodate 30 individuals. A site analysis is provided in *Attachment 5-Emergency Shelter Analysis*, to this report. The analysis shows that there are more than enough sites available in the Corridor Mixed Use (CMU) zones to meet the identified need for 167 shelter beds.

The ordinance update proposes that shelters with 30 beds or less be allowed as a by-right use and that shelters over 30 beds be allowed for consideration with a CUP. There are 29 sites in the CMU zones, totaling 36.21 acres, varying in size from 0.14 to 5.6 acres. Assuming 30 beds per site provides for 870 beds, which is well over the shortfall needed of 167 beds. In addition, it is noted that the analysis does not take into account the likely re-use of existing buildings.

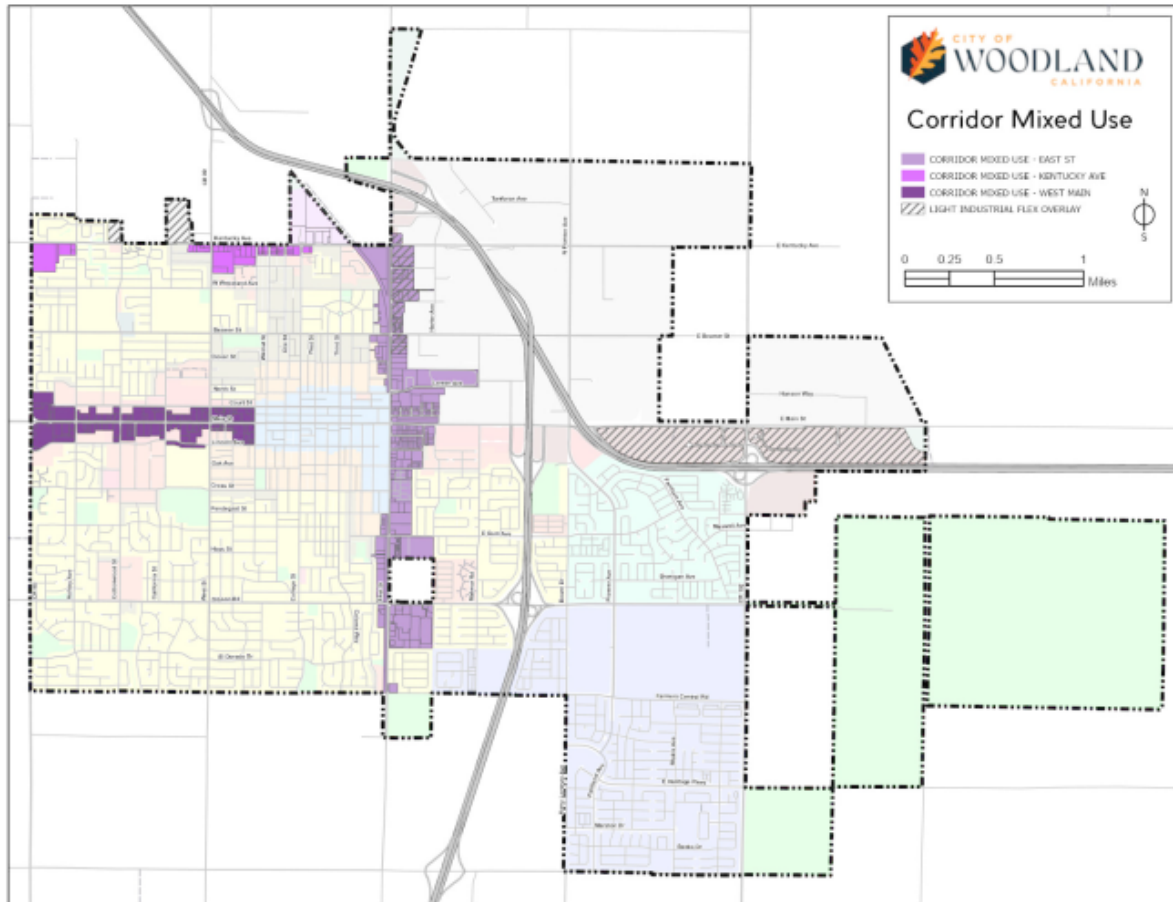
Zoning Requirements:

The following provides a summary of the key ordinance amendments, which are provided as objective measurable standards based upon best practices and review of the State Department of Housing and Community Development (HCD) guidelines.

Allowed Use by Zone

Emergency Shelters, including LBNCs, shall be allowed in all mixed use zones or non-residential districts that allow multifamily as a permitted use. Under the current zoning, this will apply to the following four zones:

- Corridor Mixed Use East, East/Light Industrial Flex, Kentucky, and West Main zones (CMU-E, CMU-E/LIF, CMU-K, CMU-WM).



In addition, staff recommends allowing for the consideration of new emergency shelters in the Industrial (I) zone with a Conditional Use Permit (CUP). Pre-existing emergency shelter facilities that were approved and/or constructed prior to the date of adoption of this ordinance as a legally allowed use will be allowed to continue. However, any future proposed modification or expansion to the facility will trigger a requirement for a CUP. Once annexed into the City, the East Beamer Way Campus facility will be subject to the Industrial zoning requirements.

Shelter Size

Per section 17.152.040(B), the ordinance proposes to permit shelters of 30 beds or less by-right. Shelters over 30 beds may be considered with a conditional use permit. A maximum limit has not been identified. Current code requirements allow consideration for shelters of up to 40 beds.

Parking

Consistent with state requirements, parking shall be sufficient to accommodate all staff working at the emergency shelter, provided the standards do not require more parking than for other residential or commercial uses within the zone. Parking shall be provided in the ratio of one (1) space for each

staff member. (Staff members may include paid employees, volunteers, and needed service providers). Parking shall be off-street and on-site pursuant to provisions in Section 17.152.040(C)

Size and location of Interior and Exterior Client Waiting and Intake.

The existing ordinance criteria provided in Section 17.152.040(E) shall remain unchanged and states that emergency shelters shall provide 10 square feet of interior waiting and client intake space per bed. In addition, there shall be two offices or cubicles for shelters with fewer than 20 beds. For every additional bed, there shall be an additional 0.1 office, rounded up. At least 25% of the offices, rounded up, will be private. Waiting and intake areas may be used for other purposes as needed during operations of the shelter. New recommended provisions provide for the following:

- At least one enclosed or screened waiting area must be provided within the premises for clients and prospective clients to ensure that public sidewalks or private walkways are not blocked or used as queuing or waiting area.
- Any exterior waiting area shall provide consideration for shade, seating, and cover for rain.

On-Site Management and Safety.

Section 17.152.040(F) of the City's emergency shelter ordinance, as amended, provides the on-site management and safety requirements for all shelter types that can be imposed. Section 17.153.040(I) in the ordinance includes specific requirements for overnight shelter management. As previously noted, management requirements must be objective. Staff have consulted with the City Attorney's office and HCD guidance documents to help to determine on-site management provisions.

Low Barrier Navigation Center Standards.

In the case of specifically qualified shelters that are LBNCs, specific exceptions are provided to reduce the barriers for clients' entry to the facility. Section 17.152.040(K)(5)(b) provides a listing of criteria that may not be used to limit entry including, the presence of partners, pets, the storage of possessions, or the need for privacy.

Planning Commission Review

At their regularly scheduled meeting, the five attending members of the Planning Commission discussed the proposed ordinance update and approved the Ordinance. The Commission voted to recommend approval of the ordinance amendments but expressed that they would like their comments provided to the City Council.

- Why are emergency shelters being permitted in primarily lower income areas?

Pursuant to state legislation, emergency shelters shall be considered a by-right use in mixed-use or non-residential zones that allow multi-family as a by-right use. The zoning update is implementing the state requirement.

- What occurs if multi-family residential is a discretionary use in a mixed-use zone?

In those zones where multi-family residential is allowed through discretionary permit review, with either a Zoning Administrator Permit or Conditional Use Permit, LBNC's may either be precluded or allowed with a discretionary permit. However, pursuant to SB 330, the City may not downzone a residential use or zone, which would be the case if a previously permitted by-right use were changed to a discretionary use.

- Concern regarding continued mandates and mixed goals from the state. The City created mixed use zones to facilitate a range of development, including allowing multi-family residential as a permitted use to help facilitate infill housing development. Now this zoning is affected by other requirements, including LBNC legislation.

Previous state legislation (SB 35, SB 330) emphasized facilitating infill housing utilizing a streamlined

review with multi-family residential allowed as a by-right use subject to objective standards. Corridor mixed use zones were established in the General Plan and city-zoning standards were updated to accomplish that goal. The City has seen increased infill development since the passage of new requirements. As mentioned before, it is unlikely that there will be significant increase in shelter development due to the significant funding and operational needs to support these facilities.

- Other cities, like Sacramento, are experiencing requests for tents or RV camping sites for the homeless. Is this something that could happen in Woodland?
The proposed ordinance requires that emergency shelters must meet the development standards of the zone. The City's current and proposed amendments do not permit group camping sites.
- Can the length of time in the shelter be limited to 6 months?
The definition of emergency shelter states that occupancy is limited to six months.
- Why use the term emergency shelter rather than homeless shelter?
The state explicitly uses the term emergency shelter as a means of describing a wide range of types of facilities. The definition included in the ordinance specifically states that "Emergency shelters do not include evacuation shelters during emergencies".

The Planning Commission also expressed that perhaps it could be beneficial in the future to coordinate with the State and/or County regarding properties that may be available to use for housing or shelters.

Public Notice

The City gave public notice of the public hearing for the proposed ordinance by publishing a display ad in a newspaper of general circulation of a City Council public hearing at which the ordinance will be considered. The agenda was posted 72 hours before the meeting and copies of the report were available for review by February 17, 2023 at City Hall and on the City's website. Public notice of the Planning Commission meeting was also provided as a display ad in a newspaper of general circulation 10 days prior to the hearing date.

Environmental Review

This Ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines because it has no potential for resulting in physical change in the environment, directly or indirectly, because the Ordinance will maintain current levels of development that are similar to permitted residential uses. The City Council further finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this Ordinance is nonetheless exempt from the requirements of CEQA, in that the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The City Council therefore directs that a Notice of Exemption be filed with the County Clerk of the County of Yolo in accordance with CEQA Guidelines.

Conclusion:

Staff recommends that the City Council:

- 1.) Hold a public hearing;
- 2.) Waive the first reading and introduce by title only an ordinance amending Section 17.152 of Chapter 17 of the Municipal Code relating to emergency shelters to allow emergency shelters in the Corridor Mixed Use zones as a by-right use and as a conditionally allowed use in Industrial zones, and
- 3.) Determine the ordinance to be exempt from CEQA.

Prepared by: Cindy Norris, Principal Planner

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

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

Ken Hiatt
City Manager

Attachments:

1. Att 1 CC Ord for Emergency Shelters and Low Barrier Navigation Centers
2. Att A- Amended Section 17.152 Text - Emergency Shelters
3. Att B IZO Amended Comprehensive Use Table (Exhibit C to IZO)
4. Att C 17.16.020 Table 1—Amended Permitted Uses
5. Att 5 Emergency Shelter Analysis CMU 1.12.23docx
6. 2.21.23 PPT Emg Shelter

ORDINANCE NO.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND TO UPDATE ZONING REQUIREMENTS TO ENSURE
CONSISTENCY WITH STATE HOUSING REQUIREMENTS
REGARDING EMERGENCY SHELTERS, INCLUDING ALLOWING
EMERGENCY SHELTERS AND LOW BARRIER NAVIGATION
CENTERS AS A BY-RIGHT USE IN MIXED USE ZONES (CMU) AND AS
A CONDITIONALLY ALLOWED USE IN THE INDUSTRIAL ZONE (I).**

WHEREAS, the 2019 Yolo County Homeless count identified 238 homeless individuals and in 2022 267 homeless individuals were identified. The City of Woodland has permitted and developed 100 emergency shelter beds at the East Beamer Way emergency shelter, leaving a remaining unmet need for 167 shelter beds; and

WHEREAS, Government Code Section 65583 requires all cities and counties in California to allow emergency shelters by-right in one or more zones that provide appropriate access to health care, transportation, retail, employment, and social services, and has capacity to meet the City's unmet shelter need for 167 beds; and

WHEREAS, previously the City had complied with the by-right requirement of Government Code Section 65583 by permitting emergency shelters by-right in zones C and E of the East Street Corridor. However, when the Interim Zoning Ordinance was adopted replacing the East Street Plan, the by-right allowance for emergency shelters was removed; and

WHEREAS, the City of Woodland has demonstrated that the Corridor Mixed Use zones are appropriate for emergency shelters and that there is adequate land available and capacity to accommodate the city's unmet emergency shelter needs. Corridor Mixed Use (CMU) zones include: Corridor Mixed Use East Street (CMU-E), Corridor Mixed use East Street/ Light Industrial Flex (CMU-E/LIF); Corridor Mixed Use West Main (CMU-WM) and corridor Mixed Use Kentucky (CMU-K); and

WHEREAS, the City proposes to allow emergency shelters to be located in the Industrial (I) zone with a conditional use permit; and

WHEREAS, the City has conducted a sites analysis to evaluate potential vacant sites available in the CMU zones in which there is 29 potential vacant sites with a possible 36.21 acres. At 30 beds per site results in a possible 870 beds which exceeds the unmet shelter need of 167 beds. It is also noted that emergency shelters may also occupy existing buildings in these zones; and

WHEREAS, the sites identified in the CMU zones allow multi-family residential as a permitted use, are located along major transportation corridors within one mile of a transit stop, are near existing retail, social services, health care, employment opportunities, and are not located near any environmental hazards; and

WHEREAS, Assembly Bill 101 passed in 2019, Article 12 is added to Chapter 3 of Division 1 of Title 7 of the California Government Code requires that Low Barrier Navigation

Center development be a by-right use in mixed-use zones and non-residential zones permitting multi-family uses, if meeting specified criteria.

WHEREAS, staff and the City Attorney prepared the proposed ordinance, including the proposed language and terminology, and any additional information and documents deemed necessary for the City Council to take action; and

WHEREAS, the City gave public notice of the public hearing for the proposed ordinance by publishing a display ad in a newspaper of general circulation of a Planning Commission public hearing at which the ordinance would be considered; and

WHEREAS, on February 2, 2023 the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the proposed ordinance and recommended approval by a unanimous vote of the attending Commission Members (5-Ayes, 0-Noes, 2-Absent).

WHEREAS, the City gave public notice of the public hearing for the proposed ordinance by publishing in a newspaper of general circulation of a City Council public hearing at which the ordinance would be considered; and

WHEREAS, on February 21, 2023 the City Council held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the proposed ordinance and recommended approval of the proposed Ordinance amendments.

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

Section 1. Adoption of this Ordinance will ensure the City's compliance with Government Code Sections 65660, 65662, and 65583 regarding zoning for emergency shelters and Low Barrier Navigation Centers. Adoption of this Ordinance hereby amends the Municipal Code pursuant to the following attachments: proposed text amendments to Section 17.152 (Attachment A); Comprehensive Use Table Exhibit B in the Interim Zoning Ordinance (Attachment B); and the Land Use Table 1 in the Zoning Code. (Attachment C).

Section 2. Based on the entire record before the City Council, and all written and oral evidence presented, the City Council hereby finds that the proposed ordinance amendments are consistent with the City's adopted General Plan as the purpose of the proposed ordinance is to comply with the amended provisions of Government Code. The proposed ordinance does not otherwise conflict with any of the General Plan's goals or policies.

Section 3. The City Council hereby finds and determines that the recitals set forth above are hereby adopted and incorporated herein as a portion of the City Council's findings in support of the adoption of this Ordinance

Section 4. This Ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines because it has no potential for resulting in physical change in the environment, directly or indirectly because the Ordinance will

maintain current levels of development. The City Council further finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this Ordinance is nonetheless exempt from the requirements of CEQA, in that the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The City Council therefore directs that a Notice of Exemption be filed with the County Clerk of the County of Yolo in accordance with CEQA Guidelines.

Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

Section 8. The City Clerk shall certify to the passage of this Ordinance and cause the same or a summary thereof to be published within fifteen (15) days after adoption in a newspaper of general circulation, printed and published in Woodland, California.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on 21st day of February, 2023, by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

Vicky Fernandez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

Amendments to the existing zoning Chapter 17.152

17.152 Emergency Shelters, Daytime Service Facilities and Low Barrier Navigation Centers.

17.152.010 Purpose.

This chapter establishes use and development regulations for emergency shelter facilities in accordance with State law and the City's adopted housing element. In accordance with State law, local communities have a responsibility to provide adequate sites for emergency shelters that serve homeless individuals and families. The goal of emergency shelters is to address acute needs of individuals and families by providing basic residential facilities and may include programs that help residents find available social services. Consistent with the findings of the State Legislature, the City recognizes the need for, and the benefit of, temporary housing and services for homeless persons and families. This chapter is intended to allow for the development of emergency shelter facilities in specific zoning districts, subject to development and operational standards that minimize potential adverse impacts on nearby properties and the community as a whole. (Prior code § 25-32-10)

17.152.020 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meaning respectively ascribed to them in this section:

"Daytime Service Facility" means a place or building in which less than 24-hour per day non-medical care and supervision are provided including the provision of services to meet basic needs and connection to services to assist with housing, counseling, medical care and other needs.

"Emergency shelter" means any facility whose primary purpose is to provide temporary shelter housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay. Emergency shelter shall include other interventions, including, but not limited to, a navigation center, bridge housing, and respite or recuperative facilities. Emergency shelters do not include evacuation shelters during emergencies.

"Homeless person" means:

1. People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided if they were in shelter or a place not meant for human habitation before entering the institution.
2. People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing.
3. Families with children or unaccompanied youth who are unstably housed and likely to continue in that state.
4. People who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening situations related to violence; have no other residence; and lack the resources or support networks to obtain other permanent housing. (Prior code § 25-32-20).

"Low Barrier Navigation Center" means a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living

facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing

17.152.030 Location of emergency shelters.

~~A. ——— Emergency shelters are permitted by right in Areas C and E of the East Street Corridor Specific Planning (ESCSP) area as a permitted use without a conditional use or other discretionary permit. Emergency shelters are permitted with a conditional use permit in the multiple-family (R-M) zone. Emergency shelters shall not be located within 300 feet of an existing emergency shelter facility, measured from the closest point on each property line. (Prior code § 25-32-30).~~

Emergency shelters shall be located a minimum of 300 feet apart from one another. Programs may have multiple buildings on the same parcel.

17.152.40 Standards.

Emergency shelters, **Daytime Service Facilities, and Low Barrier Navigation Centers** shall comply with the standards of this section.

A. Property Development Standards. Emergency shelters shall conform to all property development standards of the zoning district in which it is located except as modified by these development standards.

1. **The design of the shelter shall comply with the design standards of the base district.**

2. **Shelter facilities shall comply with all other State and local laws, rules, and regulations that apply including building and fire codes and shall be subject to inspection prior to commencement of operation.**

B. Maximum Number of Persons/Beds. The maximum number of beds permitted shall be based on the carrying capacity of the property, up to a maximum of ~~340~~ pursuant to fire/building code capacity. **Facilities over 30 beds or clients may be considered with a Conditional Use Permit. New emergency shelters in the Industrial (I) zone may be considered with a Conditional Use Permit. Any pre-existing emergency shelter that was approved and or constructed prior to the adoption of this ordinance (date), shall be considered an allowed use. However, should the existing shelter propose a modification or expansion, a conditional use permit will be required.**

C. Minimum Off-Street Parking Requirements. **Parking shall be sufficient to accommodate all staff working at the emergency shelter, provided the standards do not require more parking than for other residential or commercial uses within the zone. At minimum, parking shall be provided in the ratio of one (1) space for each staff member. (Staff member may include paid employees, volunteers, and needed service providers) Parking shall be off-street and on-site.** Emergency shelters shall provide one parking space for each employee or volunteer on duty when the shelter is fully open to clients, plus one parking space for every family sheltered and 0.35 parking spaces for each non-family bed. The Community Development Director may grant modifications to parking requirements per Section 17.116.050(I).

D. Bicycle Parking. The shelter shall provide bicycle parking per Section 17.116.050(B).

E. Size and Location of Exterior and Interior On-Site Waiting and Client Intake Areas. Emergency shelters shall provide 10 square feet of interior waiting and client intake space per bed. In addition, there shall be two offices or cubicles for shelters with fewer than 20 beds. For every additional bed, there shall be an additional 0.1 office, rounded up. At least 25% of the offices, rounded up, shall be private. Waiting and intake areas may be used for other purposes as needed during operations of the shelter.

1. At least one enclosed or screened waiting area must be provided within the premises for clients and prospective clients to ensure that public sidewalks or private walkways are not blocked or used as queuing or waiting area.

2. Any exterior waiting area shall provide consideration for shade, seating, and cover for rain.

F. Provisions of On-Site Management and Safety.

1. On-site management shall be present at all times that the emergency shelter is in operation.

2. The Facility shall have on-site security during all hours when the shelter is in operation.

3. Facilities shall provide secure areas for personal property, which shall be screened from public view.

4. Service providers shall establish standards for responding to emergencies and incidents expelling clients from the facility. Re-admittance policies for clients who have previously been expelled from the facility shall also be established.

5. Service providers shall maintain up-to-date information and referral sheets to give clients and other persons who cannot be served by the establishment.

6. Service providers shall establish affirmative measures to discourage loitering at the facility and surrounding properties.

