



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

March 7, 2023
6:00 PM

CITY COUNCIL

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code §54957.6)
Agency Designated Representative: City Manager and Director of Administrative Services
Employee Organization: Confidential Employees, Woodland Fire Mid-Management Association, Woodland Professional Firefighters Association and Woodland City Employees Association

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

D. ROLL CALL

E. PLEDGE OF ALLEGIANCE

F. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.org. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

2. SUBJECT: General Public Comments

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

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

3. SUBJECT: Long Range Calendar

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

H. CONSENT CALENDAR

4. SUBJECT: City Council Meeting Minutes of February 7, 2023 and February 21, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of February 7, 2023 and February 21, 2023.

5. SUBJECT: Side Letter of Agreement - Woodland City Employees' Association

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Side Letter of Agreement to amend the Memorandum of Understanding with the Woodland City Employees' Association.

6. SUBJECT: Job Description Modifications

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) approve modifications to the job descriptions for the Executive Assistant to the City Manager and the Marketing and Business Relations Specialist, and (2) approve the modified salary schedule.

7. SUBJECT: Second Reading and Adoption of Ordinance No. 1704, Approving Amendments to the Emergency Shelter Ordinance, Section 17.152

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 1704, approving amendments to Section 17.152. of Chapter 17 and the allowed use tables of the Municipal Code related to emergency shelters.

8. SUBJECT: Final Acceptance and Notice of Completion for the 2022 Water and Sewer Repair and Replacement Project, CIP 21-01

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the 2022 Water and Sewer Repair and Replacement Project, CIP 21-01 with Argonaut Constructors as complete and authorizing the City Clerk to file a Notice of Completion.

9. SUBJECT: Final Acceptance and Notice of Completion of Fifth and Clover Streets Sewer Rehabilitation, CIP #22-18

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, accepting the Fifth and Clover Streets Sewer Rehabilitation, CIP #22-18, construction project as complete and authorizing the City Clerk to file a Notice of Completion.

I. REPORTS OF THE CITY MANAGER

10. SUBJECT: Fiscal Year 2022/23 Mid-Year Budget Update

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive a mid-year update on the Fiscal Year 2022/23 Budget.

11. SUBJECT: Fiscal Year 2022/23 Mid-Year Budget Adjustments

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing amendments to the Fiscal Year 2022/23 Budget Totaling \$11,759,989 and authorizing amendments to authorized positions as outlined in Exhibit B.

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, March 7, 2023 was posted on Friday, March 3, 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: March 7, 2023
ITEM #: G.3
SUBJECT: Long Range Calendar

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

Staff Contact:

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

Background:

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

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

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED CITY COUNCIL LONG RANGE CALENDAR

MARCH 21ST

REGULAR MEETING

Public Works Quarterly Report
Cooperative Agreement with Caltrans – Gibson Road @ SR-113 Interchange CIP #19-13
Regulatory Agreement and Dedication of Land for Walter’s House - East Beamer Way Campus
Campbell Park Traffic Calming
City Council Goals and Strategic Initiatives Update

Public Hearing

Housing Element Adoption

April 4TH

REGULAR MEETING

Animal Services Contract
Spring Budget Workshop
Award consultant design agreement for ASR Well #31, CIP #17-05

April 18TH

REGULAR MEETING

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

April 20TH

SPECIAL JOINT MEETING

Adoption of Youth Action Plan - Joint Meeting with WJUSD Board of Trustees

May 2ND

REGULAR MEETING

Measures F, J/R Spending Plans
Comprehensive Zoning Code Update

Future Topics / Study Sessions:

Youth Development Plan Presentation – Joint Session with WJUSD)
Woodland TV Contract Renewal (June)
Waste Management Residential Smart Truck (TBD)
Rule 20A Undergrounding District (TBD)
Comprehensive Zoning Update
Annexations – Westucky, Barnard Court, North East Street, & Industrial Area

NOTE: Summer at City Hall students will attend the June 20th meeting



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 7, 2023
ITEM #: H.4
SUBJECT: City Council Meeting Minutes of February 7, 2023
and February 21, 2023

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of February 7, 2023 and February 21, 2023.

Staff Contact:

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

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

Ken Hiatt
City Manager

Attachments:

1. 02.07.23 DRAFT minutes
2. 02.21.23 DRAFT minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, February 7, 2023

6:00 PM

City Council

CITY COUNCIL

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Sec. 54956.9)
Name of Case: Sierra Northern Railway v. California Department of Water Resources, et al., (Yolo County Superior Court Case No. CV2022-0479)
2. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code §54957.6)
Agency Designated Representative: City Manager and Director of Administrative Services
Employee Organization: Confidential Employees, Woodland Fire Mid-Management Association, Woodland Professional Firefighters Association and Woodland City Employees Association

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

Meeting called to order at 6:10 PM.

D. ROLL CALL

Present: Members Lansburgh, Stallard, Vega and Mayor Vicky Fernandez

Absent: Mayor Pro Tem Garcia-Cadena

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Damian Renteria.

F. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.org. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number

and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

Pauly Van Muyden, Eric Sharp, Flora Mokhtari, and Ineke de Wit spoke against the new City Logo.

Giovanni Ottolini of Local #46 Carpenters Labor Union spoke about labor standards.

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

3. SUBJECT: Long Range Calendar

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

H. CONSENT CALENDAR

4. SUBJECT: Black History Month Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council proclaim the month of February 2023, as "Black Resistance Month."

Adopted a proclamation declaring the month of February 2023, as Black Resistance Month.

5. SUBJECT: Gun Violence Survivors Week Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation declaring the week of February 1, 2023 to February 7, 2023 as Gun Violence Survivors Week.

Adopted a proclamation declaring the week of February 1, 2023 to February 7, 2023 as Gun Violence Survivors Week.

6. SUBJECT: City Council Meeting Minutes of January 10, 2023 and January 17, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Special City Council Meeting of January 10, 2023 and the Joint Regular City Council/Woodland Finance Authority Meeting of January 17, 2023.

Adopted a proclamation declaring the week of February 1, 2023 to February 7, 2023 as Gun Violence Survivors Week.

7. SUBJECT: Community Services Department Quarterly Status Report for Second Quarter FY23

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

Received the Community Services Department Quarterly Status Report for the Second Quarter FY23.

8. SUBJECT: Treasurer's Quarterly Investment Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ending December 31, 2022.

Accepted the quarterly Treasurer's Investment Report for the quarter ending December 31, 2022.

9. SUBJECT: Appoint Member to the Sustainability Advisory Committee

RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint Jake Whitaker to the Sustainability Advisory Committee.

Appointed Jake Whitaker to the Sustainability Advisory Committee.

10. SUBJECT: Roadmap to the Future for Yolo County Children, Youth, and Families

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to negotiate and enter into an Agreement with Yolo County Office of Education to provide \$20,000 in funding to support a Countywide Roadmap to the Future for Yolo County Children, Youth, and Families

Adopted RESOLUTION NO. 8037, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH YOLO COUNTY OFFICE OF EDUCATION TO PROVIDE \$20,000 IN FUNDING TO SUPPORT A COUNTYWIDE ROADMAP TO THE FUTURE FOR YOLO COUNTY CHILDREN, YOUTH, AND FAMILIES.

11. SUBJECT: Approval of 2021 Continuum of Care Grant Agreements with U.S. Department of Housing and Urban Development; and Subrecipient Agreements with the Yolo Wayfarer Center (dba Fourth and Hope)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to 1) execute Grant Agreements with U.S. Department of Housing and Urban Development for the 2021 Continuum of Care Program funded in the aggregate amount of \$348,174; and 2) execute Subrecipient Agreements with the Yolo Wayfarer Center (dba Fourth and Hope); and 3) approve an additional appropriation of \$348,174 to the Supportive Housing Program Fund (332).

Adopted RESOLUTION NO. 8038, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO EXECUTE GRANT AGREEMENTS WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND SUBRECIPIENT AGREEMENTS WITH THE YOLO WAYFARER CENTER FOR 2021 CONTINUUM OF CARE PROGRAM GRANTS.

12. SUBJECT: East Beamer Way Permanent Supportive Housing – Regulatory Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a 55-year regulatory agreement with Friends of the Mission for the Permanent Supportive Housing Project at 1901/1903 E. Beamer Street (APN: 027-360-043)

Adopted RESOLUTION NO. 8039, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A REGULATORY AGREEMENT FOR THE PERMANENT SUPPORTIVE HOUSING PROJECT.

13. SUBJECT: Annual Maintenance for Geographic Information Systems (GIS) Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Annual Maintenance for Geographic Information Systems (GIS) Report; and adopt Resolution No. _____, authorizing the City Manager to execute a license agreement with ESRI, (Environmental Systems Research Institute).

Adopted RESOLUTION NO. 8040, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH ESRI FOR SOFTWARE LICENSING.

On a motion by Council Member Stallard, seconded by Council Member Lansburgh and carried on a 4-0 vote, Council Members approved Consent Calendar Items No. 4 through 13.

AYES: Members Lansburgh, Stallard, Vega and Mayor Vicky Fernandez

NOES: Mayor Pro Tem Garcia-Cadena

I. REPORTS OF THE CITY MANAGER

14. SUBJECT: Welcome Baby Program

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to negotiate and enter into an Agreement with First 5 Yolo to provide a Welcome Baby program and to amend the Fiscal Year 2022/23 budget to appropriate \$150,000 to the General Fund (Fund 101).

Received a report from Gina Daleiden, Executive Director of First 5 Yolo.

On a motion by Council Member Vega, seconded by Council Member Stallard and carried on a 4-0 vote. Council Members adopted RESOLUTION NO. 8041, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH FIRST 5 YOLO TO PROVIDE A WELCOME BABY PROGRAM AND TO AMEND THE FISCAL YEAR 2022/2023 BUDGET TO APPROPRIATE \$150,000 TO THE GENERAL FUND (FUND 101).

AYES: Members Lansburgh, Stallard, Vega and Mayor Vicky Fernandez

NOES: Mayor Pro Tem Garcia-Cadena

15. SUBJECT: Civic Fellowship Program

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on the Civic Fellowship Program.

Received an update from Amanda Portier, Program Assistant on the Civic Fellowship Program.

16. SUBJECT: Interstate 5 / State Route 113 Connector & East Main Street Neighborhood Livability Project Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on efforts to advance planning and construction of the freeway connectors between Interstate 5 and State Route 113 and approve submission of a grant to SACOG for the East Main Street Neighborhood Livability Project.

Received an update from Spencer Bowen, Communications and Strategic Policies Manager on efforts to advance planning and construction of the freeway connectors between Interstate 5 and State Route 113.

On a motion by Council Member Stallard, seconded by Council Member Vega and carried on a 4-0 vote, Council Members approved the submission of a grant to SACOG for the East Main Street Neighborhood Livability Project.

AYES: Members Lansburgh, Stallard, Vega and Mayor Vicky Fernandez

NOES: Mayor Pro Tem Garcia-Cadena

J. ADJOURN

Meeting adjourned at 08:14 PM in memory of those who lost their lives to gun violence in Monterey Park and Half Moon Bay and in memory of Benjamin Jose Garcia Martinez.

Respectfully submitted,

Ana B. Gonzalez, City Clerk

17. SUBJECT: General Public Comment

WRITTEN COMMUNICATIONS: This section is reserved for written comments that were submitted under General Public Comment category.

E-mails received from Eric Sharp, Laura Turner, Michelle Paschke, Dennis Gorman, Veronica and Linda Boyden regarding the City Logo and Communicate Ccib regarding Speed Limit Removal.

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, February 21, 2023

6:00 PM

City Council

CITY COUNCIL

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

A. CALL TO ORDER

Meeting called to order at 06:00 PM

B. ROLL CALL

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

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Fire Chief Eric Zane.

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.

T.J. Robb spoke regarding the apartment complex that is being built on California Street.

1. SUBJECT: General Public Comments

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E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

2. SUBJECT: Long Range Calendar

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

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.

Adopted 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.

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.

Accepted 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.

Accepted 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.

Adopted 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.

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.

Adopted RESOLUTION NO. 8044, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CONSULTANT AGREEMENT WITH WOOD RODGERS FOR ENGINEERING CONSULTING SERVICES.

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.

Adopted RESOLUTION NO. 8045, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT AMENDMENT WITH WEST YOST FOR SPRING.

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.

Adopted 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.

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.

Adopted 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.

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.

Received 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

Adopted 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).

On a motion by Council Member Stallard, seconded by Council Member Vega and carried on a 5-0 vote, Council Members approved Consent Calendar Items No. 4 through 13.

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

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.

Library Services Director Greta Galindo, on behalf of the Woodland Public Library Board of Trustees, presented the Woodland Public Library Annual Report 2021-2022.

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.

On a motion by Mayor Vicky Fernandez, seconded by Mayor Pro Tem Garcia-Cadena and carried on a 4-0 vote, Council Members waived the first reading and introduced 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.

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

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.

Received a presentation from Police Chief Derrek Kaff 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.

Received a report from Erika Bumgardner, Principal Planner and Spencer Bowen, Communications and Strategic Policy Manager on the various public and private projects in progress near Main Street.

J. ADJOURN

Meeting adjourned at 8:10PM in memory of Gary Wirth and Val Mata.

Respectfully submitted,

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 7, 2023
ITEM #: H.5
SUBJECT: Side Letter of Agreement - Woodland City Employees' Association

Recommendation for Action: Staff recommends that the City Council approve the Side Letter of Agreement to amend the Memorandum of Understanding with the Woodland City Employees' Association.

Staff Contact:

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

Fiscal Impact:

Because this Certificate Pay program is new, the City does not have information about which employees currently possess certifications that might be covered under this Side Letter of Agreement. The actual budgetary impact for the current fiscal year is anticipated to be relatively minor, given only three months remaining; actual impact in future years will be included in the annual operating budget as appropriate.

Background:

The City and the Woodland City Employees' Association (WCEA) completed negotiations on the current Memorandum of Understanding (MOU) in 2019. The approved MOU included language that the City and WCEA would meet and discuss the establishment of a Certificate/Incentive pay program based on job requirements and staff development goals. WCEA and City staff have met on several occasions to discuss this topic and begin a Certificate Pay program.

Discussion:

The WCEA MOU covers 132 full-time positions in more than 95 classifications throughout the City. Given the wide variety of represented job classifications, it was determined that a multi-step approach would likely be necessary to make progress and meet the intention of the current MOU language to implement a Certificate Pay program. Staff and WCEA representatives met several times over the course of the last year to discuss and prioritize possible positions and certifications that could be included, with priority given to certifications that primarily address safety concerns throughout the City, to address necessary operational needs, and to promote staff development.

Based on these discussions and input from various departments, staff is recommending and WCEA has approved the implementation of Certificate Pay for 29 classifications in WCEA, as outlined in the attached Side Letter of Agreement.

Conclusion:

Staff recommends that the City Council approve the Side Letter of Agreement to amend the Memorandum of Understanding with the Woodland City Employees' Association.

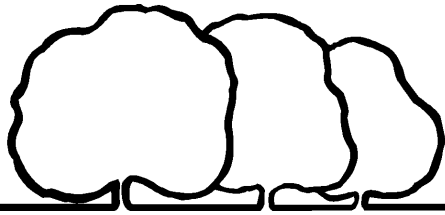
Prepared by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. WCEA Side Letter of Agreement - Cert Pay March 2023



City of Woodland

MEMORANDUM

DATE: March 7, 2023
TO: Timm David, Woodland City Employees' Association
FROM: Ken Hiatt, City Manager
SUBJECT: Memorandum of Understanding (MOU) Side Letter of Agreement

This side letter of agreement serves to memorialize the agreement, post labor negotiations, between the City of Woodland and the Woodland City Employees' Association (WCEA). The following modifications shall be made to the Memorandum of Understanding between the City and WCEA covering the period from July 1, 2019 to June 30, 2023.

(Added Section)

2.14 Certificate Pay

2.14.1 The table shown as Exhibit C summarizes the positions that are eligible to receive certificate pay, the certificates that are eligible for the additional pay, and the allowable percentage of base pay that can be earned for each certificate.

2.14.2 Certificate pays are cumulative, but in no case may exceed a total of 4% of base salary.

2.14.3 The City shall reimburse employees for training and testing to obtain the certifications referenced in this section, however, the City shall not pay for training or testing more than one time per employee for any one certification.

2.14.4 Eligibility for certificate pay will be determined upon submission of evidence of the certification to the City. Incentive pay shall begin no later than two (2) pay periods following the submission of evidence of certification to the City and payments will not be retroactive.

Resolution 7308, adopting the MOU between the City and the WCEA is hereby modified as reflected in the section listed above. All other provisions of the MOU remain unchanged, unless the parties mutually agree to reopen negotiations.

Exhibit C
Certificate Pays

Job Classification	Certification	%
Equipment Services Clerk	Hazardous Waste Title 22	2.00%
Maintenance Supervisor	HAZWOPER 40 hr Cert	1.50%
Maintenance Worker I	HAZWOPER 40 hr Cert	1.50%
Maintenance Worker II	HAZWOPER 40 hr Cert	1.50%
Maintenance Worker III	HAZWOPER 40 hr Cert	1.50%
Meter Services Technician	Water Distribution Operator Grade III	2.00%
Park Maintenance Technician	Certified Pool Operator	2.00%
Park Maintenance Worker I	Certified Pool Operator	2.00%
	Qualified Applicator Cert, Category B	1.50%
	Certified Playground Inspector	1.00%
Park Maintenance Worker II	Certified Pool Operator	2.00%
	Qualified Applicator Cert, Category B	1.50%
	Certified Playground Inspector	1.00%
Park Maintenance Worker III	Certified Pool Operator	2.00%
	Certified Playground Inspector	1.00%
Park Supervisor	Certified Pool Operator	2.00%
Recreation Coordinator (Aquatics assignment ONLY)	Certified Pool Operator	2.00%
Recreation Supervisor (Aquatics assignment ONLY)	Certified Pool Operator	2.00%
Senior Maintenance Worker	HAZWOPER 40 hr Cert	1.50%
Senior Utilities Maintenance Worker (Collection)	HAZWOPER 40 hr Cert	1.50%
Senior Utilities Maintenance Worker (Water)	Water Distribution Operator Grade V	2.00%
Senior Water Systems Operator	Water Distribution Operator Grade V	2.00%
Tree Trimmer I	Commercial Applicator License	1.50%
Tree Trimmer II	Commercial Applicator License	1.50%
Utilities Maintenance Worker I (Water)	Water Distribution Operator Grade II	2.00%
Utilities Maintenance Worker II (Water)	Water Distribution Operator Grade III	2.00%
Utilities Maintenance Worker III (Water)	Water Distribution Operator Grade IV	2.00%
Utilities Maintenance Worker IV (Water)	Water Distribution Operator Grade V	2.00%
Utilities Maintenance Worker I (Collections)	Wastewater Collections Systems Maint Grade II (C2)	2.00%
Utilities Maintenance Worker II (Collections)	Wastewater Collections Systems Maint Grade III (C3)	2.00%
Utilities Maintenance Worker III (Collections)	Wastewater Collections Systems Maint Grade IV (C4)	2.00%
	Qualified Applicator (QAC)	1.50%
	HAZWOPER 24 hr Cert	1.50%
Utilities Maintenance Worker IV (Collections)	Qualified Applicator (QAC)	1.50%
	HAZWOPER 40 hr Cert	1.50%
Water Systems Operator I	Water Treatment Operator Grade II	2.00%
Water Systems Operator II	Water Treatment Operator Grade III	2.00%

AGREED TO THIS DATE: _____

FOR THE CITY OF WOODLAND

FOR the Woodland City Employees'
Association

Ken Hiatt
City Manager

Timm David
Woodland City Employees' Association



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 7, 2023
ITEM #: H.6
SUBJECT: Job Description Modifications

Recommendation for Action: Staff recommends that the City Council (1) approve modifications to the job descriptions for the Executive Assistant to the City Manager and the Marketing and Business Relations Specialist, and (2) approve the modified salary schedule.

Staff Contact:

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

Fiscal Impact:

No fiscal impact resulting from modification of the job descriptions.

Discussion:

Staff has identified several job descriptions that require modification to ensure these descriptions are accurate and reflect the actual duties of the position or to make adjustments based on organizational needs. The following job descriptions have been updated and are included for Council approval:

Executive Assistant to the City Manager - This position was previously entitled Secretary to the City Manager, and the description had not been updated since 1998. The proposed adjustments are intended to modernize the title and to clarify and update the duties of this position as necessary. No adjustment to the pay range has been recommended.

