



City of Woodland
Meeting Agenda
City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

June 20, 2023
6:00 PM

CITY COUNCIL
CLOSED SESSION
5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code §54957)
Title: City Manager

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 communications 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: Pride Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation declaring the month of June 2023 as "Pride Month".

5. SUBJECT: Parks & Recreation Commission Meeting Minutes of April 24, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the April 24, 2023 Parks & Recreation Commission Meeting Minutes.

6. SUBJECT: Receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2022 program year

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2022 program year.

7. SUBJECT: Public Works Quarterly Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation and accept the Public Works Quarterly Status Report for the period of March 2023 through June 2023.

8. SUBJECT: Award Construction Contract for 2023 Road Maintenance Project, CIP 23-01

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) waiving immaterial minor bid irregularities in the bid submitted by the lowest responsible bidder submitting a responsive bid (Consolidated Engineering Inc.); and (2) approving a construction contract for the 2023 Road Maintenance Project, CIP 23-01; awarding the construction contract in the amount of \$667,877.58 for the base bid plus Alternate A to Consolidated Engineering Inc.; authorizing a contract contingency up to 30% (\$200,363.27); and authorizing the City Manager to execute the construction contract and change orders.

9. SUBJECT: 2023 Traffic Calming Project, CIP 19-06; Approve Plans and Specifications, Authorize Bid Advertisement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2023 Traffic Calming Project, CIP 19-06, and authorizing bid advertisement.

10. SUBJECT: Prudler Community Facilities District Annual Levy and Collection
- RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, ordering the annual levy and collection of the assessment within the Prudler Community Facilities District for fiscal year 2023/2024.
11. SUBJECT: Transfer Funds from Public Works Sewer Collection Contract Services (Fund 220) to CIP 14-03, Replacement of Orangeburg Sewer Laterals
- RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to transfer \$147,000 from Public Works Sewer Collection Contract Services (Fund 220) to CIP 14-03, Replacement of Orangeburg Sewer Laterals.
12. SUBJECT: 2022 Spring Lake Parks Project, CIP 20-03; Contract Amendment
- RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services amendment for services with Public Restroom Company in the amount of \$6,350 for a total agreement amount of \$200,218 and authorize the City Manager to execute the amendment.
13. SUBJECT: Final Acceptance and Notice of Completion for the Groundwater Wells Demolition Project, CIP 21-05
- RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the Groundwater Wells Demolition Project, CIP 21-05, with Ariza Construction, Inc., as complete and authorizing the City Clerk to file a Notice of Completion.
14. SUBJECT: Approval to Execute a One-Year Extension to the Three-Year Cooperative Fuel Services Agreement with Interstate Oil
- RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a one-year extension to the cooperative Fuel Services Agreement with Interstate Oil for card-lock fuel services for a total Not To Exceed amount of \$400,000 through June 30, 2024.
15. SUBJECT: Approve agreement for extension of City Water and Sewer Service for Yolo Cold Storage Project
- RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the Agreement for Extension of City Water and Sewer Service for the Yolo Cold Storage Project.
16. SUBJECT: Appoint Members to various Boards and Commissions
- RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint members to the various Boards and Commissions.
17. SUBJECT: Confidential Unit Employees Side Letter of Agreement
- RECOMMENDATION FOR ACTION: Staff recommends that the City Council

approve the Side Letter of Agreement to amend the Memorandum of Understanding with the Confidential Unit Employees.

18. SUBJECT: Agreement with Woodland City Employees' Association (WCEA)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, implementing a three (3) year agreement (July 1, 2023 through June 30, 2026) with the Woodland City Employees' Association.

19. SUBJECT: Annual Appropriations Limit

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the City of Woodland's Fiscal Year (FY) 2023/24 Appropriations Limit.

20. SUBJECT: Fiscal Year 2023/24 Budget

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, a) approving the Fiscal Year (FY) 2023/24 Annual Budget of \$206.8 million as detailed in Exhibit A and b) approving 323 full-time equivalent positions, by classification, as detailed in Exhibit B.

I. PUBLIC HEARINGS

21. SUBJECT: Public Hearing on the Fiscal Year 2023/24 Community Development Block Grant Annual Action Plan and Authorization for Submittal of Action Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions:

1. Hold a public hearing to receive community input on the Fiscal Year (FY) 2023/24 Community Development Block Grant (CDBG) Action Plan (Attachment A);
2. Adopt Resolution No. _____, to approve the Fiscal Year FY 2023/24 CDBG Action Plan with the funding allocations as recommended by the CDBG Review Panel;
3. Direct staff to complete the FY 2023/24 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period;
4. Direct staff to forward the completed FY 2023/24 Action Plan once completed; and
5. Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funded activities.

These Actions are consistent with the 2020-2024 CDBG Consolidated Plan goals to assist low and moderate income persons.

22. SUBJECT: 2023 Triennial Public Health Goals Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council

(1) hold a public hearing, and (2) adopt Resolution No. _____, accepting the 2023 Triennial Public Health Goals Report.

J. REPORTS OF THE CITY MANAGER

23. SUBJECT: Woodland Tourism and Business Improvement District Annual Report and Resolution of Intention to Levy Annual Assessment for Fiscal Year 2023/2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Report from the Advisory Board for the Woodland Tourism Business Improvement (WTBID) and adopt the attached resolution of intention to levy the annual assessment for Fiscal Year 2023/2024.

24. SUBJECT: New Aquatic Facility Project Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on the Southeast Area Aquatic Facility and:

- 1) Approve relocation of the project to the Community and Senior Center pending determination of suitable site conditions and authorize the City Manager to amend contracts as needed with the design consultant to prepare construction drawings for the new project location; and
- 2) Direct staff to continue working with the Woodland Tennis Club, Woodland Soccer Club, and Go Skate Woodland and bring back an updated Master Plan for the Community and Senior Center and Sports park that accommodates these planned facilities; and
- 3) Direct staff to work with WJUSD to amend or replace the Memorandum of Understanding associated with the 2.5 acre site south of Pioneer High School.

K. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, June 20, 2023 was posted on Friday, June 16, 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: June 20, 2023
ITEM #: F.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 communications submitted for items specific to this agenda will be attached as a file to the associated agenda item.

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 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", is written over a horizontal line.

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED CITY COUNCIL LONG RANGE CALENDAR

July 11TH

SPECIAL MEETING

City Council Meeting Minutes of June 6, 2023 and June 20, 2023

Authorize the Purchase of a Replacement Crane Truck for the Water Distribution Department

Approval of Weed Abatement Costs

July 18TH

REGULAR MEETING

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

E. Main St. Improvement Project, CIP 13-05 Contract Amendment

Gibson Rd. Improvement Projects, CIP 20-01 & 20-08 Contract Amendment

Award Consultant Design Agreement for ASR Well #31 (CIP #17-05)

Animal Services Agreement

Local Road Safety Plan

Public Hearing - Woodland Tourism Business Improvement District

Public Hearing – Approval of Waste Management Liens

City Council Summer Recess (July 19-August 14)

August 15TH

REGULAR MEETING

City Council Meeting Minutes of July 11, 2023 and July 18, 2023

Woodland Research & Technology Park – Final EIR & Specific Plan

Future Topics / Study Sessions:

Comprehensive Zoning Adoption (October)

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

Rule 20A Undergrounding District (TBD)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.4
SUBJECT: Pride Proclamation

Recommendation for Action: Staff recommends that the City Council adopt a proclamation declaring the month of June 2023 as "Pride Month".

Staff Contact:

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

Discussion:

Council is asked to show their support for Pride Month via issuance of a proclamation.

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

Ken Hiatt
City Manager



Attachments:

1. Pride Proclamation_2023

**PROCLAMATION
DECLARING JUNE AS LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, INTERSEXUAL, AND
ASEXUAL (LGBTQIA) PRIDE MONTH
IN WOODLAND, CALIFORNIA**

WHEREAS, on June 28, 1969, the LGBTQIA community took a brave stand for human rights at the Stonewall Inn in New York City, marking the first major demonstration for LGBTQIA equal rights; and

WHEREAS, each June cities and towns throughout the United States, celebrate LGBTQIA Pride Month to celebrate the bravery it takes for LGBTQIA people to come out as their true selves, build community, and promote equal rights for all; and

WHEREAS, a tremendous amount of progress has been made since Stonewall, members of the LGBTQIA community still face discrimination simply for being their true selves; and

WHEREAS, in the past, the City Council re-affirmed the City of Woodland as a “safe and welcoming” place for all people, regardless of race, religion, age, gender, sexual orientation, disability or ethnicity; and

WHEREAS, countless individuals throughout Woodland, California are dedicated to improving and embracing the lives of the LGBTQIA community; and

WHEREAS, Pride month offers the community an opportunity to reflect upon the discrimination and inequality that has troubled LGBTQIA people, while celebrating and embracing the work of individuals and organizations who have continuously fought to create equality for all;

NOW, THEREFORE, BE RESOLVED that the Woodland City Council hereby declares the month of June “Lesbian, Gay, Bisexual, Transgender, Queer, Intersexual and Asexual Pride Month” in the City of Woodland; and

BE IT FURTHER RESOLVED that the City Council calls upon all citizens of Woodland to eliminate prejudice everywhere it exists, recognizing that all people in Woodland should be treated equally regardless of sexual orientation or gender identity, and to celebrate the magnificent diversity of our community during LGBTQIA Pride Month.

DATED: June 6, 2023

Vicky Fernandez, Mayor

Tania Garcia-Cadena, Mayor Pro Tem

Rich Lansburgh, Council Member

Tom Stallard, Council Member

Mayra Vega, Council Member



TO: THE PARKS & RECREATION COMMISSION
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.5
SUBJECT: Parks & Recreation Commission Meeting Minutes of April 24, 2023

Recommendation for Action: Staff recommends that the City Council receive the April 24, 2023 Parks & Recreation Commission Meeting Minutes.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, krista.bain@cityofwoodland.org

Discussion:

The Parks & Recreation Commission held its last meeting on May 22, 2023. At this meeting, the Parks & Recreation Commission approved the minutes from April 24, 2023 Parks & Recreation Commission Meeting.

Conclusion:

Staff recommends that the City Council receive the April 24, 2023 Parks & Recreation Commission Meeting Minutes.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director

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

Ken Hiatt
City Manager

Attachments:

1. P&R Commission April 2023 minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, April 24, 2023

6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Parks & Recreation Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent, if any. The Chair 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 WoodlandCSD@cityofwoodland.org. Written Comments received at least two (2) hours prior to the scheduled start time of the Parks & Recreation Commission meeting will be provided to the Commission 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 Parks & Recreation Commission meeting and during the Commission meeting will be provided to the Parks & Recreation Commission the day following the Commission 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.

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

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

F. COMMITTEE REPORTS

1. Standing Committee Report
 - Facilities Committee
 - Program & Department Evaluation
 - Budget & Finance Committee

- Urban Forest Committee
- Volunteerism Committee

Verbal updates were provided by Commissioners. Commissioner Valcarenghi attended a Woodland Tennis meeting discussing fundraising for the tennis complex.

G. CONSENT CALENDAR

2. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for March 27, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the March 27, 2023 meeting.

On a motion by Vice Chair Henry Murrieta, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, Commissioners approved Parks & Recreation Commission Meeting Minutes for March 27, 2023.

Ayes: Commissioner Rashid Ali, Chair Magalean Martin, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder, Vice Chair Henry Murrieta

Noes: None

Absent:

H. BUSINESS ITEMS

3. Approve Commissioner Absence Request

On a motion by Commissioner Rashid Ali, seconded by Commissioner Jon-Paul Valcarenghi and carried unanimously on a roll call vote, Parks & Recreation Commissioners approved Commissioner White-Snyder's absence from the June 26, 2023 meeting.

Ayes: Commissioner Rashid Ali, Chair Magalean Martin, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder, Vice Chair Henry Murrieta

Noes: None

Absent:

I. REPORT OF THE STAFF

4. SUBJECT: Community Services Department Quarterly Status Report for Third Quarter FY23

RECOMMENDATION: Parks & Recreation Commission receive the Community Services Quarterly Status Report for Third Quarter FY23

Staff provided verbal updates for the FY23 third quarter report.

5. SUBJECT: Community Services Department Staff report for April 24, 2023

RECOMMENDATION FOR ACTION: Parks & Recreation Commission receive the CSD staff report for April 24, 2023

Staff provided verbal updates for the monthly staff report.

J. NEXT MEETING

6. The next meeting of the Parks & Recreation Commission is scheduled for May 22, 2023.

K. ADJOURN

The Parks & Recreation Commission meeting adjourned at 6:55 pm



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.6
SUBJECT: Receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2022 program year

Recommendation for Action: Staff recommends that the City Council receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2022 program year.

Staff Contact:

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

Fiscal Impact:

For 2022, the City collected registration fees of \$9,690 from three of the five manufactured home parks located in Woodland with the revenues helping offset the City costs incurred to administer the program. Two of the parks are not required to pay registration fees: Leisureville is a cooperative and residents purchase a share of the non-profit cooperative (Leisureville Community Association) at the time of entry while the residential units at Casa del Sol are subject to long-term affordability agreements.

Background:

The City's voters adopted Measure T in November 2001, which added Chapter 16B to the Woodland Municipal Code, entitled Manufactured Home Space Rent Control. Chapter 16B was subsequently moved to Chapter 5.36 in the code. The purpose of the ordinance (Measure T) is to protect the owners and residents of manufactured homes from unreasonable space rental increases while simultaneously recognizing and providing for the need of park owners to receive a just and reasonable return on their property. The ordinance also provided for the establishment of the Manufactured Home Fair Practices Commission of the City of Woodland (Woodland Municipal Code § 5.36.040A). Its membership consists of five regular members and two alternate members, none of whom are permitted to be either a manufactured home owner or resident or otherwise have any interest in a manufactured home park (§ 5.36.040B(1)). The Commission reviews all proposed rent increases for mobile home spaces subject to the rent control provisions of the ordinance.

Discussion:

For program year 2022, there were a total of 630 manufactured home spaces in the City, of which 341 spaces are subject to the registration and rent ceiling provisions of the City's Manufactured Home Space Rent Control Ordinance.

Conclusion:

Staff recommends that the City Council receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2022 program year.

Prepared by: Dago Fierros, Housing Analyst II

Reviewed by: Christine Engel, CSD Director



Ken Hiatt
City Manager

Attachments:

1. 2022 MHFPC Annual Report



ANNUAL REPORT 2022 MANUFACTURED HOME FAIR PRACTICES COMMISSION

AUTHORITY

The City of Woodland’s mobile home rent control ordinance specifies that the Manufactured Home Fair Practices Commission (MHFPC) render “at least semiannually a comprehensive written report to the City Council concerning the commission’s activities, holdings, actions results of hearings and all other matters pertinent to this chapter...” (§5.36.040(M)(6).) The City Council is provided copies of minutes of MHFPC meetings during the year, but this document represents a more formal reporting of the Commission’s activities for the 2022 program year.

The City’s ordinance also specifies: “The city manager is hereby directed to maintain an accurate accounting of all direct and indirect costs of administering the regulations contained in this chapter. The city manager shall submit a report to the commission and city council of such costs and any recommendation for a change in the registration fee at least annually from and after the effective date of this chapter.” (§5.36.060(E).)

FINANCIAL STATUS

For program years 2002 through 2005, park owners were required to pay an annual registration fee of \$137 per-space. Starting in program year 2006, the Commission recommended and the City Council approved a lower registration fee of \$30 per space. The \$30 per-space fee continues to remain in effect until changed by the City Council upon the recommendation of the Commission.

MHFPC COMMISSIONERS AND STAFF

In 2022, the MHFPC Commissioners were:

<u>Name</u>	<u>Term Expires</u>
Dick Cronin, Regular Member	6/30/2024
Kathy Trott, Regulator Member	6/30/2024
Ben Cadranell, Regular Member	6/30/2024
Paul Kramer, Regular Member	6/30/2023
Gil Lorenzo, Regular Member	6/30/2022
Kundan Sharma, Alternate Member	6/30/2022
VACANCY, Alternate Member	n/a

Dago Fierros from the Community Services Department currently serves as staff to the Commission. Dan Sokolow served as staff to the Commission for program year 2022.



2022 STATISTICS

In 2022, there were a total of 630 manufactured home spaces in the City of Woodland, of which 341 spaces are subject to the registration and rent ceiling provisions of the City of Woodland's Manufactured Home Space Rent Control ordinance.

Mobile Home Park	Spaces in Park	Regulated Spaces
Bell's	39	39
Leisureville	150	0
Idle Wheel	153	153
Casa del Sol	157	18
Royal Palm	131	131
TOTAL	630	341

2022 ACTIVITY BY PARK:

Bells Trailer Village:

- All 39 spaces at Bells Trailer Village were registered with the Commission.
- Registration fees of \$1,170 were paid to the City in January 2022.
- All regulated space rents as of December 31, 2021 appeared to be within the 1.17% increase (permissive adjustment) in the space rent ceiling previously approved by the Commission in May 2021.
- Bells completed its annual re-registration process on time and requested a permissive adjustment in March 2022.
- The Commission approved a permissive adjustment increase to the space rent ceiling of 3.0% in June 2022.

Idle Wheel:

- All 153 spaces at Idle Wheel were registered with the Commission.
- Registration fees of \$4,590 were paid to the City in December 2021.
- All regulated space rents as of December 31, 2021 appeared to be within the 1.17% increase (permissive adjustment) in the space rent ceiling previously approved by the Commission in May 2021.
- The Commission's 2017 decision on Idle Wheel's Special Adjustment application also included a limited term monthly charge for residents starting at \$7.17 for a period of ten years. (The charge is collected for 20 years and is reduced after ten years and again after fifteen years.) Staff reported that Idle Wheel has been collecting a monthly amount of \$7.17 according to the annual registration.
- Idle Wheel completed its annual re-registration process on time and requested a permissive adjustment in February 2022.
- The Commission approved a permissive adjustment increase to the space rent ceiling of 3.0% in June 2022.

Royal Palm:



- All 131 spaces at Royal Palm were registered with the Commission.
- Registration fees of \$3,930 were paid to the City in December 2021.
- All regulated space rents as of December 31, 2021 appeared to be within the 1.17% increase (permissive adjustment) in the space rent ceiling previously approved by the Commission in May 2021.
- The Commission's 2018 decision on Royal Palm's Net Operating Income application also included a limited term monthly charge for residents starting at \$15.38 for period of three years. (The charge is collected for six years and is reduced after three years.) Staff reported that Royal Palm has been collecting a monthly amount of \$15.38 which is the amount approved by the Commission for the first three years.
- Royal Palm completed its annual re-registration process on time and requested a permissive adjustment in March 2022.
- The Commission approved a permissive adjustment increase to the space rent ceiling of 3.0% in June 2022.

Leisureville:

- There are 150 spaces at Leisureville. Management claims there are no space renters, and that all residents have an ownership interest in the park. Because Leisureville did not have at least 2 spaces rented or held out for rent, Leisureville is exempt from the Ordinance and the Commission took no action.

Casa del Sol:

- Community Housing Opportunities Corporation submitted an annual registration showing that 156 of the 157 park spaces at Casa del Sol, the one park space not listed is used for the park manager. Of the 156 units, 138 are subject to recorded affordable housing covenants which restrict tenancies to low- very-low income households and require rents affordable to residents at those income levels. The remaining 18 units are held out for median income households and claimed by CHOC to be exempt under Cal. Civil Code section 798.17, a state law preempting local rental control for spaces under specified long-term leases (greater than one year). As a result, registration fees were not paid for these spaces, but CHOC is required to annually re-confirm the exemption for the spaces.

Commission Meetings for Program Year 2022

For Program Year 2022, the Manufactured Home Fair Practices Commission held one meeting that took place on June 16, 2022.

A handwritten signature in blue ink, appearing to read "Dago Fierros".

Dago Fierros, Housing Analyst II
MHFPC Staff

Dated: May 25, 2023



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.7
SUBJECT: Public Works Quarterly Status Report

Recommendation for Action: Staff recommends that the City Council receive a presentation and accept the Public Works Quarterly Status Report for the period of March 2023 through June 2023.

Staff Contact:

Craig Locke, Public Works Director, 530-661-5899, craig.locke@cityofwoodland.org

Background:

This quarterly report covers the period from March 2023 through June 2023. The report presents a summary of Service Requests and Work Orders received, and also contains a description of major work performed and notable department highlights.

Conclusion:

Staff recommends that the City Council receive a presentation and accept the Public Works Quarterly Status Report for the period of March 2023 through June 2023.

Prepared by: Craig Locke, Public Works Director



Ken Hiatt
City Manager

Attachments:

1. March23-May23 PW Quarterly Report - Final

Quarterly Status Report
March 2023 through May 2023
Public Works Department



Service and Work Order Requests

For the Months of Mar. 23 – May 23		
Division	Service Requests	Work Orders
Electrical	64	71
Facilities	65	58
Fleet	-	256
Pretreatment	-	160
Sewer	37	336
Signs & Markings	8	152
Storm Drain	6	41
Streets	89	57
USAs	-	13
Water	483	374
WPCF	0	3
Grand Total	752	1,521

Service Requests – Every time a request for Public Works services is made by phone call, written request, emailed request, or an actual one-on-one request to a PW employee, a ‘**Service Request**’ is generated. This builds a computerized record of all requests made.

Work Orders – A ‘**Work Order**’ is created each time a work crew or individual is assigned a task as a result of either service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

Total for Calendar Year 2023

Service Requests
752

Work Orders
1,521

Working Days This Quarter = 65

17 Requests for Service per Day

Right-of-Way Division

- **Fleet Services:** Since before the pandemic, the Fleet department is ahead of its maintenance schedule and able to easily prioritize break downs and stay on schedule.
- **Fleet Services:** City Fleet has been assisting Enterprise in the upfit process. From scheduling to drop off, Fleet maintenance has sped up build time for 14 PD vehicles.
- **Fleet Services:** Fleet Maintenance Storeroom has reprioritized parts inventory allowing for more accurate ordering and storage of more pertinent parts.