7. Service providers shall provide the City with 24/7 contact information for an individual with the authority to address operational or emergency issues. Staff must be on hand and clearly identifiable in the event that response is needed by Public Safety personnel.

8. Staff members shall be clearly identifiable to the public, clients and emergency personnel through the use of badges, uniforms, or other identifying measures.

9. Prior to the operation of the emergency shelter and annually thereafter, the shelter shall prepare and file a management plan with the Community Development Department that discusses operational rules and standards, including, but not limited to, standards governing client supervision, client services, food services, and maintenance of surrounding property, **and outline all security measures to be taken on site.** The plan shall also include a floor plan that demonstrates compliance with the physical standards required by this chapter.

G. Length of Client Stay. Temporary shelter shall be available to residents for no more than six months **(180 days)** in any consecutive 12-month period.

H. Lighting. Adequate external lighting shall be provided on **pedestrian pathways and parking lot areas** for security purposes. The lighting shall be stationary, directed away from adjacent properties and public rights-of-way, and of intensity compatible with the neighborhood.

I. **Overnight Service Facilities. In addition to the Standards in subsections A through H above, all emergency shelters and facilities that provide overnight service are also subject to the following:**

1. **Hours of Operation. A curfew no later than 10:00pm shall be established and strictly enforced. Clients shall not be admitted after curfew, with exceptions allowed for client work schedules, special event attendance, and after hours' admittance of clients by organizations or public officials.**

2. **Screening. Any outdoor storage, including but not limited to items brought on-site by clients for overnight stays, shall be screened from public view in accordance with the requirements of the zone in which the facility is located. All structures and fences shall be consistent with the standards of this code.**

3. **On-Site Management. The following are considerations for overnight emergency shelter management:**

a. **A minimum of one staff member shall be awake and on-duty, plus one additional staff or volunteer, on-premises when the facility is open. Facility staff shall be trained in operating procedures and safety plans. The facility shall not employ persons who are required to register as a sex registrant under Penal Code Section 290.**

c. **Service providers will continuously monitor waiting areas to inform prospective clients whether they can be served within a reasonable time. If they cannot be served by the provider because of time or resource constraints, staff shall make information available to the client of alternative programs and locations where they may seek similar service.**

e. **Service providers shall address when, where, and how often food services, laundry facilities, and access to transportation will be provided to clients.**

~~Required Common Facilities. The shelter shall provide central cooking and dining room(s) and laundry facilities adequate for the maximum number of residents.~~

J. **Optional** Required Common Facilities. The shelter may provide one or more of the following specific common facilities for the exclusive use of the residents and staff:

1. Recreation room.
2. Counseling center.
3. Child care facilities.

4. Other support services.

K. **Low Barrier Navigation Centers. A Low Barrier Navigation Center (LBNC) is a use allowed by right in areas zoned for mixed use and non-residential zones permitting multi-family uses, if it meets the following requirements. Applicants applying for consideration as a LBNC shall provide documentation verifying qualification for the designation.**

1. **Connected Services. It offers services to connect people to permanent housing through a services plan that identifies services staffing.**
2. **Coordinated Entry System. It is linked to a coordinated entry system, so that staff in the interim facility or staff who co-locate in the facility may conduct assessments and provide services to connect people to permanent housing. "Coordinated entry system" means a centralized or coordinated assessment system developed pursuant to Section 576.400(d) or Section 578.7(a)(8), as applicable, of Title 24 of the Code of Federal Regulations, as those sections read on January 1, 2020, and any related requirements, designed to coordinate program participant intake, assessment, and referrals.**
3. **Code Compliant. It complies with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.**
4. **Homeless Management Information System. It has a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System, as defined by Section 578.3 of Title 24 of the Code of Federal Regulations.**
5. In addition to the standards in Subsections 17.152.40 A-H above, that apply to all emergency shelters, facilities that are qualified as Low Barrier Navigation Centers are also subject to the following:
 - a. In accordance with California Government Code Section 65943, action on an application shall be taken within sixty (60) days of a complete application being filed.
 - b. As a low barrier facility, the following shall not present barriers to entry to a facility:
 - i. The presence of partners if it is not a population specific site, such as for survivors of domestic violence or sexual assault, women, or youth.
 - ii. Pets. (Applies to small animals (dog/cat) that are manageable and do not pose a public safety hazard) to clients, staff, or other public).
 - iii. The storage of possessions.
 - iv. Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms.

~~Nondiscretionary Design Review. In addition to nondiscretionary design standards required for other housing in the zone, emergency shelters shall meet the following requirements:~~

- ~~1. Emergency shelters shall have a designated outdoor smoking area not visible from the street.~~

2.—Emergency shelters shall not provide outdoor public telephones or space for outdoor congregating in front of the building or visible from the street.

3.—Shelters shall provide a trash and recycle enclosure that is consistent with the City's trash and recycle enclosure specifications.

4. The design of the shelter shall comply with the City's community design standards. (Prior code § 25-32-40)

EXHIBIT B - COMPREHENSIVE USE TABLE - SUMMARY OF ALLOWED LAND USES AND PERMIT REQUIREMENTS

Adopted May 1, 2018 (Rev April 7, 2020, Nov 2022)(Proposed 2.2.23)

Zoning District											
LAND USE	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	Comments
	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	P = Permitted A = Zoning Administrator Permit C = Conditional Use Permit “-“ = Not Permitted L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions. *See the Industrial Use Table 3 of the Zoning Ordinance for permitted, conditionally permitted or prohibited uses. This table supplements or clarifies Table 3. If a cell is blank, see Table 3 for reference..
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
RESIDENTIAL											
Single Family											
Detached	L1	L1	-	-	L1	-	-	-	-	-	
Attached	L1	L1	-	-	L1	-	-	-	-	-	
Duplex	L1	-	-	-	L1	-	-	-	-	-	
Multi-Unit Dwelling (3 units and over)	P	P L2	P	P L2	-	-	-	-	-	P L36	Non-residential use may occupy up to 1/3 of the square footage as long as residential use is 2/3 of the sq ft.
Adult Family Day Care											
Small (6 clients or less)	P	A	P	A	-	-	-	C	-	L 36	
Large (7-12 clients)	P	A	P	A	-	-	-	C	-	L 36	
Family Day Care											
Small (up to 8 children)	P	-	-	-	-	-	-	-	-	P	Subject to State Review
Large (7-14 children)	C	C L2	C	-	-	-	-	-	-	C	Subject to State Review
Residential Care Facility (24 Hour)											
General (6 or more clients)	C	C	C	C	-	-	-	-	-	L 36	
Limited (up to 6 clients)	P	P	P	C	-	-	-	-	-	P L 36	
Supportive Housing (No limit on stay)	L30	L2 L30	L30	L2, L30	L 30	L 30	L 30	C L 30	-	L 30	
Transitional Housing (Temporary)	L30	L2 L30	L30	L2, L30	L 30	L 30	L 30	C L 30	-	L 30	
COMMERCIAL											
Adult Business	-	-	-	-	-	-	-	L7	-	-	Section 17.104.170
Ambulance Service	P	P	P	P	P	P	P	P	-	-	
Animal Sales and Services											
Boarding Kennel	-	C	-	-	C	-	-	A	A	-	
Grooming	A	A	A	A	P	P	P	A	A	-	
Retail Sales (Pet Shop Supplies)	P	P	P	-	P	P	-	-	-	L36	
Veterinary Services	A	A	A	A	P	P	P	A	-	-	
Automobile Sales and Services											
Alternative Fuels and Recharging Facility	A L28	A L28	A L28	-	A L28	A L28	A L28	A L28		-	
Automobile Rental Office	P L15	P L15	P L15	-	P L15	P L15	A L14	A L14	-	-	
Auto/Vehicle Sales & Leasing, New and Used, autos, RV, motorcycles	A L17, L17a	A L17	A L17, L17a	A L17 L17a	A L17 L17a	P L17 L17a	PL17a	A L17	-	-	No Standalone used car lots
Auto/Vehicle Sales Showroom (only)	P	A	P	A	P	P	P	A		-	No open lots and service areas must be fully enclosed
Automobile/Vehicle Repair, Minor	P L 10 L14	P L10 L14	P L10 L14	P L10 L14	A L10 L14	C L14	A L14	P L14		-	No overnight parking of vehicles

	Zoning District										
LAND USE	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	Comments
	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	P = Permitted A = Zoning Administrator Permit C = Conditional Use Permit “-“ = Not Permitted L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions. *See the Industrial Use Table 3 of the Zoning Ordinance for permitted, conditionally permitted or prohibited uses. This table supplements or clarifies Table 3. If a cell is blank, see Table 3 for reference..
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
Automobile/ Vehicle Repair, Major	C L14	C L14	-	C L14	-	-	C L14	C L14		-	Screening; Minimize noise, light, vibration impacts if adjacent to residential
Auto/Vehicle Washing (Full Service)	A L8 L11	-	-	-	C L8	C L8	C L8			-	Circulation, design, screening Circulation, screening, noise
Auto/Vehicle Washing (Self Service)	-	A L8 L11	A L8 L11	A L8 L11	C L8 L11	A L8	A L8	P L8		-	
Service Stations		C	C	-	C	C	C	C		-	
Automobile/Recreational Vehicle (RV) Storage Lot	-	-	-	-	-	-	A L14 L14a	A L14 L 14a		-	Must be screened from view and accessory to an existing active business
Farm/Agricultural Equipment Sales, Service & Leasing	A L14	A L14	A L14	A L28	A L14	A L14	A L14	A L28		-	
Large Vehicle and Equipment Sales, Service and Rental	-	-	-	C L 28	-	-	C L 14	C		-	
Tire Retreading and Recapping	-	-	-	-	-	-	-	C L14		-	
Banks and Institutions	P	P	P	-	P	L12	L12	-		A	
With Drive-Through Service	C	C	C	-	C	C	-	-	-	-	
Check Cashing & Alternative Lenders	A L35	A L35	A L35	-	A L35	-	-	-	-	-	
Business and Communication Services	P	P	P	P	P	L12	-	L3		L36	
Commercial Parking Facilities	C	C	C	C	C	C	C	A		-	Circulation, design, screening Circulation, screening, compatibility in Light Industrial Flex Overlay Zones
Commercial Entertainment and Recreation											
Hookah Bar/Smoking Lounge	-	-	C L32	-	-	C L32	C L32	-	-	-	
Small Scale Facility	P	P	P	P	P	P	P	A	-	-	Noise circulation, hours, security, compatibility Circulation, compatibility in Light Industrial Flex Overlay Zones
Large Scale Facility	A	C	A	A	A	P	P	A		-	Circulation, compatibility in Light Industrial Flex Overlay Zones
Eating & Drinking Establishments											
Bar/Night Club/ Lounge/	C L4	C L4	C L4	C L4	C L4	C L4	C L4	C L4	-	-	See Section 17.104.160 Alcoholic beverage establishments
Micro-brewery/Wine-bar/Brewpub	A	A	A	A	A	A	A	C	-	-	See Section 25-21-70 Alcoholic beverage establishments Odor, noise, transport traffic
Restaurant, Full Service	P	P	P	P	P	P	P	A	-	-	See Section 17.104.160 Alcoholic beverage establishments Circulation, access, compatibility in Light Industrial Flex Overlay Zones
Restaurant, Limited Counter Service/ Fast Food	PL18	P L 18	P L18	P	P L18	P	P	P	P	A L36	Circulation, access, compatibility in Light Industrial Flex Overlay Zones
Restaurant with Drive-Thru Service	-	-	-	-	-	C L21	C L21	-	-	-	Shall be considered only in limited circumstances with review of

	Zoning District										
LAND USE	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	Comments
	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	<i>P = Permitted</i> <i>A = Zoning Administrator Permit</i> <i>C = Conditional Use Permit</i> <i>“-” = Not Permitted</i> <i>L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions.</i>
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
											overconcentration, proximity to schools, housing, and impact on healthy lifestyle choices.
Tasting Room	P	P	P	P	P	P	P	P	A	A	
Food and Beverage Sales											
Convenience Market	P L9	P L9	P L9	P L9	P L9	P L9	P L9	L9	A L9	-	Section 17.104.160
Farmers Market	A	-	A	-	A	A	A	-		A L 36	
General Market	P	P	P	P L20	P	P	P L20	P L20	-	P L36	
Healthy Food Grocer	P	P	P	P L20	P	P	P	-	-	P L 36	
Liquor Store		C	C	-	C	C	C	-	-	-	Section 17.104.160
Funeral Homes and Internment	P	P	-	P	P	-	A	A	-	-	
Crematorium	-	-	-	-	-	-	-	-	C L 37	-	Shall meet AQMD and CAP requirements
Live-Work	P	P	P	A L22	P	-	A L22	C		L 36	
Maintenance and Repair Services	P L28	P L28	P L 28	P L28	P L28	P L28	P L28	PL28		-	
Mixed-Use	P L33	P L33	P L33	P L33	P L33	P L33	P L33	P L33	C L33	-	Consistent with uses that are otherwise allowed in the District
Offices, Business and Professional											
Administrative and Professional Offices	P L5	P L5	P	P L5	P	P L12	P L5	P L3		P L 36	
Medical/ Dental Offices	P	P	P	A	P	P L12	A	-		-	
Walk-in Clientele	P	P	P	P L20	P			P L20		-	
Personal Services											
Fortune Telling Service	P	P	P	P L20	P	P L12	P L20	L18		-	
General Personal Services	P	P	P	P L20	P	P L12	P L20	L18		P L 36	
Instructional Services	P	P	P	P L20	P	P L12	P L20	L18		P L 36	
Massage Establishment	L34	L34	L34	-	L34	L19 L34	-	-		P L 34, L 36	Sections 5.20.10 & 5.04.040 considered same as a beauty salon with a license.
Health/Fitness Facility	P	P	P	A	P	P	C	C		P L 36	
Beauty/Salon/Spa	P	P	P	P	P	P L12	P L3	-		P L36	
Tattoo or Body Modification Parlor	A	-	A	-	A	C	-	-		-	
Regional Shopping Center	-	-	-	-	-	C	C	-		-	
Retail Sales											
Artisan Shop, with limited crafting	P L14	P	P	P	P	P	P			P L 36	
Building Materials, Sales and Service	A L14	A L14	A L14	A L 14	A L14		A L14	A L14		-	
Consignment/Secondhand store	P	P	P	-	P	P	-	-		P L 36	Chapter 5.24
Firearm Sales and Servicing	A L35	A L35	A L35	A L35	A L35	A L35	A L35	-		-	Must be accessory use to a larger sporting goods or similar type of retailer
Flea Market/Swap Meet	C						C	-		-	

	Zoning District										
LAND USE	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	Comments
	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	P = Permitted A = Zoning Administrator Permit C = Conditional Use Permit “-“ = Not Permitted L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions. <i>*See the Industrial Use Table 3 of the Zoning Ordinance for permitted, conditionally permitted or prohibited uses. This table supplements or clarifies Table 3. If a cell is blank, see Table 3 for reference..</i>
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
General Drive-Thru Service	-	-	-	-	C	C	-	-		-	
General Retail Sales (small 25,000 sf or less)	P	P	P	P	P	P	P L20	P L18		P L 36	
General Retail Sales(Large over 25,000 59,999 sf)	P	P	P	-	P	P	P	-		-	
Large Format Retail (over 60,000 sf)					A L11	P L11	A L11			-	
Nursery and Garden Center	A L14	A L 14	P L14	P L14	P L14	A L14	P L14	P L14		-	
Pawn Shop	A	A	A	A	-	-	-	-		-	Chapter 5.24
Smoke Shop			A L32		A L32	A L32	-	-		-	
Visitor Accommodations											
Bed and Breakfast	A	-	A	-	-	-	-	-		A L36	
Homestay	C	C	-	-	-	-	-	-		-	
Hotel and Motel	A	-	A	-	A	A	A	-		-	
RV Park.	-	-	-	C	-	-	-	-		-	
Short-Term rental	C	-	C	-	-	-	--	-		-	
INSTITUTIONAL, PUBLIC/SEMI-PUBLIC, AND COMMUNITY FACILITIES											
College and Trade School	P	P	P	A	P	P	-	-		A L 36	
Community & Religious Assembly	A	A	A	A	A	A	-	-		A L 36	
Community Garden	A	A	-	A	-	-	-	A		A L 36	
Cultural Facility	P L3 L10	P L3 L10	P L3 L10	P L3 L10	P L10	P	P	A		A L 36	
Day Care Center	C	C L2	A	C	A	A	C	C		C L 36	
Emergency Shelter	C P L39	C P L39 L2	- P L39	- P L39	-	-	A	C	C	-	Section 17.152.10
Government Buildings	P	P	P	-	P	P	P	P		L 36	
Civic Health Care Facility	-	C	-	C	C	C	C	C		-	
Hospitals	C	C L2	C	-	C	C	-	-		-	
Medical or Dental Clinics	A	A L2	A	C	A	A	A	-		-	
Skilled Nursing /Assisted Living	A	A L2	A	C	A	A	C	-		A	
Social Service Center	C	A L2	-	C	C	-	C	C		-	
INDUSTRIAL											
Artisan/Small-scale Manufacturing	P L3 L14	P L3 L14	-	P L14	-	-	P L14	P L14		-	
Agricultural Production, Light	-	-	-	A L14	-	A L14	A L14	A L14		-	
Artists Studio	P L14	P L14	P L14	P L14	P 14	-	P L14	P		P L36	
Brewery/Distillery	-	-	-	-	-	C	C	C		-	
Food Preparation/Commercial Kitchen	P L14	P L14	A L14	A L14	P L14	A L14	P L14	P L14		-	
Dry Cleaning/Laundry bulk scale (not personal)	-	-	-	-	-	-	A	P		-	
Heavy Industrial	-	-	-	-	-	-	-	-	A	-	
Light Industrial	A L14	A L 14	-	P L14	-	A L28	P L28	P		-	

Zoning District											
LAND USE	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	Comments
	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	P = Permitted A = Zoning Administrator Permit C = Conditional Use Permit “-“ = Not Permitted L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions.
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	*See the Industrial Use Table 3 of the Zoning Ordinance for permitted, conditionally permitted or prohibited uses. This table supplements or clarifies Table 3. If a cell is blank, see Table 3 for reference..
With limited outdoor processing or storage of materials, or the processing and manufacturing of Hemp CBD.	-	A L14 L11	-	A L14	-	-	A L14 L11	A L14 L11		-	
Medium Industrial	-	-	-	-	-	-	A L14 L11	A L14 L11		-	
With limited outdoor processing or storage of materials	-	-	-	-	-	-	A L14 L11	A L14 L11		-	
Recycling Facilities											
Collection Facilities	-	-	-	L6	L6	L6	L6	L6		-	
Processing Facilities	-	-	-	-	-	-	-	C			
Research and Development	A L3	P L3	P L3	P	L3	-	A L14	P, L14	P	-	Must be fully screened, subject to Fire and Building Safety Codes
Salvage, Vehicle Impound, and Tow Yard	-	-	-	-	-	-	-	-	C L 14, L 14a	-	Outdoor storage may only be considered as an accessory use to an active on-site business and must be fully screened from public view
Wrecking, Scrap, Junkyard	-	-	-	-	-	-	-	-	-		
Specialty Food Processing	-	-	-	P L29	A L14, L 29	A, L14, L29	P, L14, L29	P, L14,L29	P L29	-	
Storage Yard	-	-	-	A L14_L14a	-	-	C, L14L14a	A, L14 L14a	A L14, L 14a	-	A storage yard may only be considered as an accessory use to an active on-site business and fully screened from public view. A stand-alone storage lot is not permitted
Warehouse, Storage and Distribution										-	
Indoor Warehousing and Distribution, Limited (< 5,000 SF)	A L14 L25	A L14 L25	-	P L14 L25	A L14 L25	-	P L14	P L14	P L14	-	
Indoor Warehousing and Distribution, General (> 5,000 SF)	-	-	-	A L14 L25	-	-	P L14	P L14	P L14	-	
Personal/Self Storage (Mini-storage)	-		-	-	C L13 L27	-	-	- L27	-	-	
Personal Self Storage (Warehouse)	-	-	-	-		-		- L 27	-	-	
Chemical Mineral Storage	-	-	-	-	-	-	-	-	C	-	
Wholesale Nursery and Garden Center	-	A	-	A	-	-	P	P		-	
TRANSPORTATION, COMMUNICATIONS, AND UTILITIES											
Communication Facilities											
Antennas and Transmission Towers	L16	L16	L16	L16	L16	L16	L16	L16		L 16	See Sections 17.104.180 Wireless Facilities Ordinance
Equipment within Buildings	L16	L16	L16	L16	L16	L16	L16	L16			
Transportation Facilities											
Transportation Passenger Facility	C	C	-	-	-	-	C	C		-	
Park-and-ride facility	-	A	-	P	P	P	P	P		-	
Utilities, Minor	P	P	P	-	P	P	-	-		-	