Marketing and Business Relations Specialist - This position is currently vacant and, prior to commencing recruitment, staff is recommending some minor adjustments to accurately reflect the reporting structure of this position and to adjust the minimum qualifications for the number of years of experience. As the proposed adjustments result in a more entry level position than the previous version, staff is proposing to assign this position to salary range 118, rather than the previous range of 120.

In addition to the job description modifications, the City's published salary schedule has been updated to reflect the new title for the Executive Assistant to the City Manager, to reflect the change in salary range for the Marketing and Business Relations Specialist, and has also been updated to reflect modifications to the salary ranges for the Directors of Community Development, Administrative Services, Community Services and Public Works.

Conclusion:

Staff recommends that the City Council (1) approve modifications to the job descriptions for the Executive Assistant to the City Manager and the Marketing and Business Relations Specialist, and (2) approve the modified salary schedule.

Prepared by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. Executive Assistant to City Manager 2023
2. Marketing and Business Relations Specialist March 2023
3. 03.01.23 Monthly Sch- Updated



EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

To perform a variety of highly responsible, confidential and complex secretarial, clerical, organizational, and administrative duties for the City Manager's Office.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Technical or functional supervision may be received from the Administrative Services Director and Communications and Strategic Policies Manager.

EXAMPLES OF DUTIES:

The following are typical duties performed by the position, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

- Perform a wide variety of complex, responsible, and confidential duties in the City Manager's Office, including: fielding and directing inquiries, visitors, and mail; compose a variety of materials, reports, correspondence and resolutions; arrange meetings, conferences travel; and maintain appointment schedules and calendars.
- Prepare and distribute the City Council agenda for meetings and public hearings.
- Act as an information source to the public concerning City Manager/City Council goals, actions, policies, procedures, elections, etc.
- Arrange for and/or personally handle the receipt and transmittal of verbal and written communications for members of the City Council; bring routine business, complaints and administrative details to the attention of the proper city official; independently respond to letters and general correspondence of a routine nature.
- Certify and notarize various City documents.
- Work cooperatively with others.
- Perform related duties as assigned.
- Regular, predictable, consistent and timely attendance at City Hall is an essential function of the position, in that the employee must be present at work to complete assigned tasks.

OTHER JOB FUNCTIONS

Research, gather data, summarize findings, format, produce and distribute finished reports on subjects of concern to the City Manager's Office.

Serve as Deputy City Clerk as assigned; provide administrative support to the City Clerk Office as needed.

Coordinate the recruitment and selection for board, commission and committee applicants.

Develop and maintain a working familiarity with City business and priorities, current and ongoing City departmental and legislative issues, and community stakeholders.

Participate and assist in the implementation, administration and monitoring of the City's Equity Action Plan by serving as the point of contact for coordination among internal departments or committees.

Responsible for recording and maintaining City contracts from the City Manager's Office of Equity, Environment, Economy, and Engagement within the financial software and document management systems.

Assist in the preparation and monitoring of the City Manager's Office operating budget.

Participate in the implementation of and provide ongoing administrative support for new and revised programs, systems, procedures and methods of operation.

Lead and/or assist in the coordinating of City-wide and/or departmental activities with other City departments and outside agencies.

Manage a centralized City-wide policy and procedure process.

Prepare minutes of various committee meetings.

Assist in preparing staff reports and PowerPoint presentations for City Manager and City Council.

Assist with monitoring and updating the City's retention schedule.

Manage a City-wide filing system.

QUALIFICATIONS

Knowledge of:

English usage, grammar, spelling, and punctuation.

Modern office methods, procedures, and equipment; statistical and recordkeeping principles and procedures.

Organization, procedures, and operating details of a municipal government; familiarity with pertinent local, state and federal laws, ordinances and rules including ordinances and codes related to City Council functions.

Operation and programs of a personal computer.

Skill to:

Deal effectively with a wide variety of personalities and situations requiring tact, judgment and poise.

Comprehend, coordinate and transmit information

Efficiently operate a personal computer, including various software applications such as Microsoft Word, Microsoft Excel, PowerPoint, various social media tools, and website editing programs.

Understand and carry out oral and written directions; analyze situations carefully and adopt effective courses of action independently.

Type with speed and accuracy at a rate sufficient to perform duties satisfactorily.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Perform difficult and responsible administrative work with speed and accuracy, including the concise and complete composition of correspondence and reports; maintain confidential data and information.

Exercise tact and mature judgment in dealing with matters of a controversial or confidential nature in a variety of situations.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and explain City and department policies, rules, regulations in response to inquiries.

Work independently in carrying out position responsibilities.

Maintain a high level of confidentiality and professionalism at all times.

Demonstrate a desire and ability to identify and serve customers (internal and external).

Demonstrate a concern for surpassing standards of excellence, reaching challenging goals, and continuously improving work.

Work cooperatively within diverse groups and across the organization to achieve group and organizational goals.

Demonstrate critical judgment in sensitive and emergency situations.

Handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.

Maintain consistent and punctual attendance.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Bilingual: Knowledge of a second language is beneficial.

Minimum Education and Experience:

Education:

High School diploma supplemented by college level coursework or specialized training. Prefer bachelor's degree from an accredited college or university with major course work in Business Administration, Management or a closely related field.

Experience:

Four years of increasingly responsible administrative and customer service work experience of providing information and managing complaints. Prefer experience with substantial public interaction.

License:

Required upon hire, possession of a valid California driver's license.

Possess, or ability to obtain within twelve months of employment, and maintain throughout employment, a Notary Public Commission.

ADA Compliance:

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, climbing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally

Other Requirements:

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

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils,

extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: March 7, 2023



Marketing & Business Relations Specialist – Economic Development

Position

This position coordinates and executes a variety of communications, marketing, research, technical analysis, and economic development tasks for the City of Woodland Program. This position serves as a critical member of the City Manager's Office of Equity, Environment, Economy, and Engagement and works closely with City Manager and/or designee to develop and implement strategic initiatives to strengthen and diversify the local economy.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager and/or designee. Incumbents may oversee a project team consisting of technical personnel staff assigned to a project or may have supervisory duties, depending on the department's need.

The Marketing and Business Relations Specialist has full responsibility for the management of every aspect of a project, works with supervision, and has a level of independence to gather information on specific projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in evaluating and determining needs, defining goals and recommending actions to carry out strategic Economic Development initiatives including promotion/marketing, business outreach, and community relations strategies.

- Serves as the primary contact to relevant community members, business organizations, and key industry partners to provide information about the City's economic development assets, activities, etc.
- Serve as brand ambassador for the City's Food Front initiative at local and regional meetings, events, and conferences.
- Conduct research and interviews to develop business profiles and knowledge of local economy.
- Research and develop innovative business recruitment and expansion programs.
- Collaborate with academia and industry to create workforce training programs.
- Represent the City and its business community at events and conferences.
- Attend and actively participate in meetings with local and regional business development organizations.
- Manage and engage in a variety of social media platforms.
- Draft a consistent schedule of content for various social media channels.
- Analyze and track impressions and engagement across platforms.

- Create social media toolkits to assist with City Economic Development promotion(s).
- Research social media trends and innovations.
- Participate in the production of multimedia content for marketing.
- Solicit and evaluate proposals and oversee consultant contracts/proposals for marketing support services.
- Design effective marketing and digital advertising materials to promote department/City economic development programs, services.
- Prepare and package information in an effective and attractive format.
- Develop, design and create a consistent e-newsletters highlighting community and economic achievements.
- Create and issue press releases.
- Prepare internal communications to share with councilmembers and city staff regarding economic development priorities, business incentive programs, new businesses announcements, and metrics tracking community's economic performance.
- Plan and execute industry events for City's economic development program.
- Assist with support and promotion of a range of community events.
- Administrative duties as needed.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.
- Other duties as assigned.

Knowledge of

- Knowledge of and experience using social media platforms (Facebook, Twitter, Instagram, YouTube, etc.) for marketing purposes.
- Graphic Design Skills: Canva, Publisher, Apple Pages, Adobe InDesign, Adobe Photoshop, other applications as appropriate.
- Knowledge of Webpage development and management using such open source management systems such as Wordpress.
- Knowledge of blogs platforms.

Skill in

- Evaluating and using data from various social media platforms (Facebook, Twitter, Instagram, YouTube, etc.) for marketing purposes
- Developing graphic brochures utilizing various Graphic Design programs
- Knowledge of Webpage development and management using WordPress
- Proficient in Microsoft Office Suite
- Data analysis and visualization
- Photography and video experience is a plus.

Ability to

- Understand business marketing and branding
- Strengthen existing and build new relationships with local business community and regional partners
- Identify and support opportunities for collaboration among community and industry partners
- Strong verbal and written communications skills
- Concise and creative writing skills

- Good public relations skills
- Bilingual: Knowledge of a second language is beneficial
- Manage multiple projects simultaneously and self-motivate

EXPERIENCE AND EDUCATION

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

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in community development, economic development, marketing, business, journalism, history or related field.

Experience:

Minimum of one (1) year of experience working in a business and/or government relations field is desired. Experience using various social media platforms for marketing and communications.

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

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally

Other Requirements:

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

CITY OF WOODLAND - SALARY SCHEDULE
Effective March 1, 2023
REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Accountant I	116	MM	\$5,333.78	\$5,600.46	\$5,880.48	\$6,174.50	\$6,483.23	\$6,807.39		
Accountant II	120	MM	\$5,887.49	\$6,181.86	\$6,490.94	\$6,815.49	\$7,156.27	\$7,514.08		
Accounting Technician	45	GS	\$4,506.63	\$4,731.96	\$4,968.56	\$5,216.99	\$5,477.84	\$5,751.73		
Administrative Clerk I	28	GS	\$2,961.73	\$3,109.82	\$3,265.31	\$3,428.58	\$3,600.00	\$3,780.00		
Administrative Clerk II	32	GS	\$3,269.20	\$3,432.66	\$3,604.30	\$3,784.51	\$3,973.73	\$4,172.42		
Administrative Clerk III	36	GS	\$3,608.59	\$3,789.02	\$3,978.48	\$4,177.41	\$4,386.28	\$4,605.60		
Administrative Secretary	42	GS	\$4,184.85	\$4,394.10	\$4,613.80	\$4,844.50	\$5,086.71	\$5,341.05		
Administrative Supervisor	47	GS	\$4,734.78	\$4,971.52	\$5,220.10	\$5,481.10	\$5,755.16	\$6,042.92		
Aquatics Coordinator	32	GS	\$3,269.20	\$3,432.66	\$3,604.30	\$3,784.51	\$3,973.73	\$4,172.42		
Aquatics Supervisor	48	GS	\$4,853.14	\$5,095.80	\$5,350.60	\$5,618.13	\$5,899.03	\$6,193.98		
Assist City Manager/Comm & Econ Dev Dir	Contract		\$12,463.47				\$16,001.30			
Assistant Engineer	125	MM	\$6,661.14	\$6,994.20	\$7,343.91	\$7,711.11	\$8,096.66	\$8,501.50		
Assistant Planner	118	MM	\$5,603.78	\$5,883.98	\$6,178.17	\$6,487.09	\$6,811.44	\$7,152.01		
Associate Civil Engineer	131	MM	\$7,724.88	\$8,111.13	\$8,516.69	\$8,942.52	\$9,389.65	\$9,859.14		
Associate Engineer	127	MM	\$6,998.37	\$7,348.29	\$7,715.69	\$8,101.49	\$8,506.56	\$8,931.89		
Associate Planner	124	MM	\$6,498.68	\$6,823.61	\$7,164.80	\$7,523.03	\$7,899.19	\$8,294.15		
Building Inspection Services Manager	132	MM	\$7,918.01	\$8,313.91	\$8,729.60	\$9,166.09	\$9,624.39	\$10,105.61		
Building Inspector I	49	GS	\$4,974.48	\$5,223.20	\$5,484.36	\$5,758.58	\$6,046.50	\$6,348.83		
Building Inspector II	53	GS	\$5,490.89	\$5,765.44	\$6,053.71	\$6,356.39	\$6,674.21	\$7,007.92		
Business Engagement / Resource Conservation Program Manager	124	MM	\$6,498.68	\$6,823.61	\$7,164.80	\$7,523.03	\$7,899.19	\$8,294.15		
Chief Building Official	140	MM	\$9,647.33	\$10,129.69	\$10,636.18	\$11,167.98	\$11,726.38	\$12,312.70		
Chief Collection Systems Operator	132	MM	\$7,918.01	\$8,313.91	\$8,729.60	\$9,166.08	\$9,624.39	\$10,105.61		
Chief Information Officer	142	MM	\$10,135.73	\$10,642.50	\$11,174.63	\$11,733.37	\$12,320.04	\$12,936.04		
Chief Plant Operator	132	MM	\$7,918.01	\$8,313.91	\$8,729.60	\$9,166.08	\$9,624.39	\$10,105.61		
Chief Project Engineer	145	MM	\$10,915.07	\$11,460.81	\$12,033.87	\$12,635.55	\$13,267.32	\$13,930.69		
Chief Water Systems Operator	132	MM	\$7,918.01	\$8,313.91	\$8,729.60	\$9,166.09	\$9,624.39	\$10,105.61		
Children's Librarian II	118	MM	\$5,603.79	\$5,883.97	\$6,178.18	\$6,487.10	\$6,811.44	\$7,152.02		
City Clerk	Contract		\$7,630.73				\$10,598.24			
City Engineer	145	MM	\$10,915.07	\$11,460.81	\$12,033.87	\$12,635.55	\$13,267.33	\$13,930.69		
City Manager	Contract						\$23,504.00			
Code Compliance Officer I	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Code Compliance Officer II	50	GS	\$5,098.84	\$5,353.78	\$5,621.46	\$5,902.54	\$6,197.67	\$6,507.55		
Communications and Strategic Policy Manager	134	MM	\$8,313.91	\$8,729.61	\$9,166.08	\$9,624.39	\$10,105.61	\$10,610.89		
Community Development Clerk I	32	GS	\$3,269.20	\$3,432.66	\$3,604.30	\$3,784.51	\$3,973.73	\$4,172.42		
Community Development Clerk II	37	GS	\$3,698.80	\$3,883.75	\$4,077.93	\$4,281.83	\$4,495.91	\$4,720.71		
Community Development Director	Contract		\$12,851.90				\$16,500.00			
Community Development Technician I	42	GS	\$4,184.85	\$4,394.10	\$4,613.80	\$4,844.50	\$5,086.71	\$5,341.05		
Community Development Technician II	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Community Risk Reduction Specialist I	Base	F	\$5,003.33	\$5,253.73	\$5,516.40	\$5,792.23	\$6,081.82			
Community Risk Reduction Specialist II	Base	F	\$5,380.23	\$5,649.26	\$5,931.72	\$6,228.30	\$6,539.73			
Community Risk Reduction Specialist Senior	Base	F	\$5,957.26	\$6,255.14	\$6,567.90	\$6,896.29	\$7,241.11			
Community Services Director	Contract		\$12,851.90				\$16,500.00			
Community Services Officer	Base	P	\$4,325.98	\$4,542.27	\$4,769.38	\$5,007.87	\$5,258.26	\$5,521.19		
Community Services Program Manager	125	MM	\$6,661.14	\$6,994.20	\$7,343.91	\$7,711.11	\$8,096.66	\$8,501.50		
Conservation Coordinator	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		

Approved by City Council on March 7, 2023

Construction Project Manager	129	MM	\$7,352.66	\$7,720.29	\$8,106.30	\$8,511.62	\$8,937.20	\$9,384.06		
Crime Prevention Specialist	Base	P	\$4,325.98	\$4,542.27	\$4,769.38	\$5,007.87	\$5,258.26	\$5,521.19		
Data Services Manager	136	MM	\$8,740.00	\$9,177.00	\$9,635.85	\$10,117.65	\$10,623.52	\$11,154.70		
Deputy Chief (aka Police Captain)	Base	PM	\$11,560.21	\$12,138.23	\$12,745.14	\$13,382.41	\$14,051.52	\$14,754.10	\$15,491.80	\$16,266.40
Deputy Director of Community Development	Contract		\$9,927.40				\$12,727.43			
Deputy Fire Chief	Flat	FM	\$11,213.73	\$11,774.41	\$12,363.13	\$12,981.27	\$13,741.27			
Director of Administrative Services	Contract		\$12,851.90				\$16,500.00			
Economic Development Manager	136	MM	\$8,740.00	\$9,177.00	\$9,635.85	\$10,117.65	\$10,623.52	\$11,154.70		
Electrical / Signs & Markings Supervisor	134	MM	\$8,313.90	\$8,729.61	\$9,166.07	\$9,624.38	\$10,105.62	\$10,610.90		
Electrician's Assistant	43	GS	\$4,289.47	\$4,503.94	\$4,729.15	\$4,965.61	\$5,213.89	\$5,474.59		
Engineering Aide I	33	GS	\$3,350.93	\$3,518.48	\$3,694.41	\$3,879.12	\$4,073.07	\$4,276.73		
Engineering Aide II	37	GS	\$3,698.80	\$3,883.75	\$4,077.93	\$4,281.83	\$4,495.91	\$4,720.71		
Engineering Assistant	56	GS	\$5,913.09	\$6,208.75	\$6,519.19	\$6,845.14	\$7,187.40	\$7,546.77		
Engineering Technician I	44	GS	\$4,396.71	\$4,616.55	\$4,847.38	\$5,089.75	\$5,344.24	\$5,611.45		
Engineering Technician II	48	GS	\$4,853.14	\$5,095.80	\$5,350.60	\$5,618.13	\$5,899.03	\$6,193.98		
Engineering Technician III	52	GS	\$5,356.97	\$5,624.81	\$5,906.06	\$6,201.36	\$6,511.43	\$6,837.00		
Environmental Compliance Inspector I	39	GS	\$3,886.05	\$4,080.35	\$4,284.38	\$4,498.59	\$4,723.52	\$4,959.70		
Environmental Compliance Inspector II	43	GS	\$4,289.47	\$4,503.94	\$4,729.15	\$4,965.61	\$5,213.89	\$5,474.59		
Environmental Compliance Specialist	49	GS	\$4,974.48	\$5,223.20	\$5,484.36	\$5,758.58	\$6,046.50	\$6,348.83		
Environmental Resources Analyst	127	MM	\$6,998.37	\$7,348.29	\$7,715.69	\$8,101.49	\$8,506.56	\$8,931.89		
Environmental Sustainability Manager	131	MM	\$7,724.88	\$8,111.13	\$8,516.69	\$8,942.52	\$9,389.65	\$9,859.14		
Equipment Service Clerk	32	GS	\$3,269.20	\$3,432.66	\$3,604.30	\$3,784.51	\$3,973.73	\$4,172.42		
Equipment Service Worker	34	GS	\$3,434.71	\$3,606.44	\$3,786.76	\$3,976.10	\$4,174.91	\$4,383.66		
Executive Assistant - Confidential		C	\$4,650.80	\$4,883.34	\$5,127.51	\$5,383.89	\$5,653.08	\$5,935.74		
Executive Assistant to the City Manager (aka Sec to CM)		C	\$4,770.05	\$5,008.56	\$5,258.99	\$5,521.94	\$5,798.03	\$6,087.94		
Facility Maintenance Worker I	35	GS	\$3,520.57	\$3,696.61	\$3,881.43	\$4,075.50	\$4,279.28	\$4,493.25		
Facility Maintenance Worker II	41	GS	\$4,082.78	\$4,286.92	\$4,501.27	\$4,726.33	\$4,962.65	\$5,210.78		
Facility Maintenance Worker III	45	GS	\$4,506.63	\$4,731.96	\$4,968.56	\$5,216.99	\$5,477.84	\$5,751.73		
Finance Clerk I	32	GS	\$3,269.20	\$3,432.66	\$3,604.30	\$3,784.51	\$3,973.73	\$4,172.42		
Finance Clerk II	37	GS	\$3,698.80	\$3,883.75	\$4,077.93	\$4,281.83	\$4,495.91	\$4,720.71		
Finance Clerk III	41	GS	\$4,082.78	\$4,286.92	\$4,501.27	\$4,726.33	\$4,962.65	\$5,210.78		
Finance Director	Contract		\$9,562.32				\$12,275.28			
Finance Officer	141	MM	\$9,888.51	\$10,382.93	\$10,902.08	\$11,447.19	\$12,019.55	\$12,620.53		
Finance Specialist	41	GS	\$4,082.78	\$4,286.92	\$4,501.27	\$4,726.33	\$4,962.65	\$5,210.78		
Finance Supervisor	54	GS	\$5,628.16	\$5,909.58	\$6,205.05	\$6,515.31	\$6,841.07	\$7,183.12		
Financial Services Manager	136	MM	\$8,740.00	\$9,177.00	\$9,635.85	\$10,117.65	\$10,623.52	\$11,154.70		
Fire Battalion Chief	Flat	FM	\$9,830.42	\$10,321.93	\$10,838.03	\$11,379.94	\$11,948.93			
Fire Captain	Base	F	\$7,931.13	\$8,327.68	\$8,744.07	\$9,181.28	\$9,640.33			
Fire Chief	Contract		\$12,950.00				\$16,666.67			
Fire Engineer	Base	F	\$6,883.36	\$7,227.53	\$7,588.91	\$7,968.36	\$8,366.76			
Fire Marshal	Flat	FM	\$9,830.42	\$10,321.93	\$10,838.03	\$11,379.94	\$11,948.93			
Fire Prevention Specialist I (aka Community Risk Reduction I)	Base	F	\$5,003.33	\$5,253.73	\$5,516.40	\$5,792.23	\$6,081.82			
Fire Prevention Specialist II (aka Community Risk Reduction II)	Base	F	\$5,380.23	\$5,649.26	\$5,931.72	\$6,228.30	\$6,539.73			
Firefighter	Base	F	\$6,065.12	\$6,368.37	\$6,686.78	\$7,021.13	\$7,372.17			
Firefighter Recruit	Base	F	\$5,458.61							
Fleet & Facilities Manager	131	MM	\$7,724.88	\$8,111.13	\$8,516.69	\$8,942.52	\$9,389.66	\$9,859.14		
GIS Coordinator	132	MM	\$7,918.01	\$8,313.91	\$8,729.60	\$9,166.09	\$9,624.39	\$10,105.61		
GIS Technician I	49	GS	\$4,974.48	\$5,223.20	\$5,484.36	\$5,758.58	\$6,046.51	\$6,348.83		
GIS Technician II	53	GS	\$5,490.89	\$5,765.44	\$6,053.71	\$6,356.39	\$6,674.21	\$7,007.92		