- Fleet Services: Fleet Maintenance Heavy division identified a major issue on Cat 1 Vaccons and performed preventive maintenance on all Vaccons saving two weeks of down time per vehicle.
- Fleet Services: CSD's Rec2Go van purchased and sent to Upfit for Final Product.
- Fleet Services: Fleet identified over 300 EV vehicles for possible replacements.
- Facilities Services: PD Lactation Room finished to accommodate City employees and their needs.
- Facilities Services: Installed a new security access controls at City Hall, alleviating a long-term issue at City Hall.
- Facilities Services: Received cooperative quote for fixing roof leaks at PD.
- Facilities Services: Met with Safeside Security to access Security Issue at the Library.
- Facilities Services: Repaired PD Water pressures issue in bathrooms by replacing old vacuum controls clogged with sediment from old hardwater system.
- Facilities Services: City Hall Finance division upgraded lighting and electrical to accommodate high amp floor heaters.
- Electrical - CIP/Development Projects: The ROW Electrical Group is currently overseeing the inspection of separate projects ranging from streetlight installations to the installation of new Traffic Signal Equipment. The Gibson Rd rehab project is nearing the end involving traffic signals with contractor having removed all temporary overhead wiring and set each location on red flash through all new underground signal conductors. As per project 5 new controllers with battery back-up units have also been installed.
- Electrical – Traffic Signals: The ROW Electrical Group will be conducting re-lamping of highly efficient LED signal lenses at various signal locations.
- Electrical – Traffic Signals: ROW Electrical Group – Upgraded 85 Batteries and along with 4 invertors within existing backup battery units.
- Electrical - Street Lights: The ROW Electrical Group has completed the I5 Overpass and is continuing to convert post top street lights from inefficient HPS (High Pressure Sodium) to highly efficient LED (Light Emitting Diode). The project is proceeding up County Road 102, and will move south to Maxwell Ave with expected completion by 3rd quarter of 2023.
- Electrical – Traffic Signals: ROW Electrical Group is currently working with Swarco / McCain to upgrade Gibson Rd Traffic Signal Communications to Transparity with new OMNI controllers, new ethernet high speed radios, to Fire Station #2.
- Electrical – Traffic Signals/Street lights: Responded to approximately 68 service requests.
- Electrical: The Industrial Electrical group assisted facilities maintenance installing electrical outlets in new lactating room at P.D.
- Electrical: The Industrial Electrical group completed the installation of the new motor operated valve at the WPCF headworks.
- Electrical: The Industrial Electrical group continues to make progress on the new E.V. project at Woodland Hotel Parking lot. PG&E Underground conduits are in, compaction test is complete, and Bollards are installed.
- Electrical: The Industrial Electrical group has continued work on the new audio system installation at Brooks Pool and is near completion.
- Electrical: The Industrial Electrical group installed a new chemical pump for CF1 at the WPCF and completed programming in SCADA so Operations has better control and monitoring of the pump.

- Signs & Markings- Sign Knockdowns: The Signs Group repaired / replaced 25 knocked down signs this Quarter.
- Signs & Markings- The Signs Group installed 14 new No Posting Signs at the W Court St intersections.
- Signs & Markings- Wind Damage: The Signs Group repaired 11 signs loosened or damaged by the high wind events. New and improved brackets and signs are being integrated into the City's sign inventory.
- Signs & Markings- New Sign Installs: The Sign shop replaced nine School signs near City schools. 2 pairs were installed at Zamora School, 1 pair at Maxwell School, 1 pair at Beamer School and 1 pair at Prairie School.
- Signs & Markings- Routine Parking Maintenance: The Signs & Marking Group refreshed 3 Thermoplastic Handicap Parking Legends at the Senior Center and 1 at Crawford Park Parking lot.
- Signs & Markings- Road Improvements: The Signs Group repaired and/or replaced the raised pavement markers on various roads this spring. A portion of Cannery Road was refreshed, a portion of Matmor Rd at E Beamer St was also improved. E Beamer St at CR 102 was also refreshed along with E Main St at CR 102.
- Signs & Markings- Maintenance: The Signs Group began our biannual Red Curb Painting Project this April.
- Streets - Sidewalk Replacement Project: The Streets Group has recently identified an additional 22 locations throughout the city. These locations will be "replaced" during FY 2024 project.
- Streets – Pothole Repair: The Streets Group has eliminated 803 potholes within the city limits. The department has filled 7 potholes with the mastic machine.
- Streets – Sink Holes: The Streets Group has identified 14 new sink holes within the city limits. Two sink holes have been repaired already and used 25.68 tons of hot mix asphalt to repair the road.
- Streets - Trash and Debris Clean Up: The Streets Group assisted Homeless Outreach Support Team (HOST) with cleanup of 40 homeless encampments, and responded to different calls about trash and debris abandoned or dumped in various locations throughout the City. The Streets group has taken a total of 18.65 tons of trash to the Yolo Landfill.
- Streets Group Skin Patching: The Streets Group has identified six streets within the city limits to begin skin patch work. The estimate square footage for the skin patching is 526,900 needing close to 3736 tons of asphalt to complete. W Kentucky Ave from West St to CR 98 which is schedule to started June 5 with completion estimated on July 7.
- Streets – Crack Seal: The Streets Group has started crack sealed several areas within the city limits. Majority of the crack sealing has been in the Spring Lake Area. The group has crack sealed 67,862 linear feet totaling just under 13 miles.
- Streets – Mastic: The Streets Group has repaired several areas within the city limits with the new mastic box. This box will help fill up the broken-down wheel paths to make a smoother road. This box was tested on W Lincoln St between California St and West St. With this new attachment the group has put down 12,903 square feet of mastic. Next project will be Pioneer Ave from Churchill Downs to E Main Street

Public Works Admin

- Interviewed 6 candidates for the Administrative Clerk 3 position however none accepted the offered position with PW. Two Administrative Clerk 3 positions remain open.
- The PW Civic Fellow, who will focus on policy, will start June 19th.
- Staff processed 960 invoices and 66 Cal Card receipts

Utilities Collections - Sewer and Storm Divisions

- The Collection Division has responded to 43 Service Requests with an average response time under 15 minutes.
- Collections crews performed routine inspection/maintenance on City Storm Lift Stations and inspected 15 miles of Storm Ditch.
- 5 Utility Maintenance Worker I/II positions remain vacant with hopes of filling next quarter.
- Collections staff & Probation department performed weed/abatement/management at various locations in our Storm response areas & Lift Stations.
- Preventive Maintenance HVVC crews cleaned over 90,000 feet of mainline pipe & CCTV crews inspected 47,856 feet this quarter while working through CCTV/HVVC equipment down time & warranty work.
- Crews have also inspected 18,744 feet of sewer laterals and rodded 187 feet of root intrusion in City owned lower sewer service laterals.
- While inspecting lower laterals in Gibson Ranch area crew identified infiltration from higher ground water table.
- Operation & Maintenance replaced 279 feet of sewer service laterals & 27 feet of sewer mainline. Staff also installed 8 sewer wyes.
- Mark Clifton fabricated overhang gate at City Hall to prevent people from sleeping at entrance.
- Yolo Bypass West Levee storm culvert project is currently in progress.
- Maintenance hole inspection of 26 access points for H2S concrete deterioration was performed.
 - Sanitary Sewer overflows: 6
 - Sink Hole Investigations: 3
 - Lower Sewer Lateral Replacements: 6
 - Clear Blockage: 8
 - Sewer Service Requests: 37
 - Storm Service Requests: 6

Utilities - Water Production and Distribution Division

- Wells: Since "Term 91" was lifted on 12-7-22, City ASR Wells have stored approx. 580 million gallons, we stopped injecting on 4-27-23. The City is currently receiving approx. 10.5 Million Gallons a Day (MGD) from WDCWA.
- Wells: Road Runner Drilling successfully abandoned Wells #5, #6, #12, #21.
- Distribution Division: Crews continue working on system maintenance, repairs and improvements, new water laterals installations, and abandonments of 2" BOW water mains. All program expectations and deadlines are being met. (Stats below)
- Preventive Maintenance: Crews continue to work towards achieving yearly goals in the valve-exercising and hydrant maintenance program. They continue to coordinate with

contractors for water main shutdowns, handle service tech calls and mitigate water quality calls. (Stats below)

- Projects: Gibson Rd is nearing completion as all underground infrastructure has been installed, final lift of asphalt was completed and the stripping is the only thing that remains. The Pedestrian Overcrossing project was completed along with the final punch list, those items are being addressed and the POC should open in July. Water crews worked closely with Community Development Department on review & inspection for the new infrastructure within the Spring Lake Development, performing these inspections on Parkland Extension, Springlake Central PH3, Beeghly Ranch, Parkside 3, and other development projects.

- Water Main Breaks: 8
- Water Main Valves, Fire Hydrants Replaced: 3
- Water Main Valves Exercised: 566
- Water Mains Abandoned: 1272 ft by Operations
- Water Quality Calls: 12
- Water Main Shutdowns: 34
- New Water Laterals Installed: 17
- Delinquent Accts Shutoff/On: 160
- Meters Tested: 393
- Meters Replaced: 82

Wastewater Operations Division

Laboratory:

Fields of accreditation include more than 20 different analyses. In-house testing includes but are not limited to the following: Total Coliform, TSS, TVSS, pH, Turbidity, Temperature, TDS, Conductivity, and DO. All other tests were performed by ELAP certified commercial analytical laboratories. The Laboratory staff are continuing their transition to TNI by January 2024. Laboratory has analyzed over 200 samples for the various tests required to be in compliance with the City Of Woodlands NPDES discharge report.

Pretreatment:

Pretreatment Staff works year-round to inspect, permit and monitor a variety of businesses: Food Service Businesses (FSB's), Automotive Related Businesses (ARB's), Business of Concern (BOC's), Significant Industrial Users (SIU's), and Dental Industrial Users (DIU's). Staff also conducts a variety of sampling events to meet compliance requirements for the City's National Pollutant Discharge Elimination System (NPDES) Permit: Local Limits (LL), Return Activated Sludge (RAS), Grit & Rags (G&R), Receiving & Effluent Waters (R&E), Stormwater (SW) and Significant Industrial Users (SIU).

3/2023 thru 5/2023

Inspections	Permitting/Outreach	Sampling
99	25	1

Pretreatment Staff continues to conduct residential public outreach door-to-door of "Fat Trappers" to our mobile home and apartment complex residents. Each household receives

a small storage container and two disposable bags to dispose of used cooking oil. Along with that comes literature to teach residents on the proper disposal of Fats, Oils & Grease which includes the option to recycle it at our Wastewater Treatment plant for free as well as literature on not flushing items like Q-tips, feminine hygiene products, wipes and other products that can clog our sewer system.

Regulatory Compliance:

- Prepared and submitted Quarterly and Monthly reports to the Regional Board in accordance with our National Pollutant Discharge Elimination System (NPDES) Permit.
- Continued participation in the Central Valley Clean Water Association (CVCWA) special studies on Methyl Mercury, Freshwater Mussels, and Low-Level Toxicity.
- Continued issuing an information binder with all new pretreatment permits with relevant information to the specific discharger.

Water Pollution Control Facility:

- Plant Operations: The plant O&M staff continue plant maintenance projects including replacing motor couplers on filter back wash pumps. Staff assisted with battery replacement a damaged solar mixer, a board malfunction was causing an overcharge condition on batteries solar mixer has been operating well after battery replacement. UV system maintenance is an ongoing part of operations including ballast replacement and lamp replacements. Operations and Electrical department work with vendor to get influent gate actuator replaced with new updated unit. Staff has started clarifier maintenance, which requires each unit to be drained and taken out of service one at a time over the next few months.
- Recycled Water Delivery: Currently most of the recycled water is being produced is delivered to the City's Parks Department. Their demand will likely attenuate with the cooler weather and diminished watering requirements for turf during the winter months. Biomass is the City's largest customer, and is online and receiving water as usual.
- Process Flows: This Quarter saw a total flow of 409 million gallons of influent, 381 million gallons of effluent. The plant produced 19.23 million gallons of recycled water, and sent 13.8 million gallons of sludge to south ponds for further processing.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.8
SUBJECT: Award Construction Contract for 2023 Road Maintenance Project, CIP 23-01

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, (1) waiving immaterial minor bid irregularities in the bid submitted by the lowest responsible bidder submitting a responsive bid (Consolidated Engineering Inc.); and (2) approving a construction contract for the 2023 Road Maintenance Project, CIP 23-01; awarding the construction contract in the amount of \$667,877.58 for the base bid plus Alternate A to Consolidated Engineering Inc.; authorizing a contract contingency up to 30% (\$200,363.27); and authorizing the City Manager to execute the construction contract and change orders.

Staff Contact:

Diana Ayón, Senior Associate Civil Engineer, (530) 661-5967, diana.ayon@cityofwoodland.org

Fiscal Impact:

The project is identified in the current Capital Budget as CIP 23-01 with a project budget of \$1,163,976. The project funding is comprised of \$1,100,000 in Measure F funding, and \$63,976 in Water Enterprise Funds to fund improvements associated with water utility conflicts. This project funding is consistent with the current approved Capital Budget and the Measure F Spending Plan.

The project budget includes the costs for design, project management, construction management, inspection, construction, and contingency.

Background:

In November 2016, Woodland voters approved Measure F, which extended the ½ cent supplemental sales tax. The 12-year approval of Measure F, a General Tax, includes funding for general city services such as street maintenance. Measure F funding will be utilized to complete this project. Staff maintains a pavement management program that tracks pavement conditions and aims to address pavement maintenance on local streets with the Measure F funds.

Pavement maintenance typically refers to surface treatments such as slurry seal, chip seal, microsurfacing or other combination treatments. It may also include minor rehabilitation such as grinding and overlaying, where the top few inches of the asphalt surface is removed and replaced. Overlaying is typically performed when the underlying road structure is stable, but the asphalt surface is failing or beginning to fail. Further deteriorated roads that require significant rehabilitation or reconstruction are beyond the scope of the pavement maintenance program and are typically performed as standalone capital projects, often with grant funding.

The intent of the pavement maintenance program is to place surface treatment and perform minor rehabilitation to keep roads in good to moderate condition from further deterioration. The program generally focuses on local residential streets, as they are often in a condition appropriate for pavement maintenance treatments. Throughout the life of Measure E and into Measure F, we have performed pavement maintenance in all areas of town and on every local street that required treatment. We have shifted focus for a short time to address higher classification roadways that are in a condition that is conducive to these treatment types.

This project includes grinding & overlaying the top two inches of pavement and constructing some ADA-compliant curb ramps on the following corridor:

- Base Bid: College Street (Topaz Way to Beamer Street)
- Add Alt A: College Street (Beamer Street to North Street)

Discussion:

On May 16, 2023, Council approved plans and specifications for the project. On June 13, 2023, the City received three bids for construction of the project.

Staff has performed due diligence in reviewing the bids and, waiving minor bid irregularities, the bids comply with the technical submittal requirements. The City received the following three responsive bids:

Bidder's Name	Base Bid Amount	Base Bid Plus All Additive Alternates
Consolidated Engineering Inc.	\$445,058.57	\$667,877.58
*B&M Builders Inc.	\$538,070.80	\$861,074.30
California Highway Construction Group Inc.	\$920,969.45	\$1,330,200.00

*The bid amounts differ from the amounts read at bid opening as the amounts were corrected due to minor discrepancies in the extension of the unit prices.

The project was bid with one additive alternate (Alternate A) to overlay College Street between Beamer Street to North Street. See attached project location map. The basis of award for the construction contract was the base bid plus all additive alternates.

After reviewing the bid packages, staff has determined that Consolidated Engineering Inc. is the lowest responsive, responsible bidder with a total base bid plus all alternates of \$667,877.58.

Consolidated Engineering Inc.'s bid had immaterial bid irregularities resulting from its failure to (1) acknowledge Addendum 2 and (2) list the correct surety bid bond name on the project specifications page II-6. These are immaterial and minor deviations because (1) Addendum 2 provided clarifications that would not affect their bid amount and (2) the bidder provided a valid bid bond making this an inconsequential deviation that the City has the discretion to waive.

Staff is requesting that Council award the construction contract for the base bid and Alternate A as sufficient funding exists for this work.

Staff is requesting that Council approve a construction contract contingency up to 30% to account for unforeseen conditions and because the project may have sufficient budget to potentially add additional scope during construction.

Staff anticipates construction starting in early July 2023 with completion by September 2023.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, (1) waiving immaterial minor

bid irregularities in the bid submitted by the lowest responsible bidder submitting a responsive bid (Consolidated Engineering Inc.); and (2) approving a construction contract for the 2023 Road Maintenance Project, CIP 23-01; awarding the construction contract in the amount of \$667,877.58 for the base bid plus Alternate A to Consolidated Engineering Inc.; authorizing a contract contingency up to 30% (\$200,363.27); and authorizing the City Manager to execute the construction contract and change orders.

Prepared by: Diana Ayón, Senior Associate Civil Engineer

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

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

Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Project Location Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING A CONSTRUCTION CONTRACT FOR THE 2023 ROAD
MAINTENANCE PROJECT, CIP 23-01**

WHEREAS, the City of Woodland has \$1,163,976 of Measure F and Water Enterprise funds identified in the Capital Budget to maintain and extend the life of Woodland's street network, referred to as the 2023 Road Maintenance Project, CIP 23-01 (the "Project"); and

WHEREAS, the City Council approved the plans and specifications and authorized bid advertisement on May 16, 2023; and

WHEREAS, the City opened bids on June 13, 2023, and of the three received bids, the lowest responsive, responsible bidder was Consolidated Engineering Inc. determined by their base bid plus all alternates amount; and

WHEREAS, the City wishes to waive minor bid irregularities, accept the bid and award the construction contract for the base bid plus Alternate A to Consolidated Engineering Inc. in the amount of \$667,877.58 and authorize a contingency up to 30% to account for unforeseen conditions and because the project may have sufficient budget to potentially add additional scope during construction; and

WHEREAS, the City Council wishes to approve the construction contract with Consolidated Engineering Inc. and authorize its execution through the adoption of this Resolution.

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

Section 1. The City Council hereby waives immaterial minor bid irregularities in the bid submitted by the lowest responsible bidder submitting a responsive bid (Consolidated Engineering Inc.).

Section 2. The City Council hereby approves the construction contract with Consolidated Engineering Inc. in the amount of \$667,877.58. The City Manager is hereby authorized and directed to execute the contract and change orders up to 30% (\$200,363.27) of the original contract amount, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized herein does not change.

Section 3. Copies of the Construction Contract are available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this 20th day of June, 2023, by the following vote:

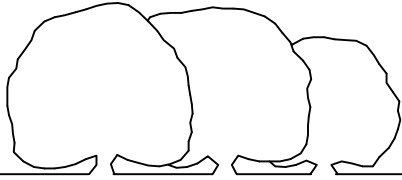
AYES:

NOES:
ABSENT:
ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



CITY OF WOODLAND

2023 ROAD MAINTENANCE PROJECT, CIP#23-01



PROJECT MAP

— PROJECT LOCATIONS





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.9
SUBJECT: 2023 Traffic Calming Project, CIP 19-06; Approve Plans and Specifications, Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2023 Traffic Calming Project, CIP 19-06, and authorizing bid advertisement.

Staff Contact:

Katie Wurzel, Principal Civil Engineer, (530) 661-5954, katie.wurzel@cityofwoodland.org

Fiscal Impact:

The approved Capital Budget provides a funding allocation from the General Fund (Fund 501 - Capital Projects) to Project CIP 19-06 for the Traffic Calming Program. The original funding source that was transferred to Fund 501 is part of the American Rescue Plan (ARP) Spending Plan approved by the Council in May 2023. The ARP Spending Plan identified three years of funding for the Traffic Calming Program, FY23 - FY25 with \$100,000 available for each of those fiscal years. This funding is utilized to review and update the city's Traffic Calming Program and fund critical traffic calming improvements.

Currently, \$93,800 remains unencumbered from the FY23 budget and the proposed FY24 Capital Budget includes \$100,000 in additional funding for next fiscal year.

The Engineer's Estimate of probable construction costs for the Campbell Park neighborhood traffic calming is \$100,000-\$120,000. Given this contract amount, staff anticipates that the City Manager will be able to award the construction contract according to the public project informal bidding procedures.

Background:

Council adopted the current Traffic Calming Program in July 2020, which was based upon the review and comparison of 25 other similarly sized and situated California cities and upon the interim approval and subsequent revision to the Program based upon lessons learned.

In March 2023, staff provided an update to Council on the Program and notification of the receipt of a petition for traffic calming from the Campbell Park neighborhood. This petition requested the consideration of active traffic calming on Thomas Street between E. Main Street and E. Gum Avenue; E. Oak Avenue from East Street to Matmor Road; and on Colette Way from Matmor Road to Thomas Street. The petition specifically requested speed cushions on each block of these corridors to address vehicles traveling on these streets above the posted speed limit.

At the meeting, staff provided the Council with the study results indicating that two of the corridors – Colette Way and Thomas Street between Colette and Oak - did not meet warrants for active traffic calming (speed cushions) but were included in the study area as they would likely be impacted by the potential traffic calming implementation surrounding the corridors. Council was also informed at that meeting that the plan and a ballot had been mailed to all residents with property lines on the

impacted roadways and those in the surrounding area who might be affected and that at the close of the ballot deadline, the 75% approval threshold for the area had not been met – only 65% approval was received.

Council directed staff to continue with the design and implementation of traffic calming for the entire area. Per that direction, staff has prepared project documents for bidding.

Discussion:

The project will construct two speed cushions on each block of the subject corridors for a total of 12 cushions total with the project. The project will also install associated speed cushion warning signs and striping, modify existing speed limit signage and install/refresh centerline on all three corridors and install/refresh street markings on the corridors.

Upon Council authorization, project bids will be solicited and staff anticipates construction will start early August 2023 and be complete by October 2023.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2023 Traffic Calming Project, CIP 19-06, and authorizing bid advertisement.