	Zoning District											
LAND USE	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	Comments	
	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	P = Permitted A = Zoning Administrator Permit C = Conditional Use Permit “-“ = Not Permitted L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions. *See the Industrial Use Table 3 of the Zoning Ordinance for permitted, conditionally permitted or prohibited uses. This table supplements or clarifies Table 3. If a cell is blank, see Table 3 for reference..	
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR		
TEMPORARY OR OTHER USES												
Ancillary Uses	Permitted if principal use is permitted; requires a use permit if principal use requires a use permit										See Section 17.104.020	
Temporary Uses	Requires Zoning Administrator approval										See Section 17.60.040	
COMMERCIAL CANNABIS USES												
Manufacturing: both volatile and non-volatile (limited to manufacturing for wholesale, distribution for resale); Retail (on-site) sales prohibited	-	-	-	-	-	-	-	C	C	-	Sections 17.110.60 and 5.28	
Testing, Research and Development: Retail (on-site) sales prohibited.	-	-	-	-	-	-	-	C	C	-	Sections 17.110 and 5.28	
Distribution: Retail (on-site) sales prohibited	-	-	-	-	-	-	-	C	C	-	Sections 17.110 and 5.28	
Retailers Storefront: (Dispensaries):	C- L38	C- L38	C- L38	C- L38	C- L38	-	C- L38	-	-	-	- A storefront retail use may include delivery - Distribution as an accessory use may be allowed Section 17.110	
Retailers (Delivery only) Prohibited												
Indoor Commercial Cultivation: prohibited	-	-	-	-	-	-	-	-	-	-		
Outdoor Cultivation: prohibited	-	-	-	-	-	-	-	-	-	-		
Indoor Personal Cultivation	L31	L31	L31	L31	-	-	-	-	-	-		

SPECIAL LIMITATIONS:
L1 May be allowed with a Zoning Administrator use permit
L2 Residential or other similar sensitive uses may be considered on the south side of Kentucky Avenue, but on the north side these uses may only be allowed with an approved Specific Plan.
L3 A Zoning Administrator Permit is required for more than 2,000 sq. ft.
L4 Cannot be located within 500 feet of a school or park.
L5 Over 10,000 square feet, may be approved with a Zoning Administrator Permit.
L6 Allowed on a shopping center site as an accessory use within an enclosed structure, which may be portable.
L7 Only allowed on the rear half of a lot and not within 500 feet of a school or public park, must be located more than 750 feet from any following zones: OS, R-1, R-2, NP, or RM, must be more than 1,000 feet from any other adult book store or adult motion picture theater, and a conditional use permit is required. Refer to Section 17.104.170
L8 Only allowed as an accessory use to a gas station or car dealership, typically on the same parcel. Drive through lane and wash stall area shall be screened from public view.
L9 Not allowed under 5,000 square feet in the RC,RC/LIF, CMU, CC districts, and only if associated with a service station. No hard alcohol sales may be allowed if associated with a service station.
L10 Shall be designed to minimize noise, light, glare, vibration, and other nuisance concerns. Where adjacent to a residential district shall require a Zoning Administrator Permit.
L11 A conditional use permit required if site is abutting a residential zone.
L12 – Up to 10% of the total square footage of shops within a regional commercial center may consist of ancillary office spaces that support other uses. Limit does not apply to stand alone, professional office buildings.
L13 – Requires a master plan in which 50% shall be commercial or uses other than mini-storage and all necessary access and utility easements and improvements are identified and installed as necessary to ensure adequate service to the site and master plan areas; mini-storage portions shall be set back from a street frontage and no closer than 300- feet from an arterial , buildings shall be a minimum of two stories where adjacent to freeway or major arterial to screen views; buildings shall exhibit exemplary architectural design, and facilitate a lively and vibrant street/active street frontage. The project shall incorporate conservation and sustainability features to achieve net zero energy use, shall provide a lighting and security plan, and shall demonstrate measurable community benefit in a manner agreed upon by the City and memorialized in a documented agreement.

L14 - All materials stored outside must be fully screened from view from any rights of way and below fence height. If outdoor storage of materials or equipment is adjacent to a residential district a conditional use permit is required. Any work bay area shall be screened from public view.

L14a – Outdoor storage may only be allowed in conjunction with an existing active business located and operated within a building and active business license. The storage or truck parking area must be an accessory use to the existing business. A single use outdoor storage or truck parking lot is not permitted.

L15 – On-site rental car parking is limited to the minimum needed for immediate customer pick up only, no on site storage of cars.

L16 - Subject to Section 17.104.180, Wireless Facilities Ordinance

L17 – Auto sales in an open lot may be considered as an accessory use to a retail showroom and service area, or as part of a complete dealership complex. Site access, internal vehicle circulation, auto-display, and landscaping are subject to review. No surface parking lot or outdoor display area solely intended for the sale of new or used cars and not accessory to an indoor showroom is allowed as a primary use on a site

L17a- Used car sales must be associated with a new car dealership, except for large format used car dealerships (as example Carmax). A single use used car sale lot is not permitted.

L18 – In the Industrial areas small-scale establishments serving local businesses are allowed. The proximity of fast food uses within 1/2 mile of schools, youth facilities or residential uses shall be evaluated for overconcentration. The General Plan emphasized “dining” and “slow food: establishments.

L19 -.**Reserved**

L20 - Zoning Administrator permit is required for more than 3,000 sq. ft.

L21 - Drive through fast food may not be allowed within 1/2 mile of a school, evaluate the extent of overconcentration of existing or proposed fast food restaurants and drive through fast food within 1,000 feet of the proposed location, minimize the siting of unhealthy land uses, and evaluate the impact to the City’s GHG emissions. See Section 3.06

L22 - Only allowed as a secondary use occupying less than one-third of the floor area in a multi-tenant building.

L23 - Allowed within a shopping center on in an Industrial zone on the site of a recycling processing facility and must be within an enclosed structure, which may be portable.

L24 - Only allowed as an accessory use with a service station with a Zoning Administrator permit.

L25 - Only allowed on the rear half of a lot in order to ensure that the street frontage is activated.

L26 –Tasting room is permitted as an ancillary use to an existing active business. If it is a stand-alone business it is considered a micro-brewery/wine bar/brew pub.

L27 New mini-storage is not permitted, except the expansion of a previously approved and constructed mini-storage facility subject to a Conditional Use Permit. The new buildings shall be a minimum of two-stories in height. The project shall incorporate conservation and sustainability features to achieve net zero energy use; shall provide a security and lighting plan; and shall demonstrate measurable community benefit in a manner agreed upon by the City and memorialized in a documented agreement.

L28 - Outdoor storage may be allowed as an ancillary use on the same parcel as the primary business with a Zoning Administrator Permit. All outdoor storage must be fully screened from view from any public rights-of-way and below fence height. All work areas, work bays shall be screened from public view.

L29 Agricultural Production may be allowed as an accessory or ancillary use to a primary use, as example, for research, testing or demonstration purposes with a Zoning Administrator Permit

L 30 Transitional and supportive housing shall be considered a residential use and only subject to those restrictions that apply to other residential uses of the same type in the same zone.

L31 provides that any person within the City of Woodland may cultivate cannabis inside of any residence or enclosed and secure secondary structure that meets certain requirements specified in the ordinance, consistent with state law that permits indoor cultivation of cannabis for medical and non-medical purposes

L32 Smoke shops, tobacco stores, hooka/smoking lounge shall not be located within 1000 feet, measured property line to property line, from a school (public or private), family day care home, child care facility, youth center, community center, recreational facility, park, church or religious institution, hospital, or other similar uses where children regularly gather.

L33 – Mixed uses are allowed, consistent with the manner in which the individual uses are otherwise allowed in the District. The review required will be dependent upon the most restricted use intended for the development.

L34 - Permitted with a license per Municipal Code Section **5.20.010** or with a Conditional Use Permit

L35 – May not be located within 500 feet of a school, shall hold and maintain all applicable licenses and permits with the State Department of Justice, exterior areas shall be well lit and include video surveillance. Advertising and signage on clear windows and doors shall be placed so that law enforcement have personnel have a clear and unobstructed view of the interior.

L 36 – Non-residential uses may occupy up to 1/3 of the square footage of the building/buildings, as long as residential use occupies 2/3 of the building (s) square footage. Nonresidential uses that may be considered are those listed as P/A in the Comprehensive Use Table

L 37 – A Crematorium shall provide adequate analysis to verify that the use meets all AQMD standards, meets the City’s Climate Action Plan goals and policies, and will not create harmful odor, particulate, or other environmental impacts to adjacent uses. No more than one crematorium facility shall be permitted.

L 38 – Subject to provisions contained in Section 17.110 and 5.28

L 39 – Emergency Shelters shall comply with requirements of Section 17.152. Maximum by-right shelter size is 30 beds or less.

Woodland, California Municipal Code

Title 17 ZONING

Chapter 17.16 RESIDENTIAL LAND USE TABLE

17.16.020 Table 1—Permitted uses.

To determine in which zone a specific use is allowed:

- A. Find the use in the left-hand column.
- B. Read across the table until either a “letter” or an “x” appears in one of the columns.
- C. If a letter appears this means that the use is allowed in the zone represented by that column, but only if certain conditions are complied with. The conditions applicable to that use are those corresponding to the letter listed in Section [17.16.030](#).
- D. If an “x” appears in a column the use is allowed in the zone represented by that column without being subject to any of the conditions listed in Section [17.16.030](#).
- E. If neither a “letter” nor an “x” appears in a column, the use is not allowed in the zone represented by that column.
- F. The Planning Commission shall interpret the appropriate zone for any land use not specifically listed in the table, based on a finding of consistency with the purpose of the zone and that the use is of the same general character as that of the uses permitted in that zone.
- G. Overlay zones are not included in table.

Table 1
Residential Land Uses

Uses	Zone												
	A-1	O-S	R-1	R-2	N-P	R-M	C-1	CBD	C-2		C-3	C-H	I
Accessory buildings including guesthouses and uses customarily appurtenant to a permitted use	x	x	x	x	x	x		m					
Accessory dwelling units			f	f	f	f							
Apartments and multiple-family dwellings					a	p		m	d		d		
Bed and breakfast inns					k			m	d		d	x	
Boarding and rooming houses					a	b		m	b				
Businesses and uses prohibited by State or Federal law													
Churches	d		d	d	d	d		m	d		d	d	
Day care centers			d	d	d	d	d	m	d		d	d	d
Duplexes			c	x	x	x		m	l		l		
Emergency shelter						d							d
Family day care homes/max of 14 children			x	x	x	x		x					
Family day care homes with more than 14 children			d	d	d	d							
Foster homes, residential care homes			b	b	b	b							
Deep lot developments				g	g								
Home occupations/cottage food operations	e		e	e	e	e		e					
Mobile homes on permanent foundations	h		h	h	h	h		h					
Mobile home parks	h		h	h	h	h							
Nursing and convalescent homes					a	d			d				
Public and private schools	d		d	d	d	d		m	d		d	d	d

Uses	Zone												
	A-1	O-S	R-1	R-2	N-P	R-M	C-1	CBD	C-2		C-3	C-H	I
Residence for a caretaker or watchman	i								i		i	i	i
Single-family dwellings	x		x	x	x	x		m	l		l		
Split lot duplexes			c	x	x	x		m	l		l		
Supportive housing	q	q	q	q	q	q	q	q			q	q	q
Temporary tract offices	j		j	j	j	j							
Transitional housing	q	q	q	q	q	q	q	q			q	q	q

(Prior code § 25-4-10)

17.16.030 Special conditions.

The following special conditions apply to those land uses indicated by corresponding letter in Table 1:

- a. Existing uses in N-P zone on December 6, 1979. These uses may be replaced with new structures containing the same number of, but no additional, dwelling units, rooms or beds than existed on December 6, 1979. Nursing and convalescent homes may be expanded or enlarged by conditional use permit.
- b. Conditional use permit required if for more than six guests or persons.
- c. Permitted on corner lots only. Each entrance must front on a separate street.
- d. Conditional use permit required.
- e. Accessory use, incidental to principal use; subject to Section [17.104.110](#), home occupations.
- f. Subject to Section [17.104.010](#).
- g. Conditional use permit subject to Section [17.104.080](#).

- h. Subject to Section [17.104.120](#).
- i. Residence must be located in the building of the use. If use is open storage that has no buildings a mobile home is permitted.
- j. Office must be converted to residences when sales activity ceases.
- k. Conditional use permit required. Only allowed in neighborhood preservation/transitional overlay zone (NP/T).
- l. Zoning administrator permit required.
- m. Refer to downtown specific plan and the Land Use Area Matrix contained in Section [17.68.050](#).
- n. Refer to East Street Corridor specific plan.
- o. Refer to East Street Corridor specific plan.
- p. Permitted use if in compliance with zoning requirements and community design standards, site plan and design review by the Planning Commission is required.
- q. Transitional and supportive housing shall be considered a residential use and only subject to those restrictions that apply to other residential uses of the same type in the same zone. (Prior code § 25-4-20)

Emergency Shelter Analysis

State housing element law (California Government Code Sections 65582, 65583, and 65589.5) requires local jurisdictions to identify a zone or zones where emergency shelters are allowed as a permitted use without a conditional use permit. The identified zone must have sufficient capacity to accommodate at least one emergency shelter and must be suitable (i.e., contain residential or compatible uses) for an emergency shelter, which is considered a residential use. The law also requires permit procedures and development and management standards for emergency shelters to be objective, encourage, and facilitate the development of emergency shelters.

Assembly Bill 139, (2019) revised State housing element law by requiring that emergency shelters only be required to provide sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone. In addition, Assembly Bill 101, (2019) requires that Low Barrier Navigation Centers be a by-right use in mixed-use zones and nonresidential zones permitting multifamily uses if it meets specified requirements. Most recently, AB 2339, passed in 2022, amends code sections to clarify definitions, locational requirements, and site capacity analysis requirements.

The zone used to satisfy the sites requirement shall be located near amenities and services that serve people experiencing homelessness, which may include; health care, retail, employment, and social services, and transportation, or that the local government will provide free transportation to services or offer services on site.

The City had previously complied with the by-right zoning requirement, by permitting shelters in zones C and E of the East Street Specific Plan. However, when the Interim Zoning Ordinance was adopted in 2018, repealing the East Street Specific Plan, the by-right zoning for emergency shelters was inadvertently removed. As a result, the city is required to conduct an analysis to identify zones where emergency shelters may be located in order to determine if the city provides adequate sites. Emergency shelters are currently listed as conditionally allowed in the residential RM district with a CUP. The analysis for by-right emergency shelters focuses on vacant land availability in the CMU districts. However, it is likely that shelters will seek to be located in existing facilities rather than build new.

Analysis of Zones and Capacity for By-Right Emergency Shelters:

Unmet Shelter Need

The City's unmet homeless shelter need is based upon the number of individuals identified during the annual Yolo County Homeless Count conducted by the Yolo County Homeless and Poverty Action Coalition. In 2018, there were 238 unhoused individuals counted. In February 2022, 267 homeless individuals were identified in Woodland and 746 countywide. The existing emergency homeless shelter at East Beamer Way provides 100 emergency shelter beds. This leaves a shortfall of 167 beds.

Zone Analysis for By-Right Emergency Shelter

To comply with State law, the City will need to amend the Zoning Ordinance to allow emergency shelters by-right in at least one zoning district. The Corridor Mixed Use (CMU) Zones have been identified as candidate zones for allowing emergency shelters by-right. State code already requires that Low Barrier Navigation Centers be allowed by right in the CMU districts, which allow multi-family residential as a by-right use.

The City's Corridor Mixed Use (CMU) development standards are appropriate to facilitate emergency shelters, and can be summarized as follows:

Corridor Mixed Use (CMU) Zone Standards

- **Minimum lot size:** None identified
- **Maximum lot coverage:** 60%-70%
- **Maximum height:** 3-5-floors
- **Minimum lot width:** None identified

Emergency Shelter Analysis

- **Setbacks:** 5-15-front; 0-side; street side-5 -15 feet; 0-rear
- **Walls:** 7 feet
- **Landscaping:** Min 8-foot front landscaping; one tree every 35 feet along the public right of way. 50% parking lot shading required. Six percent of the auto parking area to be landscaped.
- **Storage:** storage shall be contained within enclosed buildings. Outdoor storage must be screened.

The sites inventory must identify an adequate number of vacant sites to meet the shortfall. Recently approved legislation, AB 2339, added criteria to Government Code Section 665583(4) to state that site accommodation shall be evaluated using a requirement of 200 square feet per person. At 30 beds, with a minimum of 200 square feet per person, a minimum required site size is 6,000 square feet, or (0.13 of an acre). All of the sites meet that requirement. The smallest identified vacant site is 0.14 acres (6,098 square feet). At 200 square feet per person, a site this size could potentially accommodate 30 individuals.

The ordinance amendment proposes that in the CMU zones that shelters with 30 beds or less be allowed as a by-right use and that shelters over 30 beds be allowed for consideration with a conditional use permit (CUP). There are 29 sites in the CMU zones, totaling 36.21 acres, and varying in size from 0.14 to 5.6 acres. Assuming 30 beds per site provides for 870 beds, which is well over the shortfall need of 167 beds. In addition, it is noted that the analysis does not take into account the likely re-use of existing buildings. All sites in the CMU zones are served within a half-mile or less of a transit stop. As the County seat, there are multiple service agencies, hospitals, clinics, and other amenities readily available to serve homeless individuals. Where needed, an agency may provide transportation or on-site assistance.

TABLE 1: Corridor Mixed Use Capacity Analysis

Area and APN	Vacant sites	Address
Corridor Mixed Use (East)		
005-060-025	0.96	1021 Beamer
005-060-044	4.81	City Yard – Sutter St
005-124-010	0.70	East & Fifth s/o Beamer
063-060-006	3.02	D St s/o Lemen Ave
063-060-012	0.94	N/o Lemen Ave
063-071-015	2.46	B Street s/o Lemen Ave
063-076-001	0.52	1225 Armfield
066-021-028	1.52	1237 Oak Ave
005-680-010	10.8	1000 Kentucky
063-072-004	0.14	309 C Street
063-072-013	0.14	313 C Street
063-077-001	0.26	1211 Armfield
066-011-007	0.18	1242 E Main St
066-011-008	0.36	1244 E Main Street
066-111-029	0.49	845 East Street
	27.32	
Corridor Mixed Use (West)		
006-024-001	0.21	419 Grand Ave
006-025-003	0.21	116 Main St
064-170-050	0.15	W. Court St
065-280-023	0.48	California N/o W. Lincoln
065-280-043	0.23	Community Ln, S/o W. Main
065-280-067	0.29	448 California St
	1.57	
Corridor Mixed Use (Kentucky)		
005-720-025	0.63	22 Kentucky Ave
005-720-027	3.67	N. Cleveland s/o Kentucky
005-702-008	0.47	N. Walnut s/o Kentucky
005-703-010	0.17	300 Kentucky Ave

Emergency Shelter Analysis

005-703-013	0.24	326 N. Walnut
064-320-001	0.48	N. Ashley s/o W Kentucky
	5.66	
Corridor Mixed Use (East/LIF)		
063-090-031	0.67	25 East Street
063-101-002	1.01	1203 Commerce Ave
	1.68	
Total Corridor Mixed Use	36.21	

The Industrial (I) Zone is recommended as a zone where emergency shelters may be allowed with a conditional use permit. Table 2 shows 11 available sites within the I Zone totaling 290 acres. For 11 sites at 30 beds per site results in a minimum of 330 beds possible.

The sites identified in Table 2 below are all within one mile of a transit stop and along transportation corridors, are not located near any environmental hazards, and are located near potential jobs. The City's existing emergency shelter when annexed will be located in the Industrial Zone.

TABLE 2: Industrial Capacity Analysis

Industrial (I) Zone		
APN	Vacant Land (Acres)	Address
027-370-031-000	4.9	No Address
027-360-034-000	6.2	No Address
027-350-058-000	17.6	231 HANSON WAY
027-350-054-000	24.1	No Address
027-210-036-000	100.0	1791 E KENTUCKY AVE
027-210-035-000	50.0	No Address
027-210-034-000	15.1	No Address
027-210-037-000	17.8	No Address
027-210-038-000	24.4	No Address
027-210-039-000	15.1	No Address
027-210-040-000	15.1	No Address
TOTAL – 11 sites	290.3 acres	

Low Barrier Navigation Centers.

Assembly Bill 101 (2019) requires that Low Barrier Navigation Center (LBNC) development be a by-right use in mixed-use zones and non-residential zones permitting multi-family uses. Emergency shelters, including LBNCs will be permitted in all corridor mixed use districts (CMU) that allow residential multifamily. Most recently, AB 2339 (2022), amends state code sections to clarify the definition of emergency shelter. The updated definition of emergency shelter states that, “*emergency shelter*” shall include other interventions, including, but not limited to, a navigation center, bridge housing, and respite or recuperative care. The expanded definition incorporates LBNCs. Based on the sites analysis there is a total of 386 acres of land zoned Corridor Mixed Use in the City in which residential multi-family is a permitted use. Shelters may develop on not only on vacant land, but also through re-use of an existing facility, which may be the more economical option.

Existing Shelter Capacity

The City has facilitated the development of a multi-level assisted housing facility, called East Beamer Way Campus that includes emergency shelter as well as supportive housing and services. The site is located on City property in the Industrial General Plan land use district. The site is currently in Yolo County, but is in the process of being annexed into the City as Industrially zoned property. The project is being built in phases. Phase 1 was completed in December 2020, and provides a 100 bed emergency shelter. Phase 2, completed in 2022, includes a 61 bed permanent supportive housing facility to serve the homeless. Phase 3 includes Walters house, an approximately 60-72 bed on-site treatment facility, which is currently in review. To date the city has provided

Emergency Shelter Analysis

161 beds to house the homeless with additional capacity for approximately 60 additional beds underway at the East Beamer Way campus, resulting in 221 beds, of which 100 beds are currently considered emergency shelter housing.