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Heavy Equipment Mechanic	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Housing Analyst I (aka Redevelopment & Housing Analyst I)	120	MM	\$5,887.49	\$6,181.86	\$6,490.94	\$6,815.49	\$7,156.27	\$7,514.08		
Housing Analyst II (aka Redevelopment & Housing Analyst II)	124	MM	\$6,498.68	\$6,823.61	\$7,164.80	\$7,523.03	\$7,899.19	\$8,294.15		
Human Resources Analyst I		C	\$5,658.85	\$5,941.79	\$6,238.88	\$6,550.82	\$6,878.36	\$7,222.28		
Human Resources Analyst II		C	\$6,402.47	\$6,722.59	\$7,058.72	\$7,411.66	\$7,782.24	\$8,171.35		
Human Resources Clerk		C	\$3,572.51	\$3,751.15	\$3,938.71	\$4,135.64	\$4,342.43	\$4,559.55		
Human Resources Manager		C	\$9,041.14	\$9,493.20	\$9,967.85	\$10,466.25	\$10,989.56	\$11,539.04		
Human Resources Technician I		C	\$4,246.59	\$4,458.92	\$4,681.86	\$4,915.95	\$5,161.75	\$5,419.83		
Human Resources Technician II		C	\$4,734.88	\$4,971.63	\$5,220.21	\$5,481.21	\$5,755.28	\$6,043.04		
Industrial Electrical/Electronics Technician	58	GS	\$6,212.44	\$6,523.06	\$6,849.21	\$7,191.68	\$7,551.26	\$7,928.83		
Information Technology Technician I	48	GS	\$4,853.14	\$5,095.80	\$5,350.60	\$5,618.13	\$5,899.03	\$6,193.98		
Information Technology Technician II	52	GS	\$5,356.97	\$5,624.81	\$5,906.06	\$6,201.36	\$6,511.43	\$6,837.00		
Infrastructure O & M Superintendent	132	MM	\$7,918.01	\$8,313.91	\$8,729.60	\$9,166.08	\$9,624.39	\$10,105.61		
Junior Engineer	121	MM	\$6,034.67	\$6,336.40	\$6,653.22	\$6,985.88	\$7,335.19	\$7,701.95		
Junior Planner	113	MM	\$4,952.94	\$5,200.58	\$5,460.60	\$5,733.64	\$6,020.33	\$6,321.34		
Laboratory & Environmental Compliance Mgr.	129	MM	\$7,352.66	\$7,720.29	\$8,106.30	\$8,511.62	\$8,937.20	\$9,384.06		
Laboratory Supervisor	127	MM	\$6,998.37	\$7,348.28	\$7,715.69	\$8,101.49	\$8,506.56	\$8,931.89		
Laboratory Technician I	43	GS	\$4,289.47	\$4,503.94	\$4,729.15	\$4,965.61	\$5,213.89	\$5,474.59		
Laboratory Technician II	47	GS	\$4,734.78	\$4,971.52	\$5,220.10	\$5,481.10	\$5,755.16	\$6,042.92		
Librarian I	114	MM	\$5,076.76	\$5,330.60	\$5,597.13	\$5,876.98	\$6,170.82	\$6,479.37		
Librarian II	118	MM	\$5,603.79	\$5,883.97	\$6,178.18	\$6,487.10	\$6,811.44	\$7,152.02		
Librarian III	122	MM	\$6,185.54	\$6,494.81	\$6,819.56	\$7,160.53	\$7,518.56	\$7,894.49		
Library Services Director	Contract		\$10,410.00				\$12,650.00			
Library Technical Assistant I	29	GS	\$3,035.77	\$3,187.57	\$3,346.95	\$3,514.30	\$3,690.01	\$3,874.51		
Library Technical Assistant II	33	GS	\$3,350.93	\$3,518.48	\$3,694.41	\$3,879.12	\$4,073.07	\$4,276.73		
Library Technical Assistant III	37	GS	\$3,698.80	\$3,883.75	\$4,077.93	\$4,281.83	\$4,495.91	\$4,720.71		
Light Equipment Mechanic	41	GS	\$4,082.78	\$4,286.92	\$4,501.27	\$4,726.33	\$4,962.65	\$5,210.78		
Literacy Coordinator	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Maintenance Supervisor	53	GS	\$5,490.89	\$5,765.44	\$6,053.71	\$6,356.39	\$6,674.21	\$7,007.92		
Maintenance Worker I	35	GS	\$3,520.57	\$3,696.61	\$3,881.43	\$4,075.50	\$4,279.28	\$4,493.25		
Maintenance Worker II	40	GS	\$3,983.21	\$4,182.37	\$4,391.48	\$4,611.06	\$4,841.61	\$5,083.69		
Maintenance Worker III	44	GS	\$4,396.71	\$4,616.55	\$4,847.38	\$5,089.75	\$5,344.24	\$5,611.45		
Management Analyst I	120	MM	\$5,887.49	\$6,181.86	\$6,490.94	\$6,815.49	\$7,156.27	\$7,514.08		
Management Analyst II	125	MM	\$6,661.14	\$6,994.21	\$7,343.91	\$7,711.11	\$8,096.66	\$8,501.49		
Marketing & Business Relations Specialist Economic Development	118	MM	\$5,603.78	\$5,883.98	\$6,178.17	\$6,487.09	\$6,811.44	\$7,152.01		
Meter Services Technician	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Office Manager	115	MM	\$5,203.68	\$5,463.86	\$5,737.05	\$6,023.90	\$6,325.10	\$6,641.36		
Operations and Maintenance Superintendent	137	MM	\$8,958.51	\$9,406.44	\$9,876.76	\$10,370.60	\$10,889.13	\$11,433.58		
Park Maintenance Technician	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Park Maintenance Worker I	35	GS	\$3,520.57	\$3,696.61	\$3,881.43	\$4,075.50	\$4,279.28	\$4,493.25		
Park Maintenance Worker II	39	GS	\$3,886.05	\$4,080.35	\$4,284.38	\$4,498.59	\$4,723.52	\$4,959.70		
Park Maintenance Worker III	43	GS	\$4,289.47	\$4,503.94	\$4,729.15	\$4,965.61	\$5,213.89	\$5,474.59		
Park Planner	132	MM	\$7,918.01	\$8,313.91	\$8,729.60	\$9,166.08	\$9,624.39	\$10,105.61		
Park Superintendent	132	MM	\$7,918.01	\$8,313.91	\$8,729.60	\$9,166.08	\$9,624.39	\$10,105.61		
Park Supervisor	51	GS	\$5,226.32	\$5,487.63	\$5,762.01	\$6,050.11	\$6,352.61	\$6,670.25		
Planning Manager	140	MM	\$9,647.33	\$10,129.69	\$10,636.18	\$11,167.98	\$11,726.38	\$12,312.70		
Police Captain	Base	PM	\$11,560.21	\$12,138.23	\$12,745.14	\$13,382.41	\$14,051.52	\$14,754.10	\$15,491.80	\$16,266.40
Police Chief	Contract		\$15,233.94				\$20,044.66			
Police Crime and Intelligence Analyst	Base	PS	\$5,545.92	\$5,823.23	\$6,114.38	\$6,420.10	\$6,741.10			

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Police Lieutenant	Base	PM	\$10,517.94	\$11,043.84	\$11,596.03	\$12,175.84	\$12,784.64	\$13,423.87	\$14,095.07	\$14,799.82
Police Officer	Base	P	\$6,572.15	\$6,900.75	\$7,245.79	\$7,608.09	\$7,988.49	\$8,387.91	\$8,807.32	
Police Officer Recruit (Non-Safety)	Base		\$5,914.93							
Police Records Manager	120	MM	\$5,887.49	\$6,181.86	\$6,490.94	\$6,815.49	\$7,156.27	\$7,514.08		
Police Records Specialist	Base	P	\$3,839.70	\$4,031.66	\$4,233.25	\$4,444.91	\$4,667.17			
Police Records Supervisor	Base	PS	\$5,202.44	\$5,462.55	\$5,735.68	\$6,022.49	\$6,323.63			
Police Sergeant	Base	PS	\$7,602.52	\$7,982.65	\$8,381.78	\$8,800.87	\$9,240.91	\$9,702.96	\$10,188.11	\$10,697.52
Pool and Recreation Facility Technician (formerly Pool and Facility Technician)	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Pool Facility Technician	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Principal Civil Engineer	141	MM	\$9,888.51	\$10,382.93	\$10,902.08	\$11,447.19	\$12,019.55	\$12,620.53		
Principal Planner	136	MM	\$8,740.00	\$9,177.00	\$9,635.85	\$10,117.65	\$10,623.52	\$11,154.70		
Principal Utilities Civil Engineer	141	MM	\$9,888.51	\$10,382.93	\$10,902.08	\$11,447.19	\$12,019.55	\$12,620.53		
Program Analyst	63	GS	\$7,028.81	\$7,380.25	\$7,749.26	\$8,136.73	\$8,543.56	\$8,970.74		
Public Works Director	Contract		\$12,851.90				\$16,500.00			
Public Works O&M Infrastructure Admin	141	MM	\$9,888.51	\$10,382.93	\$10,902.08	\$11,447.19	\$12,019.55	\$12,620.53		
Purchasing Manager	123	MM	\$6,340.18	\$6,657.18	\$6,990.05	\$7,339.55	\$7,706.52	\$8,091.84		
Recreation Coordinator	36	GS	\$3,608.59	\$3,789.02	\$3,978.48	\$4,177.41	\$4,386.28	\$4,605.60		
Recreation Superintendent	131	MM	\$7,724.88	\$8,111.13	\$8,516.69	\$8,942.52	\$9,389.65	\$9,859.14		
Recreation Supervisor	50	GS	\$5,098.84	\$5,353.78	\$5,621.46	\$5,902.54	\$6,197.67	\$6,507.55		
Redev. & Housing Analyst I (renamed to Housing Analyst I)	120	MM	\$5,887.49	\$6,181.86	\$6,490.94	\$6,815.49	\$7,156.27	\$7,514.08		
Redev. & Housing Analyst II (renamed to Housing Analyst II)	124	MM	\$6,498.68	\$6,823.61	\$7,164.80	\$7,523.03	\$7,899.19	\$8,294.15		
Redevelopment Manager	136	MM	\$8,740.00	\$9,177.00	\$9,635.85	\$10,117.65	\$10,623.52	\$11,154.70		
Senior Accountant	125	MM	\$6,661.14	\$6,994.20	\$7,343.91	\$7,711.11	\$8,096.66	\$8,501.50		
Senior Associate Civil Engineer	134	MM	\$8,318.87	\$8,734.81	\$9,171.55	\$9,630.11	\$10,111.63	\$10,617.21		
Senior Building Inspector	57	GS	\$6,060.92	\$6,363.97	\$6,682.16	\$7,016.26	\$7,367.08	\$7,735.44		
Senior Building Plans Examiner	58	GS	\$6,212.44	\$6,523.06	\$6,849.21	\$7,191.68	\$7,551.26	\$7,928.83		
Senior Center Manager	120	MM	\$5,887.49	\$6,181.86	\$6,490.94	\$6,815.49	\$7,156.27	\$7,514.08		
Senior Civil Engineer	138	MM	\$9,182.46	\$9,641.58	\$10,123.66	\$10,629.84	\$11,161.34	\$11,719.41		
Senior Construction Project Manager	131	MM	\$7,724.88	\$8,111.13	\$8,516.69	\$8,942.52	\$9,389.65	\$9,859.14		
Senior Engineering Assistant	58	GS	\$6,212.44	\$6,523.06	\$6,849.21	\$7,191.68	\$7,551.26	\$7,928.83		
Senior Environmental Resources Analyst	131	MM	\$7,724.88	\$8,111.13	\$8,516.69	\$8,942.52	\$9,389.65	\$9,859.14		
Senior Equipment Mechanic	50	GS	\$5,098.84	\$5,353.78	\$5,621.46	\$5,902.54	\$6,197.67	\$6,507.55		
Senior Human Resources Analyst		C	\$7,362.84	\$7,730.98	\$8,117.53	\$8,523.40	\$8,949.57	\$9,397.05		
Senior Maintenance Worker	47	GS	\$4,734.78	\$4,971.52	\$5,220.10	\$5,481.10	\$5,755.16	\$6,042.92		
Senior Management Analyst	131	MM	\$7,724.88	\$8,111.13	\$8,516.69	\$8,942.52	\$9,389.65	\$9,859.14		
Senior Planner	132	MM	\$7,918.01	\$8,313.91	\$8,729.59	\$9,166.09	\$9,624.39	\$10,105.61		
Senior Police Records Specialist	Base	P	\$4,223.66	\$4,434.84	\$4,656.58	\$4,889.43	\$5,133.91			
Senior Signs and Markings Technician	45	GS	\$4,506.63	\$4,731.96	\$4,968.56	\$5,216.99	\$5,477.84	\$5,751.73		
Senior Traffic Signal/Street Lighting Tech	60	GS	\$6,526.94	\$6,853.30	\$7,195.96	\$7,555.76	\$7,933.55	\$8,330.22		
Senior Tree Trimmer	45	GS	\$4,506.63	\$4,731.96	\$4,968.56	\$5,216.99	\$5,477.84	\$5,751.73		
Senior Utilities Maintenance Worker (Sewer)	54	GS	\$5,628.16	\$5,909.58	\$6,205.05	\$6,515.31	\$6,841.07	\$7,183.12		
Senior Utilities Maintenance Worker (Water)	54	GS	\$5,628.16	\$5,909.58	\$6,205.05	\$6,515.31	\$6,841.07	\$7,183.12		
Senior Water Pollution Control Operator	67	GS	\$7,758.49	\$8,146.41	\$8,553.73	\$8,981.42	\$9,430.49	\$9,902.02		
Senior Water Quality Specialist	58	GS	\$6,212.44	\$6,523.06	\$6,849.21	\$7,191.68	\$7,551.26	\$7,928.83		
Senior Water System Operator	54	GS	\$5,628.16	\$5,909.58	\$6,205.05	\$6,515.31	\$6,841.07	\$7,183.12		
Senior Water/Wastewater Instrumentation Tech	66	GS	\$7,569.25	\$7,947.71	\$8,345.10	\$8,762.34	\$9,200.46	\$9,660.49		
Signs and Markings Tech I	39	GS	\$3,886.05	\$4,080.35	\$4,284.38	\$4,498.59	\$4,723.52	\$4,959.70		
Signs and Markings Tech II	43	GS	\$4,289.47	\$4,503.94	\$4,729.15	\$4,965.61	\$5,213.89	\$5,474.59		

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Social Services Manager	132	MM	\$7,918.01	\$8,313.91	\$8,729.59	\$9,166.09	\$9,624.39	\$10,105.61		
Sports Manager	125	MM	\$6,661.14	\$6,994.20	\$7,343.91	\$7,711.11	\$8,096.66	\$8,501.50		
Stock Clerk	32	GS	\$3,269.20	\$3,432.66	\$3,604.30	\$3,784.51	\$3,973.73	\$4,172.42		
Storekeeper	35	GS	\$3,520.57	\$3,696.61	\$3,881.43	\$4,075.50	\$4,279.28	\$4,493.25		
Technical Services Manager	136	MM	\$8,740.00	\$9,177.00	\$9,635.85	\$10,117.65	\$10,623.52	\$11,154.70		
Traffic Signal / Street Lighting Technician	56	GS	\$5,913.09	\$6,208.75	\$6,519.19	\$6,845.14	\$7,187.40	\$7,546.77		
Transportation Engineer	134	MM	\$8,318.87	\$8,734.81	\$9,171.55	\$9,630.11	\$10,111.63	\$10,617.21		
Treatment Plant Mechanic	54	GS	\$5,628.16	\$5,909.58	\$6,205.05	\$6,515.31	\$6,841.07	\$7,183.12		
Treatment Plant Superintendent	137	MM	\$8,958.51	\$9,406.44	\$9,876.76	\$10,370.60	\$10,889.13	\$11,433.58		
Tree Trimmer I	39	GS	\$3,886.05	\$4,080.35	\$4,284.38	\$4,498.59	\$4,723.52	\$4,959.70		
Tree Trimmer II	43	GS	\$4,289.47	\$4,503.94	\$4,729.15	\$4,965.61	\$5,213.89	\$5,474.59		
Underground Utility Service Locator	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Utilities Administrator	141	MM	\$9,888.51	\$10,382.93	\$10,902.08	\$11,447.19	\$12,019.55	\$12,620.53		
Utilities Maintenance Supervisor	53	GS	\$5,490.89	\$5,765.44	\$6,053.71	\$6,356.39	\$6,674.21	\$7,007.92		
Utilities Maintenance Worker I	37	GS	\$3,698.80	\$3,883.75	\$4,077.93	\$4,281.83	\$4,495.91	\$4,720.71		
Utilities Maintenance Worker II	42	GS	\$4,184.85	\$4,394.10	\$4,613.80	\$4,844.50	\$5,086.71	\$5,341.05		
Utilities Maintenance Worker III (Sewer)	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Utilities Maintenance Worker III (Water)	46	GS	\$4,619.29	\$4,850.26	\$5,092.78	\$5,347.42	\$5,614.78	\$5,895.52		
Utilities Maintenance Worker IV (Sewer)	50	GS	\$5,098.84	\$5,353.78	\$5,621.46	\$5,902.54	\$6,197.67	\$6,507.55		
Utilities Maintenance Worker IV (Water)	50	GS	\$5,098.84	\$5,353.78	\$5,621.46	\$5,902.54	\$6,197.67	\$6,507.55		
Wastewater Systems Administrator	141	MM	\$9,888.51	\$10,382.93	\$10,902.08	\$11,447.19	\$12,019.55	\$12,620.53		
Water / Wastewater Instrumental Technician	62	GS	\$6,857.37	\$7,200.24	\$7,560.25	\$7,938.27	\$8,335.18	\$8,751.94		
Water Pollution Control Facility Superintendent	141	MM	\$9,888.51	\$10,382.93	\$10,902.08	\$11,447.19	\$12,019.55	\$12,620.53		
Water Pollution Control O-I-T	40	GS	\$3,983.21	\$4,182.37	\$4,391.48	\$4,611.06	\$4,841.61	\$5,083.69		
Water Pollution Control Operator I	51	GS	\$5,226.32	\$5,487.63	\$5,762.01	\$6,050.11	\$6,352.61	\$6,670.25		
Water Pollution Control Operator II	55	GS	\$5,768.86	\$6,057.31	\$6,360.18	\$6,678.18	\$7,012.09	\$7,362.69		
Water Pollution Control Operator III	59	GS	\$6,367.75	\$6,686.13	\$7,020.44	\$7,371.46	\$7,740.05	\$8,127.05		
Water Pollution Control Operator IV	63	GS	\$7,028.81	\$7,380.24	\$7,749.25	\$8,136.71	\$8,543.54	\$8,970.72		
Water Quality Specialist I	48	GS	\$4,853.14	\$5,095.80	\$5,350.60	\$5,618.13	\$5,899.03	\$6,193.98		
Water Quality Specialist II	52	GS	\$5,356.97	\$5,624.81	\$5,906.06	\$6,201.36	\$6,511.43	\$6,837.00		
Water Systems Administrator	141	MM	\$9,888.51	\$10,382.93	\$10,902.08	\$11,447.19	\$12,019.55	\$12,620.53		
Water Systems Operator I	42	GS	\$4,184.85	\$4,394.10	\$4,613.80	\$4,844.50	\$5,086.71	\$5,341.05		
Water Systems Operator II	50	GS	\$5,098.84	\$5,353.78	\$5,621.46	\$5,902.54	\$6,197.67	\$6,507.55		