Prepared by: Katie Wurzel, Principal Civil Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Resolution - Approve PSE Campbell Park
2. Map - General Project Layout

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PLANS AND SPECIFICATIONS FOR THE 2023 TRAFFIC
CALMING PROJECT, CIP 19-06; AND AUTHORIZING BID ADVERTISEMENT**

WHEREAS, the City of Woodland has General Funding (Fund 501- Capital Projects) identified in the Capital Budget for the traffic calming program and improvements, referred to as Traffic Calming Program, CIP 19-06 (the “Project”); and

WHEREAS, petition was received for traffic calming in the Campbell Park neighborhood, a public process was completed including a neighborhood vote to approve the traffic calming; and

WHEREAS, the City Council wishes to implement traffic calming in this neighborhood and directed staff to prepare documents for bidding and construction of the traffic calming even though results of the vote fell short of the program threshold for approval as noted in the March 2023, Council meeting; and

WHEREAS, the bidding documents have been prepared and are available for review and ready to be published for bidding and construction; and

WHEREAS, the Project has been reviewed in accordance with the California Environmental Quality Act (CEQA) and is considered exempt under the Existing Facilities exemption, CEQA Guideline 15301(c).

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

Section 1. The City Council hereby approves the plans and specifications for the 2023 Traffic Calming Project, CIP 19-06, which are available on file with the City Clerk.

Section 2. The City Council authorizes City staff to advertise the 2023 Traffic Calming Project, CIP 19-06 for bids.

Section 3. The City Council authorizes the City Manager to execute the construction contracts within his authority to award pursuant to the purchasing system as defined in the City’s Municipal Code.

Section 4. The City Council finds that the Project is exempt from CEQA pursuant to CEQA Guideline 15301(c).

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Victoria Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



Traffic Calming Project Exhibit

Legend



Proposed Speed Hump



Proposed Warning Sign



Existing Stop Sign



Existing Raised Median



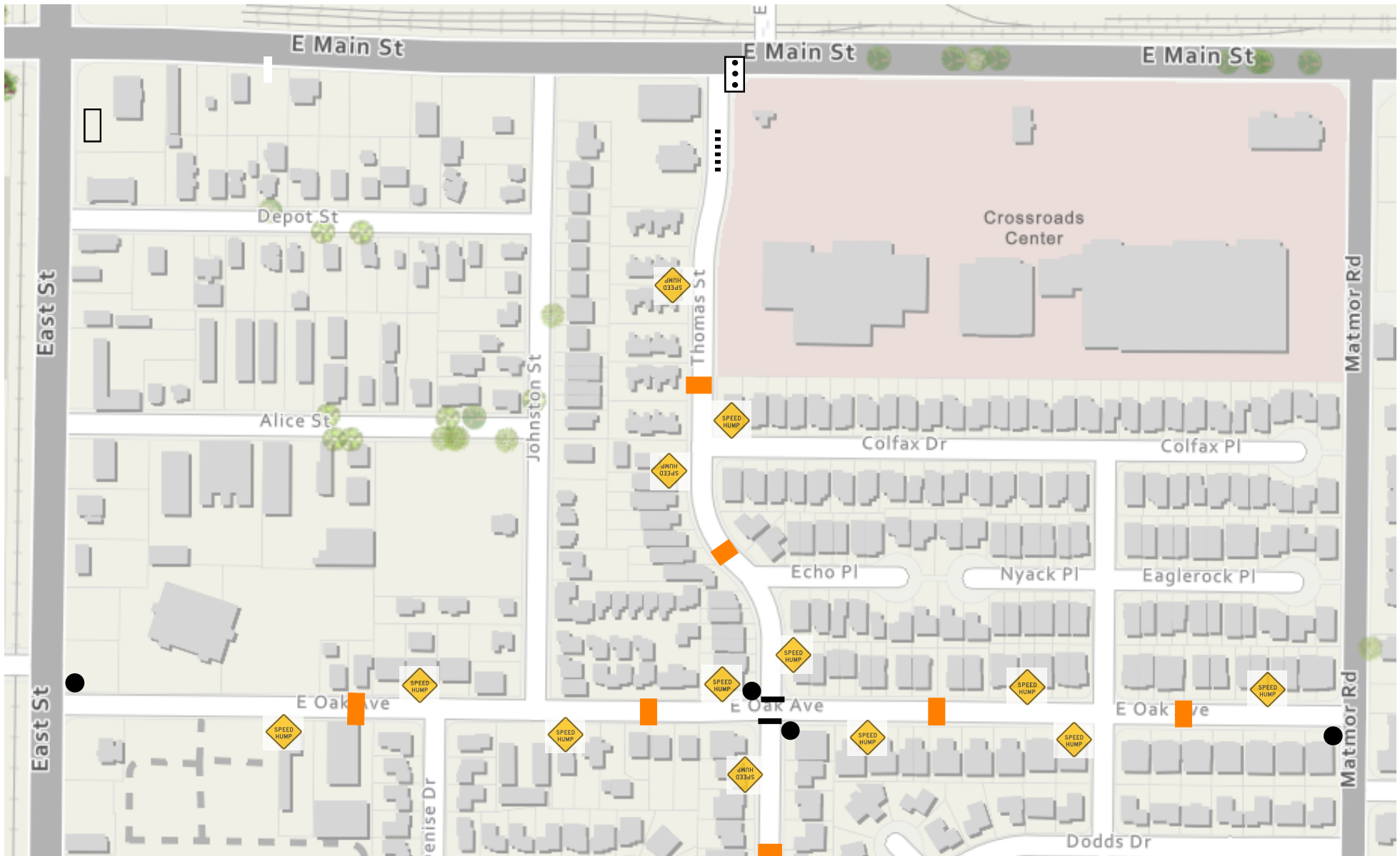
Existing Valley Gutter/Dip



Existing Traffic Signal



Existing Yield Sign





Traffic Calming Project Exhibit

Legend



Proposed Speed Hump



Proposed Warning Sign



Existing Stop Sign



Existing Raised Median



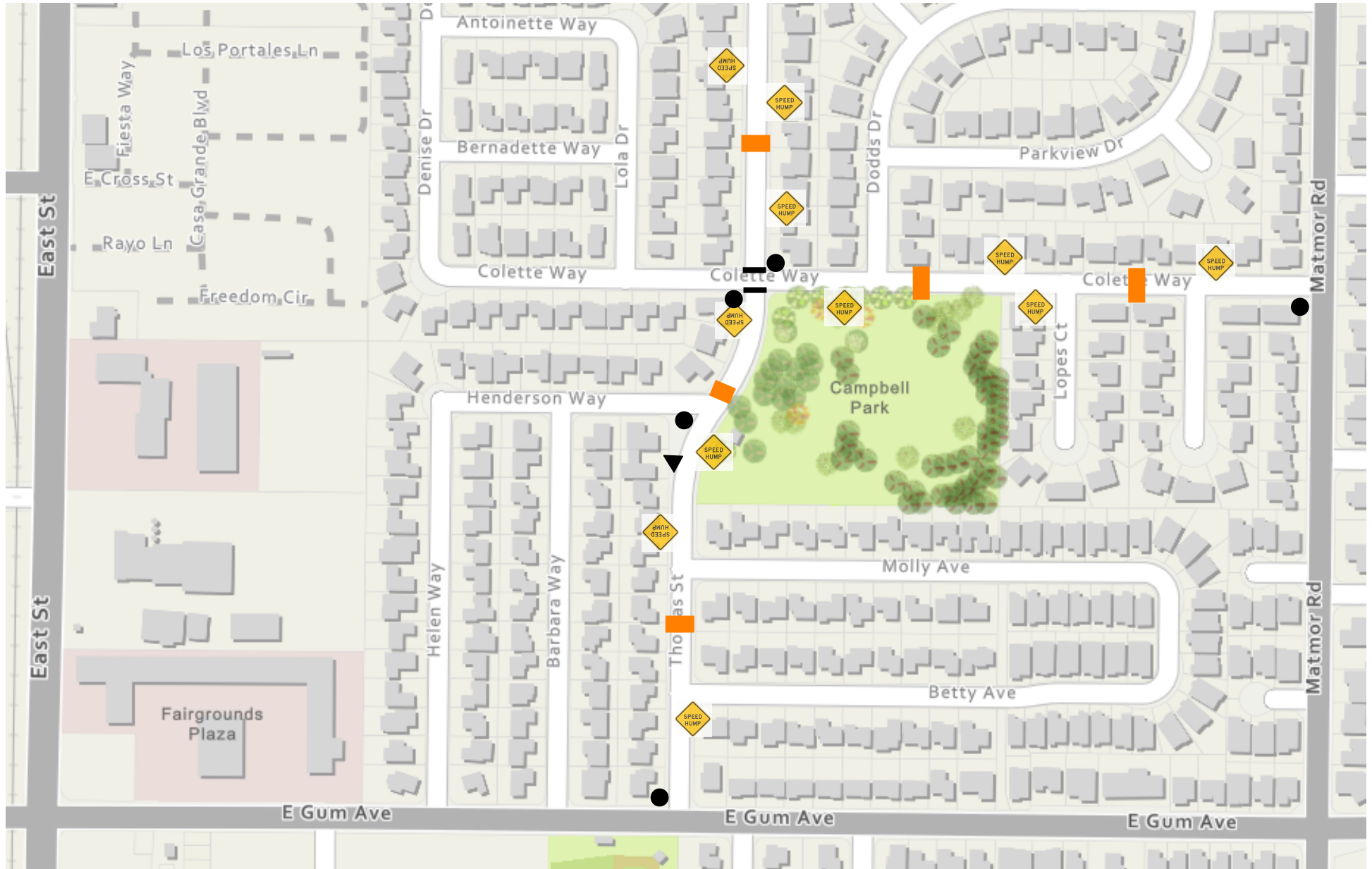
Existing Valley Gutter/Dip



Existing Traffic Signal



Existing Yield Sign





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.10
SUBJECT: Prudler Community Facilities District Annual Levy and Collection

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, ordering the annual levy and collection of the assessment within the Prudler Community Facilities District for fiscal year 2023/2024.

Staff Contact:

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

Fiscal Impact:

The FY2023/24 assessment of a single family home is \$780.59 and \$780.59 for approved properties. If approved, the proposed assessment for the District would generate \$132,656 in revenue. Prudler Community Facilities District (CFD) assessment will generate sufficient revenue to pay for operational expenditures required to maintain the approved amenities within the District.

Background:

The City Council previously undertook proceedings under and pursuant to the terms and provisions of the "Mello-Roos Community Facilities Act of 1982" of the Government Code of the State of California, to form Community Facilities District No. 2022-01 (Prudler Services), to authorize the levy of special taxes upon land within the District to finance the cost of maintenance of public facilities including a neighborhood park, landscaping, lighting, sound walls, and a traffic signal, and incidental expenses within the boundaries of the District.

The City Council, by Ordinance No. 1680, has authorized the levy of a special tax to pay for costs and expenses related to the Prudler CFD.

The Prudler CFD is located in the southeast portion of the City, generally north of Sports Park Drive, south of County Fair Mall, and east of East Street. The District was formed in 2022 and FY2023/24 will be the first year properties within the District will be assessed.

Discussion:

Each year, the City prepares an operating budget to calculate the assessment annually levied on each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor on what to levy each parcel.

This particular CFD requires that the City Council adopt an ordinance to order and annul the levy and collection of assessment. This is typically accomplished at one Council meeting and does not require a public hearing.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, ordering the annual levy and collection of the assessment within the Prudler Community Facilities District for fiscal year 2023/2024

Prepared by: Evis Morales, Finance Officer

Reviewed by: Kim McKinney, Director of Administrative Services

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

Ken Hiatt
City Manager

Attachments:

1. FY202324 Prudler Levy Resolution (1)

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ACTING
AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT
NO. 2022-01 (PRUDLER SERVICES) AUTHORIZING THE ANNUAL LEVY OF
SPECIAL TAXES FOR FISCAL YEAR 2023-24**

WHEREAS, the City Council of the City of Woodland (“City”), previously undertook proceedings under and pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982”, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California, to form Community Facilities District No. 2022-01 (Prudler Services) (hereinafter referred to as the “District”), to authorize the levy of special taxes upon land within the District to finance certain services.

WHEREAS, the City Council, by Ordinance No. 1680 as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to said District, and this City Council is desirous to establish the specific rate of the special tax for the District to be collected for the next fiscal year.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

Section 1 The above recitals are all true and correct.

Section 2 That in accordance with the Act and Ordinance, there is hereby levied upon all parcels within the District which are not otherwise exempt from taxation under the Act or the Ordinance the special taxes for fiscal year 2023-24 at or below the maximum rates set forth in the attached referenced and incorporated Exhibit “A”.

Section 3 That the rate determined and as set forth above does not exceed the amount as previously authorized by Ordinance of this City Council, and is not in excess of that as previously approved by the qualified electors of the District, and meets the requirements of Proposition 218 that added Articles XIIC and XIID to the State Constitution.

Section 4 That the proceeds of the special tax shall be used to pay, in whole or in part, the cost of the following:

- A. The cost of maintenance of public facilities including a neighborhood park, landscaping, lighting, sound walls, and a traffic signal, within the boundaries of the District; and
- B. Payment of incidental expenses of the District, including costs incurred to determine the amount of and collection of special taxes and costs otherwise incurred in order to carry out the authorized purposes of the District.

The proceeds of the special taxes shall be used as set forth above, and shall not be used for any other purpose.

Section 5 The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby authorized to deduct reasonable administrative costs incurred in collecting any said special tax.

Section 6 All monies above collected shall be paid into the District funds.

Section 7 The Finance Officer is hereby authorized to transmit a certified copy of this Resolution to the County of Yolo ("County") Office of the Auditor-Controller ("County Auditor"). The County Auditor is hereby directed to enter in the next County assessment roll on which taxes will become due, opposite each lot or parcel of land effected the installment of the special tax, , reference is made to the attached Exhibit "A" for the maximum rates of the Special Tax.

Section 8 The adoption of this Resolution constitutes the Authorization of the District levy for the Fiscal Year commencing July 1, 2023 and ending June 30, 2024.

Section 9 The City Clerk's designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the Yolo County Auditor subsequent to the adoption of this Resolution.

Section 10 This Resolution relating to the levy of the special tax shall take effect immediately upon its final passage in accordance with the provisions of Government Code Section 53340, as amended.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of June, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

EXHIBIT "A"

**COMMUNITY FACILITIES DISTRICT NO. 2022-01
(Prudler)**

**FISCAL YEAR 2023-24
SPECIAL TAX RATES**

Description	Special Tax Rate
Single Family Property	\$780.59
Approved Property	\$780.59



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.11
SUBJECT: Transfer Funds from Public Works Sewer Collection Contract Services (Fund 220) to CIP 14-03, Replacement of Orangeburg Sewer Laterals

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to transfer \$147,000 from Public Works Sewer Collection Contract Services (Fund 220) to CIP 14-03, Replacement of Orangeburg Sewer Laterals.

Staff Contact:

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

Fiscal Impact:

The City has an ongoing program to repair and replace sewer laterals throughout the City. The overall project budget for the replacement sewer lateral project is \$2,385,000 in CIP 14-03 as identified in the FY 2022/23 budget approved by Council on June 21, 2022.

City staff has identified \$147,000 from the Public Works Sewer Collection Contract Services (Fund 220) that is available to address deficient sewer laterals in the City. The identified funds are being transferred to provide additional funding for sewer lateral replacements. There is no impact on the General Fund.

Background:

Sewer lateral failures are the single largest cause of Sanitary Sewer Overflows (SSOs) in the City. These failures can be private (non-City responsibility) or public (City responsibility) and need to be reported to the State. Lateral work includes and is not limited to rehabilitation or replacement of sewer laterals that experience failure due to cracking and root intrusion.

Discussion:

The City has identified \$147,000 from the Public Works Sewer Collection Contract Services (Fund 220) that is available to address sewer lateral deficiencies. CIP 14-03 is a capital program that can make use of additional funds for the City's continuous work on sewer laterals.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to transfer \$147,000 from Public Works Sewer Collection Contract Services (Fund 220) to CIP 14-03, Replacement of Orangeburg Sewer Laterals.

Prepared by: Chris Fong, Senior Associate Civil Engineer

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

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

Ken Hiatt
City Manager

Attachments:

1. Resolution Orangeburg

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
TRANSFER FUNDS FROM PUBLIC WORKS SEWER COLLECTION CONTRACT
SERVICES (FUND 220) TO CIP 14-03, REPLACEMENT OF ORANGEBURG SEWER
LATERALS**

WHEREAS, the City of Woodland wishes to replace deficient sewer laterals in City through a managed capital improvement program; and

WHEREAS, the City Council wishes to authorize a transfer of \$147,000 from Fund 220 to CIP 14-03.

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

Section 1. The City Council hereby approves the transfer of \$147,000 from Public Works Sewer Collection Contract Services (Fund 220) to CIP 14-03, Replacement of Orangburg Sewer Laterals.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of June, 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: June 20, 2023
ITEM #: H.12
SUBJECT: 2022 Spring Lake Parks Project, CIP 20-03; Contract Amendment

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services amendment with Public Restroom Company in the amount of \$6,350 for a total agreement amount of \$200,218 and authorize the City Manager to execute the amendment.

Staff Contact:

Clara Olmedo, Associate Engineer, (530) 661-5824, clara.olmedo@cityofwoodland.org

Fiscal Impact:

The approved Capital Budget includes funding for three Spring Lake Parks: Jack Slaven, Rick Gonzales Sr. and Spring Lake Park. The current approved budget totals \$6,385,670 for the project, consisting of \$5,909,253 SLIF Parks & Recreation funding (Fund 640) and \$476,417 in Spring Lake Capital funding (Fund 594).

The existing approved project budget is sufficient to cover these additional costs and no additional funding appropriation is being requested.

Background:

Spring Lake Park is located on Shellhammer Dr. and Osborn Dr. Two acres of this 8 acre park were improved in 2018 concurrently with the first phase of Rick Gonzales. At the time the first phase was under construction, the subdivision surrounding the park was still being developed and many of the homes near the park had not yet been occupied. The majority of the amenities for this park were therefore deferred until the remaining 6-acres were ready to be improved and additional residents had moved in to the neighborhood.

The first construction phase included the following park improvements:

- 2-acre improvement area
- Multi-use turf area
- Playground area and equipment for young children (ages 2-5)
- Native play area
- Small picnic area

The second construction phase includes:

- Playground area and equipment for elementary aged children
- Restroom and maintenance shed
- Group picnic shelter
- Multi-sports court
- Native plantings
- Paved and decomposed granite paths with connections to adjoining greenbelt
- Benches, pathway lighting, drinking fountains
- Youth soccer field
- Un-programmed Open Lawn

Discussion:

To expedite the delivery of the restroom building and to ensure installation will occur during the allotted construction period, staff requested that the procurement of the restroom building for Spring Lake Park was purchased through cooperative purchasing agreements. The use of these programs allowed the City to purchase the pre-fabricated restroom building from Public Restroom Company and provide it to the contractor for installation without paying for the Contractor's mark-up costs.

The restroom building is a pre-fabricated building that is delivered to the site and installed in-place using a crane. The current contract states that the City is responsible for any damage to the site based on their use of a 35' crane. Rather than having the City pay for damage to the sidewalk, the contractor provided an option to switch to a 75' crane for an increased cost of \$6,500. This change in cost requires an amendment to the existing contract with Public Restroom Company and increases the total contract amount to \$199,496.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services amendment with Public Restroom Company in the amount of \$6,350 for a total agreement amount of \$200,218 and authorize the City Manager to execute the amendment.

Prepared by: Clara Olmedo, Associate Engineer

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

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

Ken Hiatt
City Manager

Attachments:

1. Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
APPROVING CONTRACT AMENDMENT FOR THE 2022 SPRING LAKE PARKS
PROJECT, CIP 20-03**

WHEREAS, the City of Woodland included funding in the Capital Budget for the 2022 Spring Lake Parks, CIP 20-03 (the “Project”) with a total project budget of \$6,385,670; and

WHEREAS, City Council approved the contract to purchase the restroom building in the amount not to exceed \$193,868 from the Public Restroom Company on May 10, 2023; and

WHEREAS, the City wishes to approve the contract amendment for delivery services with Public Restroom Company in the amount of \$6,350 for a contract total of \$200,218; and

WHEREAS, the City Council wishes to approve the above mentioned amendment and authorize their execution through the adoption of this Resolution.

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

Section 1. The City Council hereby approves the contract amendment with Public Restroom Company and authorizes and directs the City Manager to execute the amendment in the amount of \$6,350 for a total contract amount of \$200,218. The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized herein does not change.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of June, 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: June 20, 2023
ITEM #: H.13
SUBJECT: Final Acceptance and Notice of Completion for the Groundwater Wells Demolition Project, CIP 21-05

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the Groundwater Wells Demolition Project, CIP 21-05, with Ariza Construction, Inc., 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 Ariza Construction, Inc., for the Groundwater Wells Demolition Project, CIP 21-05, (hereafter "Project") is \$297,669 with an approved contingency amount of \$59,533.80. One change order has been executed on the Project for a reduction of contract work by \$48,400.44, which results in a total construction contract of \$249,268.56.

The Project has an authorized total budget of \$400,000 of Water Enterprise Funds. All work was completed within the authorized project budget.

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

Background:

The City kept four neighborhood groundwater wells as backup supply while the new Woodland-Davis Clean Water Agency's Regional Water Treatment Facility (RWTF) and the City's new Aquifer Storage & Recovery (ASR) wells were proven to be reliable. These new water supplies indeed proved reliable and sustainable, which lead to the four groundwater wells not being used for drinking water supply since 2016. The State thus determined these groundwater wells to be "inactive" because they did not pump into the distribution system for many years. In California, an "inactive" well must be demolished as soon as feasible to eliminate any potential physical hazards and to assure State groundwater supplies are protected and preserved for further use. The wells scoped for demolition in the Project were also in need of significant repairs due to age, condition and lack of backup generator or pump-to-waste capability.

Approximately 2,110 vertical feet of groundwater well casing was sealed with the Project, which encompassed 4 wells ranging from 43 to 69-years-old. The Project also included demolition of well site equipment, fencing, concrete slabs and underground piping, in addition to adjusting irrigation and installing new sod turf at Well #5. This Well #5 site has been returned back to grass play area as part of Gracie Hiddleston Park.