Conclusion

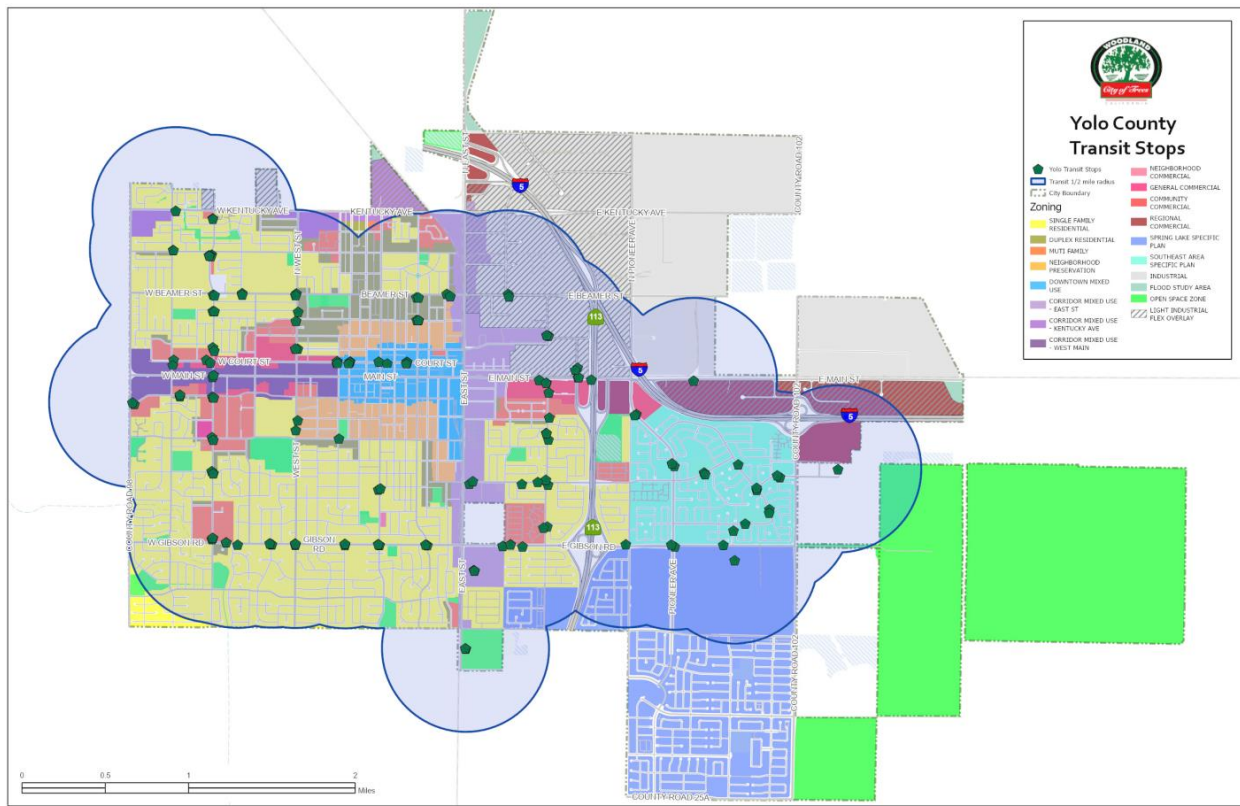
Housing Element Program A.14 calls for the City to amend the Zoning Code to allow for emergency shelters by right in one or more zones that provides appropriate access to transportation and other services and has capacity to meet the City's unmet shelter need for 167 emergency shelter beds.

In addition, recent legislation, (AB 2339-2022), requires the identification of one or more zoning designations that allow residential uses, including mixed uses or non-residential zones where multi-family is permitted, where emergency shelters are permitted as a by-right use pursuant to GCS 665583(4)(A). In addition, GCS 665583(4)(C) states that "emergency shelter" shall include other interim interventions including but not limited to, a navigation center, bridge housing, and respite or recuperative care.

Therefore, allowing emergency shelters, including Low Barrier Navigation Centers, in all corridor mixed use zones meets the requirements of GCS 665583(4)(A).

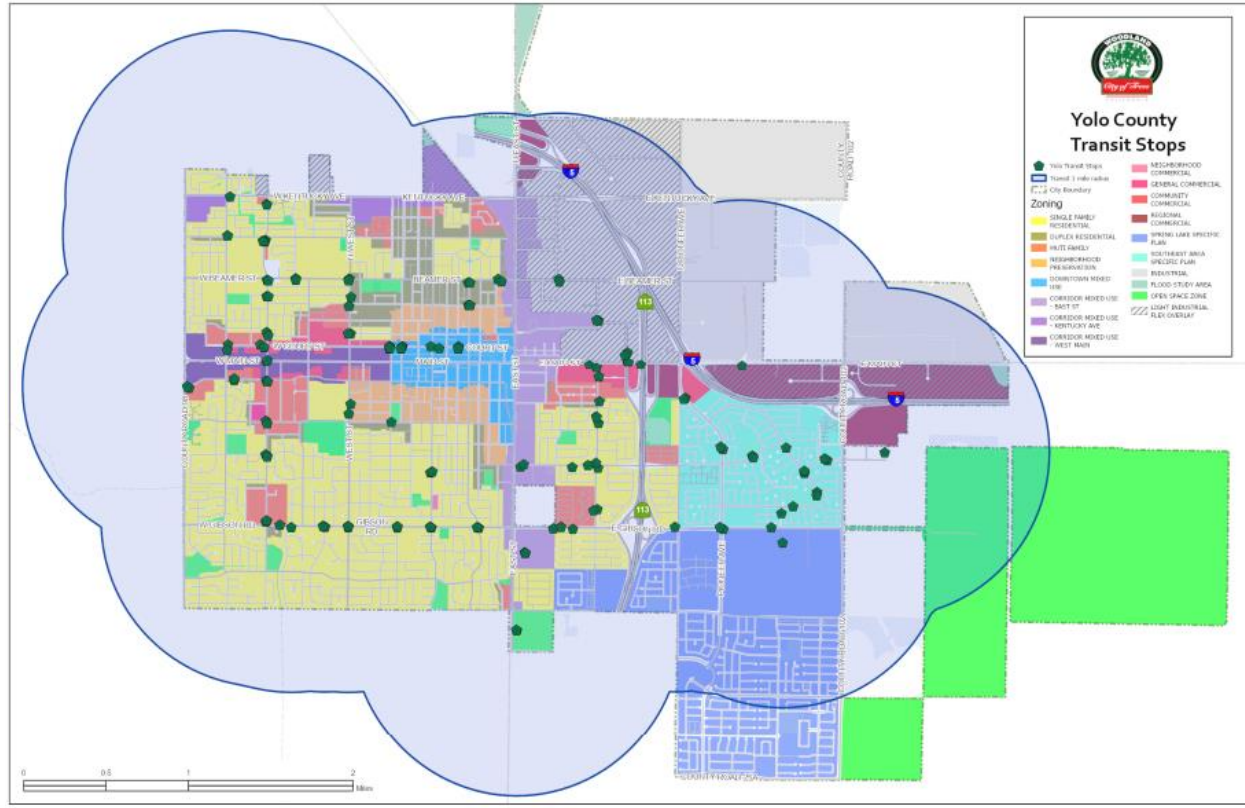
The proposed ordinance amendments provide objective standards that apply to all Emergency Shelters, Daytime Service Facilities, and Low Barrier Navigation Centers.

Yolo County Transit Stops with a ½ Mile Radius



Emergency Shelter Analysis

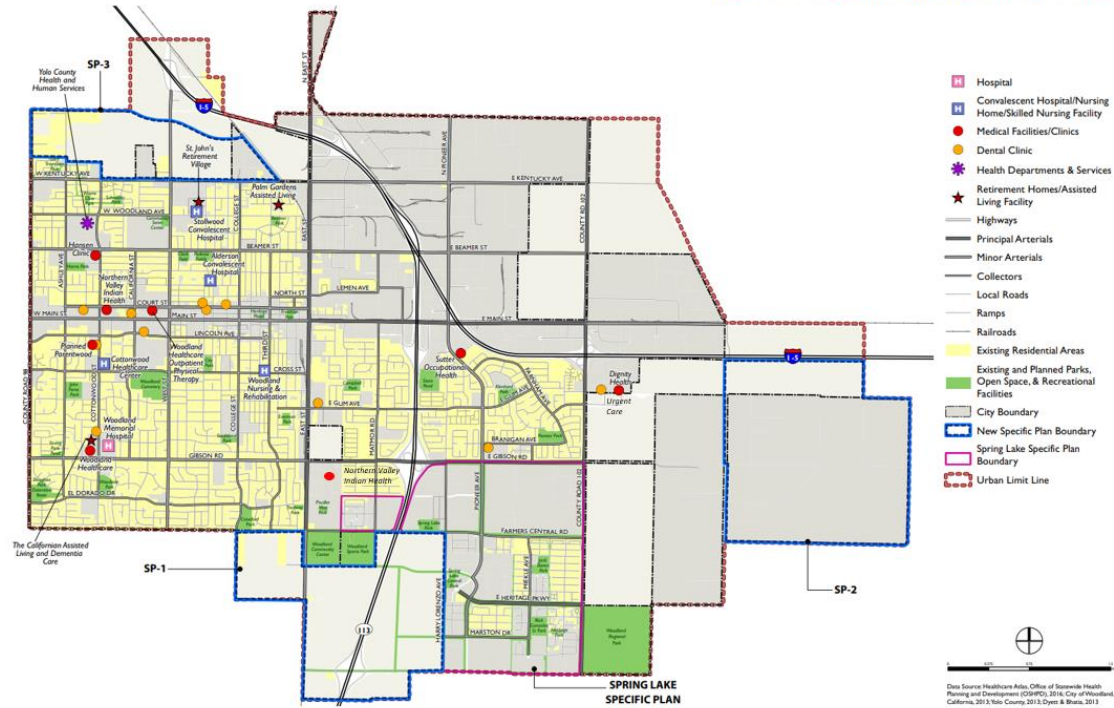
Yolo County Transit Stops with a 1 Mile Radius



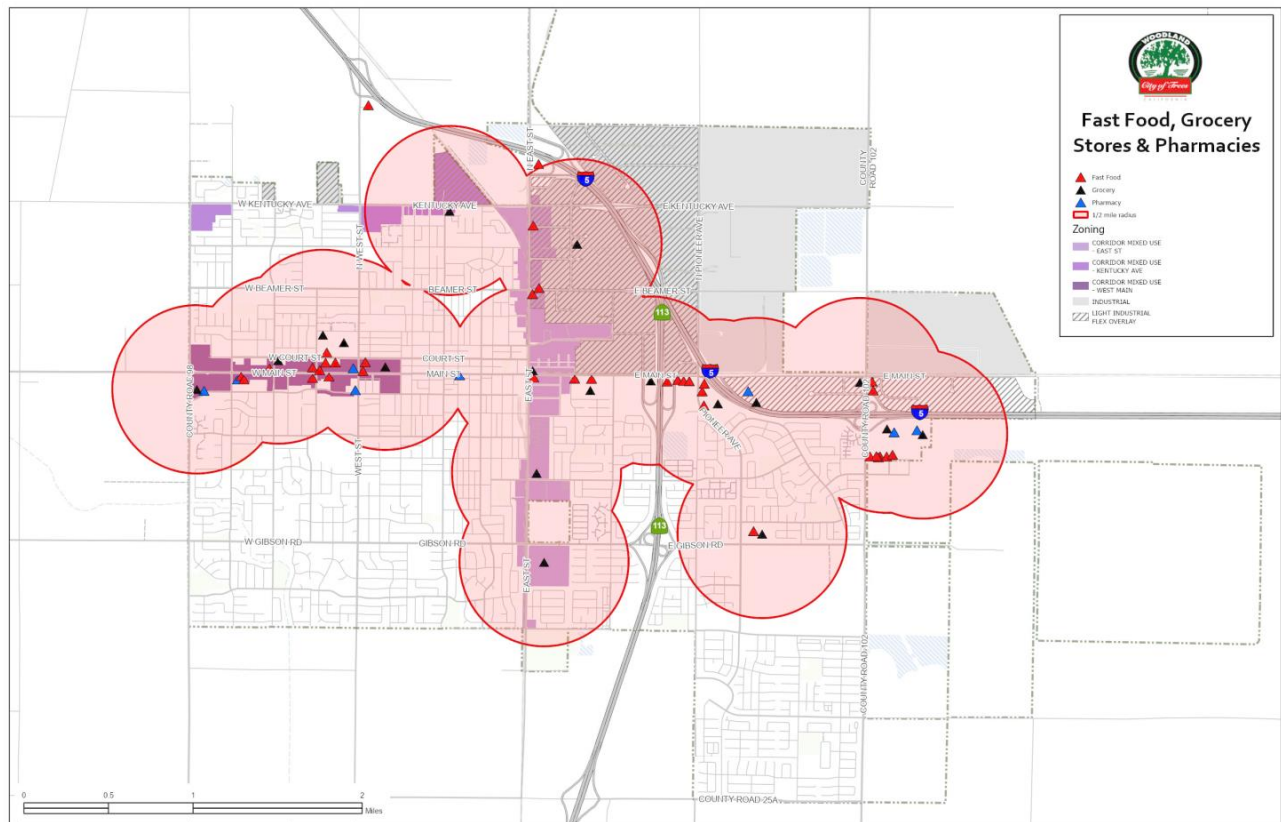
Emergency Shelter Analysis

Medical and Health Facilities and Services

FIGURE 6-1: MEDICAL AND HEALTH FACILITIES AND SERVICES



Food and Grocery Stores with ½ Mile Radius from Grocery Stores



Proposed Amendments Regarding Emergency Shelter Zoning Section 17.152 of the Municipal Code

**City Council
February 21, 2023**



Background

- City must update current zoning regulations to comply with state requirements. Section 17.152 of the WMC
- AB 101 and 139 (2019) – limited parking and required Low Barrier Navigation Centers to be a by-right use in mixed use zones
- AB 2339 (2022) – amended shelter definition, allowed locations, and clarified shelter capacity analysis.



State Directed Amendments

- Emergency shelters must be allowed in at least one zone that allows residential or similar uses, as a by-right use. (2007 updated in 2022)
- Low Barrier Navigation Centers shall be allowed as a by-right use in all mixed use zones, or non-residential zones permitting residential uses (2019)
- Development standards must be “objective”. (2019)
- City must provide an analysis of sites to show that there are adequate sites available to accommodate need. (2022 update)



Additional Requirements/ Clarifications

- Updated Emergency shelter definition to include navigation centers, and respite or recuperative care.
- Provided a formula to use in conducting a sites analysis; the number of people on a site is based on a minimum of 200 square feet per person.
- Required parking sufficient to accommodate all staff working at the shelter; provided the standards do not require more parking than for other residential or commercial uses in the zone.
- Required objective standards that are limited to shelter size, parking, client waiting and intake, and specific on-site management and safety considerations.



Shelter Count and Identified Need

- Annual Yolo County Homeless Count – February 2022
 - Identified 267 homeless individuals in Woodland.
- Existing 100 bed emergency homeless shelter – East Beamer Way
- Shortfall of 167 beds
- Based on sites analysis – approximately 870 potential beds on 29 sites, assuming 30 persons per facility.

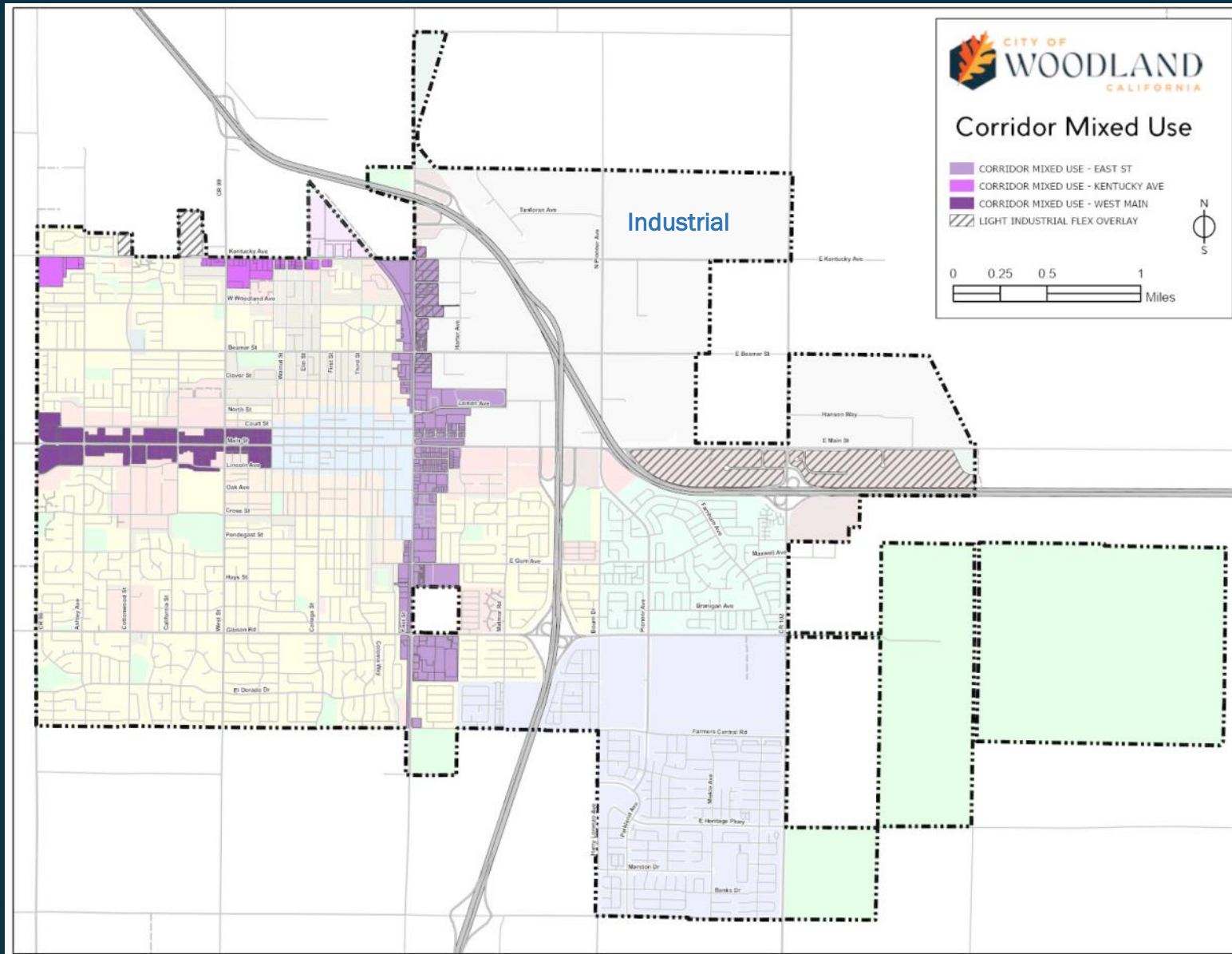


Proposed Zoning

- Allow emergency shelters as a by-right use in the Corridor Mixed Use Zones (CMU-East; CMU-West Main; CMU-Kentucky; and CMU-East/Light Industrial Flex)
- Allow emergency shelters as a conditionally allowed use in the Industrial Zone (I)
- Already a conditionally allowed use in the Residential Medium Density (RM) zone.



Corridor Mixed Use Zones



Proposed Zoning:

Allow emergency shelters as a by-right use in the Corridor Mixed Use Zones (CMU-East; CMU-West Main; CMU-Kentucky; and CMU-East/Light Industrial Flex)

Allow emergency shelters as a conditionally allowed use in the Industrial Zone (I)



Recommendation

- Waive first reading and introduce by title only an ordinance amending Section 17.152 of Chapter 17 of the Municipal Code relating to emergency shelters, to allow emergency shelters in Corridor Mixed Use and Industrial zones, and
- Determine the ordinance to be exempt from CEQA







TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: I.15
SUBJECT: Presentation by the Woodland Police Department on the 2024-2026 Strategic Planning Process

Recommendation for Action: Staff recommends that the City Council receive a presentation on the Woodland Police Department's 2024-2026 Strategic Planning process to include the steps in planning and proposed community engagement.

Staff Contact:

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

Background:

This Strategic Plan will be developed by various sworn and professional staff members who will research and create goals based on what is believed to be achievable over two years (2024-2026). However, the plan will remain fluid and will be updated as needed to meet our ever-changing demands. All department employees will be invited to take an internal survey evaluating their perceived importance in various identified areas.

Public input will be solicited during the development of this plan. Residents of Woodland, representing various demographic groups, will be asked to provide input into the focus areas. Two community surveys will be conducted in both English and Spanish between February 21, 2023, and March 31, 2023. One survey will focus specifically on youth interactions with the Woodland Police Department and the other solicits input from the whole community. These surveys will be presented with a broad focus on areas that have already been identified and will be asked to provide critical input and evaluate the importance of each item that was discussed. This will provide the Department members responsible for developing the Strategic Plan with an idea of what is most important to the community we serve. This input will then be incorporated into the research and development of ideas that will comprise each focus area.

A Strategic Planning Town Hall meeting will be led by Chief Derrek Kaff at the Woodland Police Department on Saturday, February 25, 2023, starting at 10:00 am. All community members and business owners are invited to attend.

Conclusion:

Staff recommends that the City Council receive a presentation on the Woodland Police Department's 2024-2026 Strategic Planning process to include the steps in planning and proposed community engagement.