TEMPORARY / PART-TIME / SEASONAL EMPLOYEES - HOURLY WAGES										
CLASSIFICATION			A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Accountant I	116	MM	\$30.77	\$32.31	\$33.93	\$35.62	\$37.40	\$39.27		
Accountant II	120	MM	\$33.97	\$35.67	\$37.45	\$39.32	\$41.29	\$43.35		
Accounting Technician	45	GS	\$26.00	\$27.30	\$28.67	\$30.10	\$31.60	\$33.18		
Administrative Clerk I	28	GS	\$17.09	\$17.94	\$18.84	\$19.78	\$20.77	\$21.81		
Administrative Clerk II	32	GS	\$18.86	\$19.80	\$20.79	\$21.83	\$22.93	\$24.07		
Administrative Clerk III	36	GS	\$20.82	\$21.86	\$22.95	\$24.10	\$25.31	\$26.57		
Administrative Secretary	42	GS	\$24.14	\$25.35	\$26.62	\$27.95	\$29.35	\$30.81		
Administrative Supervisor	47	GS	\$27.32	\$28.68	\$30.12	\$31.62	\$33.20	\$34.86		
Aquatics Coordinator	32	GS	\$18.86	\$19.80	\$20.79	\$21.83	\$22.93	\$24.07		
Aquatics Supervisor	48	GS	\$28.00	\$29.40	\$30.87	\$32.41	\$34.03	\$35.74		

Assist City Manager/Comm & Econ Dev Dir	Contract		\$71.91					\$92.32			
Assistant Engineer	125	MM	\$38.43	\$40.35	\$42.37	\$44.49	\$46.71	\$49.05			
Assistant Planner	118	MM	\$32.33	\$33.95	\$35.64	\$37.43	\$39.30	\$41.26			
Associate Civil Engineer	131	MM	\$44.57	\$46.80	\$49.14	\$51.59	\$54.17	\$56.88			
Associate Engineer	127	MM	\$40.38	\$42.39	\$44.51	\$46.74	\$49.08	\$51.53			
Associate Planner	124	MM	\$37.49	\$39.37	\$41.34	\$43.40	\$45.57	\$47.85			
Building Inspection Services Manager	132	MM	\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30			
Building Inspector I	49	GS	\$28.70	\$30.13	\$31.64	\$33.22	\$34.88	\$36.63			
Building Inspector II	53	GS	\$31.68	\$33.26	\$34.93	\$36.67	\$38.51	\$40.43			
Business Engagement / Resource Conservation Program Manager	124	MM	\$37.49	\$39.37	\$41.34	\$43.40	\$45.57	\$47.85			
Chief Building Official	140	MM	\$55.66	\$58.44	\$61.36	\$64.43	\$67.65	\$71.04			
Chief Collection Systems Operator	132	MM	\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30			
Chief Information Officer	142	MM	\$58.48	\$61.40	\$64.47	\$67.69	\$71.08	\$74.63			
Chief Plant Operator	132	MM	\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30			
Chief Project Engineer	145	MM	\$62.97	\$66.12	\$69.43	\$72.90	\$76.54	\$80.37			
Chief Water Systems Operator	132		\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30			
Children's Librarian II	118	MM	\$32.33	\$33.95	\$35.64	\$37.43	\$39.30	\$41.26			
City Clerk	Contract		\$44.02				\$61.14				
City Engineer	145	MM	\$62.97	\$66.12	\$69.43	\$72.90	\$76.54	\$80.37			
City Manager	Contract		\$0.00	\$0.00	\$0.00	\$0.00	\$135.60	\$0.00			
Code Compliance Officer I	46	MM	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01			
Code Compliance Officer II	50	GS	\$29.42	\$30.89	\$32.43	\$34.05	\$35.76	\$37.54			
Communications and Strategic Policy Manager	134	MM	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30	\$61.22			
Community Development Clerk I	32		\$18.86	\$19.80	\$20.79	\$21.83	\$22.93	\$24.07			
Community Development Clerk II	37	GS	\$21.34	\$22.41	\$23.53	\$24.70	\$25.94	\$27.24			
Community Development Director	Contract		\$74.15	\$0.00	\$0.00	\$0.00	\$95.19	\$0.00			
Community Development Technician I	42	GS	\$24.14	\$25.35	\$26.62	\$27.95	\$29.35	\$30.81			
Community Development Technician II	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01			
Community Risk Reduction Specialist I	Base	F	\$28.87	\$30.31	\$31.83	\$33.42	\$35.09	\$0.00			
Community Risk Reduction Specialist II	Base		\$31.04	\$32.59	\$34.22	\$35.93	\$37.73	\$0.00			
Community Risk Reduction Specialist Senior	Base	F	\$34.37	\$36.09	\$37.89	\$39.79	\$41.78	\$0.00			
Community Services Director	Contract		\$74.15	\$0.00	\$0.00	\$0.00	\$95.19	\$0.00			
Community Services Officer	Base	P	\$24.96	\$26.21	\$27.52	\$28.89	\$30.34	\$31.85			
Community Services Program Manager	125	MM	\$38.43	\$40.35	\$42.37	\$44.49	\$46.71	\$49.05			
Conservation Coordinator	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01			
Construction Project Manager	129	MM	\$42.42	\$44.54	\$46.77	\$49.11	\$51.56	\$54.14			
Crime Prevention Specialist	Base		\$24.96	\$26.21	\$27.52	\$28.89	\$30.34	\$31.85			
Data Services Manager	136	MM	\$50.42	\$52.95	\$55.59	\$58.37	\$61.29	\$64.36			
Deputy Chief (aka Police Captain)	Base		\$66.69	\$70.03	\$73.53	\$77.21	\$81.07	\$85.12	\$89.38	\$93.85	
Deputy Director of Community Development	Contract		\$57.27				\$73.43				
Deputy Fire Chief	Flat	FM	\$64.70	\$67.93	\$71.33	\$74.89	\$79.28				
Director of Administrative Services	Contract		\$74.15				\$95.19				
Economic Development Manager	136	MM	\$50.42	\$52.95	\$55.59	\$58.37	\$61.29	\$64.36			
Electrical / Signs & Markings Supervisor	134	MM	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30	\$61.22			
Electrician's Assistant	43	GS	\$24.75	\$25.98	\$27.28	\$28.65	\$30.08	\$31.58			
Engineering Aide I	33	GS	\$19.33	\$20.30	\$21.31	\$22.38	\$23.50	\$24.67			
Engineering Aide II	37	GS	\$21.34	\$22.41	\$23.53	\$24.70	\$25.94	\$27.24			
Engineering Assistant	56	GS	\$34.11	\$35.82	\$37.61	\$39.49	\$41.47	\$43.54			
Engineering Technician I	44	GS	\$25.37	\$26.63	\$27.97	\$29.36	\$30.83	\$32.37			

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Engineering Technician II	48	GS	\$28.00	\$29.40	\$30.87	\$32.41	\$34.03	\$35.74		
Engineering Technician III	52	GS	\$30.91	\$32.45	\$34.07	\$35.78	\$37.57	\$39.44		
Environmental Compliance Inspector I	39	GS	\$22.42	\$23.54	\$24.72	\$25.95	\$27.25	\$28.61		
Environmental Compliance Inspector II	43	GS	\$24.75	\$25.98	\$27.28	\$28.65	\$30.08	\$31.58		
Environmental Compliance Specialist	49	GS	\$28.70	\$30.13	\$31.64	\$33.22	\$34.88	\$36.63		
Environmental Resources Analyst	127	MM	\$40.38	\$42.39	\$44.51	\$46.74	\$49.08	\$51.53		
Environmental Sustainability Manager	131	MM	\$44.57	\$46.80	\$49.14	\$51.59	\$54.17	\$56.88		
Equipment Service Clerk	32	GS	\$18.86	\$19.80	\$20.79	\$21.83	\$22.93	\$24.07		
Equipment Service Worker	34	GS	\$19.82	\$20.81	\$21.85	\$22.94	\$24.09	\$25.29		
Executive Assistant - Confidential		C	\$26.83	\$28.17	\$29.58	\$31.06	\$32.61	\$34.25		
Executive Assistant to the City Manager (aka Sec to CM)		C	\$27.52	\$28.90	\$30.34	\$31.86	\$33.45	\$35.12		
Facility Maintenance Worker I	35	GS	\$20.31	\$21.33	\$22.39	\$23.51	\$24.69	\$25.92		
Facility Maintenance Worker II	41	GS	\$23.55	\$24.73	\$25.97	\$27.27	\$28.63	\$30.06		
Facility Maintenance Worker III	45	GS	\$26.00	\$27.30	\$28.67	\$30.10	\$31.60	\$33.18		
Finance Clerk I	32	GS	\$18.86	\$19.80	\$20.79	\$21.83	\$22.93	\$24.07		
Finance Clerk II	37	GS	\$21.34	\$22.41	\$23.53	\$24.70	\$25.94	\$27.24		
Finance Clerk III	41		\$23.55	\$24.73	\$25.97	\$27.27	\$28.63	\$30.06		
Finance Director	Contract		\$55.17				\$70.82			
Finance Officer	141	MM	\$57.05	\$59.90	\$62.90	\$66.04	\$69.34	\$72.81		
Finance Specialist	41	GS	\$23.55	\$24.73	\$25.97	\$27.27	\$28.63	\$30.06		
Finance Supervisor	54		\$32.47	\$34.09	\$35.80	\$37.59	\$39.47	\$41.44		
Financial Services Manager	136	MM	\$50.42	\$52.95	\$55.59	\$58.37	\$61.29	\$64.36		
Fire Battalion Chief	Flat	FM	\$56.72	\$59.55	\$62.53	\$65.65	\$68.94			
Fire Captain	Base		\$45.76	\$48.05	\$50.45	\$52.97	\$55.62			
Fire Chief	Contract		\$74.71	\$0.00	\$0.00	\$0.00	\$96.16			
Fire Engineer	Base	F	\$39.71	\$41.70	\$43.78	\$45.97	\$48.27			
Fire Marshal	Flat	FM	\$56.72	\$59.55	\$62.53	\$65.65	\$68.94			
Fire Prevention Specialist I (aka Community Risk Reduction I)	Base	F	\$28.87	\$30.31	\$31.83	\$33.42	\$35.09			
Fire Prevention Specialist II (aka Community Risk Reduction II)	Base	F	\$31.04	\$32.59	\$34.22	\$35.93	\$37.73			
Firefighter	Base	F	\$34.99	\$36.74	\$38.58	\$40.51	\$42.53			
Firefighter Recruit	Base	F	\$31.49							
Fleet & Facilities Manager	131	MM	\$44.57	\$46.80	\$49.14	\$51.59	\$54.17	\$56.88		
GIS Coordinator	132	MM	\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30		
GIS Technician I	49	GS	\$28.70	\$30.13	\$31.64	\$33.22	\$34.88	\$36.63		
GIS Technician II	53	GS	\$31.68	\$33.26	\$34.93	\$36.67	\$38.51	\$40.43		
Heavy Equipment Mechanic	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01		
Housing Analyst I (aka Redevelopment & Housing Analyst I)	120	MM	\$33.97	\$35.67	\$37.45	\$39.32	\$41.29	\$43.35		
Housing Analyst II (aka Redevelopment & Housing Analyst II)	124	MM	\$37.49	\$39.37	\$41.34	\$43.40	\$45.57	\$47.85		
Human Resources Analyst I		C	\$32.65	\$34.28	\$35.99	\$37.79	\$39.68	\$41.67		
Human Resources Analyst II		C	\$36.94	\$38.78	\$40.72	\$42.76	\$44.90	\$47.14		
Human Resources Clerk		C	\$20.61	\$21.64	\$22.72	\$23.86	\$25.05	\$26.31		
Human Resources Manager		C	\$52.16	\$54.77	\$57.51	\$60.38	\$63.40	\$66.57		
Human Resources Technician I		C	\$24.50	\$25.73	\$27.01	\$28.36	\$29.78	\$31.27		
Human Resources Technician II		C	\$27.32	\$28.68	\$30.12	\$31.62	\$33.20	\$34.86		
Industrial Electrical/Electronics Technician	58	GS	\$35.84	\$37.63	\$39.52	\$41.49	\$43.57	\$45.74		
Information Technology Technician I	48	GS	\$28.00	\$29.40	\$30.87	\$32.41	\$34.03	\$35.74		
Information Technology Technician II	52	GS	\$30.91	\$32.45	\$34.07	\$35.78	\$37.57	\$39.44		
Infrastructure O & M Superintendent	132	MM	\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30		
Junior Engineer	121	MM	\$34.82	\$36.56	\$38.38	\$40.30	\$42.32	\$44.44		

Junior Planner	113	MM	\$28.58	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47		
Laboratory & Environmental Compliance Mgr.	129	MM	\$42.42	\$44.54	\$46.77	\$49.11	\$51.56	\$54.14		
Laboratory Supervisor	127	MM	\$40.38	\$42.39	\$44.51	\$46.74	\$49.08	\$51.53		
Laboratory Technician I	43	GS	\$24.75	\$25.98	\$27.28	\$28.65	\$30.08	\$31.58		
Laboratory Technician II	47	GS	\$27.32	\$28.68	\$30.12	\$31.62	\$33.20	\$34.86		
Librarian I	114	MM	\$29.29	\$30.75	\$32.29	\$33.91	\$35.60	\$37.38		
Librarian II	118	MM	\$32.33	\$33.95	\$35.64	\$37.43	\$39.30	\$41.26		
Librarian III	122	MM	\$35.69	\$37.47	\$39.34	\$41.31	\$43.38	\$45.55		
Library Services Director	Contract		\$60.06	\$0.00	\$0.00	\$0.00	\$72.98	\$0.00		
Library Technical Assistant I	29	GS	\$17.51	\$18.39	\$19.31	\$20.28	\$21.29	\$22.35		
Library Technical Assistant II	33	GS	\$19.33	\$20.30	\$21.31	\$22.38	\$23.50	\$24.67		
Library Technical Assistant III	37	GS	\$21.34	\$22.41	\$23.53	\$24.70	\$25.94	\$27.24		
Light Equipment Mechanic	41	GS	\$23.55	\$24.73	\$25.97	\$27.27	\$28.63	\$30.06		
Literacy Coordinator	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01		
Maintenance Supervisor	53	GS	\$31.68	\$33.26	\$34.93	\$36.67	\$38.51	\$40.43		
Maintenance Worker I	35	GS	\$20.31	\$21.33	\$22.39	\$23.51	\$24.69	\$25.92		
Maintenance Worker II	40	GS	\$22.98	\$24.13	\$25.34	\$26.60	\$27.93	\$29.33		
Maintenance Worker III	44	GS	\$25.37	\$26.63	\$27.97	\$29.36	\$30.83	\$32.37		
Management Analyst I	120	MM	\$33.97	\$35.67	\$37.45	\$39.32	\$41.29	\$43.35		
Management Analyst II	125	MM	\$38.43	\$40.35	\$42.37	\$44.49	\$46.71	\$49.05		
Marketing & Business Relations Specialist Economic Development	118	MM	\$32.33	\$33.95	\$35.64	\$37.43	\$39.30	\$41.26		
Meter Services Technician	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01		
Office Manager	115	MM	\$30.02	\$31.52	\$33.10	\$34.75	\$36.49	\$38.32		
Operations and Maintenance Superintendent	137	MM	\$51.68	\$54.27	\$56.98	\$59.83	\$62.82	\$65.96		
Park Maintenance Technician	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01		
Park Maintenance Worker I	35	GS	\$20.31	\$21.33	\$22.39	\$23.51	\$24.69	\$25.92		
Park Maintenance Worker II	39	GS	\$22.42	\$23.54	\$24.72	\$25.95	\$27.25	\$28.61		
Park Maintenance Worker III	43	GS	\$24.75	\$25.98	\$27.28	\$28.65	\$30.08	\$31.58		
Park Planner	132	MM	\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30		
Park Superintendent	132	MM	\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30		
Park Supervisor	51	GS	\$30.15	\$31.66	\$33.24	\$34.91	\$36.65	\$38.48		
Planning Manager	140	MM	\$55.66	\$58.44	\$61.36	\$64.43	\$67.65	\$71.04		
Police Captain	Base	PM	\$66.69	\$70.03	\$73.53	\$77.21	\$81.07	\$85.12	\$89.38	\$93.85
Police Chief	Contract		\$87.89				\$115.64			
Police Crime and Intelligence Analyst	Base	PS	\$32.00	\$33.60	\$35.28	\$37.04	\$38.89	\$0.00	\$0.00	\$0.00
Police Lieutenant	Base	PM	\$60.68	\$63.72	\$66.90	\$70.25	\$73.76	\$77.45	\$81.32	
Police Officer	Base	P	\$37.92	\$39.81	\$41.80	\$43.89	\$46.09	\$48.39	\$50.81	
Police Officer Recruit (Non-Safety)	Base		\$34.13							
Police Records Manager	120	MM	\$33.97	\$35.67	\$37.45	\$39.32	\$41.29	\$43.35		
Police Records Specialist	Base	P	\$22.15	\$23.26	\$24.42	\$25.64	\$26.93			
Police Records Supervisor	Base	PS	\$30.01	\$31.52	\$33.09	\$34.75	\$36.48			
Police Sergeant	Base	PS	\$43.86	\$46.05	\$48.36	\$50.78	\$53.31	\$55.98		
Pool and Recreation Facility Technician (formerly Pool and Facility Tech	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01		
Pool Facility Technician	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01		
Principal Civil Engineer	141	MM	\$57.05	\$59.90	\$62.90	\$66.04	\$69.34	\$72.81		
Principal Planner	136	MM	\$50.42	\$52.95	\$55.59	\$58.37	\$61.29	\$64.36		
Principal Utilities Civil Engineer	141	MM	\$57.05	\$59.90	\$62.90	\$66.04	\$69.34	\$72.81		
Program Analyst	63	GS	\$40.55	\$42.58	\$44.71	\$46.94	\$49.29	\$51.76		
Public Works Director	Contract		\$74.15	\$0.00	\$0.00	\$0.00	\$95.19	\$0.00		