Discussion:

One change order for CIP 21-05 has been executed to date in a total deductive amount of \$48,400.44. This change order accounts for the final contract quantities that were measured below or above the original bid amounts at the completion of construction and also compensates the contractor for extra work investigating and removing lodged equipment from within the well casings. The total change order amount is -\$48,400.44, which results in a total construction contract

of \$249,268.56. Staff prepared the plans and specifications for the project and conducted Project administration throughout construction. A breakdown of project expenditures is enumerated in the table below:

Construction Contract	\$ 297,669
Project Design, Management, Construction Inspection and Staff Time	\$ 21,888
Change Orders	-\$ 48,400
Total Project Cost	\$ 271,157
Total Project Budget	\$ 400,000

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the Groundwater Wells Demolition Project, CIP 21-05, with Ariza Construction, Inc., 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 GROUNDWATER WELLS DEMOLITION PROJECT, CIP 21-05, 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 Groundwater Wells Demolition Project, CIP 21-05, (the “Project”) and authorized advertisement for bids on September 6, 2022; and the City of Woodland advertised for bids on September 20, 2022; and

WHEREAS, the City Council approved Resolution 8000 on October 18, 2022, to execute a construction contract with Ariza Construction, Inc., in the amount of \$297,669 and approved a 20% construction contingency (\$59,533.80) for the Project with a total project budget of \$400,000; and

WHEREAS, the construction of the Project began on February 21, 2023 and was completed on May 29, 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 Groundwater Wells Demolition Project, CIP 21-05, as complete.

Section 2. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Groundwater Wells Demolition Project, CIP 21-05.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of June, 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: June 20, 2023
ITEM #: H.14
SUBJECT: Approval to Execute a One-Year Extension to the Three-Year Cooperative Fuel Services Agreement with Interstate Oil

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a one-year extension to the cooperative Fuel Services Agreement with Interstate Oil for card-lock fuel services for a total Not To Exceed amount of \$400,000 through June 30, 2024.

Staff Contact

Reece Ulrich, Fleet & Facilities Manager, reece.ulrich@cityofwoodland.org

Fiscal Impact

The recommended purchases will be made from the Fleet Services Oil & Gas operating budget (Fleet Fund, 2010-80-884-784100-56280) with a proposed budget of \$423,000 in FY2023/24. The City will initially encumber \$400,000 through June 2024 with Interstate Oil if the City Council approves this Resolution. Any unused portion of the \$400,000 encumbrance at the end of each year will be returned to the Vehicle O&M reserve fund.

Background

The City's current contract with Interstate Oil will expire June 30, 2023. The City entered into a cooperative purchasing bid with Yolo County for fuel services in the spring of 2020. Yolo County Purchasing Office was the primary coordinator throughout the bidding process. Two proposals received were from Interstate Oil and Ramos Oil. Bids were evaluated based on a points system: a) quality of proposal; b) qualifications and experience; c) demonstrated competence/responsibility; d) customer references; e) location of cardlock sites; f) extra value services/products; and g) cost proposal. Interstate Oil won the bid based on having the most points.

Discussion

The purchase made under the Fuel Services Agreement was for a three (3) year term beginning on July 1, 2020 and ending on June 30, 2023. The Agreement specifies the option for the City to extend the contract for two (2) additional one (1) year periods with the recommendation of the City Manager and the approval of the City Council. Inter-State Oil is based in Sacramento but has a branch office in Woodland.

The City will pay discounted prices at the Pacific Pride locations in Woodland only since these locations are owned by Interstate Oil; and the City will be charged retail prices at 13 other sites within Woodland. In order for the City to maximize its cost savings under this fuel purchasing program, staff must fuel at the Pacific Pride locations in Woodland owned by Interstate Oil. These stations are located at:

801 East Street
454 N. East Street
183 W. Main Street

Conclusion

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a cooperative Fuel Services Agreement with Interstate Oil for card-lock fuel services for a total Not To Exceed amount of \$400,000 through June 30, 2024.

Prepared by: Reece Ulrich, Fleet & Facilities Manager

Reviewed by: Craig Locke, Public Works Director



Ken Hiatt
City Manager

Attachments:

1. Resolution - Interstate Oil Fuel Contract Extension
2. Interstate Oil Fuel Contract Extension Amendment
3. Interstate Oil- Fuel Services Agreement (signed) 2020

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE A ONE-YEAR EXTENSION TO
THE THREE-YEAR COOPERATIVE FUEL SERVICES AGREEMENT WITH
INTERSTATE OIL**

WHEREAS, the current agreement with Interstate Oil ends June 30, 2023; and

WHEREAS, the City of Woodland entered into a cooperative purchasing bid with Yolo County for fuel services and products in spring 2020; and

WHEREAS, two proposals were received from Interstate Oil and Ramos Oil, bids were evaluated based on a points system, and Interstate Oil won the bid based on having the most points; and

WHEREAS, the City of Woodland entered into a three-year Fuel Services Agreement with Interstate Oil for a total Not To Exceed amount of \$1,500,000 through June 2023; and

WHEREAS, the three-year Fuel Services Agreement with Interstate Oil included a provision for two (2) one (1) year extensions with approval of the City Council; and

WHEREAS, the City Council wishes to authorize the City Manager to execute the first one-year extension of the Fuel Services Agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND: hereby authorizes the City Manager to execute a one-year extension to the three-year Fuel Services Agreement with Interstate Oil for a total Not To Exceed amount of \$400,000 through June 2024.

PASSED AND ADOPTED by the City Council on this 20th Day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

APPROVED AS TO FORM:

Ethan Walsh, City Attorney

ATTEST:

Ana Gonzalez, City Clerk

**EXTENSION NO. 1
TO FUEL SERVICES AGREEMENT
BETWEEN
CITY OF WOODLAND
AND
INTERSTATE OIL, INC.**

This Extension No. 1 to Fuel Services Agreement (“Extension No. 1”) is made and entered into as of this ____ day of _____, 2023, by and between City of Woodland (“City”) and Interstate Oil, Inc. (“Contractor”). City and Contractor are sometimes individually referred to as “Party” and collectively as “Parties.”

Recitals

- A. Original Agreement. The Parties have entered into an agreement entitled “Fuel Services Agreement” dated August 17, 2020 (“Original Agreement”), which is incorporated herein by reference as if fully set forth herein.
- B. Extension Authority. Section 1.2 of the Original Agreement provides:
- 1.2 Term. The term of this Agreement shall be from July 1, 2020 to June 30, 2023, unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement by two (2) additional one (1) year periods given the authority to do so by the City of Woodland City Council.*
- C. Amendment Authority. The Parties desire, by mutual, written consent, to extend the term of the Original Agreement by one (1) year.

Amendment

Now therefore, the Parties hereby modify the Original Agreement as follows:

1. Definitions. All capitalized terms used in this Amendment No. 1 not defined in this Amendment No. 1 shall have the same meaning as set forth in the Original Agreement if defined in the Original Agreement.
2. Section 1 of Original Agreement. The Parties hereby extend the term of the Original Agreement by one (1) year, to June 30, 2024.
3. Exhibit B to Original Agreement. The following is hereby added to Exhibit B to the Original Agreement:

Between July 1, 2023 and June 30, 2024, Contractor will charge 0.105 cents above Sacramento Oil Price Information Service (OPIS) Average for Gasoline, and 0.106

cents above Sacramento OPIS for Diesel for a total Not To Exceed amount of \$400,000.

4. Continuing Effect of Agreement. All provisions of the Original Agreement otherwise remain in full force and effect and are reaffirmed. From and after the date of this Amendment No. 1, whenever the term "Agreement" appears in the Original Agreement, it shall mean the Original Agreement as amended by this Amendment No. 1.
5. Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 1.
6. Severability. If any portion of this Amendment No. 1 is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

CITY OF WOODLAND

INTERSTATE OIL, INC.

Approved By:

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

**CITY OF WOODLAND
FUEL SERVICES AGREEMENT**

CM #	001191
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This Agreement is made and entered into this 17th day of August, 2020, by and between the City of Woodland, a California municipal corporation ("City"), and Interstate Oil, Inc., a California corporation ("Contractor"). City and Contractor are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. Contractor desires to perform and assume responsibility for the provision of certain professional Contractor services required by the City on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing fuel distribution services to public clients and is registered to conduct business in the State of California.

B. Contractor agrees that it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research.

C. City desires to engage Contractor to render such services for the terms set forth in this Agreement.

AGREEMENT

1. SCOPE OF SERVICES AND TERM.

1.1 General Scope of Services. Contractor promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the fuel services necessary for the fuel services contract term ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules, and regulations.

1.2 Term. The term of this Agreement shall be from July 1, 2020 to June 30, 2023, unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement by two (2) additional one (1) year periods given the authority to do so by the City of Woodland City Council.

2. SCHEDULE OF SERVICES.

2.1 Pricing. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Pricing set forth in Exhibit "B" attached hereto and incorporated herein by reference. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, City shall respond to Contractor's submittals in a timely manner. Upon request of City, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

2.2 Extension of Time. Contractor may, for good cause, request extensions of time to perform the Services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Agreement.

2.3 Period of Performance and Liquidated Damages. Contractor shall perform and complete all Services under this Agreement within the term set forth in Section 2.1 above as it may be extended pursuant to Section 2.2 ("Extension of Time"). Contractor shall also perform the Services in strict accordance with the Scope of Services and Pricing described in Exhibits "A" and "B" respectively, attached hereto, or which may be separately agreed upon in writing by the City and Contractor ("Performance Milestones"). Contractor agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such Project Milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the City will suffer damage.

3. FEES AND PAYMENTS.

3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "B" attached hereto and incorporated herein by reference. The total compensation shall not exceed ONE MILLION TWO HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$1,200,000.00). Contractor shall not be reimbursed for any expenses unless authorized in writing by City. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2 Payment of Compensation. Contractor shall submit to City a monthly itemized statement indicating the fuel transactions rendered by Contractor. The statement shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon.

3.3 Extra Work. At any time during the term of this Agreement, City may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work that is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

4. CHANGES.

4.1 The Parties may, from time to time, request changes in the scope of the Services of Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation and/or changes in the schedule must be authorized in advance by City in writing. Mutually agreed changes shall be incorporated in written amendments to the Agreement.

5. RESPONSIBILITIES OF CONTRACTOR.

5.1 Independent Contractor; Control and Payment of Subordinates. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Contractor on an independent contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of City and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

5.2 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of City.

5.3 Substitution of Key Personnel. Contractor has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Contractor may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Contractor cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Contractor at the request of the City. The key personnel for performance of this Agreement are as follows: Glen Jager from InterState Oil, Inc. and Troy Thompson from the City of Woodland.

5.3.1 City's Representative. The City hereby designates the Fleet & Facilities Manager or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. Contractor shall not accept direction or orders from any person other than the City's Representative or his or her designee.

5.3.2 Contractor's Representative. Contractor hereby designates Glen Jager, Woodland Branch Manager, or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of the Contractor for all purposes under this Agreement. The Contractor's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

5.4 Coordination of Services. Contractor agrees to work closely with City staff in the performance of Services and shall be available to City's staff, Contractors and other staff at all reasonable times.

5.5 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and subContractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and subContractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions that are caused by the Contractor's failure to comply with the standard of care provided for herein. Any employee of the Contractor or its sub-Contractors who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

5.6 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall

include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subContractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

6. INSURANCE.

6.1 Time for Compliance. Contractor shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Contractor shall not allow any subContractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subContractor has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the City to terminate this Agreement for cause.

6.2 Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Contractor in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

6.2.1 Commercial General Liability. Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

6.2.2 Automobile Liability. Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of \$1,000,000 each accident.

6.2.3 Workers' Compensation. Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

6.2.4 Professional Liability. Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

6.3 Endorsements.

6.3.1 The policy or policies of insurance required by Sections 6.2.1 Commercial General Liability and 6.2.2 Automobile Liability and **Error! Reference source not found.** Contractor's Pollution Liability shall be endorsed to provide the following:

6.3.1.1 Additional Insured. The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Contractor; or (4) contain any other exclusions contrary to the Agreement.

6.3.1.2 Primary Insurance and Non-Contributing Insurance. This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.

6.3.1.3 Severability. In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

6.3.1.4 Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.1.5 Duties. Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

6.3.1.6 Applicability. That the coverage provided therein shall apply to the obligations assumed by the Contractor under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

6.3.2 The policy or policies of insurance required by Section 6.2.3 Workers' Compensation shall be endorsed, as follows:

6.3.2.1 Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

6.3.2.2 Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.3 The policy or policies of insurance required by Section 6.2.4 Professional Liability shall be endorsed, as follows:

6.3.3.1 Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6.5 Evidence of Insurance. The Contractor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.6 Failure to Maintain Coverage. Contractor agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Contractor until Contractor has fully complied with the insurance provisions of this Agreement.

In the event that the Contractor's operations are suspended for failure to maintain required insurance coverage, the Contractor shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

6.7 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

6.8 Insurance for SubContractors. All subContractors shall be included as additional insureds under the Contractor's policies, or the Contractor shall be responsible for causing

subContractors to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured to the subContractor's policies.

7. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.

7.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Contractor under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of City, and shall not be used in whole or in substantial part by Contractor on other projects without the City's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Contractor shall provide to City reproducible copies of all Documents & Data, in a form and amount required by City. City reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by City at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Contractor is entitled under the termination provisions of this Agreement, Contractor shall provide all Documents & Data to City upon payment of the undisputed amount. Contractor shall have no right to retain or fail to provide to City any such documents pending resolution of the dispute. In addition, Contractor shall retain copies of all Documents & Data on file for a minimum of four (4) years following completion of the Project, and shall make copies available to City upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Contractor shall make a reasonable effort to notify City and provide City with the opportunity to obtain the documents.

7.1.1 SubContractors. Contractor shall require all subContractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subContractor prepares under this Agreement. Contractor represents and warrants that Contractor has the legal right to license any and all Documents & Data. Contractor makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Contractor or its subContractors, or those provided to Contractor by the City.

7.1.2 Right to Use. City shall not be limited in any way in its use or reuse of the Documents and Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Contractor shall be at City's sole risk. If City uses or reuses the Documents & Data on any project other than this Project, it shall remove the Contractor's seal from the Documents & Data. Contractor shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the City upon completion, suspension, abandonment or termination. Contractor shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Contractor, a party for whom the Contractor is

legally responsible or liable, or anyone approved by the Contractor, or for the use of Documents & Data on any other project by City.

7.1.3 Electronic Copies. Contractor shall provide electronic copies of the finished products in the original software format at the conclusion of the respective phases of work. Complex documents such as reports that utilize more than one type of software shall also be provided in a common format such as Adobe Acrobat (*.pdf). Files of construction drawings shall be provided in a current version of AutoCAD.

7.2 Confidentiality. All Documents & Data, either created by or provided to Contractor in connection with the performance of this Agreement, shall be held confidential by Contractor. All Documents & Data shall not, without the prior written consent of City or except pursuant to court order, be used or reproduced by Contractor for any purposes other than the performance of the Services. Contractor shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Contractor that is otherwise known to Contractor or is generally known, or has become known, to the related industry shall be deemed confidential. Contractor shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

7.3 Indemnification. Contractor shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by City of the Documents & Data, including any method, process, product, or concept specified or depicted.

8. ACCOUNTING RECORDS.

8.1 Accounting Records. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

9. SUBCONTRACTING.

9.1 Prior Approval Required. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

10. TERMINATION OF AGREEMENT.

10.1 Grounds for Termination. City may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those Services which have been adequately rendered to City, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

10.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Contractor to provide all finished or unfinished Documents and Data and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

10.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

11. GENERAL PROVISIONS

11.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

City:

CITY OF WOODLAND
300 First Street
Woodland, CA 95695
Attn: Troy Thompson, Public Works Department

Contractor:

INTERSTATE OIL, INC.
183 W. Main Street
Woodland, CA 95695
Attn: Glen Jager, Woodland Branch Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

11.2 Indemnification.

11.2.1 Scope of Indemnity. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and

agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Contractor, its officials, officers, employees, subcontractors, Contractors or agents in connection with the performance of the Contractor's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor.

11.2.2 Additional Indemnity Obligations. Contractor shall defend, with Counsel of City's choosing and at Contractor's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 11.2.1 that may be brought or instituted against City or its directors, officials, officers, employees, volunteers and agents. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Contractor shall also reimburse City for the cost of any settlement paid by City or its directors, officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for City's attorney's fees and costs, including expert witness fees. Contractor shall reimburse City and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials officers, employees, agents, or volunteers.

11.3 Laws and Regulations; Employee/Labor Certifications. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If the Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Contractor shall be solely responsible for all costs arising therefrom. Contractor shall defend, indemnify and hold City, its officials, directors, officers, employees, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

11.3.1 Employment Eligibility; Contractor. By executing this Agreement, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Contractor. Contractor also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any

such law at any time during the term of the Agreement. Contractor shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Contractor shall maintain records of each such verification, and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements provided for in Section 11.3 or any of its sub-sections.

11.3.2 Employment Eligibility: Subcontractors, Contractors, Sub-subcontractors and SubContractors. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, Contractors, sub-subcontractors and subContractors performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 11.3.1.

11.3.3 Employment Eligibility: Failure to Comply. Each person executing this Agreement on behalf of Contractor verifies that they are a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the City to terminate the Agreement for cause: (1) failure of Contractor or its subcontractors, Contractors, sub-subcontractors or subContractors to meet any of the requirements provided for in Sections 11.3.1 or 11.3.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Contractor under Section 11.3.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

11.3.4 Air Quality. To the extent applicable, Contractor must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the Yolo-Solano Air Quality Management District (YSAQMD) and/or California Air Resources Board (CARB). Contractor shall indemnify City against any fines or penalties imposed by YSAQMD, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Contractor, its subContractors, or others for whom Contractor is responsible under its indemnity obligations provided for in this Agreement.

11.4 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further

agrees to file, or shall cause its employees or subContractors to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

11.5 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. City shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

11.6 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subContractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

11.7 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

11.8 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

11.9 Assignment or Transfer. Contractor shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates

or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

11.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

11.11 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

11.12 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

11.13 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

11.14 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the City.

11.15 Time of Essence. Time is of the essence for each and every provision of this Agreement.

11.16 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and subContractors of Contractor, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

11.17 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

11.18 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

11.19 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

11.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

11.21 City's Right to Employ Other Contractors. City reserves right to employ other Contractors in connection with this Project.

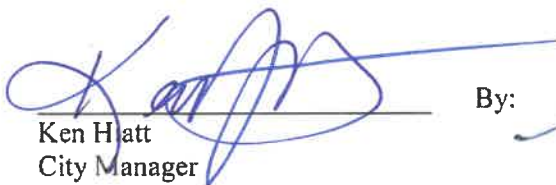
11.22 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

[SIGNATURES ON NEXT PAGE]

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

CITY OF WOODLAND

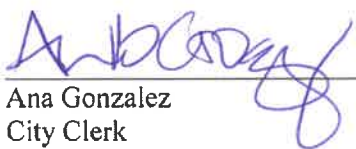
INTERSTATE OIL COMPANY

By: 
Ken Hatt
City Manager

By:  8/19/2020
Glen Jager
Woodland Branch Manager

Attest:

Attest:

By: 
Ana Gonzalez
City Clerk

By: _____
[Name]
[Title]

Approved as to Form:

By: 
Best Best & Krieger LLP
City Attorney

EXHIBIT "A"

SCOPE OF SERVICES

Contractor will provide fuel services through a card-lock system. The Agreement will be for one (1) three (3) year term (July 1, 2020 through June 30, 2023). This Agreement may be extended for two (2) one (1) year periods at the discretion of the City and approved by the City Council.

Services performed under this Agreement shall be subject to inspection and approval by the Fleet and Facilities Manager. This section outlines the minimum acceptable standards.

1. Contractor offers both Pacific Pride and CFN fueling networks.
2. Contractor will replace lost and stolen cards within (10) calendar days of request, free of charge to the City.
3. Contractor will provide paper or electronic invoices, as requested by the City. Contractor will also send cardlock invoice information in a .csv format to import into the City's fleet database.
4. Contractor will provide both vehicle and bulk fuel cards as requested by the City and will itemize all charges.
5. Contractor's card lock invoices will include all of this information along with pricing, equipment number, driver last name, first name, fueling location, departments and index codes.
6. City may access their respective card lock transactions on Contractor's web page daily for the previous day's purchases.
7. At the request of the City, Contractor's software programmers will also write a program allowing the City to log on to a specific web page and download cardlock transaction information in a format that the City requires for its fleet database, free of charge to the City.
8. No alteration in any of the terms, conditions, delivery, price, quality, quantities, or specifications of this order will be effective without prior consent of the Fleet & Facilities Manager of the City of Woodland.
9. The City of Woodland is exempt from Federal Excise and Transportation Taxes. Exemption certificate will be furnished upon request.
10. LIENS: Contractor, by signing this Agreement, warrants and represents that the goods, wares or merchandise ordered herein are free and clear from all claims and liens.

City of Woodland

11. **WARRANTY:** Notwithstanding any other provisions of this Agreement, Contractor warrants that the materials, supplies or services furnished shall be the most suitable grade and exactly as specified in this Agreement. Such warranty shall include the following: performance, workmanship, labor, materials, contractor's design or engineering contributions. If a defect is discovered in any item of materials, supplies or services as are reported within one year after final acceptance of the applicable warranty period. Upon expiration of the applicable warranty period, all such liability shall terminate except for fraud or such gross mistakes as amount to fraud, latent defects or specific failure to comply with the terms of this agreement. Unless otherwise stated in this Agreement, the minimum acceptable warranty shall be one year from the date of acceptance by the City.
12. **NON-DELIVERY:** Non-delivery within the time specified may result in cancellation in whole or in part of this Agreement. Contractor may be held liable for damages caused to the City as a result of said non-delivery. The City may, by written notice of default to the contractor, terminate any (resulting) agreement in whole or in part should Contractor fail to deliver within the time specified, or fail to deliver in strict conformance to specifications set forth by the City. In the event of such termination, the City reserves the right to purchase or obtain the supplier or services elsewhere. In case of default by the Contractor, the City may procure the articles or services from another source and may recover the loss occasioned thereby from any unpaid balance due to the Contractor or by proceeding against performance bond of the Contractor, if any, or by legal process against the Contractor. The prices paid by the City shall be considered the prevailing market price at the time such purchase is made.