Prepared by: Trista Kennedy, Executive Assistant

Reviewed by: Derrek Kaff, Chief of Police



Ken Hiatt
City Manager

Attachments:

1. Strategic Plan PP for Council



WOODLAND POLICE DEPARTMENT STRATEGIC PLANNING FOR 2024-2026



2021-2023 STRATEGIC PLAN



- 1. PROMOTE A SAFE COMMUNITY BY REDUCING CRIME.**
- 2. IMPROVE TRAFFIC AND PEDESTRIAN SAFETY BY REDUCING INJURY TRAFFIC COLLISIONS.**
- 3. ENHANCE COMMUNICATIONS EXTERNALLY AND INTERNALLY.**
- 4. DEVELOPING OUR PERSONNEL TO SUCCEED.**



COMMUNITY SURVEYS



COMMUNITY SURVEY



ENCUESTA
COMUNITARIA



YOUTH SURVEY



ENCUESTA DE
JÓVENES

FEBRUARY 21ST - MARCH 31ST



STRATEGIC PLAN SURVEY

TAKE SURVEY



<https://cityofwoodland.org/1322/WPD-Strategic-Plan>

WOODLAND POLICE DEPARTMENT STRATEGIC PLANNING TOWNHALL MEETING

SATURDAY, FEBRUARY 25. 2023
10:00 AM

WOODLAND POLICE DEPARTMENT
COMMUNITY ROOM
1000 LINCOLN AVE.
WOODLAND, CA 95695



WE WANT TO LISTEN TO THE COMMUNITY AND HEAR
WHAT YOU BELIEVE OUR FOCUS SHOULD BE FOR THE
NEXT TWO YEARS (2024-2026).





Questions?



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 21, 2023
ITEM #: I.16
SUBJECT: Main Street Reinvestment

Staff Recommendation: Staff recommends the City Council receive a report on the various public and private projects in progress near Main Street.

Staff contacts:

Erika Bumgardner, Principal Planner, (530) 661-5886 - erika.bumgardner@cityofwoodland.org
Spencer Bowen, Communications and Strategic Policy Manager, (530) 661-5808 - spencer.bowen@cityofwoodland.org

Background:

Main Street, from County Road 98 on the West to County Road 103 on the East, is the backbone of Woodland's roadway network and hosts a range of commercial, residential, and civic uses. This nearly 5-mile stretch of a former state-owned highway route was relinquished back to the City in 1984 with the completion of Interstate 5 freeway through Woodland. Over the years, intermittent periods of economic investment have invigorated portions of Main Street. Today, as you travel up and down Main Street, you will observe public and/or private construction activity occurring on just about any section of this community arterial.

The current construction activity occurring along Main Street is largely a result of the City's ongoing commitment to promoting infill housing and economic development through intentional policy actions guided by the recently adopted General Plan. The Council has taken numerous steps since the General Plan's adoption to stimulate revitalization of Main Street and other primary commercial corridors like East Street and Kentucky Avenue. Specific actions include:

- Streamlining the project approval process, and permitting "by-right", new development with consistent adopted policies as standards.
- Creating more flexible zoning standards and lists of uses to conform to current business needs and reduce parking demands.
- Increasing allowed densities and floor area ratios to expand allowable building area, in turn making projects more financially viable.
- Modifying development impact fees to create categories for smaller / infill residential projects that are reflective of these projects' reduced impacts on city facilities.
- Making strategic investments to upgrade aging and/or inadequate roadways and utility infrastructure that supports new private investment while creating a more livable community.

Staff is preparing a presentation that will be part of the City Council meeting which will provide information on the various projects on Main Street and will summarize the significant public and private investment that has gone into these projects. This information will also be uploaded to the City's webpage following the meeting and will be available in an easily navigable, visually engaging format.

Conclusion:

Staff recommends the City Council receive a report on the various public and private projects in progress near Main Street.

Prepared by: Erika Bumgardner, Principal Planner
Spencer Bowen, Communications and Strategic Policy Manager

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

Ken Hiatt
City Manager

Attachments:

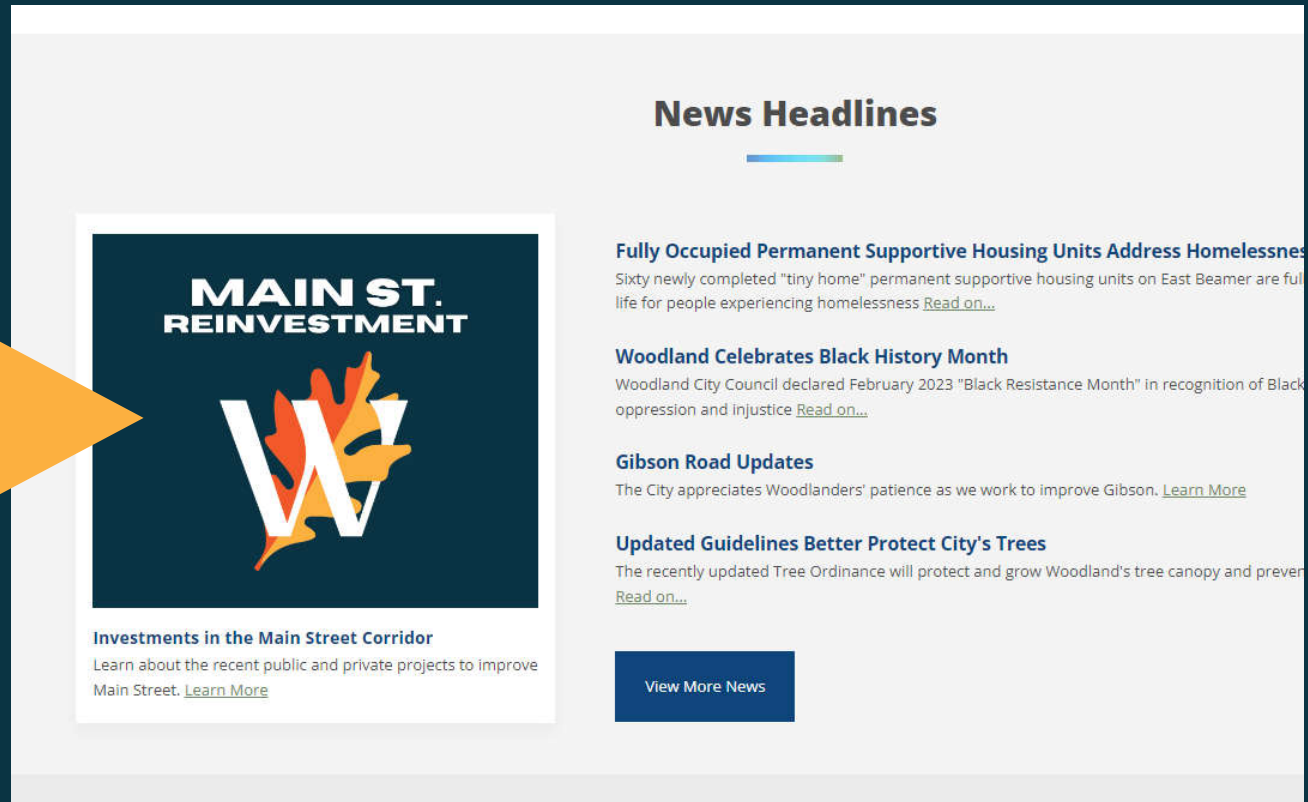
1. Main Street Projects Presentation for Council 02.21.23

MAIN STREET REINVESTMENT Development Projects Update



PHOTO CREDIT: VISITWOODLAND





bit.ly/woodlandmainstreet





MAIN STREET REINVESTMENT

...



PROJECT REND

Woodland Ford Dealership



Courtyard Marriott



Hilton Home2 Suites



PROJECT REND

Woodland Depot (7-11, La Quinta,...)



PROJECT REND

Staybridge Suites



PROJECT REND

Sprouts Main Street Marketplace



Pacific Coast Producers Upgrades



Bright People Foods



INTI

The Lab@AgStart



State Theater and Multiplex



PROJECT REND

Armfield & Lemen Avenue Neighborhood...



PROJECT REND

Berrettoni Development -...



PROJECT REND

Downtown Hotel



A

Downtown Suites



AF

Plaza Lofts



AF

Winne Fourplex



AF1

Cleveland Suites



Western Dental



PROJ. REND

Vista del Robles



Photo Credit: Jan Smith, Daily Site

West Main Street Improvements



Court Street Improvements



East Main Street Improvements



Downtown/West Main Street Complete Street...



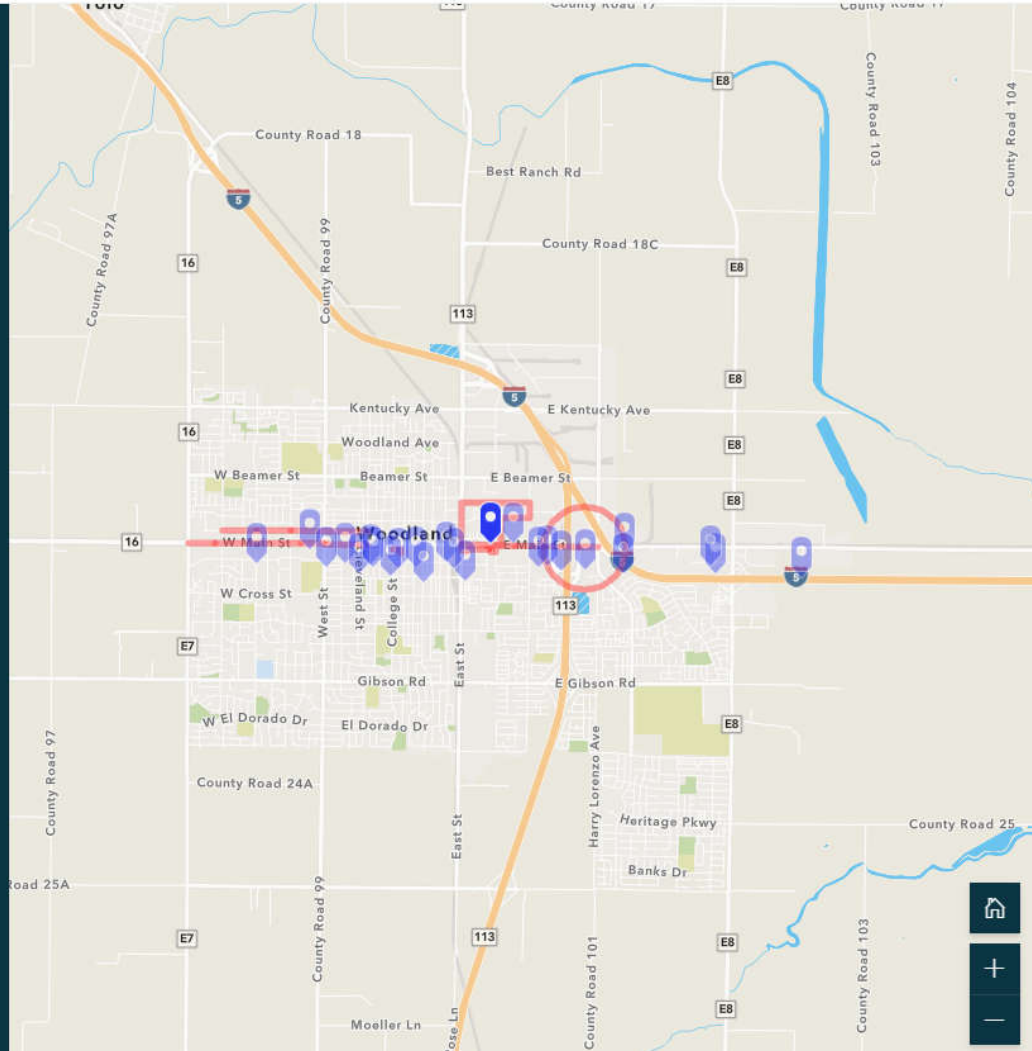
PROJ. REND

East Main Street Neighborhood...



AF1

Doggone Alley Infrastructure...



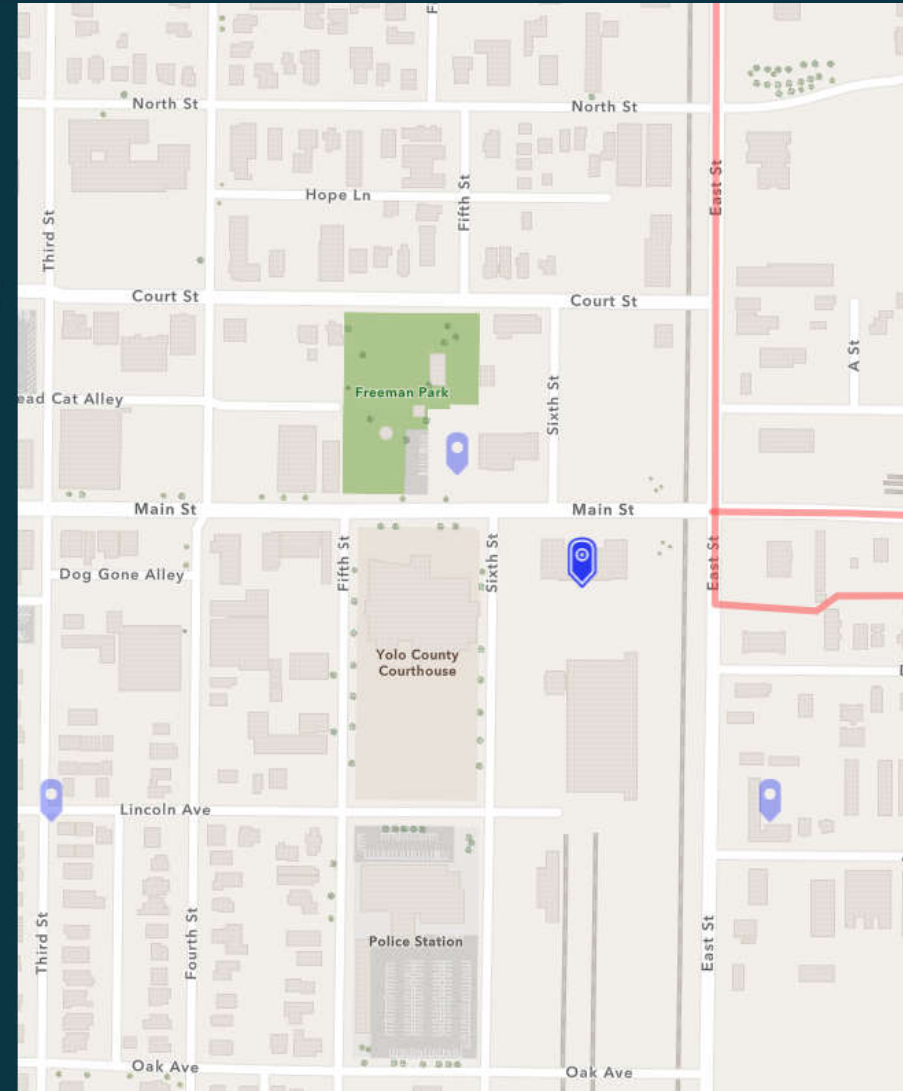


INTERIOR

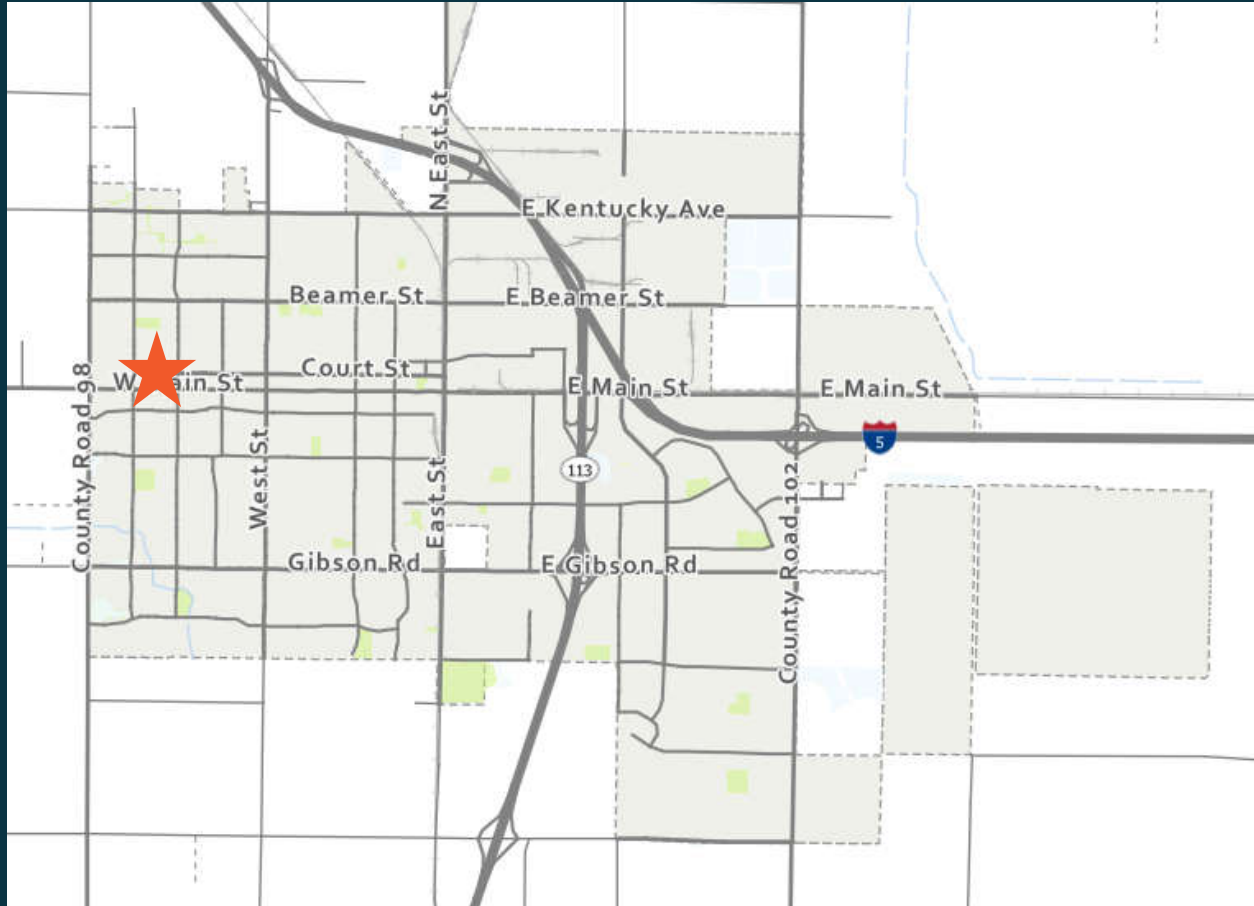
The Lab@AgStart

1100 Main Street

The Lab@AgStart incubator facility opened in May 2021 to significant demand. Within just five months, ten startup companies fully occupied the 26 available laboratory benches. While with The Lab@AgStart, these companies have made a significant positive impact in the region. They have strengthened the workforce by creating 24 new full-time professional jobs and 26 internships. Four of these companies have attracted a total of \$46 million in new private capital investment in our region, and three are expanding out of the Lab@AgStart space into their own