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Public Works O&M Infrastructure Admin	141	MM	\$57.05	\$59.90	\$62.90	\$66.04	\$69.34	\$72.81	
Purchasing Manager	123	MM	\$36.58	\$38.41	\$40.33	\$42.34	\$44.46	\$46.68	
Recreation Coordinator	36	GS	\$20.82	\$21.86	\$22.95	\$24.10	\$25.31	\$26.57	
Recreation Superintendent	131	MM	\$44.57	\$46.80	\$49.14	\$51.59	\$54.17	\$56.88	
Recreation Supervisor	50	GS	\$29.42	\$30.89	\$32.43	\$34.05	\$35.76	\$37.54	
Redev. & Housing Analyst I (renamed to Housing Analyst I)	120	MM	\$33.97	\$35.67	\$37.45	\$39.32	\$41.29	\$43.35	
Redev. & Housing Analyst II (renamed to Housing Analyst II)	124	MM	\$37.49	\$39.37	\$41.34	\$43.40	\$45.57	\$47.85	
Redevelopment Manager	136	MM	\$50.42	\$52.95	\$55.59	\$58.37	\$61.29	\$64.36	
Senior Accountant	125	MM	\$38.43	\$40.35	\$42.37	\$44.49	\$46.71	\$49.05	
Senior Associate Civil Engineer	134	MM	\$47.99	\$50.39	\$52.91	\$55.56	\$58.34	\$61.25	
Senior Building Inspector	57	GS	\$34.97	\$36.72	\$38.55	\$40.48	\$42.50	\$44.63	
Senior Building Plans Examiner	58	GS	\$35.84	\$37.63	\$39.52	\$41.49	\$43.57	\$45.74	
Senior Center Manager	120	MM	\$33.97	\$35.67	\$37.45	\$39.32	\$41.29	\$43.35	
Senior Civil Engineer	138	MM	\$52.98	\$55.63	\$58.41	\$61.33	\$64.39	\$67.61	
Senior Construction Project Manager	131	MM	\$44.57	\$46.80	\$49.14	\$51.59	\$54.17	\$56.88	
Senior Engineering Assistant	58	GS	\$35.84	\$37.63	\$39.52	\$41.49	\$43.57	\$45.74	
Senior Environmental Resources Analyst	131	MM	\$44.57	\$46.80	\$49.14	\$51.59	\$54.17	\$56.88	
Senior Equipment Mechanic	131	GS	\$29.42	\$30.89	\$32.43	\$34.05	\$35.76	\$37.54	
Senior Human Resources Analyst	0	C	\$42.48	\$44.60	\$46.83	\$49.17	\$51.63	\$54.21	
Senior Maintenance Worker	47	GS	\$27.32	\$28.68	\$30.12	\$31.62	\$33.20	\$34.86	
Senior Management Analyst	131	MM	\$44.57	\$46.80	\$49.14	\$51.59	\$54.17	\$56.88	
Senior Planner	132	MM	\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30	
Senior Police Records Specialist	Base	P	\$24.37	\$25.59	\$26.87	\$28.21	\$29.62		
Senior Signs and Markings Technician	45	GS	\$26.00	\$27.30	\$28.67	\$30.10	\$31.60	\$33.18	
Senior Traffic Signal/Street Lighting Tech	60	GS	\$37.66	\$39.54	\$41.52	\$43.59	\$45.77	\$48.06	
Senior Tree Trimmer	45	GS	\$26.00	\$27.30	\$28.67	\$30.10	\$31.60	\$33.18	
Senior Utilities Maintenance Worker (Sewer)	54	GS	\$32.47	\$34.09	\$35.80	\$37.59	\$39.47	\$41.44	
Senior Utilities Maintenance Worker (Water)	54	GS	\$32.47	\$34.09	\$35.80	\$37.59	\$39.47	\$41.44	
Senior Water Pollution Control Operator	67	GS	\$44.76	\$47.00	\$49.35	\$51.82	\$54.41	\$57.13	
Senior Water Quality Specialist	58	GS	\$35.84	\$37.63	\$39.52	\$41.49	\$43.57	\$45.74	
Senior Water System Operator	54	GS	\$32.47	\$34.09	\$35.80	\$37.59	\$39.47	\$41.44	
Senior Water/Wastewater Instrumentation Tech	66	GS	\$43.67	\$45.85	\$48.15	\$50.55	\$53.08	\$55.73	
Signs and Markings Tech I	39	GS	\$22.42	\$23.54	\$24.72	\$25.95	\$27.25	\$28.61	
Signs and Markings Tech II	43	GS	\$24.75	\$25.98	\$27.28	\$28.65	\$30.08	\$31.58	
Social Services Manager	132	MM	\$45.68	\$47.97	\$50.36	\$52.88	\$55.53	\$58.30	
Sports Manager	125	MM	\$38.43	\$40.35	\$42.37	\$44.49	\$46.71	\$49.05	
Stock Clerk	32	GS	\$18.86	\$19.80	\$20.79	\$21.83	\$22.93	\$24.07	
Storekeeper	35	GS	\$20.31	\$21.33	\$22.39	\$23.51	\$24.69	\$25.92	
Technical Services Manager	136	MM	\$50.42	\$52.95	\$55.59	\$58.37	\$61.29	\$64.36	
Traffic Signal / Street Lighting Technician	56	GS	\$34.11	\$35.82	\$37.61	\$39.49	\$41.47	\$43.54	
Transportation Engineer	134	MM	\$47.99	\$50.39	\$52.91	\$55.56	\$58.34	\$61.25	
Treatment Plant Mechanic	54	GS	\$32.47	\$34.09	\$35.80	\$37.59	\$39.47	\$41.44	
Treatment Plant Superintendent	137	MM	\$51.68	\$54.27	\$56.98	\$59.83	\$62.82	\$65.96	
Tree Trimmer I	39	GS	\$22.42	\$23.54	\$24.72	\$25.95	\$27.25	\$28.61	
Tree Trimmer II	43	GS	\$24.75	\$25.98	\$27.28	\$28.65	\$30.08	\$31.58	
Underground Utility Service Locator	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01	
Utilities Administrator	141	MM	\$57.05	\$59.90	\$62.90	\$66.04	\$69.34	\$72.81	
Utilities Maintenance Supervisor	53	GS	\$31.68	\$33.26	\$34.93	\$36.67	\$38.51	\$40.43	
Utilities Maintenance Worker I	37	GS	\$21.34	\$22.41	\$23.53	\$24.70	\$25.94	\$27.24	

Utilities Maintenance Worker II	42	GS	\$24.14	\$25.35	\$26.62	\$27.95	\$29.35	\$30.81		
Utilities Maintenance Worker III (Sewer)	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01		
Utilities Maintenance Worker III (Water)	46	GS	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39	\$34.01		
Utilities Maintenance Worker IV (Sewer)	50	GS	\$29.42	\$30.89	\$32.43	\$34.05	\$35.76	\$37.54		
Utilities Maintenance Worker IV (Water)	50	GS	\$29.42	\$30.89	\$32.43	\$34.05	\$35.76	\$37.54		
Wastewater Systems Administrator	141	MM	\$57.05	\$59.90	\$62.90	\$66.04	\$69.34	\$72.81		
Water / Wastewater Instrumental Technician	62	GS	\$39.56	\$41.54	\$43.62	\$45.80	\$48.09	\$50.49		
Water Pollution Control Facility Superintendent	141	MM	\$57.05	\$59.90	\$62.90	\$66.04	\$69.34	\$72.81		
Water Pollution Control O-I-T	40	GS	\$22.98	\$24.13	\$25.34	\$26.60	\$27.93	\$29.33		
Water Pollution Control Operator I	51	GS	\$30.15	\$31.66	\$33.24	\$34.91	\$36.65	\$38.48		
Water Pollution Control Operator II	55	GS	\$33.28	\$34.95	\$36.69	\$38.53	\$40.46	\$42.48		
Water Pollution Control Operator III	59	GS	\$36.74	\$38.57	\$40.50	\$42.53	\$44.65	\$46.89		
Water Pollution Control Operator IV	63	GS	\$40.55	\$42.58	\$44.71	\$46.94	\$49.29	\$51.76		
Water Quality Specialist I	48	GS	\$28.00	\$29.40	\$30.87	\$32.41	\$34.03	\$35.74		
Water Quality Specialist II	52	GS	\$30.91	\$32.45	\$34.07	\$35.78	\$37.57	\$39.44		
Water Systems Administrator	141	MM	\$57.05	\$59.90	\$62.90	\$66.04	\$69.34	\$72.81		
Water Systems Operator I	42	GS	\$24.14	\$25.35	\$26.62	\$27.95	\$29.35	\$30.81		
Water Systems Operator II	50	GS	\$29.42	\$30.89	\$32.43	\$34.05	\$35.76	\$37.54		

TEMPORARY PART-TIME EMPLOYEES - HOURLY WAGES										
			A STEP	B STEP	C STEP	D STEP	E STEP			
Activity Leader I			\$15.50	\$15.75	\$16.00	\$16.25	\$16.50			
Activity Leader II			\$16.00	\$16.25	\$16.50	\$16.75	\$17.00			
Activity Manager			\$17.00	\$17.25	\$17.50	\$17.75	\$18.00			
Cashier			\$15.50	\$15.75	\$16.00	\$16.25	\$16.50			
Counselor			\$15.50	\$15.75	\$16.00	\$16.25	\$16.50			
Intern			\$16.00	\$17.00	\$18.00	\$19.00	\$20.00			
Library Page			\$15.50	\$15.75	\$16.00	\$16.25	\$16.50			
Lifeguard / Aide			\$17.00	\$17.25	\$17.50	\$17.75	\$18.00			
Lifeguard / Instructor			\$18.00	\$18.25	\$18.50	\$18.75	\$19.00			
Pool Manager			\$20.50	\$20.75	\$21.00	\$21.25	\$21.50			
Recreation Facility Aide			\$18.25	\$18.50	\$18.75	\$19.00	\$19.25			
Special Program Coordinator			\$19.50	\$19.75	\$20.00	\$20.25	\$20.50			
Swim Instructor Aide			\$15.50	\$15.75	\$16.00	\$16.25	\$16.50			



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 7, 2023
ITEM #: H.7
SUBJECT: Second Reading and Adoption of Ordinance No. 1704, Approving Amendments to the Emergency Shelter Ordinance, Section 17.152

Recommendation for Action: Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 1704, approving amendments to Section 17.152. of Chapter 17 and the allowed use tables of the Municipal Code related to emergency shelters.

Staff Contact:

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

Background:

At its February 21, 2023 meeting, the City Council introduced and waived the first reading of Ordinance No. __ approving the proposed amendments to Section 17.152 of Chapter 17 of the Woodland Municipal Code and the allowed use tables 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. The zoning update identifies zones where emergency shelters will be allowed as a permitted or by-right use subject only to objective standards.

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 only zoning for shelters in industrial zones or other areas disconnected from services.

The 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.

Discussion:

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, the amendments allow 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.

Conclusion:

Staff recommends that the City Council conduct the second reading and adoption of Ordinance No. 1704, approving amendments to Section 17.152. of Chapter 17 and the allowed use tables of the Municipal Code related to emergency shelters.

Prepared by: Cindy Norris, Principal Planner

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



Ken Hiatt
City Manager

Attachments:

1. Att 1 CC Ord for Emergency Shelters and Low Barrier Navigation Centers
2. Att A Draft Amended Text Emg Shelters
3. Att B IZO Amended Comprehensive Use Table Amd 2.21.23 (Exhibit C to IZO)
4. Att C 17.16.020 Table 1—Permitted uses Rev_

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, on 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 6. 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 this 7th day of March, 2023, by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

ATTEST:

Ana B. Gonzalez, City Clerk

Vicky Fernandez, Mayor

Approved as to Form

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)

LAND USE	Zoning District										Comments
	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	
	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	
	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

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	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	<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>
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

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	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	-		-	

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	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		-	

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	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
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	-	-		-	

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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)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 7, 2023
ITEM #: H.8
SUBJECT: Final Acceptance and Notice of Completion for the 2022 Water and Sewer Repair and Replacement Project, CIP 21-01

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the 2022 Water and Sewer Repair and Replacement Project, CIP 21-01, with Argonaut Constructors as complete and authorizing the City Clerk to file a Notice of Completion.

Staff Contact:

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

Fiscal Impact:

The authorized construction contract amount with Argonaut Constructors for the 2022 Water and Sewer Repair and Replacement Project, CIP 21-01, (hereafter "Project") is \$3,742,116 with an approved contingency amount of \$374,212. Three change orders have been executed for a total amount of \$28,232.07, which results in a total construction contract of \$3,770,348.07.

The Project has an authorized total budget of \$4,940,000 funded through Water Enterprise (\$3,140,000) and Sewer Enterprise (\$1,800,000) Funds. All work was completed within the authorized project budget.

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

Background:

CIP 21-01 was scoped as the final phase of a sewer capacity reallocation program planned to alleviate a problematic area of the City's sewer system on College and Pendegast Streets. The Project replaced the existing shallow-buried clay sewers that were installed in the year 1900 with a new collection system buried about five feet deeper on average. This new system relieves City Staff from constant maintenance and flushing in this area and allows neighboring residents to alleviate flow issues in their own shallow private sewer lines.

Approximately 3,130 feet of mainline sewer was installed by the 2022 project, including 10 new manholes, 43 new service laterals and 1 top-of-the-line access point to flush the shallow alley sewer on Dingle Lane. Concurrent with the sewer work, just over 6,110 linear feet of mainline water pipe was replaced by the Project, thereby eliminating a portion of the antiquated system of 2-inch diameter cast iron water mains located behind sidewalks. These 2-inch mains are notorious for problems such as breaks and leaks as they are buried shallow enough to be subject to diurnal fluctuations in temperature and can be disturbed by homeowner's yard improvements. The Project constructed new 8-inch diameter mains in the street and connected adjacent residences with new polyethylene services that deliver more reliable water pressure and uninterrupted water service for 111 parcels.

Discussion:

Three change orders for CIP 21-01 have been executed to date for a total amount of

\$28,232.07. The first change order compensated the contractor for damaged equipment and plan revisions related to encountering a network of cast iron water mains and a steel storm gutter within College Street. These pipes were not identified in Project design and there was no record of additional pipeline networks in this area. The second change order was for scope increases to the infrastructure replacement and compensated the contractor for installation of an additional 156 feet of water distribution pipe and 5 sewer cleanout access points. The last change order accounts for the final contract quantities that were measured at the end of the Project to be below the original bid amounts. The total change order amount is \$28,232.07 which is \$345,979.93 less than the authorized construction contract contingency. A breakdown of project expenditures is enumerated in the table below:

Project Design	\$265,800
Construction Contract	\$3,742,116
Change Orders	\$28,232
Construction Inspection	\$194,247
Project Management and Staff Time	\$63,858
Total Project Cost	\$4,294,253
Total Project Budget	\$4,940,000

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the 2022 Water and Sewer Repair and Replacement Project, CIP 21-01, with Argonaut Constructors as complete and authorizing the City Clerk to file a Notice of Completion.

Prepared by: Mark Miller, Associate Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Resolution

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE 2022 WATER AND SEWER REPAIR AND REPLACEMENT PROJECT, CIP 21-01, CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

WHEREAS, the City Council approved the plans and specifications for the 2022 Water and Sewer Repair and Replacement Project, CIP 21-01, (the “Project”) and authorized advertisement for bids on December 7, 2021; and the City of Woodland advertised for bids on January 11, 2022; and

WHEREAS, the City Council approved Resolution 7862 on March 1, 2022, to execute a construction contract with Argonaut Constructors, in the amount of \$3,742,116 and approved a 10% construction contingency (\$374,212) for the Project with a total project budget of \$4,940,000; and

WHEREAS, the construction of the Project began on April 4, 2022 and was completed on February 7, 2023.

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

Section 1. The City Council hereby accepts the 2022 Water and Sewer Repair and Replacement Project, CIP 21-01, as complete.

Section 2. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the 2022 Water and Sewer Repair and Replacement Project, CIP 21-01.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 7th day of March 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 7, 2023
ITEM #: H.9
SUBJECT: Final Acceptance and Notice of Completion for Fifth and Clover Streets Sewer Rehabilitation, CIP #22-18

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the Fifth and Clover Streets Sewer Rehabilitation, CIP #22-18, construction project as complete and authorizing the City Clerk to file a Notice of Completion.

Staff Contact:

Chris Fong, Senior Associate Civil Engineer – (530) 661-5972, Chris.Fong@cityofwoodland.org

Fiscal Impact:

The final construction cost for this project was \$458,119.40. The total project budget as authorized by Resolution No. 7958 on July 19, 2022 of the City Council was \$550,000. The budget assumed a larger than normal contingency amount of 25% of the construction contract due to anticipated unknowns as some sections of the sewer line were not accessible by video due to line breaks and offsets or other reasons. City staff worked with the contractor, C.E. Cox, to keep the construction contingency to just 14% of the construction award amount. Other items that make up the total project budget represented the amount allocated for construction management/inspection.

The City has an ongoing program to repair and replace sewer lines throughout the City. The underlying funding source is the City's Sewer Enterprise Fund. There is no fiscal impact to the City's General Fund.

Background:

City staff is continually reviewing the status of the City's sewer collection system. Repair and replacement of sewer lines is based on information obtained from the City's Asset Management System and annual CCTV evaluation of sewer lines. Projects are identified based on criticality and budget. Through this process, staff identified that multiple open trench replacement of sewer mains were necessary on Fifth Street between Clover and Grafton and on Clover Street between Fifth and Railroad.

Discussion:

The City advertised bids on June 8, 2022. On July 19, 2022, the City Council decided by Resolution No. 7958 to award the construction contract to C.E. Cox General Engineering. On August 22, 2022, the City executed a construction contract with C.E Cox General Engineering and provided them with a Notice to Proceed date of September 26, 2022. Additional repairs beyond the planned ones were warranted upon clearing the various obstructions that were encountered, which led to contract change orders. Construction is now complete and ready for acceptance.

The project cost breakdown is as follows:

Construction Award Amount	\$400,579.00
Change Order	\$57,540.40
CM/Inspection	\$39,022.30
Total Project Costs	\$497,141.70
Total Project Budget	\$550,000.00

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, accepting the Fifth and Clover Streets Sewer Rehabilitation, CIP #22-18, construction project as complete and authorizing the City Clerk to file a Notice of Completion.

Prepared by: Chris Fong, Senior Associate Civil Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
ACCEPT AS COMPLETE AND AUTHORIZE THE CITY CLERK
TO FILE A NOTICE OF COMPLETION FOR FIFTH AND CLOVER SEWER
REHABILITATION (CIP #22-18)**

WHEREAS, the City of Woodland funded the project in the amount of \$550,000 allocated in the Capital Budget for the Fifth and Clover Streets Sewer Rehabilitation, CIP #22-18; and

WHEREAS, the City Council approved plans and specifications and authorize bid advertisement in June 7, 2022 via Resolution No. 7925; and

WHEREAS, the City Council awarded the construction contract in the amount totaling \$400,579 to C.E. Cox General Engineering; and approved contingencies up to 25% of the contract award (\$100,144.75) via Resolution No. 7958 on July 19, 2022; and

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

Section 1. The City Council hereby accepts the Fifth and Clover Streets Sewer Rehabilitation, CIP #22-18 as complete.

Section 2. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Fifth and Clover Sewer Rehabilitation, CIP #22-18.

PASSED AND ADOPTED by the City Council of the City of Woodland at regular meeting of the City Council held on the 7th day of March 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victoria Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 7, 2023
ITEM #: I.10
SUBJECT: Fiscal Year 2022/23 Mid-Year Budget Update

Recommendation for Action: Staff recommends the City Council receive a mid-year update on the Fiscal Year 2022/23 Budget.

Staff Contact:

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

Fiscal Impact:

This informational item represents the Citywide revenue and expenditure results through the first six (6) months of fiscal year 2022/23, as well as updated General Fund projections through the end of the fiscal year.

Discussion:

Attached to this report is an analysis of the results for the first half of fiscal year 2022/23 (FY23) for all City funds, as well as a discussion specifically of the General Fund. In addition to showing actual activity for the year, this report includes projected revenue and expenditure results through the remainder of the fiscal year for the General Fund. Each year following the adoption of the budget, items are identified that may require a correction or unanticipated needs arise. Proposed budget adjustments are presented to the City Council in a separate report.

The following represents selected highlights from the attached mid-year budget report. More detailed discussion of year-to-date activity and projected results are included in the attachment to this report.

- All funds revenues through the second quarter of fiscal year 2022/23 are \$64.75 million, or 34% of the amended budget.
- Expenditures for All Funds totaled \$87.24 million, or 30% of the amended budget. General Fund expenditures totaled \$29.11 million, or 38% of the amended budget.
- All departments appear to be tracking their expenditure budgets closely.
- General Fund revenues total \$15.95 million or 25% of the amended budget. Based on information available, staff is projecting that revenues will exceed the amended budget by close to \$2.2 million by the end of the fiscal year. As discussed in more detail in the attachment, better than projected sales tax, property tax, permit revenue, service revenue, motor vehicle In-lieu, and one-time Strike Team reimbursement revenue are contributing to the improved revenue projections for FY2022/23.
- General Fund expenditures total \$29.11 million or 38% of the amended budget. With the mid-year corrections that also include the revenue adjustments, staff expects FY2022/23 to end with expenditures exceeding revenues by \$3.4 million.
- Based on information presented herein, the General Fund unreserved fund balance is projected to be \$14.3 million or 25.6% of revenue by the end of FY2022/23. This compares favorably with the City Council's reserve policy of 20% and would exceed the reserve target by \$3.1 million by the end of the fiscal year. The FY2022/23 budget assumed an unreserved fund balance of \$14.9 or 27.8% of revenues and an excess fund balance of \$4.2 million.

- Staff anticipates a detailed discussion of the budget, forecast and fund balance during the spring budget workshop in April leading to the FY2023/24 Preliminary/Adopted budget in June.

Conclusion:

Staff recommends the City Council receive a mid-year update on the Fiscal Year 2022/23 Budget.