EXHIBIT "B"

PRICING

Contractor will charge 0.105 cents above Sacramento Oil Price Information Service (OPIS) Average for Gasoline, and 0.106 cents above Sacramento OPIS for Diesel for a total Not To Exceed amount of \$1,200,000 through June 2023.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.15
SUBJECT: Approve agreement for extension of City Water and Sewer Service for Yolo Cold Storage Project

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Agreement for Extension of City Water and Sewer Service for the Yolo Cold Storage Project.

Staff Contact:

Brent Meyer, Community Development Director/City Engineer, (530) 661-5947,
brent.meyer@cityofwoodland.org

Fiscal Impact:

There is no impact to the General Fund.

Background

In December of 2021 the City was approached by the property owner at 39127 County Road 19A regarding extending City water and sewer service necessary to develop these properties that are located on the north side of I-5 at the CR99 interchange. The properties are within the City's Urban Limit line and Sphere of Influence, however are outside the city limits (see attached site map). This extension of City services would involve the underground boring of utility lines under the freeway to extend existing utilities in Barnard Court to the subject properties on the north side of Interstate-5.

The developer is proposing to construct a climate-controlled facility for storage of processed agricultural products on the 14.89 acre southern property. This property is currently zoned as Agriculture Intensive (A-N) in Yolo County and the proposed project is consistent with the county zoning. The owner desires to connect to city utilities instead of constructing a well and septic system on the property.

The 4.54 acre northern property located at 16238 County Road 19A is currently zoned as Highway Service Commercial (C-H) in the County and the developer has plans to develop this property consistent with County zoning. The developer plans to receive project entitlements and a building permit from the County with the anticipation that the City would eventually annex the property.

Discussion

The terms of the agreement stipulate that the developer would have to receive project entitlements and building permit(s) from the County in order to proceed with the project and acknowledges that the City intends to annex the properties at a future date. The agreement includes several provisions that benefit the City while allowing this development to take place within the unincorporated area of the City's Sphere of Influence. The key provisions are as follows:

1. Payment of City impact fees for any development
2. A contribution of \$35,000 towards an agricultural themed mural facing I-5
3. Development of the site consistent with the flood modelling for the City's Cache Creek Flood Project

4. Granting of a flood easement on the southerly portion of the southern parcel

5. City agreement to allow uses that are consistent with the City's General Plan land use of Business Park should the planned cold storage building be determined to be infeasible due to market demand.

Additionally, the connection to City utilities will have added environmental benefits of avoiding new septic systems and leach fields as well as precluding new groundwater well(s) that would impact the local aquifer system.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving the Agreement for Extension of City Water and Sewer Service for the Yolo Cold Storage Project.

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



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Yolo Cold Storage Agreement 6.20.2023

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN AGREEMENT FOR EXTENSION OF CITY WATER AND SEWER
SERVICE FOR THE YOLO COLD STORAGE PROJECT**

WHEREAS, the land owner and developer of the proposed cold storage property located at 39127 County Road 19A desires to extend City water and sewer utilities to the north side of Interstate-5 in order to support the development of this property; and

WHEREAS, the Property is located within the City's Sphere of Influence and Urban limit Line; and

WHEREAS, the City desires to allow the extension of city water and sewer utilities to the Property, contingent on the land owner securing all necessary approvals and entitlements for the anticipated future development, as it would create jobs, support the local agricultural economy, increase local tax and utility revenues, and reduce potential impacts on groundwater.

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

Section 1. The City Council hereby approves the Agreement for Extension of City Water and Sewer Service for the Yolo Cold Storage Project, subject to minor edits approved by the City Manager in consultation with the City Attorney, and authorizes the City Manager to execute the agreement.

PASSED AND ADOPTED this 20th day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

When Recorded Mail Document To:

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

Exempt from recording fees pursuant to
Government Code Section 27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

AGREEMENT FOR EXTENSION OF CITY WATER AND SEWER SERVICE

This Agreement for Extension of City Water and Sewer Service (this “**Agreement**”) is made and entered into as of March __, 2023 (the “**Effective Date**”), by and between YCS LLC, a California limited liability company (“**YCS Developer**”), and YSF Partners, LLC, a California limited liability company (“**YSF Developer**”) (collectively, “**Developers**”), and the City of Woodland, a California municipal corporation (“**City**”). Developers and City are each respectively referred to herein as a “**Party**” and collectively as the “**Parties**”.

R E C I T A L S:

A. YCS is the owner of that certain property comprised of approximately 14.89 acres located outside but adjacent to the jurisdictional boundaries of the City of Woodland and within the City’s Sphere of Influence and Urban Limit Line, which property is commonly referred to as APN 027-270-046 as more particularly described in Exhibit A-1 to this Agreement, attached hereto and incorporated herein by this reference (the “**YCS Property**”); and

B. YCS Developer desires to develop the YCS Property with a cold storage facility of approximately 212,000 square feet (the “**Project**”), which will be required to obtain development entitlements and building permits from the County of Yolo; and

C. YCS Developer has requested access to City water and sewer service to serve the Project and City has sufficient water and sewer capacity to serve the Project and is willing to provide such water and sewer service, subject to the conditions as set forth in this Agreement; and

D. YSF Developer owns that certain property located adjacent to the YCS Property immediately to the northwest, which property is commonly referred to as APN 027-270-074 as more particularly described in Exhibit A-2 to this Agreement, attached hereto and incorporated herein by this reference (the “**YSF Property**”); and

E. YSF Developer may in the future request access to City water and sewer service to serve future development of the YSF Property, and the City is willing to provide access to such service subject to the terms and conditions set forth herein; and

F. YCS Developer, YSF Developer and City intend by the recording of this Agreement to set forth the terms and conditions under which such water and sewer service will be made available to the Property. YCS Developer and City further intend that this Agreement benefit

and burden the YCS Property and the YSF Property and provide notice to all current and future owners of the Property or any portion thereof regarding the matter described herein; and

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Construction of Cold Storage Facility. Subject to securing all necessary development entitlements and permits required for the Project from the County and any other governmental agencies with jurisdiction over the Project, YCS Developer may construct a cold storage facility of approximately 212,000 square feet on the Property. The Parties acknowledge and agree that the City's commitment to extend water and sewer service as set forth herein is solely for the purpose of serving the Project on the Property. YCS Developer shall not be entitled by this Agreement to provide water or sewer service for any property other than the Property as described herein and the Adjacent YSF Property as defined in Section 7 of this Agreement (which extension is subject to the conditions more specifically set forth in Section 7 of this Agreement. If after 12 months from the effective date of this Agreement the YCS Developer determines the Project is no longer viable due to market conditions, the City agrees to provide water and sewer service for any non-residential project consistent with the City's General Plan land use designation of Business Park, provided, however, that YCS Developer and City acknowledge that YCS Developer will have to comply with any applicable County general plan and zoning requirements to proceed with such development. The new "Project" will comply with all terms of the previously proposed cold storage facility and will be processed consistent with section 7.1 of this agreement. Notwithstanding the foregoing, if YCS Developer has not extended water and sewer service to the YCS as contemplated within 48 months following the effective date of this Agreement, this Agreement shall automatically terminate and the parties shall have no further rights or obligations under this Agreement.

2. Extension of Water and Sewer Service. City agrees to extend water and sewer service to the Property for purposes of servicing the Project, subject to the following conditions:

2.1 YCS Developer shall, at its sole responsibility and expense, design and construct an extension of the City's sanitary sewer main line and water main line to the Property and private sanitary sewer and water laterals to serve the Project on the Property in an alignment acceptable to the City, in its sole discretion. The Parties anticipate that YCS Developer will design and construct the extension of the sanitary sewer and water main lines from their current point of termination at the cul de sac at the easterly end of Barnard Court via a public easement to be acquired by YCS Developer and dedicated to the City at YCS Developer's sole cost and expense. YCS Developer would additionally construct a sewer pump station on the Property that would be owned, operated and maintained by YCS Developer at its sole cost and expense, subject to an agreement to be entered into by and between City and YCS Developer as further described in Section 9 of this Agreement. The connection point contemplated for the sewer and water mains would require that both lines would extend underneath Interstate 5. YCS Developer shall be solely responsible for coordinating with, securing all approvals and complying with all requirements imposed by State of California Department of Transportation ("Caltrans") in connection with the extension of the main line across the right of way for Interstate 5. YCS Developer's obligations

as set forth in this Section 2.1 are referred to in this Agreement as the “**Water and Sewer Improvements.**”

2.2 YCS Developer shall, at its sole responsibility and expense, acquire all easements or right of way, as well as any temporary construction easements required for the extension of such lines, which easements or right of way shall be dedicated at no cost to the City, and YCS Developer shall be responsible for securing all approvals required from the City and all other regulatory agencies or departments, including but not limited to approvals from Caltrans if necessary, Yolo County Local Agency Formation Commission (“**LAFCO**”) for extension of City services outside of the existing City boundaries, securing all necessary encroachment permits for construction within City or County right of way, and paying all applicable fees or costs associated with obtaining such approvals.

2.3 Immediately prior to the issuance of building permits for the Project by the County, YCS Developer shall pay to City (i) wastewater impact fees at the applicable rate for such wastewater impact fees as set forth in the City’s Master Fee Schedule based on the actual square footage of the Project as set forth in the building permits, (ii) water connection charges at the applicable rate based on the number and size of meters required for the Project with such applicable rates determined at the time of building permit issuance by the County; and (iii) 30% of the then current City impact fees established by the City pursuant to City’s Major Projects Financing Plan in the categories of General City, Fire, Police, Roads and Fee Administration. YCS Developer shall further pay to City all plan check and inspection fees associated with the Water and Sewer Improvements at the same time and in the same manner as such fees would be charged by the City if the Project or the Water and Sewer Improvements were located in the City.

2.4 Prior to installation of the Water and Sewer Improvements, YCS Developer shall submit engineered water and sanitary sewer facility improvement plans, including improvement plans for the sewer pump station, prepared by a registered civil engineer to the City Engineer for review and approval by the City. City approval, at the City’s sole discretion, which discretion shall not be unreasonably exercised, conditioned or delayed, shall be required before construction and operation of the Water and Sewer Improvements by the YCS Developer. The City shall review all plans and provide comments within a reasonable timeframe.

2.5 The Water and Sewer Improvements shall be constructed in accordance with City Standard Specifications, policies, and conditions, which are incorporated herein by this reference and made a part of this Agreement. All improvements and materials for the Water and Sewer Improvements shall be done, performed and installed in strict accordance with the approved construction plans for the work, on file with the City Engineer. The YCS Developer agrees it will be responsible for the construction and shall correct any and all deficiencies in the construction and installation of the Water and Sewer Improvements identified by the City Engineer or his designee.

2.6 YCS Developer shall promptly pay to City any and all fees for water and sewer service supplied by City to the Propert. The City is responsible to pay the fees and rates as set forth by the City’s Fee Schedule. The Developer agrees to maintain its water and sewer service accounts for the Property in a current status.

3. Consent to Future Annexation of Property. In further consideration of the City's agreement to provide water and sewer service to the Property for the Project in accordance with the provisions of this Agreement, the Developer agrees not to oppose or protest, in any way, the future annexation of the Property to the City and to pay fifty percent (50%) of actual costs (including use of third party consultants and City staff time at established hourly rates for work on the annexation), applicable fees and charges that are incurred in connection with the annexation of the Property however, such annexation cannot occur until building permits are issued for the Project. Further, the Parties agree that in the event of annexation after building permits are issued but prior to a Certificate of Occupancy ("C of O") for the Project, Yolo County will remain the authority having jurisdiction over building inspections and issuing the final C of O. The parties acknowledge that the tax sharing agreement to be entered into by and between the City and the County of Yolo that will be applicable to the Property will be negotiated by the City in connection with a separate annexation, and YCS Developer will not be obligated to pay any costs, charges or fees associated with negotiation of the tax sharing agreement.

4. Dedication of Easement for Flood Project. In addition to the foregoing, YCS Developer acknowledges and agrees that the City may in the future require an easement of approximately .5 acres along the southern boundary of the YCS Property, the approximate location of which is depicted in Exhibit B, attached hereto and incorporated herein by this reference, for the construction of an anticipated future flood control project (the "**Flood Control Easement**"). YCS Developer agrees to dedicate, upon request and at no cost to the City, the Flood Control Easement along the southern boundary of the Property, which easement shall not exceed .5 acres in size. YCS Developer shall execute all documents and take all necessary steps as requested by City to facilitate the dedication and recording of such Flood Control Easement at no cost to the YCS Developer

5. Contribution to Mural. YCS Developer agrees to provide a portion of the side of the building to be constructed as part of the Project that is facing Interstate 5 for the display of an agriculture related mural. YCS Developer shall provide up to 2,500 square feet of wall space for the mural. YCS Developer and City will mutually agree upon the concept for such mural prior to commencement of the production of the mural. The portion of the building to be provided for such mural shall be mutually agreed upon between the City and YCS Developer, provided that the mural shall be visible from Interstate 5, and YCS Developer agrees to provide access to the Property for the City and the selected artist for the production and maintenance of subject mural, and to reasonably enter into all agreements necessary or convenient to effectuate the production and maintenance of the mural. YCS Developer shall additionally contribute Thirty Five Thousand Dollars (\$35,000.00) to City for the cost of the mural, which amount shall be provided to the City immediately prior to issuance of building permits for the Project by the County. The City will administer the contract for the artist commissioned to produce the mural and will pay any costs associated with such contract in excess of the YCS Developer's contribution pursuant to this Section. If the Project changes and the YCS Developer is not able to provide wall space for the mural, then YCS Developer shall pay Thirty Five Thousand Dollars (\$35,000.00) prior to the first building permit on the YCS property. This amount will be adjusted by the Construction Cost Index on January 1st of each year following approval of this document.

6. Review of Flood Modeling. YCS Developer acknowledges that the anticipated location of the Project is currently in the flood plan as determined by the Federal Emergency

Management Agency (“**FEMA**”), and the land is designated as “Flood Study Area” in the General Plan. Given the proximity of the project site to other nearby projects in the floodplain, the City has conducted flood modeling to confirm the resultant cumulative impacts on the floodplain with all proposed projects in place to verify the pad elevations that would allow for the Project to be removed from the flood plain as part of development of the Project. The Project shall have a pad elevation of 63.4 feet (NAVD 88) or higher in order to remove the project from the floodplain based on the modeling completed by Wood Rodgers. A future building to the north of the Project shall have a pad elevation of 62.5 feet or higher, no additional flood modeling is required for the future building unless the pad area is increased by more than 25%. The City shall not provide water or sewer service to the Property unless and until the City Engineer has approved such flood modeling for the Project.

7. Extension of Water and Sewer Service to YCS Developer’s Adjacent Property owned by YSF Developer. YSF Developer owns that certain property located adjacent to the Property immediately to the northwest, which property is commonly referred to as APN 027-270-074 (the “YSF Property”), which is also located outside the City’s jurisdictional boundaries but within the City’s Sphere of Influence and Urban Limit Line. In the event that YSF Developer later desires to develop the YSF Property, City agrees that it will allow the extension of water and sanitary sewer service to the YSF Property subject to the following conditions:

7.1 Notwithstanding the fact that development entitlements for the YSF Property will be subject to processing and review by the County, YSF Developer agrees that it will voluntarily be subject to site design and plan review for the development of the YSF Property that would be applicable to property within the City boundaries that is zoned Highway Commercial, including payment of all processing fees associated with City’ review of the development. YSF Developer agrees that it will comply with all City standards applicable to such development in the Highway Commercial zone, and will comply with all conditions imposed on the YSF Property pursuant to the City’s site design and plan review process. YSF Developer shall submit an application to the City for site design and plan review simultaneously with its submission of application for development entitlements to the County, and both applications shall be processed concurrently. In the event that there is a conflict between the County and City requirements for the development of the YSF Property, the more stringent of the two standards shall apply.

7.2 YSF Developer shall pay all impact fees that would be due and payable to the City if the development of the YSF Property were to occur in the Highway Commercial zone within the City boundaries, including but not limited to wastewater impact fees and water connection charges associated with the development of the YSF Property. Developer shall not pay the storm drainage fee . Such impact fees shall be paid prior to issuance of building permits for the development of the YSF Property and shall be in addition to impact fees levied against the development of the YSF Property by Yolo County.

7.3 YSF Developer shall, at its sole responsibility and expense, design and construct the extension of the City’s sanitary sewer and water lines as necessary to serve the YSF Property in a manner and an alignment acceptable to the City, in its sole discretion.

7.4 YSF Developer shall, at its sole responsibility and expense, acquire all easements or right of way, as well as any temporary construction easements required for the extension of such lines, which easements or right of way shall be dedicated at no cost to the City,

and shall be responsible for securing all approvals required from the City and all other regulatory agencies or departments, including but not limited to approvals from LAFCO for extension of City services to serve the YSF Property, and securing all necessary encroachment permits for construction within City or County right of way, and paying all applicable fees or costs associated with obtaining such approvals.

7.5 Prior to installation of water and sewer improvements to serve the YSF Property, YSF Developer shall submit engineered water and sanitary sewer facility improvement plans, prepared by a registered civil engineer to the City Engineer for review and approval by the City. City approval, at the City's sole discretion, shall be required before construction and operation of water and sewer improvements to serve the YSF Property by the Developer.

7.6 Any water and sewer improvements to serve the YSF Property shall be constructed in accordance with City Standard Specifications, policies, and conditions. All improvements and materials for such water and sewer improvements shall be done, performed and installed in strict accordance with the approved construction plans for the work, on file with the City Engineer for City. The YSF Developer agrees it will correct any and all deficiencies in the construction and installation of such water and sewer improvements identified by the City Engineer or his designee.

8. Consent to Future Annexation of YSF Property. In further consideration of the City's agreement to provide water and sanitary sewer services to the YSF Property in the event of future development of such property, the Developer agrees not to oppose or protest, in any way, the future annexation of the YSF Property to the City and to pay fifty percent (50%) of all costs, applicable fees and charges that are incurred in connection with the annexation of the Property. In the event that the YSF Developer only develops a portion of the YSF Property, the City may annex the portion of the YSF Property that is developed to the City and YSF Developer agrees to comply with the requirements of this Section 8 with regard to such partial annexation, provided that City shall not commence the process for such annexation earlier than twelve (12) months after YSF Developer has obtained building permits for development of the YSF Property from the County.

9. Maintenance and Operation of Private Pump Station. Prior to issuance of building permits for the Project, YCS Developer and City shall enter into an agreement that will govern the manner in which YCS Developer will maintain and operate the sewer pump station, which agreement will grant the City access to the Property and rights to inspect such sewer pump station, as well as the right to assume responsibility for the maintenance and operation of the sewer pump station, if the City in its sole discretion determines that assumption of such responsibility is necessary or appropriate to continue to property operation of the City's sanitary sewer operation. YCS Developers shall not be permitted to connect to City water or sewer service until the City and YCS Developer have entered into such subsequent agreement. YCS Developer further agrees that it will allow future users of the sewer line to connect to the private sewer pump station provided that such future users pay a pro-rata share of the operations and maintenance costs of the sewer pump station. In the event that YCS Developer and such future users cannot agree upon such pro rata share of operations and maintenance costs, the City Engineer shall determine the pro rata share of such costs, and it shall be implemented through an agreement entered into between YCS Developer and the future users.

10. Extension of Water and Sewer Service to Other Properties. The Parties acknowledge and agree that the City has sole authority to decide whether to provide water and sewer to any properties on the north side of Interstate 5, subject to any applicable regulatory approvals that would apply to such additional extensions of service. In the event that City decides to extend water and/or sewer service the YCS Developer will provide, upon request and at no cost to the City, public utility easements that will route City sewer and water lines through the Property and/or the YSF Property to the public right of way on County Road 19A. In the event that City extends water and sewer service to additional properties north of Interstate 5, the City will require, as a condition of such any future connections, that the properties receiving service shall pay their pro-rata share of the capital costs incurred by the YCS Developer in constructing the main line extensions of the water and sewer line, subject to the following conditions:

10.1 YCS Developer shall, within 60 days of completion of the Project; provide City with documentation of the actual costs incurred by YCS Developer in the design and construction of the main line portions of the Water and Sewer Improvements. Such documentation must be deemed satisfactory to document such costs in the sole discretion of the City Engineer, and the City Engineer shall make the final determination of the total costs of such main line improvements in his sole discretion.

10.2 Such pro-rata share of the cost to be paid by other properties shall be calculated by the City in its sole discretion and will be based on the estimated capacity in each main line to be utilized by each future development project.

10.3 The requirement for payment of pro rata share of such costs shall only apply for twenty (20) years from the date of this Agreement. Any future development north of Interstate 5 subsequent to such twenty (20) year period shall have no obligation to pay such pro rata share.

10.4 City shall only be required to collect such pro rata share of costs on future development at the time additional properties are annexed into the City. In the event that property is further developed after such properties are annexed in the City, the City shall have no obligation to collect additional amounts from the owners of such properties.

11. Indemnification. YCS and YSF Developers agree to indemnify, defend and hold City harmless from and against any and all claims, losses, liabilities, damages, costs and expenses, including, but not limited to, reasonable attorneys' fees and costs (collectively, "**Claims**") relating to injury to or death of persons or physical damage to personal property, to the extent directly caused by the negligence or willful misconduct of YCS or YSF Developer or YCS or YSF Developers representatives, consultants, contractors or assigns in the course of performing Developers obligations pursuant to this Agreement. The provisions of this Section shall survive the expiration or termination of this Agreement.

12. Insurance.

12.1 Developer shall obtain or require all contractors it directly engages to conduct the Water and Sewer Improvements to obtain and maintain insurance of the types and in the amounts described below in a form and with carriers satisfactory to City at any time that Developer is conducting work or otherwise accessing the City Property.