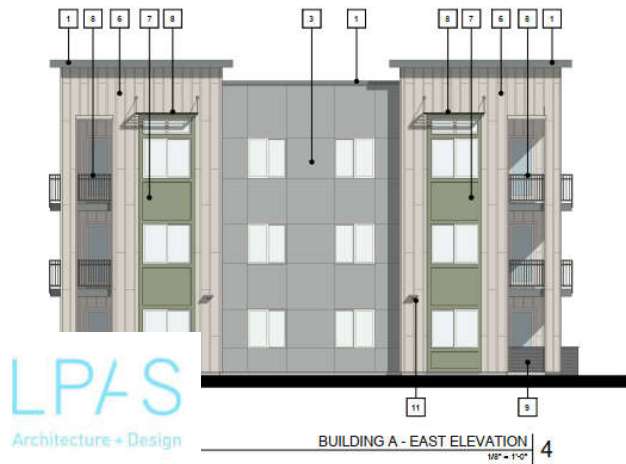


Vista del Robles: 310 W. Main Street

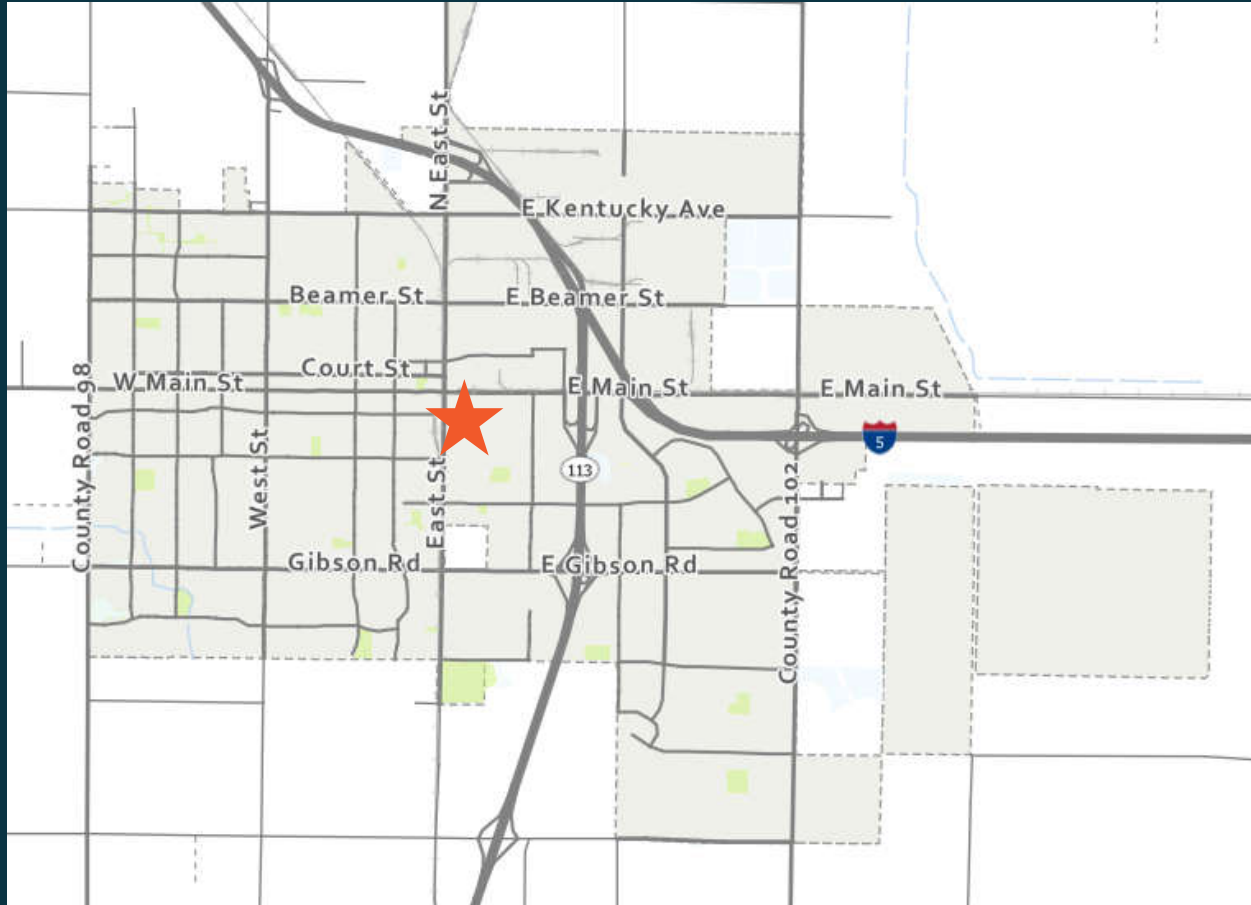


Vista del Robles





Berrettoni Residential Apartments: 565 East Street



Berrettoni Residential Apartments

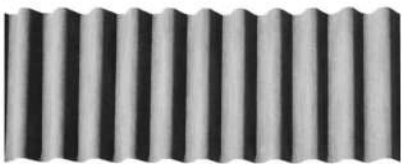


STUCCO



1. PAINTED COLOR

CORRUGATED METAL



2. SILVER COLOR

FIBER CEMENT BOARD AND BATTEN

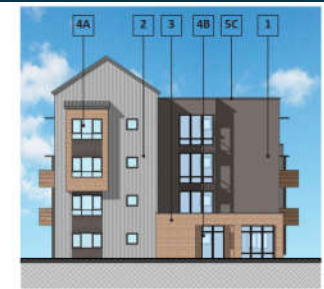
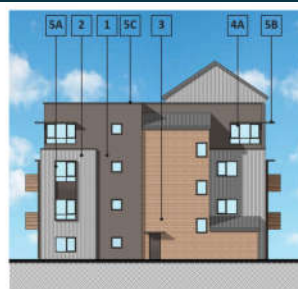


3. WOOD-TONE COLOR

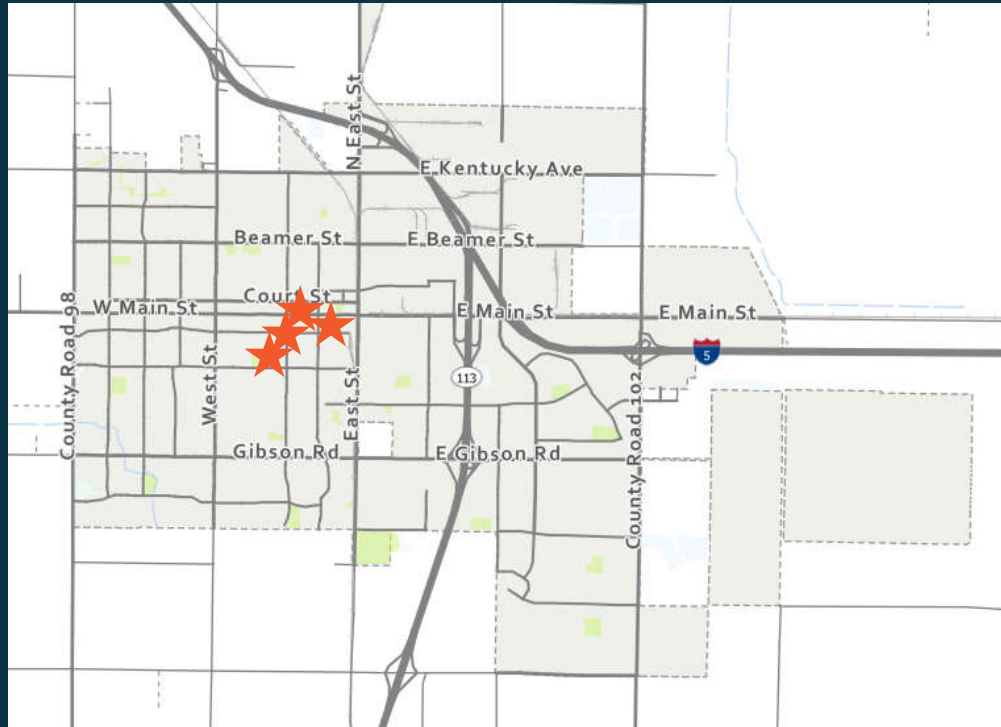


FROM EAST STREET





Downtown Suites: Third Street & Lincoln Avenue
Cleveland Suites: 421 Cleveland Street
Plaza Lofts: 702 Main Street
Winne Fourplex: 440 College Street



Downtown Suites

BEFORE

AFTER





AFTER



BEFORE

Cleveland Suites



AFTER



Winne Fourplex

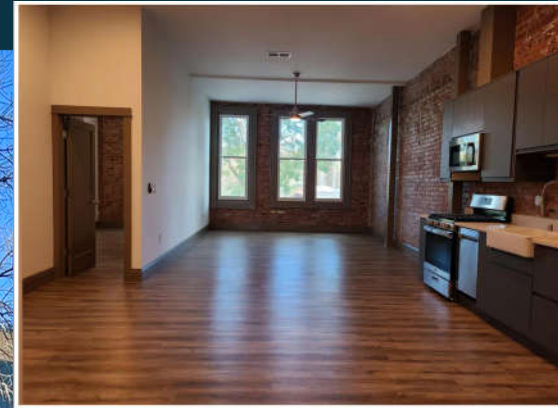
BEFORE



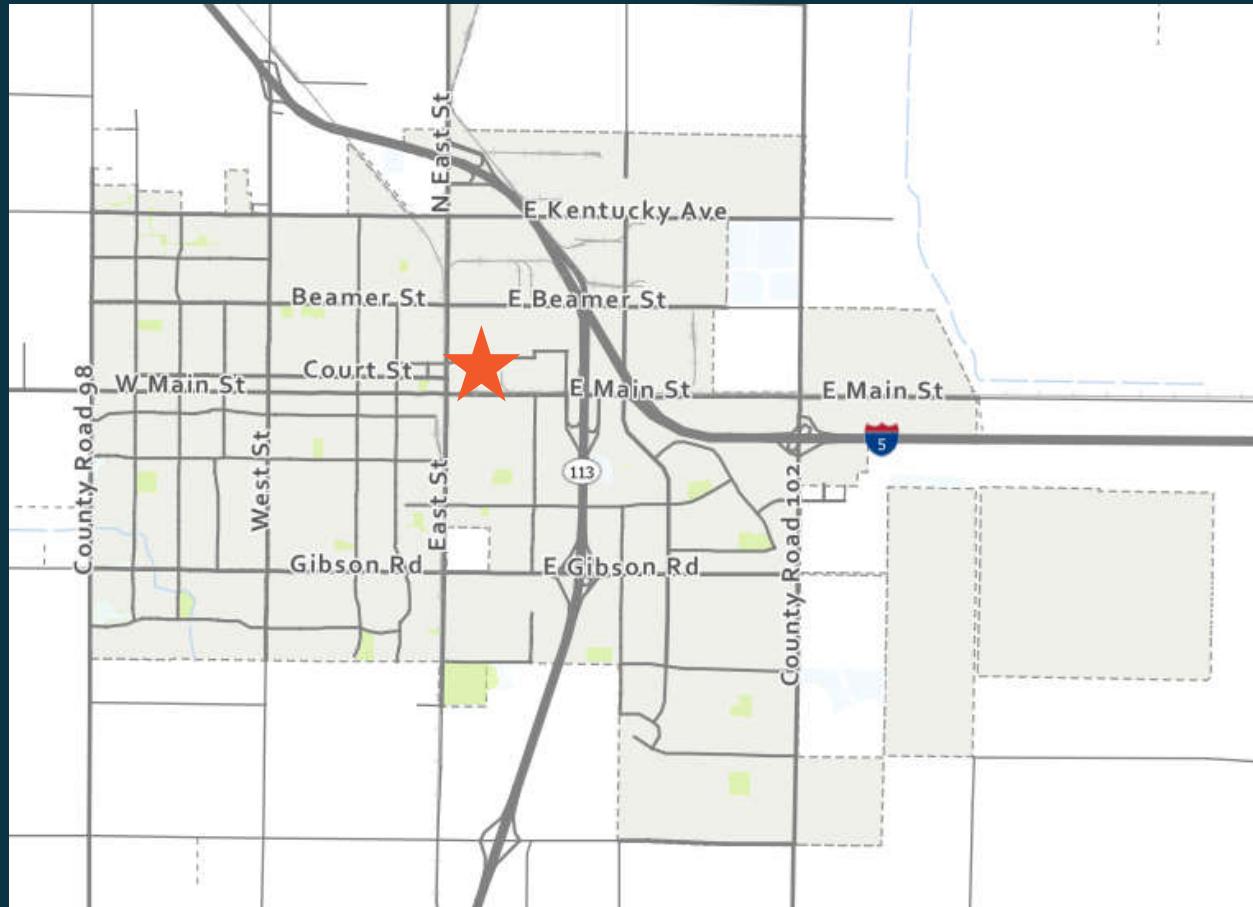
AFTER



Plaza Lofts



Armfield / Lemen Neighborhood Plan



Armfield / Lemen Neighborhood Plan



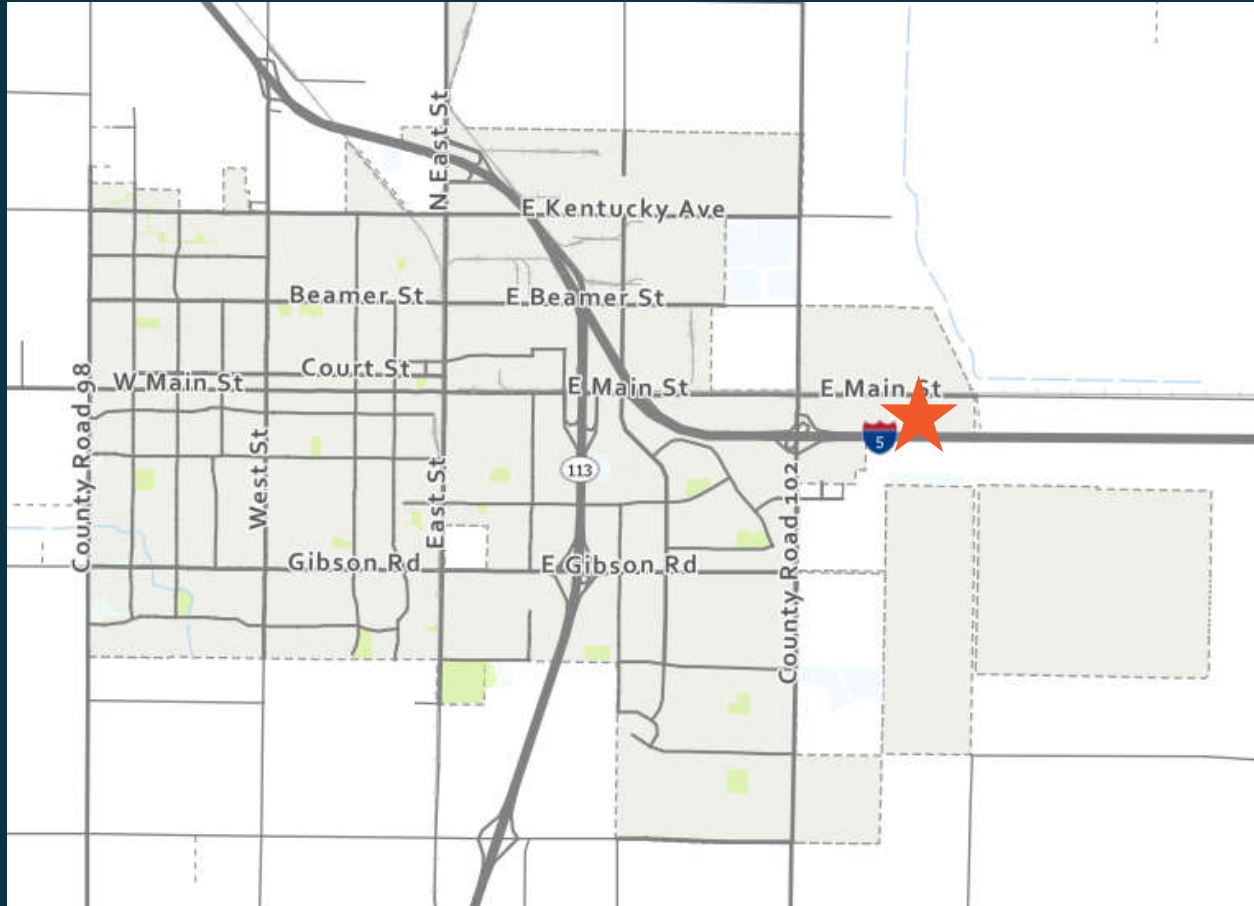
NEIGHBORHOOD VISION	
HOUSING TYPES	USES/AMENITIES
Small affordable house for entry level, young family	Mixed-Use
Duplex	Community Area/Community Center/Recreation
Triplex	Commercial on E Main St
Tiny Homes/Cottages	
Senior Housing	



Armfield / Lemen Avenue Neighborhood Plan | Public Workshop 1 | August 3, 2022



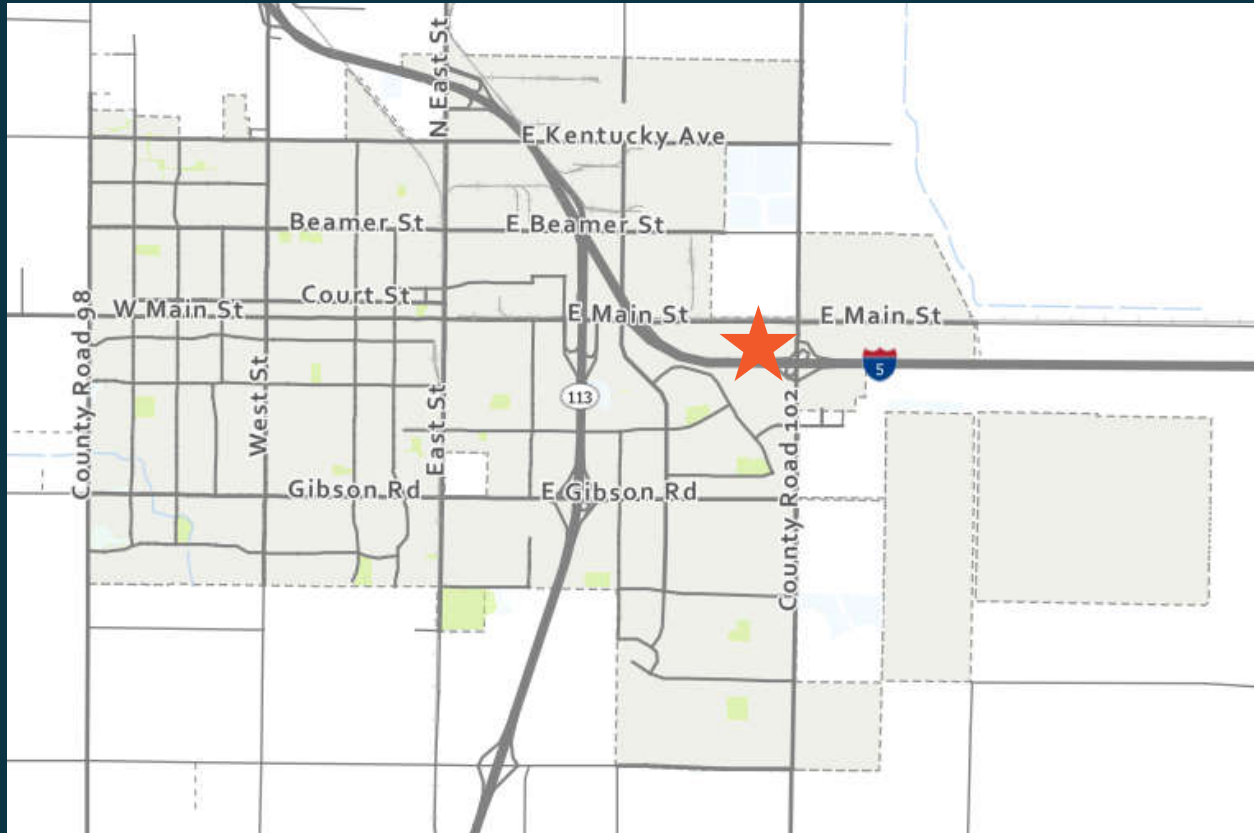
Woodland Ford: 530 Quality Circle



Woodland Ford



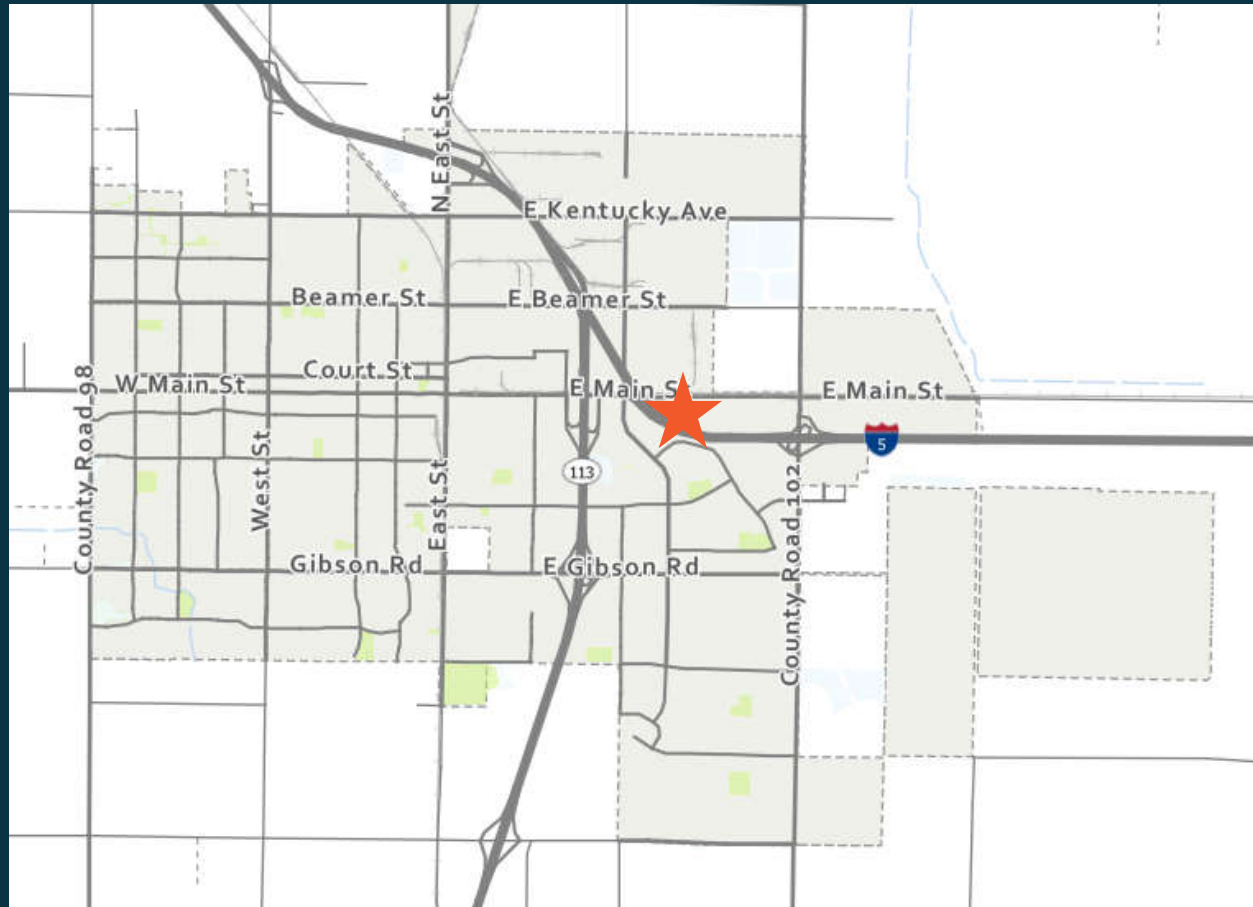
Courtyard by Marriott: 1981 E. Main St Hilton Home2 Suites: 441 Douglas Ln