Prepared by: Evis Morales, Finance Officer

Reviewed by: Kimberly McKinney, Director of Administrative Services

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

Ken Hiatt
City Manager

Attachments:

1. Quarterly_Budget Update-FY23-Mid-Year Attachment A

ATTACHMENT A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds Revenues

FY2022/23 Revenues					
	Original Budget	Amended Budget	Year-to Date Actuals	%	
General Fund	\$ 63,843,801	\$ 64,543,801	\$ 15,952,741	25%	
Special Revenue	\$ 16,783,576	\$ 16,828,076	\$ 7,747,848	46%	
Debt Service	\$ 1,547,854	\$ 1,547,854	\$ -	0%	
Development/Capital	\$ 18,428,636	\$ 18,428,636	\$ 6,493,616	35%	
Spring Lake	\$ 9,209,132	\$ 9,209,132	\$ 4,393,102	48%	
Enterprise Funds	\$ 54,999,764	\$ 54,999,764	\$ 27,124,570	49%	
Internal Service	\$ 20,959,157	\$ 20,959,157	\$ 2,894,785	14%	
Successor Agency	\$ 900,000	\$ 900,000	\$ 62,518	7%	
Agency (Assessments)	\$ 5,623,155	\$ 5,623,155	\$ 76,365	1%	
Total All Funds	<u>\$ 192,295,075</u>	<u>\$ 193,039,575</u>	<u>\$ 64,745,545</u>	<u>34%</u>	

- All Funds revenues through the second quarter of fiscal year 2022/23 are \$64.75 million, or 34% of the amended budget.
- General Fund revenues total \$15.96 million or 25% of the amended budget, with many of the City's major tax revenues yet to be collected during the current fiscal year.
- Special Revenue funds are, for the most part, grant funds that are reimbursed to the City as projects make progress or special assessments with revenues that are received with property tax installments in January and May.
- Revenues in Debt Service funds come from transfers from other funds, which are typically recorded at the end of the year.
- Development/Capital revenues are \$6.5 million or 35% of the amended budget.
 - All of the revenues received are related to Development Impact fees collected.
 - Measure F funds are included in the Development/Capital Projects fund category. Sales tax revenues from Measure F are first received in the General Fund and then transferred to the capital fund; only a portion of revenues have been received and no transfers have been made to date; this is typically done at the end of the year.
- Spring Lake revenues are \$4.39 million or 48% of the amended budget.

- Enterprise Fund revenues, with year-to-date totals of \$27.12 million are trending consistent with the budget and with the respective fee studies.
- Successor Agency revenues are \$62,518 or 7% of amended budget with the largest distribution of revenues to occur in January and May.
- Agency funds are pass-through special assessment funds and revenues are received with property taxes in January and May. The revenue collected year-to-date is related to interest income earned on bond reserve funds.

Table 2 – All Funds Expenditures by Fund Type

FY2022/23 Expenditures				
	Original Budget	Amended Budget	Year-to Date Actuals	%
Internal Service	\$20,888,470	\$22,891,011	\$9,524,999	42%
General Fund	\$69,873,220	\$76,518,249	\$29,109,373	38%
Enterprise Funds	\$63,147,650	\$86,798,802	\$17,496,451	20%
Special Revenue	\$15,149,440	\$38,367,931	\$16,391,053	43%
Development/Capital	\$17,265,100	\$31,023,577	\$6,933,617	22%
Successor Agency	\$2,390,978	\$2,390,978	\$495,910	21%
Spring Lake	\$16,713,403	\$26,194,278	\$1,612,669	6%
Debt Service	\$1,550,344	\$1,550,344	\$771,716	50%
Agency	\$6,886,731	\$6,886,731	\$4,900,373	71%
Total All Funds	\$213,865,336	\$292,621,900	\$87,236,160	30%

- Through the second quarter of FY2022/23, expenditures for All Funds totaled \$87.24 million, or 30% of the amended budget. General Fund expenditures totaled \$29.11 million, or 38% of the amended budget, and the General Fund is discussed in more detail in Tables 5 and 6.
- Internal Service funds reflect expenditures of \$9.52 million, or 42% of the amended budget. Most funds within this category are tracking with budget through six months of activity. The Facility Replacement Fund reflects \$14,237 in expenditures. This represents 13% of a \$109,104 budget. Expenses in this budget are expected to increase as facility improvement projects are carried out in the remainder of the fiscal year. The Vehicle Replacement Fund has only spent \$195,055 out of a \$2.26 million dollar budget due manufacturing delays/inventory shortages and timing/bidding of new vehicles

scheduled for replacement this year. The Vehicle-Equipment Lease Fund is trending low at only 23% of budget spent. This is also related to manufacturing delays and inventory shortages nationwide.

- Enterprise funds expenditures are \$17.5 million or 20% of the amended budget after six months of activity. This low percentage is due primarily to \$13.83 million in debt service that will be paid during the second half of the fiscal year; \$8.7 million in budgeted depreciation that is not recorded until the end of the fiscal year and \$28.76 million in capital project expenses that are yet to be incurred due to timing and project schedules (see CIP Chart below). Other operating expenditures are trending as expected.
- Special Revenue funds are at \$16.39 million or 43% of the amended budget. \$21.98 million in expenditures are remaining and are currently tracking lower than expected as a result of capital projects that have not yet incurred significant costs (see CIP Chart below).
- Development/Capital funds are at \$6.93 million or 22% of the amended budget. There are more than \$17.36 million in planned project expenses that have yet to be incurred (see CIP Chart below).
- Spring Lake funds are at \$1.61 million or 6% of the amended budget. \$24.58 million in expenditures are remaining and are currently tracking lower than expected as a result of capital projects that have not yet incurred significant costs (see CIP Chart below).
- Debt Service fund expenditures are \$771,716 million or 50% of the amended budget due to payments for refunding of lease revenue bonds, with other payments due later in the year.
- Agency funds reflect expenditures totaling \$4.9 million or of 71% of the amended budget due to debt service payments made on certain bonds during the first quarter.

CIP Chart

	Project Name	Amended Budget	Year-to-Date Expenditures	Balance	Percent Spent
Internal Service Funds	Enterprise System Replacement	\$ 1,317,342	\$ 349,249	\$ 968,093	27%
Enterprise Funds	ASR Wells #31	\$ 5,519,051	\$ 1,326	\$ 5,517,725	0%
	2023 Water & Sewer Replacement Project	\$ 4,200,000	\$ 2,235	\$ 4,197,765	0%
	Storm Drainage Outfall Channel Outlet	\$ 3,458,829	\$ 25,630	\$ 3,433,199	1%
	Annual Sewer Repair and Replacement	\$ 2,852,686	\$ 13,918	\$ 2,838,768	0%
	Water System Replacement Repairs	\$ 2,097,686	\$ 98,939	\$ 1,998,747	5%
	Groundwater Monitoring Wells	\$ 1,543,445	\$ 2,944	\$ 1,540,501	0%
	Large Diameter Wastewater Pipeline Repair/Replace.	\$ 1,050,000	\$ -	\$ 1,050,000	0%
	2022 Water & Sewer Repair and Replacement	\$ 2,161,635	\$ 1,138,582	\$ 1,023,053	53%
	E. Gibson Trunk Sewer Repairs	\$ 1,000,000	\$ -	\$ 1,000,000	0%
	Lower Cache Creek Risk Reduction	\$ 900,000	\$ -	\$ 900,000	0%
	Replacement of Orangeberg Sewer Laterals	\$ 868,560	\$ -	\$ 868,560	0%
	Spring Lake Lift Station Pump Replacement	\$ 600,000	\$ 947	\$ 599,053	0%
	Treatment Plant Exp-Biosolids	\$ 508,036	\$ 895	\$ 507,141	0%
	FloodSAFE Yolo/Cache Creek Feasibility	\$ 551,650	\$ 133,630	\$ 418,021	24%
	Water Meter Replacement	\$ 400,000	\$ -	\$ 400,000	0%
	2024 Water & Sewer Replacement	\$ 400,000	\$ 421	\$ 399,579	0%
	Groundwater Wells Demo Project	\$ 395,504	\$ 12,109	\$ 383,394	3%
	Wastewater Asset Replacement	\$ 550,000	\$ 167,165	\$ 382,835	30%
	North Canal Pump Station Pipe Rehabilitation	\$ 350,000	\$ 17,419	\$ 332,581	5%
	Recycled Water Master Plan	\$ 336,847	\$ 14,577	\$ 322,270	4%
	Gibson Road Bicycle/Pedestrian Mobility	\$ 355,500	\$ 57,642	\$ 297,858	16%
	Gibson Road Rehabilitation-CR98 to West St.	\$ 258,000	\$ -	\$ 258,000	0%
	Fifth and Clover Sewer Rehabilitation	\$ 550,000	\$ 336,053	\$ 213,947	61%
	Matmor & Gum Rehabilitation	\$ 200,000	\$ -	\$ 200,000	0%
	2021 Sewer/Water Repair & Replacement	\$ 195,697	\$ 580	\$ 195,117	0%
	Preliminary Odor Abatement	\$ 164,934	\$ -	\$ 164,934	0%
	WPCF Pond #11 Biosolids Removal	\$ 400,854	\$ 261,741	\$ 139,113	0%
	West Woodland Safe Routes to School	\$ 123,864	\$ -	\$ 123,864	0%
	Sewer System Hydraulic Model Update	\$ 90,000	\$ -	\$ 90,000	0%
Special Revenue Funds	Gibson Road Bicycle/Pedestrian Mobility	\$ 3,411,097	\$ 1,763,087	\$ 1,648,010	52%
	East Main St. Improvement Project	\$ 3,574,389	\$ 1,984,360	\$ 1,590,029	56%
	Gibson Road Rehabilitation-CR98 to West St.	\$ 3,618,718	\$ 2,358,855	\$ 1,259,863	65%
	Matmor & Gum Rehabilitation	\$ 1,171,335	\$ 52,518	\$ 1,118,817	4%
	Pedestrian Crossing Improvement Project	\$ 250,000	\$ -	\$ 250,000	0%
	ADA Improvements	\$ 186,163	\$ 22,604	\$ 163,559	12%
	Zoning Ordinance and CEQA	\$ 246,523	\$ 84,286	\$ 162,237	34%
	East & Main Street Signal Project	\$ 158,450	\$ -	\$ 158,450	0%
	Active Transportation Plan	\$ 160,278	\$ 11,554	\$ 148,724	7%
Development/Capital Funds	Southeast Area Pool Project	\$ 4,491,145	\$ 35,522	\$ 4,455,623	1%
	Matmor & Gum Rehabilitation	\$ 4,088,592	\$ 587,490	\$ 3,501,102	14%
	Gibson Road Bicycle/Pedestrian Mobility	\$ 2,222,995	\$ 310,900	\$ 1,912,095	14%
	Sports Park Drive Pedestrian Overcrossing	\$ 4,296,681	\$ 2,990,914	\$ 1,305,767	70%
	E. Gibson/Harry Lorenzo/Bourn Traffic Signal	\$ 1,290,000	\$ -	\$ 1,290,000	0%
	Annual In-House Road Program Support	\$ 1,015,011	\$ 184,965	\$ 830,046	18%
	Gibson Road Rehabilitation-CR98 to West St.	\$ 754,035	\$ -	\$ 754,035	0%
	E. Gibson Road-Matmor Road Signal Modifications	\$ 550,000	\$ -	\$ 550,000	0%
	New Traffic Signal - CR102 & Kentucky Ave.	\$ 525,000	\$ -	\$ 525,000	0%
	New Traffic Signal-Freeway Drive/East Main Street	\$ 450,000	\$ -	\$ 450,000	0%
	New Traffic Signal-Kentucky Avenue/Cottonwood Road	\$ 449,727	\$ -	\$ 449,727	0%
	SR 113/CR 25 Ultimate Interchange Modifications	\$ 297,726	\$ 17,052	\$ 280,674	6%
	Enterprise System Replacement	\$ 376,032	\$ 99,657	\$ 276,375	27%
	2021 Road Maintenance Project	\$ 1,039,222	\$ 861,675	\$ 177,547	83%
	East Main St. Improvement Project	\$ 145,560	\$ 2,694	\$ 142,866	2%
	W. Main St. Bicycle/Pedestrian Mobility and Safety	\$ 137,437	\$ -	\$ 137,437	0%
	Traffic Calming Program	\$ 136,198	\$ 15,656	\$ 120,542	11%
	Storm Water Quality Design Manual Update	\$ 107,029	\$ -	\$ 107,029	0%
	Regional Park Site	\$ 95,816	\$ 1,143	\$ 94,674	1%
Spring Lake Funds	Spring Lake Park N1, Phase 2	\$ 6,065,162	\$ 490,236	\$ 5,574,926	8%
	Gibson Road Interchange Modification	\$ 2,284,040	\$ 22,014	\$ 2,262,026	1%
	SR113/County Road 25A Ultimate Interchange Mods.	\$ 1,567,082	\$ -	\$ 1,567,082	0%
	Storm Drain Channel South of Woodland Christian	\$ 400,000	\$ -	\$ 400,000	0%
	Gibson Landscape Pioneer/Harry Lorenzo	\$ 400,000	\$ -	\$ 400,000	0%
	South Area Flowage Easement	\$ 284,587	\$ 21,187	\$ 263,400	7%

Table 3 – All Funds Expenditures by Department

FY2022/23 Expenditures					
	Original Budget	Amended Budget	Year-to Date		
			Actuals		%
Administrative Services	\$ 22,067,665	\$ 22,197,132	\$ 10,026,925		45%
Community Development	\$ 9,342,772	\$ 10,787,933	\$ 5,187,391		48%
Community Services	\$ 15,966,237	\$ 28,250,872	\$ 10,227,977		36%
Police	\$ 25,860,600	\$ 26,605,278	\$ 13,802,366		52%
Fire	\$ 13,821,961	\$ 13,881,427	\$ 7,409,981		53%
Library	\$ 2,909,437	\$ 3,486,801	\$ 1,211,739		35%
Public Works	\$ 33,851,958	\$ 34,843,881	\$ 11,262,221		32%
Capital Improvements	\$ 22,730,427	\$ 81,527,149	\$ 15,333,050		19%
Non-Departmental	\$ 67,314,279	\$ 71,041,427	\$ 12,774,511		18%
Total All Departments	\$ 213,865,336	\$ 292,621,900	\$ 87,236,160		30%

- At the end of the second quarter of fiscal year 2022/23, all departments appear to be tracking closely to budget.
- Administrative Services is trending slightly below budget for the first six months of operations due to staffing changes and lower personnel costs and delays in payments on various contracts, including the large Animal Services contract.
- Fire is trending higher in the first six months of activity due to Strike Team operations/overtime required to assist with fires throughout California this summer as well as overtime related to regular operations that are not offset by salary savings from vacant positions. Staff will be recommending a mid-year budget adjustment which will re-align the Fire Department's budget.
- Police is trending higher in the first six months of activity due to overtime required to staff shifts as a result of personnel injuries and vacancies.
- Public Works is trending lower than other departments due in large part to \$9.7 million in budgeted depreciation that will not be recorded until the end of the fiscal year.
- Capital Improvements are dependent upon project activity, which has been fairly slow through the second quarter of FY2022/23 (refer to CIP Chart above for detailed analysis). Capital project budgets are generally multi-year in nature and are carried over between fiscal years, so long as projects remain active, therefor the apparently low percentage of year-to-date expenditures is common.

- Non-Departmental expenditures include mostly costs for debt service expenditures and transfers between funds. Debt service payments are made in large increments at various times throughout the fiscal year and interfund transfers are generally recorded at the end of the fiscal year. Due to these factors, the actual year to date expenditures appears low.

GENERAL FUND REVENUES AND EXPENDITURES

Table 4 – General Fund Revenues

FY2022/23 General Fund Revenues						
	Original Budget	Amended Budget	Year-to Date Actuals	%	FY2022/23 Projection	Difference Favorable Unfavorable
Property Tax	\$ 14,824,021	\$ 14,824,021	\$ -	0%	\$ 15,572,000	\$ 747,979
Sales Tax	\$ 29,674,437	\$ 29,674,437	\$ 10,016,208	34%	\$ 30,329,976	\$ 655,539
Other Taxes (TOT)	\$ 1,960,279	\$ 1,960,279	\$ 699,609	36%	\$ 1,960,279	\$ -
Franchise Fees	\$ 2,779,903	\$ 2,779,903	\$ 960,131	35%	\$ 2,779,903	\$ -
Licenses/Permits	\$ 2,433,917	\$ 2,433,917	\$ 1,870,160	77%	\$ 2,594,965	\$ 161,048
Fines/Forfeitures	\$ 215,670	\$ 215,670	\$ 46,530	22%	\$ 210,670	\$ (5,000)
Service Charges	\$ 705,842	\$ 705,842	\$ 362,796	51%	\$ 786,262	\$ 80,420
Motor Vehicle In Lieu	\$ 6,429,497	\$ 6,429,497	\$ -	0%	\$ 6,518,106	\$ 88,609
Intergovernmental	\$ 284,803	\$ 284,803	\$ -	0%	\$ 275,472	\$ (9,331)
Lease/Interest Income	\$ 531,747	\$ 531,747	\$ 215,164	40%	\$ 559,017	\$ 27,270
Miscellaneous	\$ 4,003,685	\$ 4,703,685	\$ 1,782,142	38%	\$ 5,149,680	\$ 445,995
Transfers	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Total General Fund	\$ 63,843,801	\$ 64,543,801	\$ 15,952,741	25%	\$ 66,736,330	\$ 2,192,529

- Through the end of the second quarter of FY2022/23, General Fund revenues total \$15.95 million or 25% of the amended budget. Based on information available, staff is projecting that revenues will exceed the amended budget by close to \$2.2 million by fiscal year's end.
- The City receives its first installment of property tax payments in January 2023, therefore no actual revenues are currently reflected. Information received from Yolo County indicates that the total assessed value increased by 8.34% from the prior year; the FY2022/23 budget assumed a 3.95% growth factor. The City will likely receive an increase that is closer to 6.68% as the City anticipates that there will be appeals to valuation assessments as is the case every year. This better than anticipated growth in property taxes also has a positive impact on Motor Vehicle In-Lieu revenues.
- Sales tax revenues include all expected receipts from the Bradley Burns (1% local portion of the statewide rate), Measure F (1/2 cent sales tax), Measure J (1/4 cent sales tax) for one last quarter, and Measure R (1/4 cent sales tax) for three quarters. Included in the projected Sales Tax revenues for FY2022/23 is a positive variance in each category as follows:
 - \$117,236 in Bradley Burns.

- \$80,271 in Measure J funds, which will not be appropriated at this time, but are separately identified to avoid comingling with General Fund reserve balances.
 - \$190,913 in Measure R funds. These revenues do not remain in the General Fund, but are transferred out to a separate fund (102) typically at the end of the fiscal year for use in accordance with the Council approved spending plan.
 - \$267,119 in Measure F. These revenues do not remain in the General Fund, but are transferred out to a separate fund (507) typically at the end of the fiscal year for use in accordance with the Council approved spending plan.
- Other Taxes are projected to remain unchanged by end of the year. This tax category is largely made up of the hotel Transit Occupancy Tax (TOT) revenue.
- Franchise Fees are tracking with the amended budget.
- Licenses and Permit revenue is trending slightly higher than the original estimated revenue projection due to housing development activity. Staff is projecting that revenues will be \$2.59 million or 107% of the amended budget.
- Service Charges are comprised primarily of revenues received from enrollment in the City's various recreational programs and activities. Revenues had declined in the past few years due to the pandemic and related closures/restrictions, however, participation in many of these programs has rebounded. As a result, revenue projections for the current fiscal year are expected to exceed the amended budget by \$167,034. The increase in revenue is projected to come from park reservations, programming at Brooks Swim Center, the Community Fitness Center, and the Sports Park.
- The Motor Vehicle In-Lieu revenues are received in conjunction with the City's property tax revenues, which do not get distributed until January and May. These revenues trend in line with changes to assessed value, so annual change will be consistent with the property tax information noted above.
- Lease and Interest Income revenue is projected to be \$559,017 by end of the fiscal year or 105% of the amended budget. \$27,270 of this increase is due to cell tower leases.
- Miscellaneous revenues are projected to exceed budget by \$445,995. This additional revenue is largely related to reimbursements the City received for Fire operations staff that assisted with various strike team activities throughout the year. This revenue is offset by additional overtime costs incurred, which are also discussed in this report.