(a) Commercial General Liability Insurance. Occurrence version commercial general liability insurance or equivalent form with a limit of not less than TWO million dollars (\$2,000,000.00) (or such lesser amount as may be approved in writing by City). If such insurance contains a general aggregate limit, it shall apply separately to construction work authorized by this Agreement or be no less than two times the occurrence limit and shall also name City, its officials, officers, employees, agents, and volunteers as additional insureds by endorsement. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed additional insureds.

(b) Business Automobile Liability Insurance. Business automobile liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000.00) each accident shall be maintained. Such insurance shall include coverage for owned, hired, and non-owned automobiles and shall contain the same provisions regarding additional insureds as set forth in Section 12.1.a. above.

(c) Workers' Compensation Insurance. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than one million dollars (\$1,000,000.00) each accident.

12.2 Other insurance requirements. YCS and YSF Developer shall:

(a) Prior to taking any actions authorized by this Agreement, furnish City with properly executed certificates of insurance and endorsements or copies of insurance policies that evidence all insurance required in this Section 12 and that such insurance may not be canceled, allowed to expire, or be materially reduced in coverage except with thirty (30) days' prior written notice to City.

(b) Replace or require the replacement of certificates, policies, and endorsements for any insurance required herein expiring prior to substantial completion of the Water and Sewer Improvements.

(c) Maintain all insurance required herein through the time that Developers complete the Water and Sewer Improvements.

(d) Place all insurance required herein with insurers licensed to do business in California and reasonably acceptable to City.

13. Notices. All notices or other communications required or permitted under this Agreement shall be in writing and shall be personally delivered or sent by registered or certified mail, return receipt requested, postage prepaid, or by a nationally recognized overnight courier, such as FedEx or UPS, with charges prepaid for next business day delivery, addressed to the parties as follows:

If to City:	City of Woodland 300 First Street Woodland, CA 95695 Attn: City Manager
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With a copy to:

Best Best & Krieger LLP
500 Capitol Mall, Suite 1700
Sacramento, CA 95814
Attn: Ethan Walsh

If to Developers: YCS LLC, YSF Partners, LLC
P.O. Box 60614
San Diego, CA 92166
Attn: Jim Donovan

With a copy to:

Abbott & Kindermann, Inc.
2100 21st Street
Sacramento, CA 95818
Attn: William Abbott

The date of any notice or communication shall be the date of receipt, provided that rejection or other refusal to accept or the inability to deliver because of a change in address of which no notice was given shall be deemed to constitute receipt of the notice, demand, request or communication sent. Any party may change its address for notice by giving notice to the other party in accordance with this Section 13.

14. Miscellaneous.

(a) Governing Law. This Agreement shall in all respects be interpreted, enforced, and governed by and under the laws of the State of California.

(b) Binding Effect. This Agreement and the covenants and agreements herein contained shall be binding on, and inure to the benefit of, the parties hereto and their respective heirs, successors and assigns.

(c) Survival. The obligations of the parties to indemnify, protect, defend and hold harmless the other party shall survive the expiration or earlier termination of this Agreement.

(d) Attorneys' Fees. Should either party bring an action against the other party, by reason of or alleging the failure of the other party with respect to any or all of its obligations hereunder, whether for declaratory or other relief, and including any appeal thereof, then the party which prevails in such action shall be entitled to its attorneys' fees (of both in-house and outside counsel) and expenses related to such action, in addition to all other recovery or relief.

(e) No Third Party Beneficiary. The provisions of this Agreement are for the exclusive benefit of the parties and their successors and assigns, and shall not be deemed to confer

any rights upon any person, except such parties, their successors and assigns. No obligation of a party under this Agreement is enforceable by, or is for the benefit of, any other third parties.

(f) Interpretation. This Agreement shall be construed according to the fair meaning of its language. The rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in interpreting this Agreement. The captions in this Agreement are for reference only and shall in no way define or interpret any provision hereof. Unless the context clearly requires otherwise: (i) the plural and singular shall each be deemed to include the other; (ii) the masculine, feminine, and neuter genders shall each be deemed to include the others; (iii) “shall,” “will,” or “agrees” are mandatory, and “may” is permissive; (iv) “or” is not exclusive; (v) “include,” “includes,” and “including” are not intended to be restrictive, and lists following such words shall not be interpreted to be exhaustive or limited to items of the same type as those enumerated; and (vi) “days” means calendar days, except if the last day for performance occurs on a Saturday, Sunday, or any legal holiday, then the next succeeding business day shall be the last day for performance.

(g) Severability. If any provision of this Agreement shall be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the full extent permitted by law, provided the material provisions of this Agreement can be determined and effectuated.

(h) Counterparts. This Agreement may be executed in identical counterpart copies, each of which shall be an original, but all of which taken together shall constitute one and the same agreement.

(i) Authority; Execution. City represents that the person executing this Agreement on behalf of City is duly authorized to do so. Developers represent that the persons executing this Agreement on behalf of Developers is duly authorized to do so.

(j) Final Agreement; Amendment. This Agreement supersedes all previous oral and written agreements between and representations by or on behalf of the parties with respect to the subject matter hereof. This Agreement may not be amended except by a written agreement executed by both parties.

(k) Successors in Interest. The burdens of this Agreement shall be binding upon, and the benefits of this Agreement shall inure to, all successors in interest to the parties to this Agreement. All provisions of this Agreement shall be enforceable as equitable servitudes and constitute covenants running with the Property. Each covenant to do or refrain from doing some act hereunder with regard to development of the Property: (a) is for the benefit of and is a burden upon every portion of the Property; (b) runs with the Property and each portion thereof; and, (c) is binding upon each party and each successor in interest during ownership of the Property or any portion thereof. In conjunction with the sale of either Property, the Developers may assign their respective interest in this Agreement. Thereafter, the selling Developer shall be relieved of all further liability for acts or omissions which occur after the date of the property transfer. The selling Developer shall provide the City with a copy of the assignment within 10 days of the effective date of the assignment.

**SIGNATURE PAGE TO AGREEMENT FOR EXTENSION OF CITY WATER AND
SEWER SERVICE**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective
Date.

CITY:

CITY OF WOODLAND,
a municipal corporation

By: _____

Name: Ken Hiatt

Its: City Manager

Date: _____

APPROVED AS TO FORM:

By: _____

Ethan Walsh, City Attorney

DEVELOPERS:

YCS LLC, a California limited liability company

By: _____

James C. Donovan

its: Manager

YSF Partners, LLC, a California limited liability company

By: _____

James C. Donovan

its: Manager

[end of signatures]

EXHIBIT A-1

PROPERTY DESCRIPTION

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

That portion of Lots 5 and 6 of “Wooster and Holton’s Subdivision” of the Northwest quarter of Section 20, Township 10 North, Range 2 East, M.D.B. & M. as shown on the map thereof filed for record in the Office of the County Recorder of Yolo County on July 30, 1912, in Book 2 of Maps, at Page 60, lying Northeasterly and Northerly of State Highway 5 as described in the deed to the State of California recorded July 12, 1967, in Book 858 of Official Records, Page 321.

APN: 027-270-046-000

EXHIBIT A-2

PROPERTY DESCRIPTION

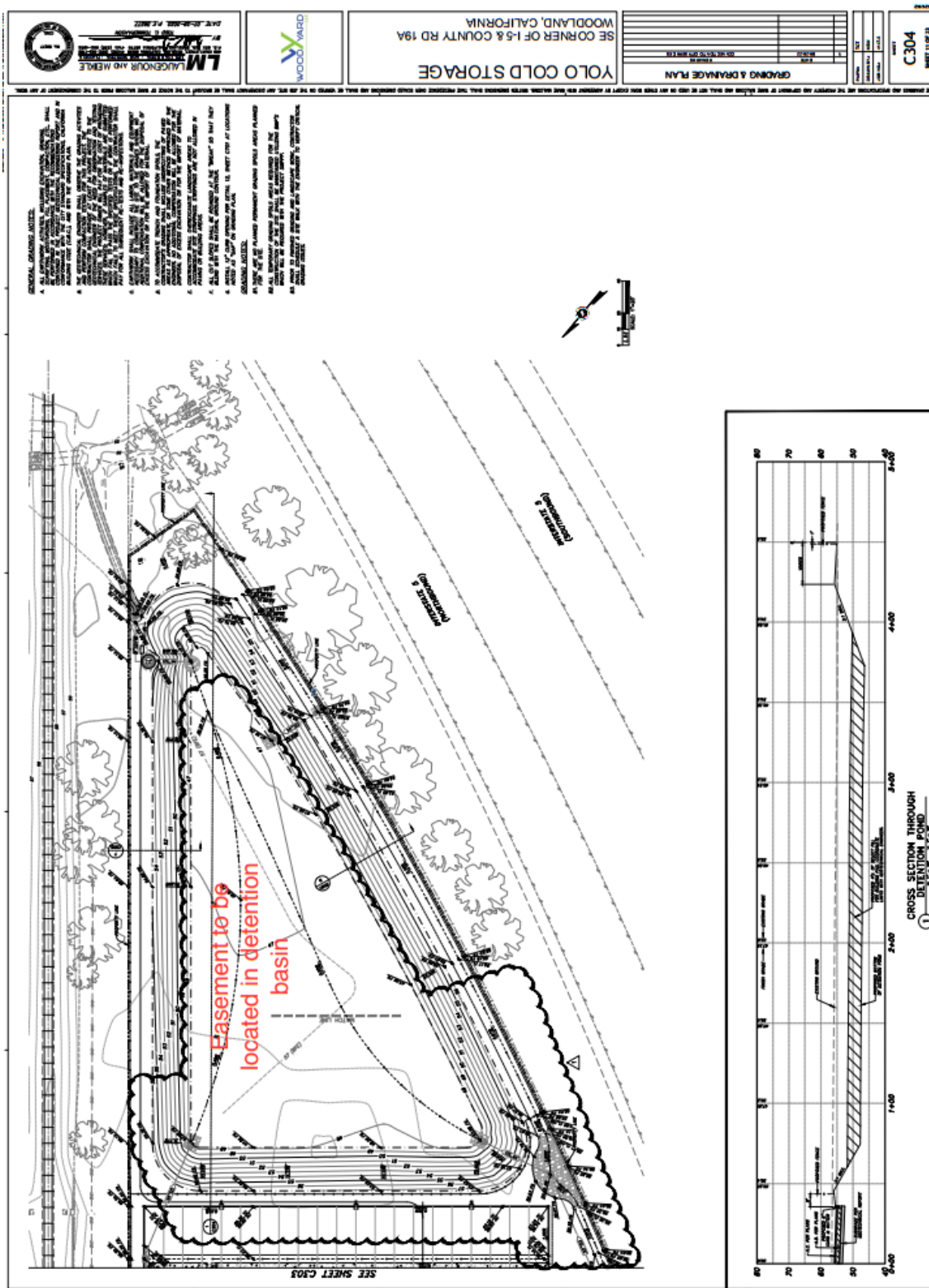
A portion of Lot 4 of "Wooster and Holton's Subdivision of the Northwest 1/4 of Section 20, Township 10 North, Range 2 East, M.D.B.&M.," filed in the Office of the Recorder of Yolo County in Book 2 of Maps at Page 60, Records of Yolo County, described as follows:

Beginning at a point in the Southerly line of said Lot 4 distant South 89°21'38" East 362.67 feet from the Southwest corner of said Lot 4; thence from said point of beginning from a tangent that bears North 17°15'44" West along a curve to the right with a radius of 1,037 feet, through an angle of 05°01'44", a length of 91.02 feet to a point distant 258.07 feet Northeasterly, measured at right angles from the "B1" line at Engineer's Station "B1" 802+12.22 of the Department of Public Works' Survey on Road 03-YOL-5, post mile 6.7/11.1; thence North 10°58'38" West 370.55 feet; thence from a tangent that bears North 12°50'00" West along a curve to the left with a radius of 275 feet, through an angle of 59°50'10", a length of 287.19 feet; thence North 04°59'14" West 173.16 feet; thence South 82°05'17" East 58.68 feet; thence South 39°37'15" East 746.53 feet; thence, along a tangent curve to the right with a radius of 970 feet; thence an angle of 6°17'15", a length of 106.45 feet; thence South 33°20'00" East 151.17 feet; thence South 29°11'25" West 16.83 feet; thence South 00°38'22" West 20 feet to a point in the South line of said Lot 4; thence along said South line North 89°21'38" West 376.18 feet to the point of beginning.

Excepting therefrom all oil, oil rights, minerals, mineral rights, natural gas, natural gas rights, and other hydrocarbons by whatsoever name known that may be within or under the parcel of land hereinabove described together with the perpetual right of drilling, mining, exploring and operating therefor and removing the same from said land or any other land, including the right to whipstock or directionally drill and mine from lands other than those hereinabove described, oil or gas well, tunnels and shafts into, through or across the subsurface of the land hereinabove described, and to bottom such whipstock or directionally drilled wells, tunnels and shafts under and beneath or beyond the exterior limits thereof and to redrill, retunnel, equip, maintain, repair, deepen and operate any such wells, or mines, without, however, the right to drill, mine, explore and operate through the surface or the upper 100 feet of the subsurface of the land hereinabove described or otherwise in such manner as to endanger the safety or any highway that may be constructed on said lands as excepted in grant deed recorded August 18, 1968 in Book 805 Page 341, Official Records.

APN: 027-270-074-000

MAP DEPICTING FLOOD CONTROL EASEMENT



B-1

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82093.00006\41395800.1



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.16
SUBJECT: Appoint Members to various Boards and Commissions

Recommendation for Action: Staff recommends that the City Council appoint members to the various Boards and Commissions for specified terms, consistent with the recommendations of the Mayor and Mayor Pro Tempore.

Staff Contact:

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

Background

Earlier this spring the City conducted its annual Board and Commission recruitment, with appointments to be made by the City Council prior to July 1st of this year.

Staff kicked-off the recruitment for 2023 appointments in March, with the application period for candidates open from March through May 19th. Applications were received to fill current and prospective vacancies.

Once all applications were received, the Mayor and Mayor Pro Tempore were tasked with reviewing the applications and advancing nominations for consideration by the full Council for 2023 appointments.

Discussion

After a review of the applications received from individuals interested in serving on city Boards and Commissions, Mayor Fernandez and Mayor Pro Tempore Garcia-Cadena are recommending appointments as contained in the attachment to this staff report. It is also recommended that those candidates who are not appointed by the Council to vacant seats be retained as a pool of candidates for appointment for any vacancies that remain or may arise prior to next year's Board and Commission recruitment period.

Conclusion:

Staff recommends that the City Council appoint members to the various Boards and Commissions, for specified terms, consistent with the recommendations of the Mayor and Mayor Pro Tempore.

Prepared by: Ana B. Gonzalez, City Clerk



Ken Hiatt
City Manager

Attachments:

1. Board and Commission Appointments effective July 1, 2023

**BOARDS AND COMMISSIONS
RECOMMENDED APPOINTMENTS
EFFECTIVE JULY 1, 2023**

MEMBER	RECOMMENDED APPOINTMENT	TERM EXPIRES
Commission on Aging		
Eliza Bliss-Moreau	New 4-yr term	6/30/2027
Regan Overhold	Re-appoint 4-yr term	6/30/2027
Library Board		
Alison Borkowska	Re-appoint 3-yr term	6/30/2026
Chris Lambertus	Re-appoint 3-yr term	6/30/2026
Manufactured Home Fair Practices Commission		
Paul Kramer	Re-appoint 3-yr term	6/30/2026
Parks & Recreation Commission		
Magalean Martin	Re-appoint 4-yr term	6/30/2027
Personnel Board		
Adam Bautista	New 4-yr term	6/30/2027
Planning Commission		
Steve Harris (Lansburgh)	Re-appoint 4-yr term	6/30/2027
Jim Smith (at-large)	Re-appoint 4-yr term	6/30/2027
Greg Ortiz (Vega)	New 4-yr term	6/30/2027
Sustainability Advisory Committee		
Mark Aulman	Re-appoint 4-yr term	6/30/2027
Catalina Munoz	Re-appoint 4-yr term	6/30/2027
Adelita Serena	Re-appoint 4-yr term	6/30/2027
Robert Ullrey	Re-appoint 4-yr term	6/30/2027
Jake Whitaker	Re-appoint 4-yr term	6/30/2027
Richard Bellows	New 4-yr term	6/30/2027
Jennifer Green	New 4-yr term	6/30/2027
Richard Petersen	New 4-yr term	6/30/2027



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.17
SUBJECT: Confidential Unit Employees Side Letter of Agreement

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

Staff Contact:

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

Fiscal Impact:

Minimal fiscal impact results from approval of this Side Letter of Agreement. The positions currently within the Confidential Unit are proposed to be placed at salary ranges that keep their total compensation substantially similar to their current status. Participation in negotiated salary and benefit adjustments in the new bargaining units has been accounted for in the fiscal year 2023/24 budget.

Background:

The Confidential Unit is one of eight employee bargaining groups in the City, representing five full-time employees. The Memorandum of Understanding (MOU) with this group expires June 30, 2023. The City and the Confidential Unit began discussion regarding a successor MOU in February 2023. As part of this discussion, the City explored the concept of dissolving the Confidential Unit and moving the employees covered under this agreement to other existing employee associations in the City; this approach was ultimately approved by the unit and is proposed in the Side Letter of Agreement.

Discussion:

Moving the employees currently covered under the Confidential Unit MOU to other employee associations within the City not only reduces overall effort to administer another association, but also will provide the employees with an opportunity for a larger network and better representation within a established bargaining group.

The approach taken to dissolving the Confidential Unit was to identify which other bargaining groups were most logical and represented other similar positions throughout the City. Additionally, since the Confidential Unit has benefits that are different from other groups, the City wanted to ensure these employees were made whole, from a total compensation perspective, when they become members of another unit. The best way to resolve the differences was to place the employees in salary ranges that result in a total compensation that is most closely aligned with the employee's current compensation level.

Based on this approach, the attached Side Letter of Agreement proposes to move the following positions, at the specified salary ranges, into two different bargaining groups noted below:

Classifications added to the Mid Management Professional Association (MMPA) include the following:

Human Resources Manager	Range mm140
Senior Human Resources Analyst	Range mm132
Human Resources Analyst II	Range mm126
Human Resources Analyst I	Range mm121

Classifications added to the Woodland City Employees' Association (WCEA) include the following:

Human Resources Tech II	Range gs50
Human Resources Tech I	Range gs45
Human Resources Clerk	Range gs39
Executive Assistant to the City Manager	Range gs50
Executive Assistant Confidential	Range gs49

The changes proposed in the Side Letter of Agreement will be effective July 1, 2023. The employees placed in both MMPA and WCEA will participate in any negotiated salary and benefit adjustments in those respective Memoranda of Understanding beginning July 1, 2023. Both the MMPA and WCEA have agreed to accept these positions into their respective groups as well.

Conclusion:

Staff recommends that the City Council approve the Side Letter of Agreement to amend the Memorandum of Understanding with the Confidential Unit Employees.

Prepared by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. Confidential Side Letter of Agreement - June 20 2023



MEMORANDUM

DATE: June 20, 2023
TO: Sheila McShane, Confidential
FROM: Ken Hiatt, City Manager
SUBJECT: Memorandum of Understanding (MOU) Side Letter of Agreement

Effective July 1, 2023 the Confidential Unit will be dissolved and positions will be added to other existing City bargaining groups:

- Positions Added to MMPA – Human Resources Manager and Human Resources Analyst I/II/Senior
- Positions Added to WCEA - Human Resources Clerk, Human Resources Tech I/II, Executive Assistant to the City Manager and Executive Assistant – Confidential

Effective with the first pay period in July 2023, the positions currently represented by the Confidential Unit will be placed in the new salary ranges for their respective bargaining groups:

Human Resources Manager	Range mm140
Senior Human Resources Analyst	Range mm132
Human Resources Analyst II	Range mm126
Human Resources Analyst I	Range mm121
Human Resources Tech II	Range gs50
Human Resources Tech I	Range gs45
Human Resources Clerk	Range gs39
Executive Assistant to the City Manager	Range gs50
Executive Assistant Confidential	Range gs49

Note: Incumbents will be placed in their current step.

Effective with the first pay period in July 2023, positions placed in both WCEA and MMPA will participate in any negotiated salary and benefit adjustments in those respective MOUs.

AGREED TO THIS DATE: _____

FOR THE CITY OF WOODLAND

FOR the Confidential Unit Employees

Ken Hiatt
City Manager

Sheila McShane
Confidential Unit Employees



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.18
SUBJECT: Agreement with Woodland City Employees' Association

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, implementing a three (3) year agreement (July 1, 2023 through June 30, 2026) with the Woodland City Employees' Association.

Staff Contact:

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

Fiscal Impact:

The current labor agreement with the Woodland City Employees' Association (WCEA) covers salary and benefits for 126 full-time equivalent positions at an annual cost of approximately \$15.9 million. The terms of the proposed new three-year agreement is expected to result in an average annual increase of 5.9% of total compensation. This increase will add \$3.4 million in total employee compensation costs over the three-year period and is fairly close to the expenditure levels assumed in the development of the FY2023/24 budget and forecast. About 22% of this bargaining group is funded by the General Fund, with the balance funded by various enterprise and special revenue funds.

Background:

The current labor agreement between the City and WCEA expires on June 30, 2023. In anticipation of this, the City began negotiating with WCEA on a successor labor agreement in February 2023, and reached a tentative agreement in early June. The tentative agreement was presented to and ratified by the WCEA membership, and tonight's recommended Council action would formally ratify the terms of the new three (3) year agreement with WCEA.

Discussion:

The proposed agreement provides for increases in salaries and costs of certain other benefits for employees while maintaining structural changes to the overall benefit package negotiated in prior agreements. The new contract also provides for ongoing stability in medical insurance rates, while at the same time providing adjustments reflecting anticipated cost of living adjustments and promoting retention and recruitment of employees.

The major terms of the new contract are as follows:

Cost of Living Adjustments:

- July 1, 2023 4%
- July 1, 2024 4%
- January 1, 2025 1%
- July 1, 2025 4%
- January 1, 2026 1%

Lump Sum Payment:

Effective July 1, 2023, each member will receive a one-time lump sum payment equal to 2% of their base salary. This payment is not considered reportable compensation to CalPERS.