Courtyard by Marriot & Hilton Home2 Suites



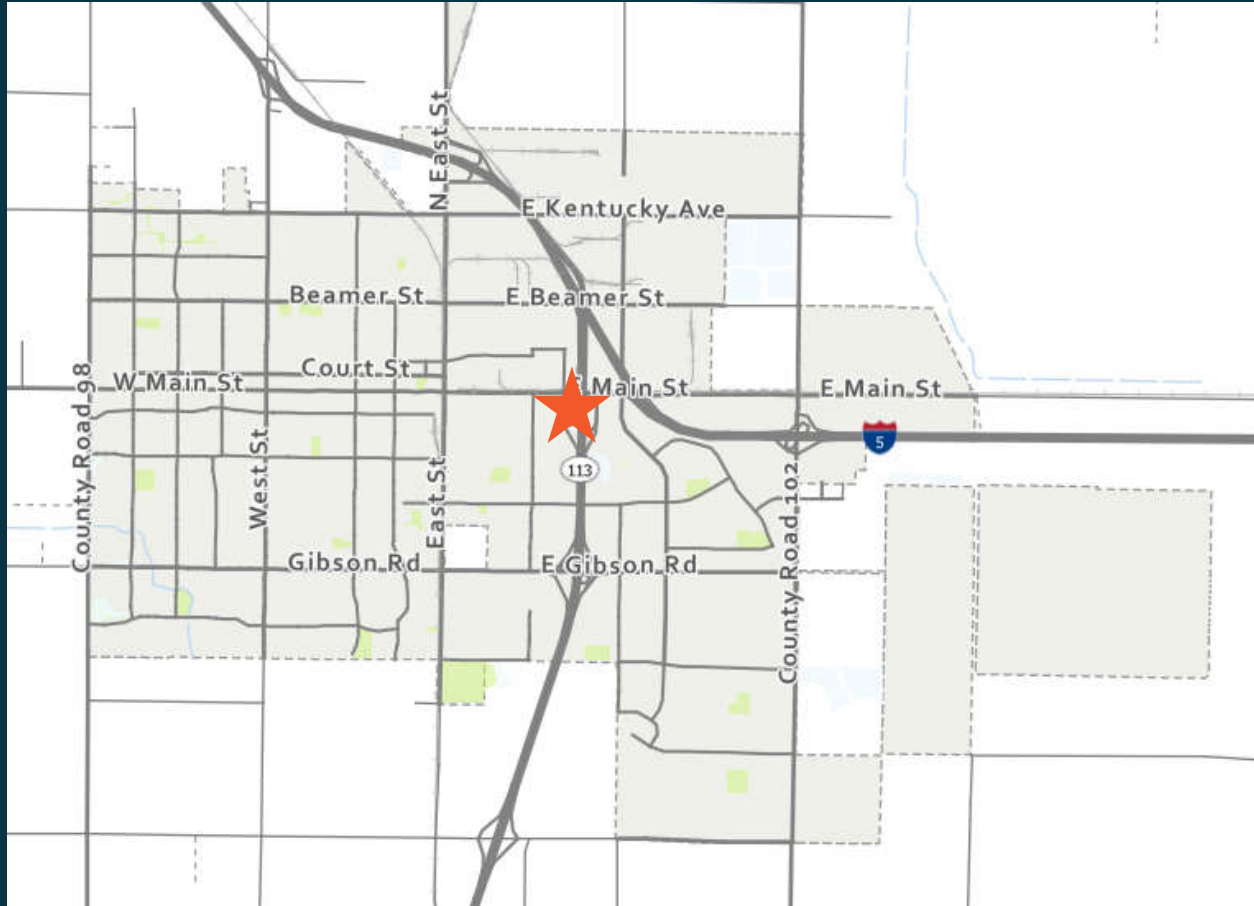
Woodland Depot: 1670-1680 E. Main St



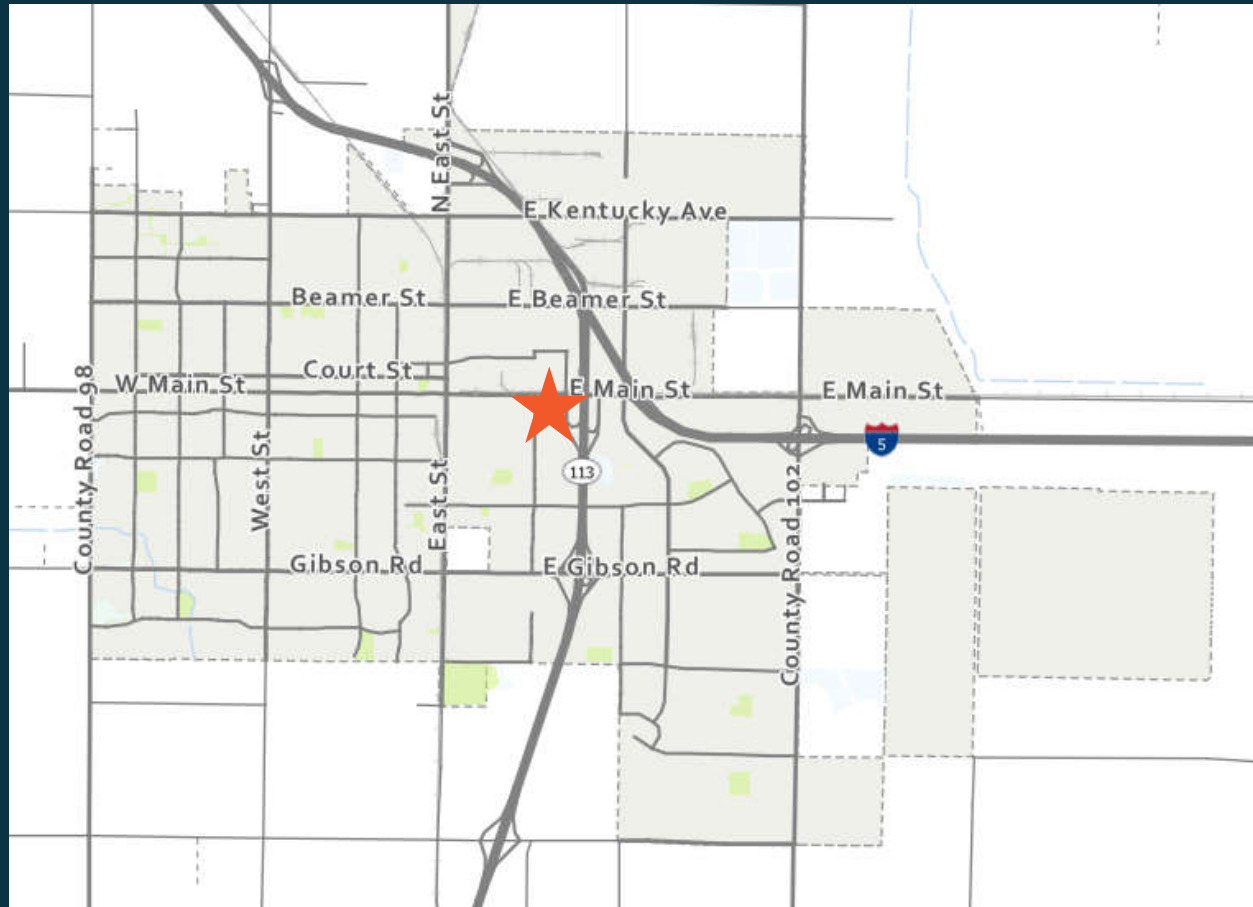
Woodland Depot



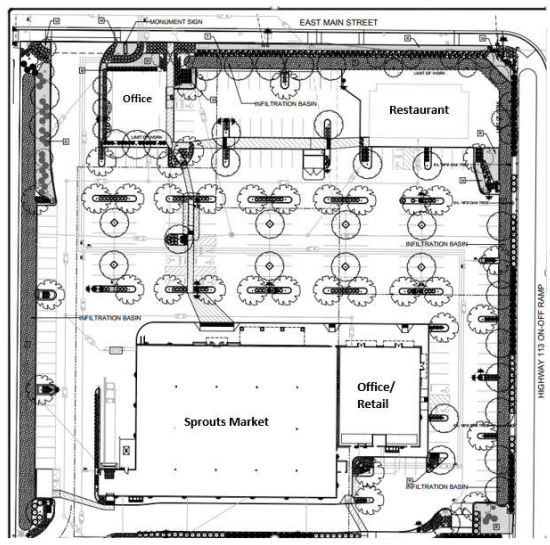
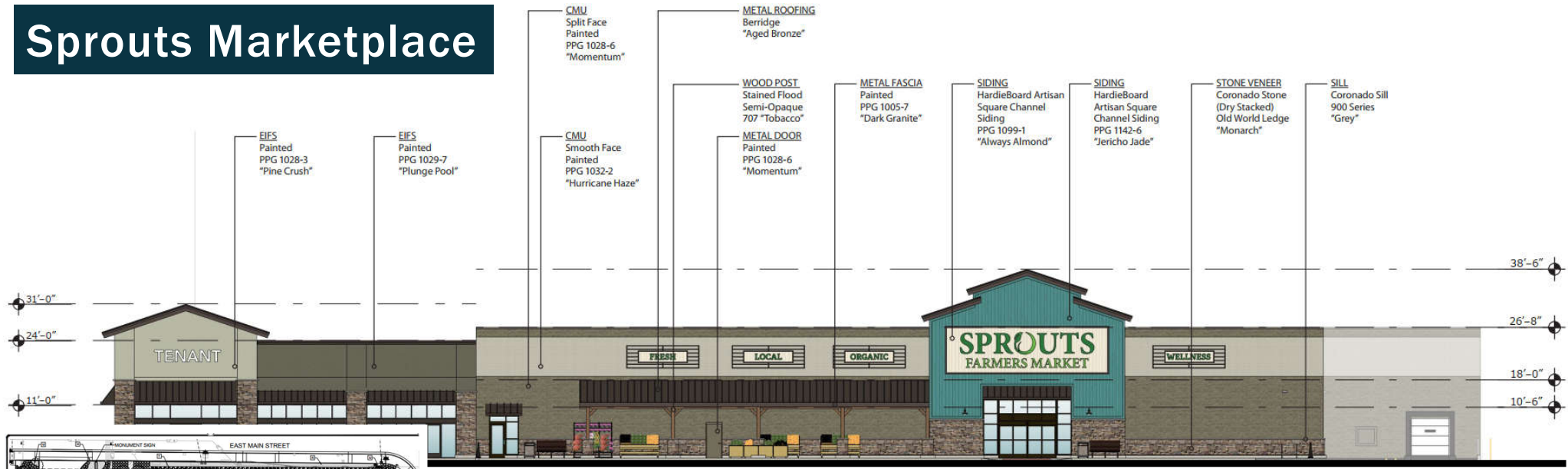
Staybridge Suites: 1484 E. Main St



Sprouts Marketplace: 1430-1460 E. Main St



Sprouts Marketplace



Siding
HardieBoard Artisan
Square Channel Siding
Painted PPG 1099-1
"Always Almond"



Siding
HardieBoard Artisan
Square Channel Siding
Painted PPG 1142-6
"Jericho Jade"



Paint
PPG 1005-7 "Dark Granite"
at Fascia of Metal Roofing



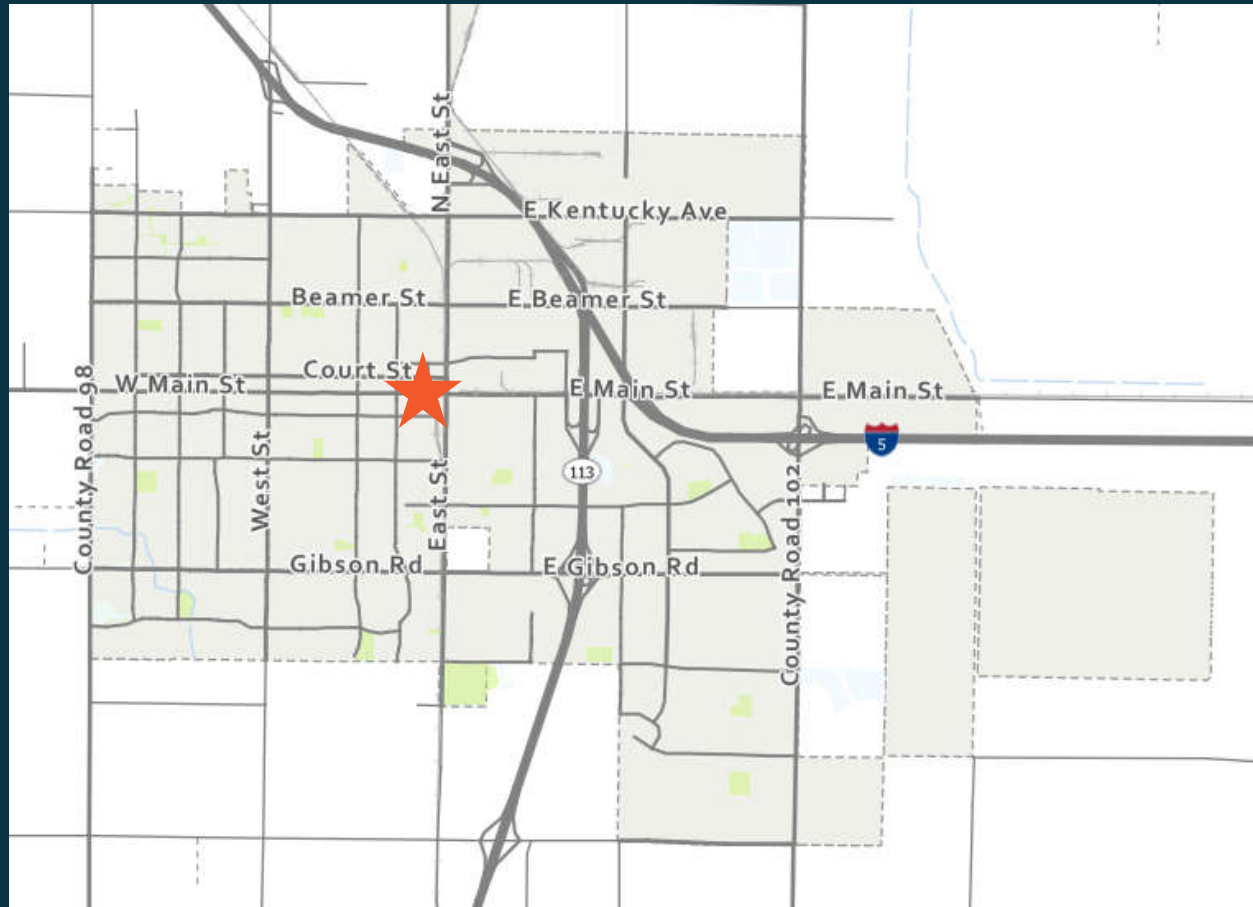
Metal Roofing
Berridge
"Aged Bronze"



Wood Post
Stained Flood
Semi Transparent
707 "Tobacco"