Table 5 – General Fund Expenditures by Category

FY2022/23 General Fund Expenditures							Variance
	Original Budget	Amended Budget	Year-to Date Actuals	%	Projections		Favorable (Unfavorable)
Personnel	\$ 35,671,438	\$ 35,688,938	\$ 19,917,884	56%	\$ 37,605,752	\$	(1,916,814)
Supplies & Services	\$ 8,390,976	\$ 13,053,539	\$ 5,605,272	43%	\$ 13,470,728	\$	(417,189)
Education & Training	\$ 357,626	\$ 360,211	\$ 160,528	45%	\$ 391,711	\$	(31,500)
Capital Expenditures	\$ 294,000	\$ 467,114	\$ 155,800	33%	\$ 609,374	\$	(142,260)
Non-Discretionary	\$ 7,467,303	\$ 7,731,570	\$ 3,269,890	42%	\$ 7,775,440	\$	(43,870)
Operating Transfers	\$ 17,691,877	\$ 19,216,877	\$ -	0%	\$ 19,874,909	\$	(658,032)
Total All Categories	\$ 69,873,220	\$ 76,518,249	\$ 29,109,373	38%	\$ 79,727,913	\$	(3,209,664)

- Through the second quarter of FY2022/23, General Fund expenditures total \$29.11 million or 38% of the amended budget.
- Personnel costs are at 56% the amended budget through the first six months of activity. Staff is projecting that personnel costs through the end of the fiscal year will come in over the existing amended budget by \$1.92 million. Staff is recommending a budget adjustment of \$445,995 as a result of Strike Team and Urban Search & Rescue reimbursable overtime that will correct some of this variance. Staff will also recommending additional budget of \$8,735 for Library temporary staff. This is due to California minimum wage requirements. The remaining overage is attributable to significant costs incurred in the Fire department and the Police department for overtime that is not offset by savings from vacant positions. Additionally, because the City switched from monthly processing of payroll to bi-weekly payroll, the accounting impacts of that change will result in additional one time expenditures required to be recorded for the current fiscal year to account for the change and aligning the new time periods. A budget correction will be proposed to account for these items.
- Supplies and Services total \$5.6 million or 43% of the amended budget through the second quarter of operations, however, expenses within this category can and typically do fluctuate with timing. Staff is projecting to be over the amended budget by \$417,189 in this category due primarily due to necessary adjustments to department budgets to account for items that were unanticipated during the budget process. These adjustments are proposed for appropriations under a separate Council item, and are partially offset by \$196,938 of additional revenues, for a net cost of \$341,580
- Education and Training total \$160,528 or 45% of the amended budget through the second quarter of operations. Staff is projecting to be over the amended budget by \$31,500 in

this category due the City Council conference/training budget corrections and the City's Civic Fellowship program that is scheduled to begin in June 2023.

- Capital Expenditures are expected to exceed the amended budget by end of fiscal year due to a \$116,500 budget transfer from the Supplies and Services budget category in late January for Brook Swim Center pool equipment and to a mid-year proposed to correction for a Police training motorcycle in the amount of \$25,760.
- Non-discretionary expenses are currently at \$3.3 million or 42% of amended budget through the first six months of activity. Examples of items included in this category are utilities, contributions for vehicle replacement and maintenance costs, technology services support, and indirect costs (City overhead). Staff is projecting to exceed the amended budget by \$43,870 due to increased cost of gas and power (PG&E).
- Operating Transfers consist primarily of the transfer of Measures F and Measure R sales taxes received to the separate Measure F and Measure R funds, as well as the subsidy for the Storm Drain and Cemetery operations. Because only a small portion of Measures F and Measure R revenues have been received in the first six months of this fiscal year, the transfers have not yet been recorded. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required. The projected expenditures are in excess of the amended budget due to a \$267,119 increased transfer to the Measure F fund and \$190,913 to the Measure R fund to accommodate the increase sales tax revenues expected. Also, \$200,000 that will be transferred to the Vehicle Maintenance Fund to cover a shortfall needed for fire apparatus repairs.

Table 6 – General Fund Expenditures by Department

FY2022/23 General Fund Expenditures							Variance
	Original Budget	Amended Budget	Year-to Date Actuals	%	Projections		Favorable (Unfavorable)
Administrative Services	\$ 4,269,844	\$ 4,308,389	\$ 1,573,476	37%	\$ 4,496,152	\$	(187,763)
Community Development	\$ 3,808,818	\$ 4,487,464	\$ 2,458,272	55%	\$ 4,362,390	\$	125,074
Community Services	\$ 9,206,261	\$ 12,037,941	\$ 3,615,835	30%	\$ 12,159,506	\$	(121,565)
Police	\$ 22,816,244	\$ 23,391,163	\$ 12,458,291	53%	\$ 24,066,380	\$	(675,217)
Fire	\$ 12,733,786	\$ 12,706,072	\$ 6,884,386	54%	\$ 13,788,340	\$	(1,082,268)
Library	\$ 2,101,569	\$ 2,028,982	\$ 975,336	48%	\$ 2,157,415	\$	(128,432)
Public Works	\$ 678,040	\$ 692,579	\$ 317,826	46%	\$ 644,219	\$	48,360
Non-Departmental	\$ 14,258,658	\$ 16,865,658	\$ 825,950	5%	\$ 18,053,512	\$	(1,187,854)
Total All Departments	\$ 69,873,220	\$ 76,518,249	\$ 29,109,373	38%	\$ 79,727,913	\$	(3,209,664)

- General Fund expenditures by department for the first six months of operations are \$29.11 million, or 38% of the amended budget. Year-to-date actuals show most departments are spending in line with their budgets, however, FY2022/23 end-of-year projections indicate citywide expenditures exceeding the amended budget by \$3.21 million. Some of these overages will be addressed with proposed budget additions or corrections under a different Council report, and some of these overages are partially offset by additional revenues, as discussed herein.
- Administrative Services is expected to exceed the amended budget by approximately \$187,762 mostly due to a \$94,882 in Police and Fire alarm uncollectible revenue that is required to be written off, \$20,000 for the Civic Fellowship program, and a \$20,000 correction to the City Council training/conference budget.
- Community Development is expected to be under the amended budget by approximately \$125,074. This is due to a salary savings as a result of staff turnover.
- Community Services is expected to exceed the amended budget by \$121,565. These expenditure overages are primarily due to contract services for tree pruning and removal and emergency tree removal as a result of this winter's storm. Proposed budget additions or corrections to address these items will be presented under a separate Council report.
- Police is expected to be over the amended budget by \$675,217. This is largely due to overtime expenses. Police will often backfill shifts with existing staff creating unplanned costs in overtime. This year, both injuries and vacancies contributed to the cost of overtime. Staff will also be proposing \$90,083 in budget additions or corrections under a different Council report. These expenses include personnel hiring costs and purchase of a back-up training motorcycle.
- Fire is expected to exceed the amended budget by \$1,082,268. Some of this expense overage is due to Strike Team, Urban Search and Rescue (USAR), and operations overtime. Strike Team and USAR activities account for \$337,045 of this overtime expense. There are other non-personnel related Strike Team expenses in the amount of \$108,950 also included. In total, \$445,995 will be reimbursed by the Federal government, and staff will be including mid-year corrections to account for these expenses. The remaining over-budget amount is due to a position over-hire as a result of an expected vacancy; and overtime incurred resulting from staffing issues related to COVID-19 exposure, as well as overtime to cover staff vacancies resulting from work related injuries. Additional budget appropriations are being requested to cover the reimbursable Strike Team related costs, and to address some of the ongoing overages in overtime costs for regular operations.

- Library is expected to exceed the amended budget by \$128,432. Staff is projecting personnel costs to exceed budget for both permanent and temporary staff.
- Public Works is expected to end the fiscal year with savings of \$48,360. Staff is projecting savings as a result of full-time vacancies.
- During development of the budget, staff assumed overall savings will occur in the Personnel category as a result of vacancies throughout the year. These savings were reflected as negative budgets in the Non-Departmental category. Because there are minimal actual expenditures to offset these budgeted savings, year-end results appear to be over budget. However, any savings that might be realized would be included within each department category. Finally, transfers to other funds are included in this category, and due to the expected increase in Measure F and Measure R sales tax revenues, the related transfer of that money to the separate fund will also be increased.

Table 7 – Fund Balance

	Unaudited Actuals	Adopted	Amended	Mid-Year Projection	Difference
General Fund	FY2021/22	FY2022/23	FY2022/23	FY2022/23	FY2022/23
Beginning Balances	\$ 22,464,251	\$ 16,643,155	\$ 16,643,155	\$ 19,456,291	\$ 2,813,136
Revenues	\$ 67,365,640	\$ 63,843,801	\$ 64,543,801	\$ 66,736,330	\$ 2,192,529
Expenditures (Includes Measure J)	\$ 69,108,065	\$ 66,186,978	\$ 71,730,008	\$ 74,939,672	\$ 3,209,664
Recurring Funding Recommendations		417,526	417,526	417,526	-
<i>Measure J Unspent Fund Balance</i>	(1,265,535)	\$ 2,763,905	\$ 5,298,534	\$ 5,218,263	\$ (80,271)
Annual Surplus/Deficit	(3,007,960)	3,202	(2,305,200)	(3,402,605)	(1,097,406)
General Fund One-Time One-time Funding (CALPERS Extra Payment)		(1,763,715)	(1,763,715)	(1,763,715)	
American Rescue Plan (Revenue Recovery)					
Beginning Balance	10,000,000	9,367,060	9,367,060	9,367,060	-
Expenditures	632,940	1,505,000	2,607,000	2,607,000	-
Remaining	9,367,060	7,862,060	7,862,060	7,862,060	-
Unreserved Fund Balance	\$ 19,456,291	\$ 14,882,641	\$ 12,574,240	\$ 14,289,971	\$ 1,715,731
Ending Unreserved Fund Balance	\$ 19,456,291	\$ 14,882,641	\$ 12,574,240	\$ 14,289,971	\$ 1,715,731
Percentage (E.U.F.B./Revenues)	39.0%	27.8%	23.2%	25.6%	
Reserve Policy \$	\$ 9,983,135	\$ 10,695,540	\$ 10,835,540	\$ 11,182,439	\$ 346,899
Reserve Policy %	20.00%	20.00%	20.00%	20.00%	
"Excess" Fund Balance (over Reserve Target)	\$ 9,473,156	\$ 4,187,101	\$ 1,738,700	\$ 3,107,531	\$ 1,368,831

During development of the FY2022/23 adopted budget, revenues were assumed to be \$63.8 million. Staff is projecting to realize revenues \$2.2 million more than the amended budget. Revenue variances were discussed previously in this report, but the majority of the variance can be attributed to better than anticipated sales taxes, property taxes, motor vehicle in-lieu revenues, service charges, lease/interest income, and Strike Team reimbursements.

During development of the FY2022/23 budget, expenditures were calculated at \$66.6 million. Since then, Council has approved FY2021/22 to FY2022/23 purchase order rollovers/budget carry-overs of \$1.4 million, along with other miscellaneous appropriations throughout the fiscal year; the amended budget of \$72.1 million reflects these changes. Staff is projecting year-end expenditures of \$75.4 million or \$3.2 million more than the amended budget. Adjustments for these expected overages are discussed herein and are recommended for correction in a separate staff report.

Total ending Unreserved Fund Balance in the General Fund is projected to be \$14.3 million or 25.6% of revenue for FY2022/23 after factoring in Council approved FY2022/23 budget amendments and prior year purchase order rollovers/budget carry-over. During development of the FY2022/23 budget, unreserved fund balance was expected to be \$14.9 million, or 27.8% of revenues.

The mid-year budget report does not include an updated and revised five-year forecast for the General Fund. Although the General Fund revenue outlook has improved from the beginning of the fiscal year, expenditures continue to outpace revenue growth, and the General Fund continues to project ongoing annual fiscal imbalances. The General Fund reserve is one of the factors that assists staff in balancing the General Fund forecast, as well as providing limited funding for priority needs.

Council will receive an update to the General Fund five-year forecast and the related reserve balances during the spring budget workshop in April. The meetings for the FY2023/24 budget will include a focus on allocation of reserves toward balancing the budget and on providing resources for priority projects and unfunded needs.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 7, 2023
ITEM #: I.11
SUBJECT: Fiscal Year 2022/23 Mid-Year Budget Adjustments

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing amendments to the Fiscal Year 2022/23 Budget Totaling \$11,759,989 and authorizing amendments to authorized positions as outlined in Exhibit B.

Staff Contact:

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

Fiscal Impact:

The recommended action will authorize corrections and supplemental budget appropriations of \$11,759,989 to support operational expenditures across a variety of city funds. These funds and their respective budget adjustments include the following: Vehicle-Equipment Services Fund \$200,000; General Fund \$2,758,834; Water Enterprise \$3,015,000; CDBG \$200,000; Opioid Fund \$2,170; Proposition 172 \$12,104; Gas Tax Fund \$50,100; Gibson Ranch L&L \$6,200; North Park L&L \$1,300; Spring Lake L&L \$49,000; Sports Park CFD \$8,000; Gateway L&L \$2,600; Measure F \$1,041,000; Successor Agency \$1,303,681; Surface Water Development Fund \$3,000,000; and the Library Trust Fund \$10,000.

The recommended action also includes the approval to transfer funding among various projects in the Capital Improvement Plan. This will not have any fiscal impact as the changes will move the currently authorized budget from one project(s) to another project(s).

Lastly, staff is also recommending changes to the authorized full-time position listing. The proposed change will allow for the recruitment of a Traffic Signal/Street Lighting Technician and will freeze a Utilities Maintenance Worker position; will approve an Administrative Clerk III and delete Administrative Clerk II to align workload and duties in the Public Works department; and will approve a Marketing and Business Relations Specialist and freeze a Business Engagement / Resource Conservation Program Manager to also align workload and duties in the City's Economic Development efforts.

Background:

On June 21, 2022, the City Council adopted the fiscal year 2022/23 (FY2022/23) budget totaling \$213,865,336 in appropriations in support of citywide operations, Capital Improvement Projects, and expenses related to the Woodland Finance Authority and the Successor Agency of the former Redevelopment Agency. During the first six months of FY2022/23, the City Council approved \$78,756,564 in budget amendments, which included prior fiscal year carryovers (operations and capital projects), Capital Improvement additional appropriations, and other staff requested budget augmentations and corrections.

Included as a separate item on the agenda, the City Council is receiving the FY2022/23 Mid-Year Report, representing revenue and expenditure results through the first six months of the fiscal year, along with updated projections for the remainder of FY2022/23. In conjunction with the Mid-Year budget update, staff is requesting that the City Council authorize, by resolution, amendments to the FY2022/23 budget across various funds, as detailed in the attachment and highlighted briefly herein.

Discussion:

Staff is requesting formal action for supplemental FY2022/23 budget appropriations totaling \$11,759,989. The requested appropriations are funded through a mixture of new or increased revenues, available dedicated reserves, or use of unassigned fund balances from various funds. There are a few, very large budget corrections recommended herein, including a \$3.0 million transfer from the Surface Water Development Fund to the Water Enterprise Fund, \$2.5 million as a payment to the Woodland Davis Clean Water Agency for supplemental water, \$1.1 million for Safety Personnel Overtime, and \$445,995 for wildfire fire Strike Team and Urban Search and Rescue operations. Additionally, because of the requirement for government agencies to account for different types of funds separately, there are instances where the same money may need to be appropriated in two different places. For example, the recommended appropriation of \$200,000 for Fire Apparatus repairs and maintenance from the General Fund to the Vehicle-Equipment Fund and the re-appropriation of the same funds within the Vehicle-Equipment Fund. This process is necessary to comply with correct treatment of funds, but it can inflate the dollar amount of appropriations required and recommended.

Of the \$11,759,989 in requested appropriations, staff expects \$1,364,153 in offsetting revenue with a net impact of \$10,395,835.

The following provides a discussion, by fund, of the recommended budget adjustments:

Vehicle-Equipment Services Fund - Staff is requesting \$200,000 as a budget appropriation to continue with contract services to maintain fire apparatus. Due to low staffing levels in the fleet maintenance shop, and the specialized needs of the heavy fire apparatus, the City has been contracting for these repairs and maintenance. The backlog of deferred repairs and the escalation of the costs of maintenance require this additional allocation.

General Fund

City Council Training/Meetings/Conferences - \$20,000; Additional budget needed to align actual expenses to budget.

Leadership Training - \$10,000; Funding to pay for existing Senior Staff Leadership Training.

Accounts Receivable Write-off - \$95,000; Police/Fire Alarm Permits unrecoverable revenue needs to be written off as prescribed by government accounting rules. These revenue sources have remained unpaid for over a year and the City has exhausted all available efforts to collect these fees.

Civic Fellowship Program - \$20,000; This represents the FY23 cost of kick-off of the City's Civic Fellowship Program. This program is paid for by revenue recovery funds from the American Rescue Plan Act (ARP), which resides in the General Fund.

Measure F/R Revenue Transfer - \$458,000; An increased appropriation is required from the General Fund to account for the transfer of projected additional sales tax revenues to the Measure F and Measure R funds.

Building Inspection/Plan Check Contract Services - \$70,000; Due to ongoing high levels of commercial/housing development and a roughly 30% increase in the rates charged by the consultants, the Building Inspection division will continue to require additional assistance and will need additional budget to complete the work.

Code Enforcement Budget Addition - \$14,988; Sierra Excavating performed demolition at a cost of

\$14,988, which was later reimbursed to the City. The funds will go back into the Code Enforcement budget for future operations.

Community Services PG&E Gas and Electric Utilities - \$33,000; Gas and electric rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month-to-month basis.

Contract Services for Tree Work /Rental of Chipper - \$125,375; Due to vacancies, the Tree Division was unable to respond to all service requests/emergencies and storm related emergencies this winter. As a result, work needed to be completed by a contractor (West Coast Arborist). The City also needs to contract for hazardous tree work and needs to rent a chipper to grind stumps this fiscal year. A portion of these costs will be submitted with a FEMA funding request as a result of the declared emergency because of the storms in early January.

Police Background Investigations - \$36,000; Police are averaging three (3) backgrounds per officer hire and will need additional budget for this fiscal year due to the number of vacant positions to be filled.

Police Clean-up Services - Probation - \$4,138; This is related to an expense that was incurred in FY2021/22 but was not invoiced until this fiscal year by Yolo County Probation.

Police Fingerprinting - \$6,500; Additional budget is required due to an increase in job applicants and Concealed Weapons Permit (CCW).

Police Out-of-State Operations - \$17,685; Additional funding is required to carry-out homicide investigations, search warrants & locate suspects out of state.

Police Back-up Training Motorcycle (BMW) - \$25,760; The current motorcycles designated for training are now being deployed regularly, including for use in special events. With the transition to BMWs for motorcycles used in daily activities, these motorcycles will be more appropriate for training.

Fire Plan Review - \$23,000; Additional funds needed for fire plan review due to staff turnover and continuing development in the City.

Fire Apparatus General Fund Contribution - \$200,000; This represents the General Fund contribution to the Vehicle-Equipment Maintenance Fund where the expense will be realized.

Fire Station Maintenance - \$3,000; Fire received one-time funds for station improvements per a new cell tower lease agreement.

Strike Team Reimbursement (Overtime); Urban Search and Rescue Overtime - \$445,995; When the City deploys Fire personnel to assist with wildfire strike teams/urban search and rescue throughout the State, the overtime costs the City incurs as a result of these efforts need to be added to the budget, and they are reimbursed by the State or Federal government.

Library Hourly Wages - \$8,735; Additional budget for minimum wage increases.

Training/Tools for Facilities Maintenance Worker \$2,500; Additional budget needed for new staff costs (training/tools).

Public Works PG&E Gas and Electric Utilities - \$6,870; Gas and electric rates have continued to increase and additional budget is required as the City is already spending more than budgeted on

a month-to-month basis.

Public Works Supplies - \$10,000; Facilities staff are addressing urgent issues at the Municipal Services Center and keeping a regular maintenance schedule. Additional budget will be required to carry-out operational needs through the end of the fiscal year.

Public Works Contract Services - \$3,000; Municipal Services Center Hazwaste Storage needs one-time additional funding to keep waste areas to operating standards.

Public Works Water Utilities \$4,000; Additional budget needed to align actual expenses to budget.

Safety Personnel Overtime - \$1,115,287; Additional budget needed to align projected Police and Fire Overtime Expenses to budget and keep overall General Fund personnel costs within budget.

Water Enterprise Fund

Contribution to Woodland Davis Clean Water Agency (WDCWA) - \$2,500,000; Due to the ongoing drought conditions over the last several years and the state imposed restrictions on the use of water rights, WDCWA was required to purchase additional water supply to cover the needs of its member agencies. The City of Woodland's share of these supplemental water purchases is close to \$2,500,000. This contribution will replenish the City's share of WDCWA reserves used to purchase this water.

2024 ADA Improvements (23-08) \$25,000; Water Enterprise funding is needed in case there are any water conflicts while installing new ADA curb cuts on the CDBG funded project.

Park Projects - \$100,000; This represents a Water Enterprise fund contribution to the Measure F Fund to augment the Hiddleson Park project budget for total funding of \$200,000 that will also be appropriated and spent out of Measure F.