Retirement Cost Share:

Effective July 1, 2024, all employees will contribute an additional one percent (1%) toward the employer's share of CalPERS retirement (currently 1%).

Deferred Compensation:

Effective July 1, 2024, the City will match an individual's deferred compensation contribution up to 1% of base salary.

Medical Health Insurance:

No adjustment to the City's contribution towards health insurance over the three-year term.

Vacation Leave Maximum Accrual and Buy-out:

An additional level of maximum vacation accruals and vacation buy-outs were added as follows: Employees with fifteen (15) years of service or more may carry an unused balance of vacation leave of no more than fifty (50) days (400 hours) past January 1 of each year. Employees with 8+ years of service may cash out up to ninety-six (96) hours of vacation each year.

Professional Growth Incentive:

The City will allow employees to rollover all or a portion of the educational incentives not used during the prior fiscal year. In addition, the City clarified items that are eligible for reimbursement.

Standby Pay and Boot Allowance:

The daily rate paid for employees on standby is adjusted to \$44/weekday and \$63 for weekends/holidays (currently \$38/weekday and \$55 for weekends/holidays). The contract also increases the reimbursement for the purchase of safety boots for eligible employees from \$250 per year to \$300 per year.

Conclusion:

Staff recommends that the City Council adopt Resolution No. ____, implementing a three (3) year agreement (July 1, 2023 through June 30, 2026) with the Woodland City Employees' Association.

Prepared by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. WCEA MOU 2023-2026

RESOLUTION NO. _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WOODLAND CITY EMPLOYEES' ASSOCIATION AND THE CITY OF
WOODLAND**

The City of Woodland and the Woodland City Employees' Association representing employees employed by the City of Woodland in the classifications designated herein in Article I, Section I under the title "Application," by and through their authorized representatives hereby ratify as and for a memorandum of understanding the attached resolution entitled "A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for General Services Unit Employees" including the exhibits appended hereto, and recommend that the same be adopted by the City Council of the City of Woodland. In resolving questions of interpretation, the Resolution shall be the primary source in all cases.

DATED: _____, 2023

Representative of the Woodland
City Employee's Association

Representative of the City of Woodland

The foregoing resolution and exhibits appended thereto hereby are approved by the City Council of the City of Woodland on this 20th day of June 2023.

Mayor

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WOODLAND APPROVING CERTAIN TERMS AND CONDITIONS FOR
WOODLAND CITY EMPLOYEES' ASSOCIATION

Table of Contents

ARTICLE I	5
GENERAL PROVISIONS	5
1.1 Application	5
1.2 Term	7
1.3 Purpose	7
1.4 Management Rights.....	8
1.5 Peaceful Performance.....	8
1.6 Association Recognition	8
1.7 Maintenance of Membership.....	9
ARTICLE II.....	10
COMPENSATION	10
2.1 Salary.....	10
2.2 Deferred Compensation.....	10
2.3 Uniforms and Safety Equipment	11
2.4 Longevity Pay	11
2.5 Call-Back Pay.....	11
2.6 Stand-by Pay	12
2.7 Promotional Pay	12
2.8 Acting Pay	12
2.9 Bilingual Pay	12
2.10 Jury Duty Pay	12
2.11 Overtime.....	13
2.12 Shift Differential	13
2.13 Flexible Spending Account	13
2.14 Certificate Pay	13
ARTICLE III.....	14
EDUCATION INCENTIVE.....	14
3.1 Education Reimbursement	14
ARTICLE IV	15
MEDICAL AND RELATED BENEFITS.....	15
4.1 Medical Insurance	15
4.2 Medical Insurance Upon Retirement.....	16
4.3 Dental Insurance.....	17
4.4 Long Term Disability Insurance.....	17
4.5 Vision Insurance.....	18
4.6 Life Insurance.....	18
ARTICLE V.....	18
LEAVES	18
5.1 Holidays	18

5.2	Vacation Leave.....	19
5.3	Payment in Lieu of Time-Off.....	20
5.4	Sick Leave	20
5.5	Catastrophic Illness or Injury	21
ARTICLE VI		22
RETIREMENT		22
6.1	Retirement	22
ARTICLE VII		23
ASSOCIATION RIGHTS AND SECURITY		23
7.1	Communications.....	23
7.2	Association Officers and Official Representatives	23
7.3	Access to Employees.....	23
7.4	Association Leave	23
7.5	Advance Notice	24
7.6	New Hires.....	24
ARTICLE VIII.....		25
WORKING CONDITIONS.....		25
8.1	Rest Periods.....	25
8.2	Training	25
8.3	Tools.....	25
8.4	Work Hours for City Hall Employees.....	26
8.5	Contracting Out	26
8.6	Introduction of New Technology	26
8.7	Reclassification Procedures.....	27
8.8	Alternative Transportation Program.....	27
8.9	Probationary Period.....	27
8.10	Other Working Conditions Not Set Forth Herein	27
ARTICLE IX		28
GRIEVANCES		28
9.1	Grievances	28
9.2	Grievance Procedures.....	28
9.3	Conduct of Grievance Procedure	29
ARTICLE X.....		30
SAFETY		30
10.1	Safety.....	30
ARTICLE XI		30
OTHER COMPENSABLE ITEMS NOT SET FORTH HEREIN.....		30
11.1	Other Compensable Items Not Set Forth Herein	30
ARTICLE XII		31
12.1	Interest Cards.....	31
Exhibit A.....		32
Salary Schedule.....		32
Exhibit B.....		33

Classifications Provided Uniforms at City Expense.....	33
Exhibit C	34
Certification Pay	34

ARTICLE I
GENERAL PROVISIONS

1.1 Application

1.1.1 This Resolution applies to employees in the following classifications:

Administrative Clerk I	28
Administrative Clerk II	32
Administrative Clerk III	36
Administrative Secretary	42
Administrative Supervisor	47
Aquatics Coordinator	32
Aquatics Supervisor	48
Building Inspector I	49
Building Inspector II	53
Code Compliance Officer I	46
Code Compliance Officer II	50
Community Development Clerk I	32
Community Development Clerk II	37
Community Development Technician I	42
Community Development Technician II	46
Conservation Coordinator	46
Electrician's Assistant	43
Engineering Aide I	33
Engineering Aide II	37
Engineering Assistant	56
Engineering Technician I	44
Engineering Technician II	48
Engineering Technician III	52
Environmental Compliance Inspector I	39
Environmental Compliance Inspector II	43
Environmental Compliance Specialist	49
Equipment Service Clerk	32
Equipment Service Worker	34
Executive Assistant Confidential	49
Executive Assistant to the City Manager	50
Facility Maintenance Worker I	35
Facility Maintenance Worker II	41
Facility Maintenance Worker III	45
Finance Clerk I	32
Finance Clerk II	37
Finance Clerk III	41
Finance Specialist	41
Finance Supervisor	54
GIS Technician I	49
GIS Technician II	53

Heavy Equipment Mechanic	45
Human Resources Clerk	39
Human Resources Technician I	45
Human Resources Technician II	50
Industrial Electrical/Electronics Technician	58
Information Technology Technician I	48
Information Technology Technician II	52
Laboratory Technician I	43
Laboratory Technician II	47
Library Technician Assistant I	29
Library Technician Assistant II	33
Library Technical Assistant III	37
Light Equipment Mechanic	41
Literacy Coordinator	46
Maintenance Supervisor	53
Maintenance Worker I	35
Maintenance Worker II	40
Maintenance Worker III	44
Meter Services Technician	46
Park Maintenance Technician	46
Park Maintenance Worker I	35
Park Maintenance Worker II	39
Park Maintenance Worker III	43
Park Supervisor	51
Pool and Recreation Facility Technician	46
Programmer Analyst	63
Recreation Coordinator	36
Recreation Supervisor	50
Senior Building Inspector	57
Senior Building Plans Examiner	58
Senior Engineering Assistant	58
Senior Equipment Mechanic	50
Senior Maintenance Worker	47
Senior Signs and Markings Technician	45
Senior Traffic Signal/Street Lighting Tech	60
Senior Tree Trimmer	45
Senior Utility Maintenance Worker (Sewer)	54
Senior Utility Maintenance Worker (Water)	54
Senior Water Pollution Control Operator	67
Senior Water Quality Specialist	58
Senior Water System Operator	54
Senior Water/Wastewater Instrumentation Tech	66
Signs and Markings Technician I	39
Signs and Markings Technician II	43
Stock Clerk	32
Storekeeper	35
Traffic Signal / Street Lights Technician	56
Treatment Plant Mechanic	54

Tree Trimmer I	39
Tree Trimmer II	43
Underground Utility Service Locator	46
Utilities Maintenance Supervisor	53
Utilities Maintenance Worker I	37
Utilities Maintenance Worker II	42
Utilities Maintenance Worker III	46
Utilities Maintenance Worker IV	50
Water / Wastewater Instrumental Technician	62
Water Pollution Control O-I-T	40
Water Pollution Control Operator I	51
Water Pollution Control Operator II	55
Water Pollution Control Operator III	59
Water Pollution Control Operator IV	63
Water Quality Specialist I	48
Water Quality Specialist II	52
Water Systems Operator I	42
Water Systems Operator II	50

1.1.2 The following classifications shall be considered "Supervisors":

Administrative Secretary
Administrative Supervisor
Electrical / Signs & Markings Supervisor
Finance Supervisor
Maintenance/Utilities Maintenance Supervisor
Park Supervisor
Recreation/Aquatics Supervisor
Senior Building Inspector
Senior Tree Trimmer
Senior Utilities Maintenance Worker
Water Pollution Control Operator IV
Utilities Maintenance Worker IV

1.2 Term

1.2.1 Except where the context otherwise determines or otherwise provides, the provisions of this Resolution shall apply from July 1, 2023 to June 30, 2026 and for such reasonable time thereafter as may be required to ratify, revise and supersede such provisions by actions taken by the Woodland City Council after good faith negotiations pursuant to the Meyers-Milias-Brown (MMB) Act.

1.3 Purpose

1.3.1 Woodland City Employees' Association (WCEA) and representatives of the City of Woodland have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment of employees in the WCEA listed in Section 1.1.1 have exchanged freely information, opinions, and proposals; and have endeavored to reach agreement on all matters relating to the employment conditions and employer/employee relations of such employees.

1.3.2 This Memorandum of Understanding is entered into pursuant to the Meyers-Milias-Brown Act and has been jointly prepared by the parties.

1.3.3 This Memorandum of Understanding shall be presented by the Association to the employees for ratification, and shall thereafter be presented to the Woodland City Council as the joint recommendations of the undersigned for salary and employee benefits adjustment for the period commencing July 1, 2023 and ending on June 30, 2026. Unless otherwise specified, changes contained herein shall become effective upon adoption by the City Council.

1.4 Management Rights

1.4.1 The City reserves all rights with respect to matters of general legislative and managerial policy including, among others, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of election for employment; direct its employees; take disciplinary action; relieve its employees of duties because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations are to be conducted; require overtime; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work. These rights shall be limited only as specified in the Agreement or applicable State or Federal laws.

1.5 Peaceful Performance

1.5.1 No-Strike. The Association agrees that during the term of this Memorandum of Understanding neither it nor the employees it represents will engage in, encourage, sanction, support, any job or other actions which would involve suspension of or interference with normal work of the department or other city departments.

1.5.2 In the event of any job action as described above; the Association will immediately notify involved employees that the action(s) is in violation of this section, and direct them to cease the action(s).

1.6 Association Recognition

1.6.1 Woodland City Employees' Association, hereinafter referred to as the "Association", is the recognized employee organization for General Services Unit employees as listed in Section 1.1.1. The City recognizes the exclusive right of the Association to represent members of the bargaining unit on all matters relating to employment conditions and employee/employer relations subject to the employee's right of self-representation pursuant to Government Code Section 3503. Employees may authorize dues deduction only for WCEA.

1.7 Maintenance of Membership

1.7.1 Association membership is not a mandatory condition of employment for any employee covered by this agreement. However, any employee covered by this agreement who is an Association member, or becomes an Association member, shall continue to pay to the Association those dues or fees regularly charged members of the Association in good standing for the life of this agreement. Any new employee covered by this Agreement who, after completing thirty (30) calendar days of employment voluntarily joins the Association, shall be subject to the same terms of continued membership as employees above.

1.7.2 Every employee who is a member of the Association shall have the right to withdraw from membership during the month of June each year. An employee who has properly withdrawn membership as provided herein shall not be subject to the provisions of this section.

1.7.3 Enforcement of this section shall be the responsibility of the Association, utilizing appropriate civil procedures. The Association shall indemnify and hold the City harmless from any and all claims, demands or suits, or any other action arising from this section.

ARTICLE II

COMPENSATION

2.1 Salary

2.1.1 During the term of this agreement, represented unit employees shall receive the following increases:

- Effective the first full pay period after July 1, 2023: 4%COLA
- Effective the first full pay period after July 1, 2024 4% COLA
- Effective the first full pay period after January 1, 2025 1% COLA
- Effective the first full pay period after July 1, 2025 4% COLA
- Effective the first full pay period after January 1, 2026: 1% COLA

2.1.2 One-Time Payment: Upon ratification and at the conclusion of the first full pay period, each unit member shall be paid a one-time lump sum payment equivalent to two percent (2%) of their base annual compensation as of July 1, 2023. This payment is not intended to include overtime or other additional compensation above base salary, and will not be considered reportable compensation for retirement purposes

2.1.3 Retroactive Payment of Salaries. The City's practice of paying retroactive compensation stemming from ratification of Memoranda of Understanding is to pay retroactive compensation only to active employees at the time of the City Council's approval of the MOU. This practice is hereby memorialized in this agreement between the City and the Association.

2.2 Deferred Compensation

2.2.1 The City will make available a Deferred Compensation Plan to all employees.

2.2.2 For employees hired after July 1, 2006, the City will provide a pretax contribution of two percent (2%) of base salary to a Deferred Compensation plan of the employee's choice of those provided by the City of Woodland.

2.2.3 To receive the contribution, employee must have completed their initial probationary period.

2.2.4 Employee must enroll in one of the Deferred Compensation plans offered by the City.

2.2.5 There is no vesting requirement. The contribution is immediately vested into the employee's account.

2.2.6 Effective the first full pay period after July 1, 2024, the City will match all represented employee's deferred compensation contribution up to 1% of the employee's base rate of pay.

2.3 Uniforms and Safety Equipment

2.3.1 The City shall provide uniforms to employees in the classifications reflected in Exhibit B. The City shall provide the necessary protective devices, wearing apparel and other equipment as necessary to protect an employee from injury. Additionally, the City will provide employees with uniforms, as appropriate. A uniform can consist of shirts, pants, and outerwear. Certain job classes in Public Works may have specific policies regarding uniforms. The City will consult with the Association on any future changes to uniforms.

2.3.2 Employees in classifications who are required by the department to wear approved safety shoes/boots while in the performance of the duties of the classification when in any field or hazardous conditions or settings will receive a reimbursement upon proof of purchase of safety boots. The City will provide a reimbursement up to \$300 per fiscal year for purchase and maintenance of a safety boot/shoe. The employee is required to provide proof of purchase or repair cost of the safety shoe/boots prior to reimbursements. Any amount in excess of the \$300 reimbursement shall be the responsibility of the employee and is not eligible for reimbursement. The safety shoe/boot must meet the American National Standards Institute (ANSI) Standard for their applicable use. Failure to wear serviceable safety shoes/boots is a violation of this MOU and City of Woodland Personnel Rules.

2.3.3 The City shall approve payment for any employee who is required by the department director to wear prescription safety glasses in their position. The amount the City will pay for the frame portion of safety glasses is limited to the current allowance for regular glasses. This is a rolling twelve (12) month benefit. The employee's department director will contact Human Resources who will authorize payment for such glasses. The vendor will bill the City for the frame portion up to the current allowance for regular glasses, and the cost of the lenses.

2.3.4 Employees required by their department director to wear uniform jackets shall have the jacket provided, and replaced on an as needed basis as determined by the department head.

2.4 Longevity Pay

2.4.1 The City shall pay longevity pay twice a month, once an employee completes the years of service, according to the following schedule:

<u>Length of Service</u>	<u>Annual Amount</u>	<u>Monthly Amount</u>	<u>Paycheck amount</u>
10 years	\$600	\$50.00	\$25.00
15 years	\$700	\$58.33	\$29.16
20 years	\$800	\$66.67	\$33.28

2.5 Call-Back Pay

2.5.1 Employees who are physically called back to work after the completion of their regular shifts shall be compensated at the rate of time and one-half for all time worked. There shall be a minimum call-back time of two (2) hours. Employees called out between the hours of 10:00 p.m. and 5:00 a.m. and not assigned to stand-by shall receive a minimum call-back of three (3) hours.

2.6 Stand-by Pay

2.6.1 Standby assignments shall be governed by the City stand-by policy dated May 2010.

2.6.2 Employees assigned and required to be on stand-by status shall be compensated at the flat rate of forty-four (\$44) dollars per weekday and sixty-three (\$63) dollars each Saturday, Sunday and Holiday.

2.7 Promotional Pay

2.7.1 The City agrees that all promotions within the unit shall result in the minimum five percent (5 %) increase in pay for the affected employee.

2.7.2 Represented employees in or to be assigned to the journey level position of a split classification, shall be entitled to receive consideration for a merit salary step increase six (6) months after the reassignment. The new merit increase eligibility date will be one year from the date of increase.

2.8 Acting Pay

2.8.1 The purpose of acting pay is to provide appropriate compensation to employees who are assigned to work out-of-class. Employees assigned by their supervisor to perform substantially all the duties in a higher-level classification shall receive an additional five percent (5%) of base pay as acting-pay compensation provided the following requirement is met, minimum period of time to be eligible for acting pay must be at least three (3) consecutive work days, the position is vacant due to resignation or the incumbent is on leave. Payment shall continue for the term of the assignment to the higher-level classification duties. Acting assignments shall be limited to six (6) months, which may be extended an additional three (3) months on approval of the City Manager. This compensation is not considered pensionable compensation for CalPERS reporting purposes.

2.9 Bilingual Pay

2.9.1 The City shall maintain the existing bilingual policy. Designated bilingual employees shall receive additional compensation above their regular salary at a rate of two-hundred dollars (\$200) per month. The monthly amount will be paid twice per month, in accordance with the City's payroll schedule.

2.10 Jury Duty Pay

2.10.1 Employees shall be entitled to full pay in addition to any compensation received for serving as a member of a jury. This does not include Grand Jury duty.

2.11 Overtime

2.11.1 Unit employees shall receive overtime compensation at the rate of time and one-half for all hours worked in paid status in excess of forty hours per work week. Paid time off shall be counted as time worked for overtime calculation purposes. Employees handling City business at home on the telephone shall be eligible for overtime compensation in accordance with the Fair Labor Standards Act (time paid to the nearest 12-minute increment).

2.11.2 Employees shall have the option of choosing either paid overtime or compensatory time off. Paid time shall be calculated using the FLSA rate of pay. Compensatory time off may be accrued to a maximum of sixty (60) hours at any one time. Compensatory time off maximums may be waived for employees working alternative work schedules by mutual consent. Upon termination, employees shall be paid for any accrued compensatory time. Compensatory time accrued after sixty (60) hours will be paid in accordance with Section 2.1.

2.11.3 The provisions of section 2.11.2 above shall apply to Recreation and Aquatic Supervisors and Recreation Coordinators. It is mutually understood that Recreation and Aquatic Supervisors and Recreation Coordinators work flexible schedules. The City will not mandate split shifts for Recreation and Aquatic Supervisors and Recreation Coordinators.

2.11.4 Once in a fiscal year, employees shall have the option of converting up to forty (40) hours accrued compensatory time to cash.

2.12 Shift Differential

2.12.1 Employees who work in the Library between the hours of 5:00 p.m. to 9:00 p.m. shall receive a shift differential pay of \$.75 per hour.

2.12.2 Library employees who were employed as such on or before July 1, 1999, and who are required to work Sundays shall receive a thirty-five (\$35) dollar Sunday payment differential. Library employees hired after July 1, 1999 and those individuals hired specifically for the Sunday opening shall be assigned Sunday work without the Sunday differential.

2.13 Flexible Spending Account

2.13.1 The City agrees to maintain in effect the Section 125 program providing for pre-tax treatment of employee obligations for medical and dependent care costs.

2.14 Certificate Pay

2.14.1 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.

ARTICLE III

EDUCATION INCENTIVE

3.1 Education Reimbursement

3.1.1 Employees covered by this Resolution are eligible to participate in the Professional Growth Incentive Program. Employees may receive a reimbursement for professional memberships (including licenses, applications and renewal fees), subscriptions, professional training, attainment of academic degrees and related fees, and equipment limited to desktop computers or components (memory, hard drives, video cards, power supplies, mother boards), keyboards, monitors (maximum 32 inches), computer mouse(s)/pointing devices, laptop/notebook/tablet computers, printers, City standard suite of office productivity software (currently Microsoft Office Suite), security software, videoconferencing cameras and microphones, and cellular phones and related charging accessories, unless considered used mostly for personal entertainment. Smart watches and wireless earbuds are not eligible for reimbursement under this section. All such requests require advance approval by the City. Reimbursement per fiscal year per employee shall be \$625.00. In the event that the full reimbursement amount is not used in any fiscal year, the amount will carry over to the next fiscal year. Under no circumstances will an employee be eligible to carry over more than \$625.

3.1.2 Travel, Meal and Lodging Reimbursements, in addition to attendance at an approved conference, tuition/registration fees, books etc., may be reimbursed. The amount of reimbursement shall be governed by the City's Travel Policy. Amounts of all reimbursements per fiscal year shall not exceed \$625.

3.1.3 Employees terminating prior to January 1 of any fiscal year shall be responsible for repaying a prorated share of Professional Reimbursement they have spent. For example, an employee working 25% of the year would be entitled to a Professional Reimbursement not to exceed, \$156.25. If employee received a reimbursement of greater than \$156.25, at the time of termination, the employee would be responsible for payment of the difference. This will be taken out of the employee's final check. If there are not enough funds to cover this amount, the City will invoice the employee for the difference. Funds carried over from a previous fiscal year are not subject to proration.