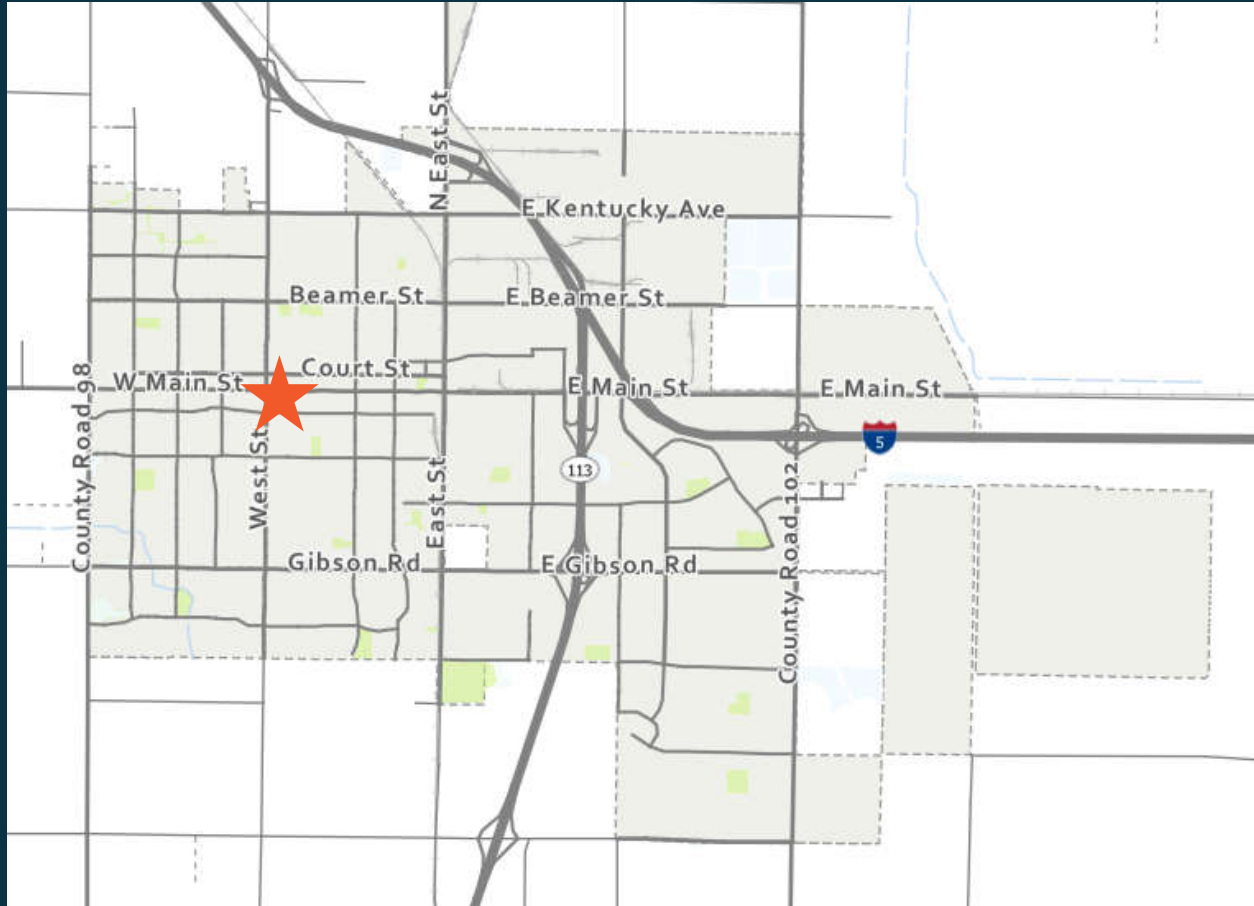
Downtown Hotel: 1021 Main Street



Downtown Hotel



Western Dental: 2 Main St



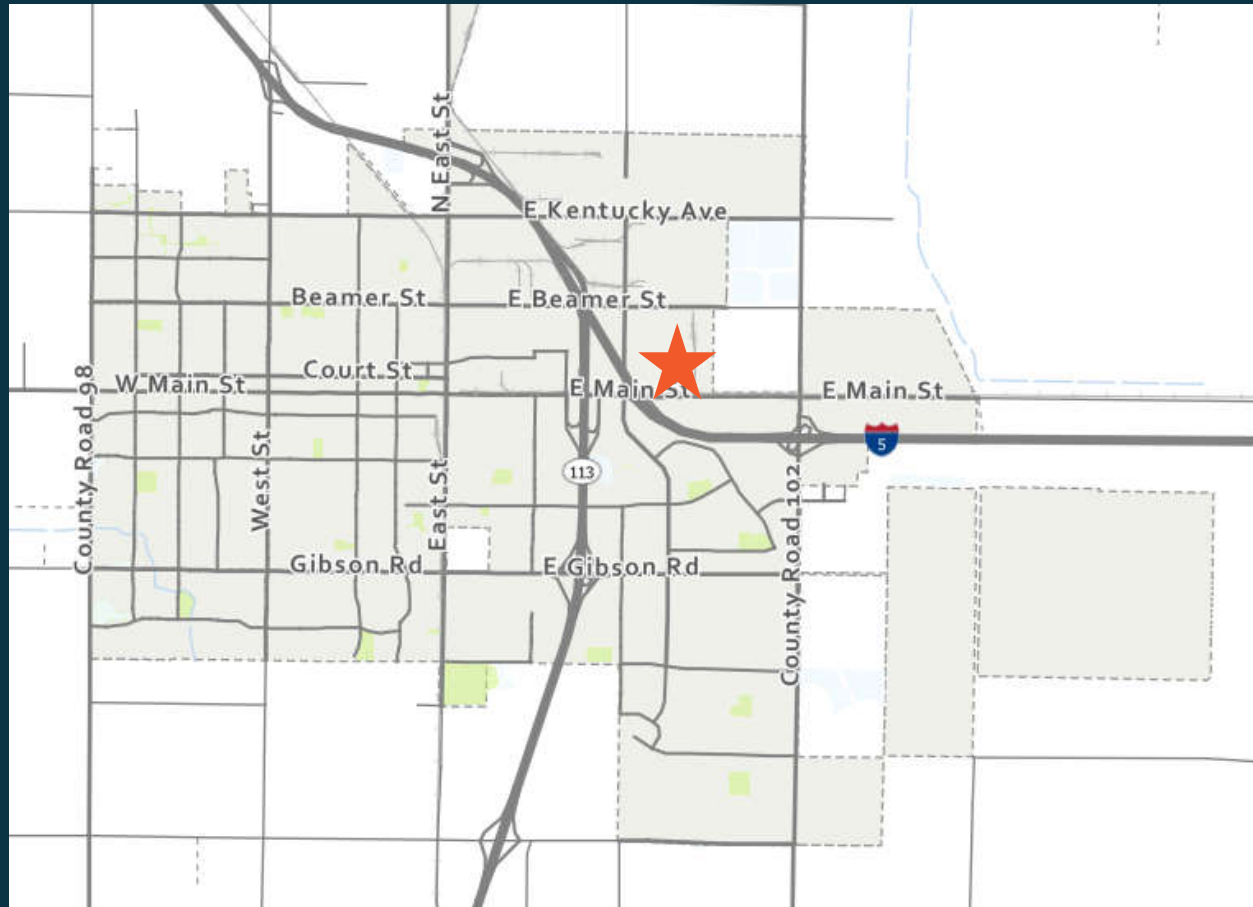
Western Dental

CURRENT

BEFORE



Bright People Foods: 1640 Tide Court



Bright People Foods

Bright
People
Foods

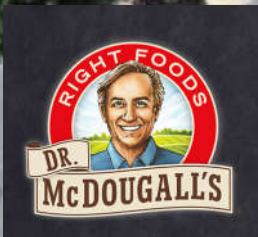
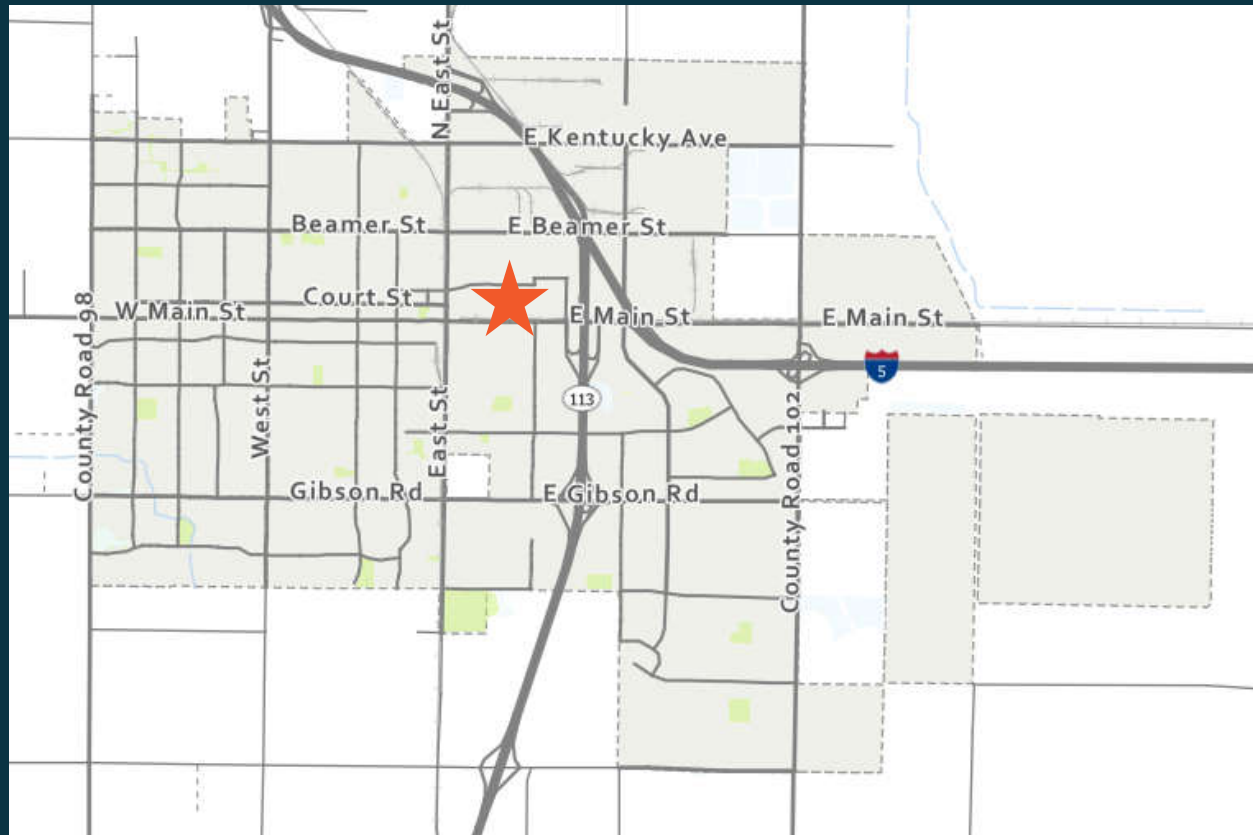


Photo source: foodindustryexecutive.com



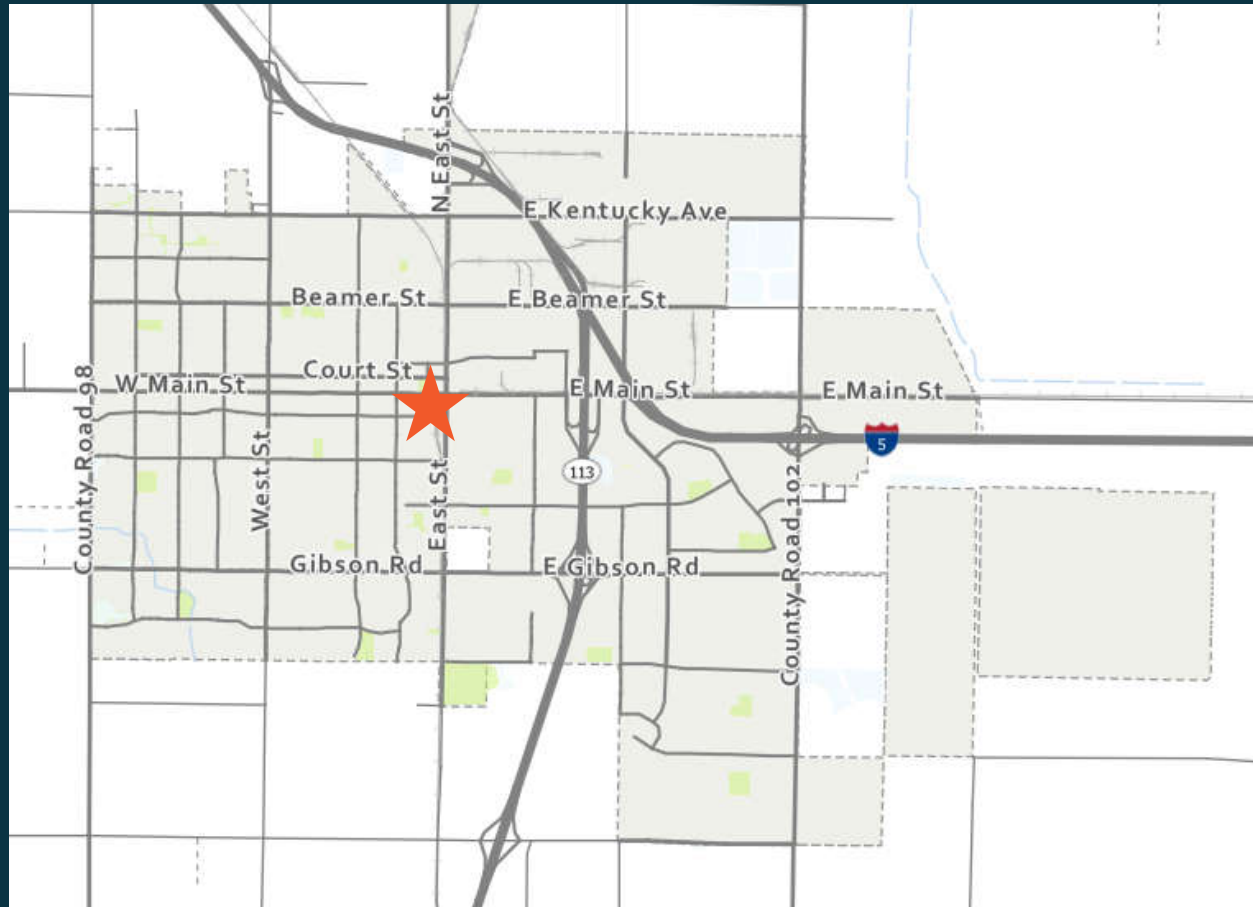
Pacific Coast Producers: 1376 Matmor Rd / 1376 Lemen Ave

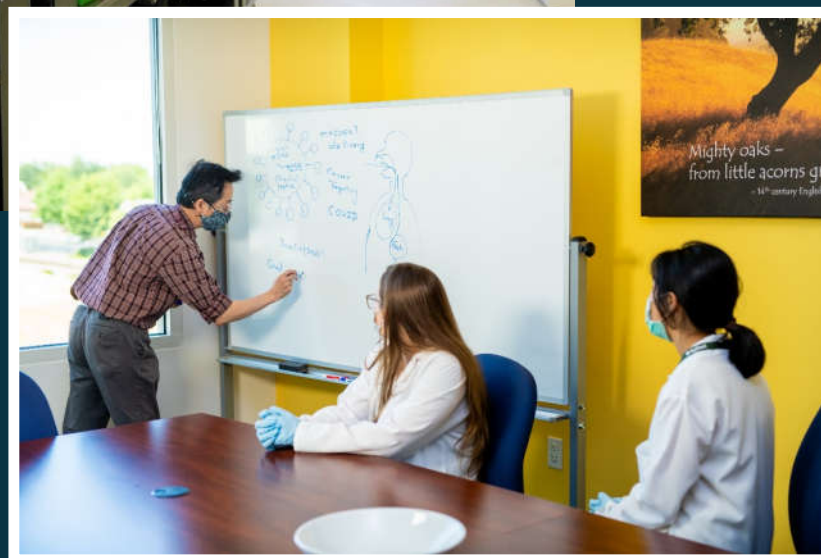


Pacific Coast Producers



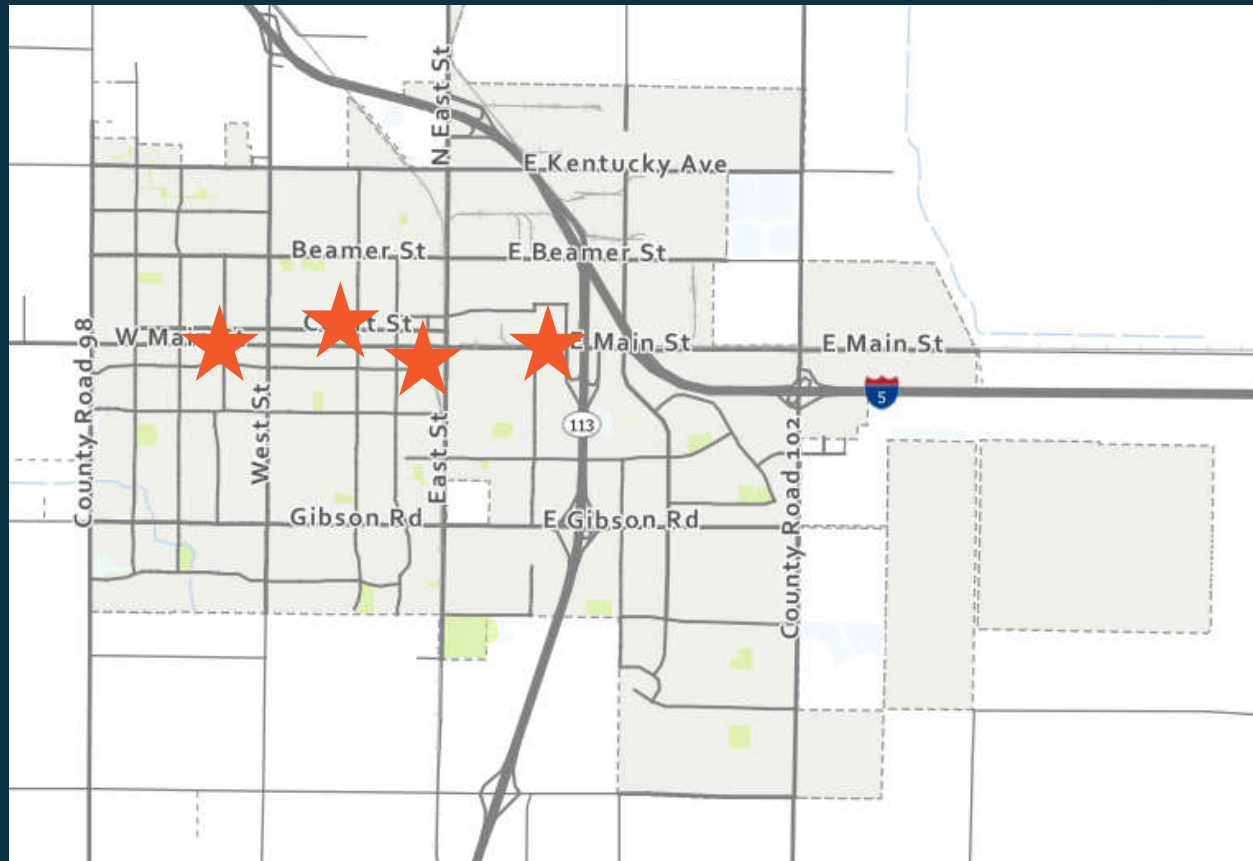
The Lab@AgStart: 1100 Main Street





The Lab
@  AgStart

Completed Roadway & Infrastructure Projects: W. Main St. | Court St. | E. Main St. | Dog Gone Alley

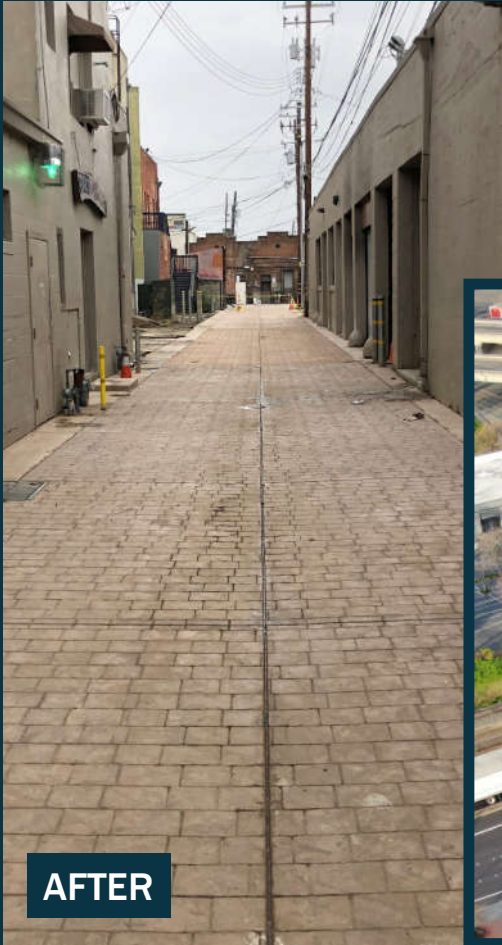


Completed Roadway & Infrastructure Improvements



BEFORE

Dog Gone Alley

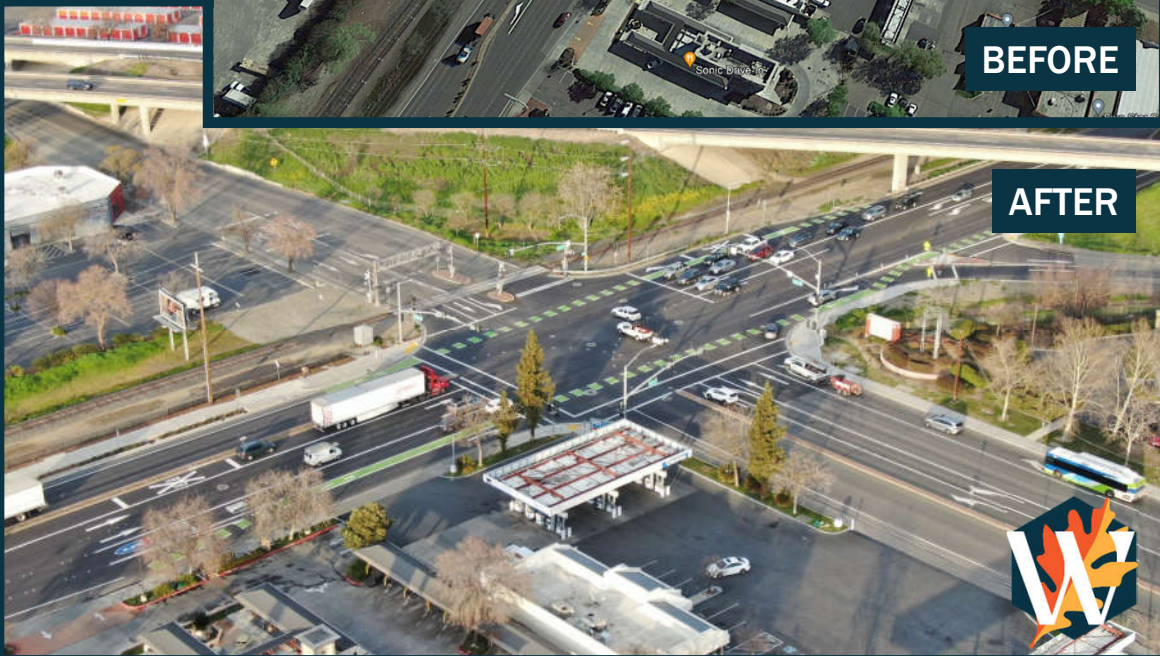


AFTER



E. Main Street

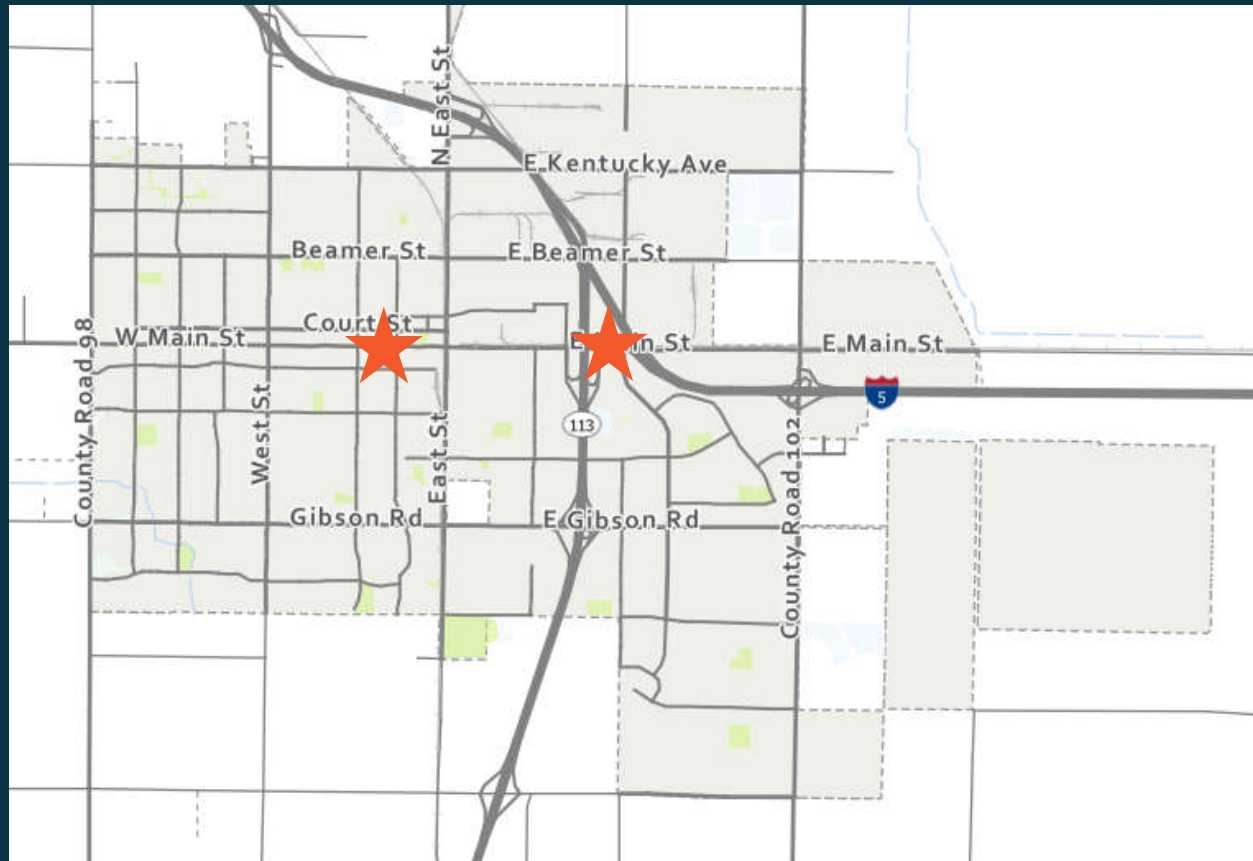
BEFORE



AFTER



Future Roadway & Infrastructure Projects: Downtown & W. Main Study | I-5 / SR 113 Connectors



Total Investment

\$161.5 M

PUBLIC: \$28.4M

PRIVATE: \$133.1M

Public Investment Breakdown



MAIN STREET REINVESTMENT Development Projects Update