Public Works PG&E Gas and Electric Utilities - \$300,000; Gas and electric rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month-to-month basis.

Well 28 Rehabilitation \$75,000; One-time rehabilitation for Well 28 at Freeman Park including cleaning, column pipe, screens, and pump motor maintenance.

Water Compliance Sampling Contract Increase \$15,000; The cost for compliance sampling by consultants has increased for the water system.

Community Development Block Grant (CDBG) - \$200,000 of CDBG funding has been approved for the 2023 ADA Improvements Project (23-08), but was not included in the initial approved Capital Improvement Plan.

Opioid Fund - \$2,170 in funding will be used to purchase Narcan holders on officer duty belts.

Proposition 172 - \$12,104 in additional budget is needed due to overtime incurred as a result of vacancies and long-term injuries.

Gas Tax Fund - \$50,100; Gas and electric rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month-to-month basis.

Gibson Ranch L&L - \$6,200; Gas and electric rates have continued to increase and additional budget

is required as the City is already spending more than budgeted on a month-to-month basis.

North Park L&L - \$1,300; Gas and electric rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month-to-month basis.

Spring Lake L&L - \$49,000; Gas and electric rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month-to-month basis.

Sports Park CFD - \$8,000; Gas and electric rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month-to-month basis.

Gateway L&L - \$2,600; Gas and electric rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month-to-month basis.

Measure F

I-5/SR 113 Interchange Weed Abatement - \$10,000; The City used project funding to pay for a consultant to assist with the recent grant efforts for the I-5/SR113 freeway connection project and needs to backfill that funding to perform weed abatement on the project's right of way.

Road Repair Supplies - \$125,000; Public Works has currently used 78% of the allocated budget for sidewalks and road repairs. This is due to the petroleum-based product increase, inflation and the rise in contact labor costs. The City currently has enough materials to last until the beginning of March 2023; this additional funding will allow continued repairs through the end of the fiscal year.

Parks Projects - \$1,000,000; Include the following projects: \$100k for replacing and rebuilding of the backstop at Camarena Ball Field; \$200k for repurposing of field space at Hiddleson Park; \$100k for repurposing of courts at Ferns Park for Futsal; and \$600k for reconstruction and repurposing of the tennis courts at Crawford Park for exclusive Pickleball use.

Local Roadway Safety Plan Project (21-13) - Staff Time and Project Overhead \$6,000; Unanticipated overhead reduced the amount of Measure F funding available to cover staff time for Council Infrastructure meetings and project closeout.

Successor Agency - \$1,303,681; These are adjustments to redevelopment loans that are due, and the Agency received sufficient funds through the annual ROPS process to make these debt payments.

Surface Water Development Fund - \$3,000,000; This represents the Developer's related share of debt service to the Water Enterprise Fund.

Library Trust Fund - \$10,000; Additional budget required for grant funded temporary staff for memory lab and lunch at the library.

In addition to the recommended budget requests above, staff is requesting approval to move funding among various capital projects. These funding transfers will have a net zero impact on funds and will not require additional appropriations. These are the following:

- Move \$75,800 from the 2021 Road Maintenance Project (20-02) to East Main St. Improvement Project (13-05): Project 20-02 is now complete and Project 13-05 has seen increases that are in addition to normal contingency items that arise during construction.

- Move \$63,976 from the 2021 Road Maintenance Project (20-02) to the 2023 Road Maintenance Project (23-01): Project 20-02 is now complete and two other projects need additional funding. Moving funding from 20-02 to 23-01 at mid-year will allow staff to finish design and start construction on this project.
- Move \$150,000 from Gibson Rd. Rehabilitation Project-CR98 to West St. (20-08) to East Main St. Improvement Project (13-05): Project 20-08 is wrapping up and has extra funding in RMRA that is needed in Project 13-05. Project 13-05 has seen increases that are in addition to normal contingency items that arise during construction.
- Move \$34,000 from the Transportation/Traffic Analysis Studies Project (95-24) to the Pedestrian Overcross Project (17-22); Project 95-24 is wrapping up and has extra funding that is needed in Project 17-22.

Lastly, staff is recommending six (6) full-time equivalent position additions and deletions. The positions identified below are corrections to the approved Full-time Equivalent (FTE) listing and no additional funds are necessary or requested. The proposed change will allow for the recruitment of a Traffic Signal/Street Lighting Technician and will freeze a Utilities Maintenance Worker position; will approve an Administrative Clerk III and delete Administrative Clerk II to align workload and duties in the Public Works department; and will approve a Marketing and Business Relations Specialist and freeze a Business Engagement / Resource Conservation Program Manager to also align workload and duties in the City's Economic Development efforts.

CITYWIDE FY23 MID-YEAR FTE POSITION CHANGES

Classification	Full-Time Equivalent (FTE)	
	Add	Delete
Administrative Clerk II		-1
Administrative Clerk III	1	
Business Engagement / Resource Conservation Program Manager		-1
Marketing and Business Relations Specialist	1	
Utilities Maintenance Worker I		-1
Traffic Signal/Street Lighting Technician	1	
Totals	3	-3

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing amendments to the Fiscal Year 2021/22 Budget Totaling \$11,759,989 and authorizing amendments to authorized positions as outlined in Exhibit B.

Prepared by: Evis Morales, Finance Officer

Reviewed by: Kim McKinney, Director of Administrative Services


 Ken Hiatt
 City Manager

Attachments:

1. FY23 Mid-Year Amendments Budget Resolution
2. FY23 Mid-Year Adjustments Listing - Exhibit A
3. FY23 Mid-Year Adjustments Summary-FTE Changes - Exhibit B

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AMENDMENTS TO THE FISCAL YEAR 2022-2023 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland was prepared for fiscal year 2022-2023 and adopted by the City Council on June 21, 2022; and

WHEREAS, the adopted budget also included the fiscal year 2022-2023 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2022-2023 was also prepared; and

WHEREAS, a revised annual budget has been prepared for fiscal year 2022-2023; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2022-2023 and any remaining amounts shall be credited against their respective fund balances, except for:

- a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
- b. Any appropriations for incomplete capital projects at the end of fiscal year 2022-2023; and

WHEREAS, for these exceptions, such carry-overs may be made without further City Council action,

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

Section 1. The 2022-2023 Annual Revised Budget is hereby amended to include supplemental appropriations totaling \$11,759,989 as shown in Exhibit A.

Section 2. Appropriations are hereby made at the individual fund level. The City Manager and Finance Officer are authorized to make budgetary transfers within an individual fund, so long as total appropriations for such fund remain unchanged. Interfund loans and/or transfers necessary to support fund level appropriations are hereby approved and authorized. Any changes to total fund level appropriations require further Council action.

Section 3. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2022-2023 Revised Budget, together with any non-substantive corrections to the preliminary budget adopted by this Council.

Section 4. Three full-time equivalent (FTE) positions are authorized and added to the classification listing for FY2022/23 per Exhibit B – FY23 Mid-Year Adjustments Summary-FTE Changes; and three full-time equivalent (FTE) positions are deleted from the classification listing for FY2022/23 per Exhibit B – FY22 Mid-Year Adjustments Summary-FTE Changes.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 7th day of March, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

CITYWIDE FY23 MID-YEAR ADJUSTMENTS

Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
Administration	General Fund	City Council Training/Meetings/Conferences	Additional budget needed to align actual expenses to budget.	\$ 20,000		\$ 20,000
Administration	General Fund	Leadership Training	Funding to pay for existing Senior Staff Leadership Training.	\$ 10,000	\$ -	\$ 10,000
Administration	General Fund	Accounts Receivable Write-Off	Police/Fire Alarm Permits unrecoverable revenue needs to be written off as prescribed by government accounting rules.	\$ 95,000		\$ 95,000
Administration	General Fund	Civic Fellowship	This represents the FY23 cost of kick-off of the City's Civic Fellowship Program.	\$ 20,000		\$ 20,000
Non-Departmental	Water Enterprise	Contribution to Woodland Davis Clean Water Agency	Supplemental Water Purchase.	\$ 2,500,000	\$ -	\$ 2,500,000
Non-Departmental	Successor Agency	Successor Agency Debt Service	These are adjustments to redevelopment loans that are due, and the Agency received sufficient funds through the annual ROPS process to make these debt payments.	\$ 1,303,681		\$ 1,303,681
Non-Departmental	General Fund	Measure F/R Transfers	General Fund Transfers to Measure F and Measure F funds due to an increase in projected revenue.	\$ 458,000	\$ 458,000	\$ -
Non-Departmental	Surface Water Development	Transfer from Surface Water to Water Enterprise	This represents the Developer's related share of debt service to the Water Enterprise Fund.	\$ 3,000,000	\$ -	\$ 3,000,000
Community Development	General Fund	Building Inspection/Plan Check Contract Services	Due to ongoing commercial/housing development and a 31% increase in rates, the Building Inspection division will continue to require additional assistance and will need additional budget.	\$ 70,000	\$ 70,000	\$ -
Community Development	General Fund	Code Enforcement Budget Addition	Sierra Excavating performed demolition at a cost of \$14,988, which was later reimbursed to the City. The funds will be go back into the Code Enforcement budget for future operations.	\$ 14,988	\$ 14,988	\$ -
Community Development	Measure F	Local Roadway Safety Plan Project (21-13) - Staff Time and Project Overhead	Unanticipated overhead reduced the amount of Measure F funding available to cover staff time for Council Infrastructure meetings and project closeout.	\$ 6,000	\$ -	\$ 6,000
Community Development	CDBG	2023 ADA Improvements (23-08)	\$200,000 of CDBG funding has been approved for Project 23-08, but was not included in the initial approved Capital Improvement Plan.	\$ 200,000	\$ 200,000	\$ -
Community Development	Water Enterprise	2024 ADA Improvements (23-08)	Water Enterprise funding is needed in case there are any water conflicts while installing new ADA curb cuts on the CDBG funded project.	\$ 25,000		\$ 25,000
Community Development	Measure F	I-5/SR 113 Interchange Weed Abatement	The City used project funding to pay for a consultant for the 1-5/SR Interchange project and needs to backfill that funding to perform weed abatement on the project's right of way.	\$ 10,000		\$ 10,000

Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
Community Services	General Fund	Utilities (PGE Gas and Electric)	Utility rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month to month basis.	\$ 33,000		\$ 33,000
Community Services	North Park L&L	Utilities (PGE Gas and Electric)	Utility rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month to month basis.	\$ 500		\$ 500
Community Services	Sports Park CFD	Utilities (PGE Gas and Electric)	Utility rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month to month basis.	\$ 8,000		\$ 8,000
Community Services	General Fund	Contract Services for Tree Work /Rental of Chipper	Due to vacancies, the Tree Division was unable to respond to all service requests/emergencies and storm related emergencies this winter. As a result, work needed to be completed by a contractor (West Coast Arborist). The City is also needs to contract for hazardous tree work and needs to rent a chipper to grind stumps this fiscal year.	\$ 125,375	\$ 45,000	\$ 80,375
Community Services	Measure F	Parks Projects	\$100k for replacing and rebuilding of backstop at Camarena Ball Field; \$200k for repurposing of field space at Hiddleson Park; \$100k for repurposing of courts at Ferns Park for Futsal; \$600k for reconstruction and repurposing of the tennis courts at Crawford Park for exclusive Pickleball	\$ 1,000,000	\$ 100,000	\$ 900,000
Community Services	Water Enterprise	Parks Projects	This represents a Water Enterprise fund contribution to the Measure F Fund to augment the Hiddleson Park project budget for total funding of \$200,000 that will be also appropriated and spent out of Measure F.	\$ 100,000	\$ -	\$ 100,000
Police	Proposition 172	Police Overtime	Additional budget is need due to overtime incurred as a result of vacancies & long-term injuries.	\$ 12,104	\$ -	\$ 12,104
Police	General Fund	Background Investigations	Police is averaging three (3) backgrounds per officer hire and will need additional budget for this fiscal year.	\$ 36,000	\$ -	\$ 36,000
Police	General Fund	Clean-up Services - Probation	This is related to an expense that was incurred in FY2021/22 but was not invoiced until this fiscal year by Yolo County Probation.	\$ 4,138	\$ -	\$ 4,138
Police	General Fund	Fingerprinting	Additional budget is required due to an increase in job applicants and Concealed Weapons Permit (CCW).	\$ 6,500		\$ 6,500
Police	Opioid Fund	Narcan Holders	Funding will be used to purchase Narcan holders on officer duty belts.	\$ 2,170	\$ 2,170	\$ -
Police	General Fund	Out-of-State Operations	Additional funding is required to carry-out homicide investigations, search warrants & locate suspects out of state.	\$ 17,685	\$ -	\$ 17,685

Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
Police	General Fund	Back-up Training Motorcycle (BMW)	The current training motorcycles are now being deployed regularly, including special events. With the transition to BMWs, these motorcycles will be more appropriate for training.	\$ 25,760	\$ -	\$ 25,760
Fire	General Fund	Fire Plan Review	Additional funds needed for fire plan review due to staff turnover and continuing development in the City.	\$ 23,000		\$ 23,000
Fire	Vehicle Maintenance	Apparatus Repairs/Maintenance	Additional funds needed for maintenance and repair of Fire Apparatus	\$ 200,000	\$ -	\$ 200,000
Fire	General Fund	Apparatus Repairs/Maintenance	This will be the General Fund contribution to the Vehicle Maintenance Fund for Fire Apparatus maintenance and repair.	\$ 200,000	\$ -	\$ 200,000
Fire	General Fund	Station Maintenance	Fire received one-time funds for station improvements per a new cell tower lease agreement.	\$ 3,000	\$ 3,000	\$ -
Fire	General Fund	Strike Team Reimbursement (Overtime); Urban Search and Rescue Overtime	Strike Team Personnel Reimbursement and Urban Search and Rescue Personnel Reimbursement.	\$ 445,995	\$ 460,995	\$ (15,000)
Library	General Fund	Hourly Wages-Temporary Staff	Additional budget for minimum wage increases.	\$ 8,735		\$ 8,735
Library	Library Trust Fund	Hourly Wages-Temporary Staff	Additional budget required for grant funded temporary staff for memory lab and lunch at the library.	\$ 10,000	\$ 10,000	\$ -
Public Works	Measure F	Petroleum-Based/Miscellaneous Road Repair Supplies	Public Works has currently used 78% of allocated budget for sidewalks and road repairs. This is due to the petroleum-based product increase, inflation and the rise in contact labor costs. The City currently has enough materials to last until the beginning of March 2023.	\$ 125,000		\$ 125,000
Public Works	Water Enterprise	Well 28 Rehabilitation	One-time rehabilitation for Well 28 at Freeman Park including cleaning, column pipe, screens, and pump motor maintenance.	\$ 75,000		\$ 75,000
Public Works	Water Enterprise	Water Compliance Sampling Contract Increase	The cost for compliance sampling by BSK has increased for the water system.	\$ 15,000		\$ 15,000
Public Works	Water Enterprise	Utilities (PGE Gas and Electric)	In addition to the cost of power per kilowatt hour increasing, water has used substantially more power this fiscal year pumping well water as opposed to using surface water from the plant.	\$ 300,000		\$ 300,000
Public Works	General Fund	Training/Tools for Facilities Maintenance Worker	Additional budget needed for new staff costs (training/tools).	\$ 2,500		\$ 2,500
Public Works	General Fund	Utilities (PGE Gas and Electric)	Utility rates have continued to increase and additional budget is required as the City is already spending more than budgeted on a month to month basis.	\$ 6,870		\$ 6,870

Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
Public Works	General Fund	Department Specific Supplies	Facilities staff are addressing urgent issues at the Municipal Services Center and keeping a regular maintenance schedule. Additional budget will be required to carry-out operational needs through end of fiscal year.	\$ 10,000		\$ 10,000
Public Works	General Fund	Contract Services	Municipal Services Center Hazwaste Storage needs one-time additional funding to keep waste areas to operating standards.	\$ 3,000		\$ 3,000

Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
Public Works	General Fund	Water Utilities	Additional budget needed to align actual expenses to budget.	\$ 4,000		\$ 4,000
Public Works	Gas Tax	Utilities (PGE Gas and Electric)	Additional budget needed to align actual expenses to budget.	\$ 50,100		\$ 50,100
Public Works	Springlake L&L	Utilities (PGE Gas and Electric)	Additional budget needed to align actual expenses to budget.	\$ 49,000		\$ 49,000
Public Works	Gibson Ranch L&L	Utilities (PGE Gas and Electric)	Additional budget needed to align actual expenses to budget.	\$ 6,200		\$ 6,200
Public Works	Gateway L&L	Utilities (PGE Gas and Electric)	Additional budget needed to align actual expenses to budget.	\$ 2,600		\$ 2,600
Public Works	North Park L&L	Utilities (PGE Gas and Electric)	Additional budget needed to align actual expenses to budget.	\$ 800		\$ 800
Multiple Department	General Fund	Safety Personnel Overtime	Additional budget needed to align projected Police and Fire Overtime Expenses to budget.	\$ 1,115,287		\$ 1,115,287
Totals				\$ 11,759,989	\$ 1,364,153	\$ 10,395,835

FY23 Project Transfers - Within the Same Fund; Net Zero Impact on Budget

Department	Fund	Description	Justification	Amount of Transfer
Community Development	Measure F	Move \$75,800 from the 2021 Road Maintenance Project (20-02) to East Main St. Improvement Project (13-05)	Project 20-02 is now complete and Project 13-05 has seen increases that are in addition to normal contingency items that arise during construction.	\$ 75,800
Community Development	Water Enterprise	Move \$63,976 from the 2021 Road Maintenance Project (20-02) to the 2023 Road Maintenance Project (23-01)	Project 20-02 is now complete and two other projects need additional funding. Moving funding from 20-02 to 23-01 at mid-year will allow staff to finish design and start construction on this project.	\$ 63,976
Community Development	Road Maintenance /Rehabilitation Fund (RMRA)	Move \$150,000 from Gibson Rd. Rehabilitation Project-CR98 to West St. (20-08) to the East Main St. Improvement Project (13-05)	Project 20-08 is wrapping up and has extra funding in RMRA that is needed in Project 13-05. Project 13-05 has seen increases that are in addition to normal contingency items that arise during construction.	\$ 150,000
Community Development	Road Maintenance /Rehabilitation Fund (RMRA)	Move \$200,000 from the Gibson Rd. Bicycle/Pedestrian Mobility Project (20-01) to East Main St. Improvement Project (13-05)	Project 20-01 is wrapping up and has extra funding in RMRA that is needed in Project 13-05. Project 13-05 has seen increases that are in addition to normal contingency items that arise during construction.	\$ 200,000
Community Development	Road Development Fund	Move \$34,000 from the Transporation/Traffic Analysis Studies Project (95-24) to the Pedestrian Overcross Project (17-22)	Project 95-24 is wrapping up and has extra funding in that is needed in Project 17-22.	\$ 34,000

CITYWIDE FY23 MID-YEAR ADJUSTMENTS BY FUND

Fund No.	Fund	Adjustment Recommendation	Offsetting Revenue	Net Impact
010	Vehicle Maintenance	\$ 200,000		\$ 200,000
101	General Fund	\$ 2,758,834	\$ 1,051,983	\$ 1,706,850
210	Water Enterprise	\$ 3,015,000		\$ 3,015,000
320	CDBG	\$ 200,000	\$ 200,000	\$ -
334	Opioid Fund	\$ 2,170	\$ 2,170	\$ -
353	Proposition 172	\$ 12,104		\$ 12,104
355	Gas Tax	\$ 50,100		\$ 50,100
381	Gibson Ranch L&L	\$ 6,200		\$ 6,200
383	North Park L&L	\$ 1,300		\$ 1,300
389	Springlake L&L	\$ 49,000		\$ 49,000
391	Sports Park CFD	\$ 8,000		\$ 8,000
392	Gateway L&L	\$ 2,600		\$ 2,600
507	Measure F	\$ 1,141,000	\$ 100,000	\$ 1,041,000
522	Successor Agency	\$ 1,303,681		\$ 1,303,681
580	Surface Water Development	\$ 3,000,000		\$ 3,000,000
917	Library Trust Fund	\$ 10,000	\$ 10,000	\$ -
TOTAL		\$ 11,759,989	\$ 1,364,153	\$ 10,395,835

CITYWIDE FY23 MID-YEAR FTE POSITION CHANGES

Classification	Full-Time Equivalent (FTE)	
	Add	Delete
Administrative Clerk II		-1
Administrative Clerk III	1	
Business Engagement / Resource Conservation Program Manager		-1
Marketing and Business Relations Specialist	1	
Utilities Maintenance Worker I		-1
Traffic Signal/Street Lighting Technician	1	
Totals	3	-3