ARTICLE IV
MEDICAL AND RELATED BENEFITS

4.1 Medical Insurance

4.1.1 The City shall make available to all unit employees, the medical insurance program. Employees shall have the option of enrolling in any of the plans offered by the City.

4.1.2 For Employees **hired before April 23, 2007**, the City provides a two tier medical benefits program:

- Tier One: Employee Only and Employee plus One
- Tier Two: Employee plus Family

4.1.3 Employees hired before April 23, 2007 who provide proof of dual coverage under CalPERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of \$405 per month.

4.1.4 The City shall contribute up to the following amounts toward employee medical insurance coverage and cafeteria plan benefit:

Employees hired before April 23, 2007			
Effective	Employee Only	Employee Plus One	Family
January 1, 2024	\$1,895.38	\$1,895.38	\$2,463.99
January 1, 2025	\$1,895.38	\$1,895.38	\$2,463.99
January 1, 2026	\$1,895.38	\$1,895.38	\$2,463.99

4.1.5 For employees **hired on or after April 23, 2007**, the City provides a three tier medical benefits program:

- Tier One: Employee Only
- Tier Two: Employee plus One
- Tier Three: Employee plus Family

4.1.6 Employees hired after April 23, 2007 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of \$405 per month.

4.1.7 The City shall contribute up to the following amounts toward employee medical insurance and cafeteria plan benefit:

Employees hired on or after April 23, 2007			
Effective	Employee Only	Employee Plus One	Family
January 1, 2024	\$947.69	\$1,895.38	\$2,463.99
January 1, 2025	\$947.69	\$1,895.38	\$2,463.99
January 1, 2026	\$947.69	\$1,895.38	\$2,463.99

4.2 Medical Insurance Upon Retirement

4.2.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan or the current plan offered by the City. Dental, Vision and Long-Term Disability Insurance is not provided to retirees.

4.2.2 The parties agree to meet and confer to impasse and imposition on restructuring the retiree medical program.

4.2.3 Employees who were **hired before July 1, 2006**, and have ten (10) years of continuous consecutive service with the City of Woodland are eligible to receive benefits under the City's PERS plan, or the current plan offered by the City, or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

4.2.3.1 Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved.

4.2.3.2 Insurance benefits levels to retirees will be equal to the schedule reflected in paragraph 4.1.3 above less the Public Employees' Medical & Hospital Care Act (PEMCHA) minimum, which is set by CalPERS annually. Retirees who were hired before July 1, 2006, will receive a benefit equal to the "Total Benefit" reflected in 4.1.4 above; however, provisions of paragraphs 4.1.3 (Cash in Lieu) do not apply to retired employees.

4.2.3.2.1 Retirees who were hired prior to July 1, 2006 have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees. In the immediate case, such retirees shall receive the combined value of the medical benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.

4.2.3.3 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan;

4.2.3.4 Health Insurance coverage will be coordinated with Medicare when retirees become eligible; and

4.2.3.5 Dental, Vision and Long-Term Disability Benefits will not be offered or provided to retirees.

4.2.4 Employees who were **hired on or after July 1, 2006**, will receive medical insurance benefits in retirement as follows:

4.2.4.1 Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the Public Employees' Medical & Hospital Care Act (PECHMA) minimum which is set by CalPERS annually, however, provisions of paragraphs 4.1.3 (Cash in Lieu) do not apply to retired employees.

4.2.4.2 Retirement Health Savings Plan. The City of Woodland has established a program in which employees participate to save, on a tax deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.

4.2.4.2.1 For employees hired on or after July 1, 2006, participation in the City's RHSP is mandatory.

4.2.4.2.2 Contributions: The City shall contribute \$100 per month to the employee's RHSP account; likewise, the employee shall contribute \$50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period. However, upon successful completion of probation, the City shall contribute a lump sum of \$100 per month for each month served in the employee's initial probation.

4.2.4.2.3 Initial Probationary Period. During an employee's initial probationary period with the City, neither the employee nor the City shall contribute to the employee's RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.

4.2.4.2.4 Conversion of Sick Leave. Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee's RHSP account. This results in all sick leave earned above 500 hours being changed to 4 hours per month (versus 8 hours) with the value of 4 hours of salary being contributed to the employee's RHSP account.

4.3 Dental Insurance

4.3.1 For the term of this agreement, at no premium cost to the employee, the City shall provide a Dental Insurance program with benefits equivalent to that provided under the prior self-insurance plan including a \$2,000 annual maximum benefit and a \$1,000 lifetime maximum benefit for orthodontia (employee only and dependents 19 and under). Dental insurance ends the last day of the month of active employment.

4.3.2 The City will notify the Association if the Dental Plan is changed.

4.3.3 The City shall provide for coordination of dental benefits of married couples who are both City employees.

4.4 Long Term Disability Insurance

4.4.1 The City shall continue to provide a long-term disability insurance plan at a coverage level currently in effect for all represented employees. Represented employees must meet eligibility requirements as prescribed in the program in order for City participation to begin and be maintained.

4.4.2 The City shall pay 100% of the applicable premium, and City shall continue to pay for the dollar equivalent of 100% of the applicable premium. Coverage ends on the last day of the month of active employment.

4.5 Vision Insurance

4.5.1 The City shall continue to supply vision insurance with a fifteen (\$15) dollar deductible at a coverage level currently in effect for all represented employees. Dependent children are covered upon proof of full-time student status. Coverage ends on the last day of the month of active employment.

4.6 Life Insurance

4.6.1 The City shall continue life insurance for covered employees at fifty thousand (\$50,000) dollars.

ARTICLE V

LEAVES

5.1 Holidays

5.1.1 City holidays to be observed by represented employees shall be:

January 1st (New Year's Day)
Third Monday in January (Martin Luther King's Birthday)
Third Monday in February (President's Day)
Fourth Monday in May (Memorial Day)
July 4th
First Monday in September (Labor Day)
November 11th (Veteran's Day)
Thanksgiving Day
The Day after Thanksgiving Day
Christmas Eve - 1/2 day (Observed last work day before Christmas)
December 25th (Christmas Day)

5.1.2 In addition, each represented employee shall have sixteen (16) hours added to his/her vacation leave total as of July 1 each year. Employees hired after July 1 will receive a prorated amount of floating holiday hours based on date of hire.

5.1.3 Represented employees in permanent part-time positions shall receive pay for City holidays on a pro-rated basis regardless of whether they are scheduled to work on the holiday or not. The pro-rated holiday benefit to be received shall be equal to the employee's average daily work hours, regardless of the time they would have otherwise been scheduled to work.

5.1.4 All represented employees shall be paid at time and one-half their hourly rate of pay for each hour worked on a City holiday.

5.1.5 Library Holiday Observance. Because the City Library is subject to being open to the public seven days a week, special consideration is necessary for Library Holiday Observance of City holidays. The following applies to library employees covered by this Memorandum of Understanding and has been developed in conjunction with the City, the Association and the Woodland City Library Board.

5.1.5.1 Holidays falling on a Friday or Saturday. When a City-observed holiday falls either on a Friday or Saturday, the Library will be closed both Friday and Saturday. Employees will use 8 hours of City-provided holiday time for one of the two days. For the other of the two-day observance, if not regularly scheduled off, employees will either work during their regularly scheduled day-off the following week or charge the time to vacation leave or compensatory time-off balance. In such instances, the employee will decide if he/she will work on their scheduled day off or take vacation/compensatory time-off.

5.1.5.2 Holidays falling on a Sunday or Monday. When a City-observed holiday falls either on a Sunday or Monday, the Library will be closed both Sunday and Monday. Employees will use 8 hours of City-provided holiday time for one of the two days. For the second of the two-day observance, employees will either work during their regularly scheduled day off the following week or charge the time to vacation leave or compensatory time-off balance. In such instances, the employee will decide if he/she will work on their scheduled day off or take vacation/compensatory time-off. The provision of this paragraph applies only when the Library is operating a seven-day a week schedule.

5.1.5.3 Thanksgiving Holiday. Notwithstanding the provisions of paragraph 5.1.5.1 above, the City observed Thanksgiving Holiday will be Thanksgiving Day and the Day after Thanksgiving Day. The Library will be open on the following Saturday and if on a seven day a week schedule the Library will be open the following Sunday. Overtime provisions of this MOU may apply to employees working on the Saturday and Sunday following the Thanksgiving Holidays.

5.1.5.4 Christmas Eve. As defined in paragraph 5.1.1, Christmas Eve is a half-day holiday observed the "last work day before Christmas." Employees will be required to work only four hours, from 8:00 a.m. until 12:00 noon, of their scheduled eight-hour work day. At the discretion of the Library Director/Board, these four hours may include time that the library is open to the public.

5.2 Vacation Leave

5.2.1 The vacation leave earning rate for represented employees shall be as follows:

<u>Years of Service</u>	<u>Vacation Earned Per Month</u>
0 to 3 years	6.7 hours
4 to 5 years	8.7 hours
6 to 10 years	11.34 hours
11 to 15 years	13.34 hours
16 to 20	15.34 hours

Over 20 years 16.67 hours

5.2.2 Vacation accumulation maximum shall be 352 hours. However, employees who had more than 304 hours of accrued vacation on February 15, 2000 shall have their vacation accumulation maximum set at the amount in their vacation bank at that time, plus three (3) months accrual. At such time as their vacation accrual is reduced to 352 hours or below, the 352-hour limit shall apply. Employees with fifteen (15) years of service or more may carry an unused balance of vacation leave or no more than four hundred (400) hours past January 1 of each year.

5.3 Payment in Lieu of Time-Off

5.3.1 Employees may cash out accrued vacation leave once they have three (3) or more years of service with the City, based on the chart below. Eligible employees may request to have accrued hours of vacation paid directly to him/her at their base rate of pay at the time of the request, in lieu of time off, providing the employee has previously taken at least up to two (2) weeks (80 hours) of vacation time off in the same calendar year and has worked the required years of service based on the chart below. **Please note:** The leave taken does not have to be consecutive.

<u>Years of Service</u>	<u>Annual Maximum Vacation Leave Cash out</u>	<u>Vacation Leave Taken</u>
0 to 3 years	0 hours	0 Hours
3 to 5 years	40 hours	40 hours
5 to 8	80 hours	80 hours
8 + years	96 hours	80 hours

Payment will be made at the straight time rate.

5.4 Sick Leave

5.4.1 Represented full-time employees earn and accumulate sick leave at the rate of eight (8) hours per month. An employee continues to earn sick leave while on any paid leave. There shall be no limit to the amount of sick leave credit an employee may accrue.

5.4.2 Each employee has one (1) hour deducted from the employee's accrued sick leave time for each hour of sick leave taken.

5.4.3 In the event that a paid holiday occurs during a period when the employee is on sick leave, the holiday is not charged against the employee's accrued sick leave.

5.4.4 An employee eligible for sick leave is granted such leave for the following reasons:

- a. Non-service-related illness or injury to the employee or physical or mental incapacity of the employee due to non-service-related illness or injury
- b. Medical or dental office or hospital visits for examination, diagnosis, or treatment.

- c. For regular full-time employees, up to 48 hours sick leave off with pay may be granted during a calendar year in the event of illness or disability of an employee's immediate family member or the birth or adoption of a child. Regular part-time employees shall receive a pro-rated benefit based on the number of sick leave hours accrued in a six (6) month period.

5.4.5 No employee is entitled to sick leave while absent from duty on account of any of the following causes:

- a. Sickness or injury sustained while on leave of absence without pay.
- b. Sickness or injury sustained from improper employee conduct as defined in the City's Personnel Rules Section 14.2.

5.4.6 In the event an employee uses all of the sick leave the employee has accrued, the employee may have any other paid leave days the employee has accrued deducted for each day or portion thereof he/she is absent due to illness, upon the approval of the supervisor. This deduction will continue until the employee either returns to work or uses all his/her accrued leave time. With the concurrence of the department head, the supervisor may allow the employee to take a leave of absence without pay if the employee does not have any paid leave time or sick leave remaining to his/her credit.

5.4.7 Upon separation, an employee is not entitled to receive salary for unused earned sick leave. Unused earned sick leave may be used as a credit in service retirement pursuant to contract provisions with the Public Employees' Retirement System as described in the Memorandums of Understanding.

5.5 Catastrophic Illness or Injury

5.5.1 Represented employees may donate portions of their vacation or CTO accumulations to other employees who have suffered catastrophic illness or injury per the catastrophic leave policy. A catastrophic illness defined as a life threatening medical condition, by a health care provider, to a City employee or someone in their immediate family as defined by the City's personnel rules. Employees receiving donations of time from other employees must first exhaust all available vacation, compensatory time and sick leave. The City has established a separate Catastrophic Leave policy. For more specific information, please refer to the Catastrophic Leave policy.

ARTICLE VI

RETIREMENT

6.1 Retirement

6.1.1 The City will continue its participation in the Public Employee's Retirement System during the term of this agreement.

6.1.2 Permanent Employees of the City of Woodland fall under one of the three CalPERS Pension formulas as follows:

- **Tier 1:** Employees hired by the City of Woodland on or before December 4, 2012 for the 2.7%@55 CalPERS retirement pension program calculated at the single highest year pensionable compensation formula. These members shall pay 100% of the employee's eight percent (8%) member contribution on a pre-tax basis.
- **Tier 2:** Employees hired by the City of Woodland on or after December 5, 2012 and before January 1, 2013 or who are new hires to the City of Woodland but are legacy/classic members determined by CalPERS are eligible for the 2%@60 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula. These members shall pay 100% of the employee's seven percent (7%) member contribution on a pre-tax basis.
- **Tier 3:** Public Employees' Pension Reform Act (PEPRA) Employees hired on or after January 1, 2013 and who are not CalPERS legacy/classic members are eligible for the 2%@62 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula. These members shall pay 50% of the normal cost as determined annually by CalPERS on a pre-tax basis.

6.1.3 Employee Cost Sharing toward Employer's Cost of CalPERS Retirement Pension Program

6.1.3.1 Pursuant to Public Employee's Retirement Law Section 20516, all represented employees will pay one percent (1%) of pensionable compensation toward the employer's share of CalPERS retirement costs, in addition to the contribution toward the employee share described in the section above.

6.1.3.2 Effective the first full pay period after July 1, 2024, all represented employees shall pay two percent (2%) of pensionable compensation toward the employer's share of CalPERS retirement costs, in addition to the contribution toward the employee share described in the section above.

6.1.4 The City provides the 1959 Survivor's Security Benefit as specified in the Government Code, Section 20862.8.

6.1.5 The City provides the sick leave conversion benefit as specified in the Government Code, Section 20862.8

- 6.1.6 The City shall maintain the PERS single highest year option for all employees hired before December 4, 2012. All employees hired on or after December 5, 2012, the PERS rate is based on the highest three-year average

ARTICLE VII

ASSOCIATION RIGHTS AND SECURITY

7.1 Communications

7.1.1 The Association shall have the right to reasonable use of bulletin boards and City conference rooms and other facilities, to the extent that such usage does not interfere with official City use. The Association may be charged reasonable costs in conjunction with such use, consistent with normal City policy.

7.2 Association Officers and Official Representatives

7.2.1 City employees who are official representatives or officers shall be given reasonable time off with pay to meet and confer or consult in scheduled meetings with management representatives. Association representatives designated by the Association (maximum of four) shall be granted a reasonable amount of release time for the processing of grievances. The City shall accrue no overtime or other costs resulting from the exercise of this right. Representatives shall be released to process grievances only upon authorization of their supervisor. If the supervisor is unable to release the representative for the time requested, the supervisor shall arrange a release time as soon as practicable thereafter. Whenever an employee is required to meet with a supervisor and the employee reasonably anticipates that such meeting will involve questioning leading to disciplinary action, he/she shall be entitled to have an Association or other representative present if he/she so requests.

7.3 Access to Employees

7.3.1 Association representatives may have access to employees for purposes related to the administration of this Agreement. Representatives shall receive prior approval before entering City facilities and shall arrange visits during non-working hours. Access shall not interfere with work of the employee. Access to employees shall not be unreasonably withheld.

7.4 Association Leave

7.4.1 Elected officers of the Association shall be entitled to take leave with pay from work in order to perform Association business, but such leave shall be limited to an aggregate total of eight (8) hours per calendar month. Each employee taking such leave shall arrange a convenient time approved in advance by his/her immediate supervisor. Unused time shall not accumulate for use in future months, without prior written approval by the City's Personnel Officer.

7.4.2 Employees authorized by the Association President shall be entitled to use work time in order to prepare and distribute an Association Newsletter. Such time off shall be taken only with advance approval by the employee's immediate supervisor and the maximum time off allowed, in the aggregate, shall be ten (10) hours per month. Unused time shall not accumulate for use in future months without prior written approval by the City's Personnel Officer.

7.5 Advance Notice

7.5.1 Except in cases of emergency as provided below in this subsection the Association, if affected, shall be given reasonable advance written notice of any ordinance, resolution, rule or regulation directly relating to matters within the scope of representation proposed to be adopted by the City and shall be given the opportunity to meet with the appropriate management representatives prior to adoption.

7.5.2 In cases of emergency when the foregoing procedure is not practical or in the best public interest, the City may adopt or put into practice immediately such measures as are required. At the earliest practicable date thereafter the Association shall be provided with the notice described in the preceding paragraph and be given an opportunity to meet with the appropriate management representatives.

7.5.3 The City shall provide the Association with a copy of all job announcements. Upon hiring, the City shall provide the Association with the names of all hires within the bargaining unit.

7.5.4 The City shall notify the Association upon the commencement of any reclassification study.

7.6 New Hires

7.6.1 When a person is hired in any classification represented by the Association, the City shall notify that person that the Association is the recognized employee organization of the employees in said classification and make available to that person a copy of the current Memorandum of Understanding as well as an approved packet of information which has been supplied by the Association.

ARTICLE VIII

WORKING CONDITIONS

8.1 Rest Periods

8.1.1 Each employee shall be granted a fifteen (15) minute rest period with pay in a time and location which will be scheduled by the Supervisor approximately mid-point in first one-half of the employees regular work shift and in the second one-half of the shift. The fifteen (15) minutes shall include from the time when work stops until it resumes. The rest period is to be a recess to be proceeded and followed by an extended work period; thus, it may not be used to cover an employee's late arrival to work or early departure nor may it be taken in conjunction with the lunch hour nor may it be regarded as accumulated if not taken. Rest periods shall be scheduled in such a way as to minimize disruption of the normal work period.

8.2 Training

8.2.1 To the extent practical, Unit employees will be afforded the opportunity to cross train in other departments/functions. The parties specifically acknowledge that cross-training is mutually beneficial and is encouraged.

8.2.2 Entry level unit employees will be provided reasonable job counseling as to training and experience required for advancement. To the extent practical, employees will be allowed to operate equipment on a training basis. No claim for out of classification pay shall be made when training on equipment.

8.2.3 The City will provide necessary hazardous materials training for all employees who may have contact with hazardous materials in the course of their employment.

8.3 Tools

8.3.1 In trades where the tools or equipment are normally owned by the employee, the City may require that the employee furnish his/her own hand tools. In such event, the City will provide a safe place for the storage of said tools.

8.3.2 The employee will give to his/her immediate supervisor an inventory of such tools and/or equipment by September 1 of each year.

8.3.3 The City shall fully compensate all bargaining unit employees for tools and/or equipment which are lost or damaged because of theft, fire, or other catastrophe, provided that such tools are listed in an approved inventory and are stored in a place designated by the City.

8.3.4 The City will provide an annual tool reimbursement allowance of \$500 per fiscal year for employees in the classifications of: Senior Equipment Mechanic, Heavy Equipment Mechanic and Light Equipment Mechanic.

8.4 Work Hours for City Hall Employees

8.4.1 The work hours for employees working in City Hall shall normally be 8:00 a.m. to 5:00 p.m., unless alternative hours are established as outlined below.

8.4.2 A department head may establish alternative work schedules for employees of his/her department.

8.4.3 Any employee or group of employees desiring an alternative schedule may request, in writing, that the department establish such a schedule. Such a request shall be considered by the department head, who may accept or reject it. If such a request is denied, the department head shall explain the reasons.

8.4.4 For purposes of this section, alternative work schedules shall include, but not be limited to:

- a. Alternate Work Week - A biweekly work schedule consisting of eighty (80) hours of work in no fewer than eight (8) work days, and with no more than ten (10) hours scheduled on any work day.
- b. Flex Time Schedule - A weekly work schedule consisting of forty (40) work hours during five (5) work days at other than traditionally scheduled hours for the assigned shift.
- c. Other schedules approved by the department head.

8.4.5 Alternative work schedules may be discontinued by the department head at any time if it is determined that such schedules inhibit the efficiency or maintenance of City operations and/or services. At the request of effected employees, the department head shall meet and discuss the discontinuance of an alternative work schedule prior to terminating the schedule.

8.5 Contracting Out

8.5.1 The City shall notify the Association of any formal consideration made by the City Council for the contracting of services presently performed by represented employees. Whenever the City contemplates contracting such services, the City shall endeavor to have the new contractor give first consideration for employment opportunities to represented employees who would be displaced from their job as a result of the contract.

8.5.2 The City retains the right to decide to contract out prior to beginning negotiations. However, the City shall negotiate the effect of contracting out with the Association prior to taking any further action to contract out.

8.6 Introduction of New Technology

8.6.1 The City agrees to meet and confer over impacts on the use of new technology. The City retains the right to change technology as needed.

8.7 Reclassification Procedures

8.7.1 Employees who believe that their job duties have materially changed to the extent that their position is no longer properly classified may request that their position be subject to a study.

8.7.2 The request shall be made to the employee's department head. The department head shall forward the request to the City Manager with his/her recommendations to the City Manager within ten (10) working days. The City Manager shall arrange, within ten (10) working days, for whatever job classification study the Manager believes is necessary and appropriate. The study shall be completed within ninety (90) working days. Any recommendations for change in the employee's classification shall be submitted to the City Council for consideration with the submittal of the fiscal year's preliminary budget.

8.7.3 If a recommendation results in the addition of a new classification to the City's Classification Plan, the City shall notify the recognized employee representative and, upon request, meet and confer regarding the salary proposed for the new classification.

8.8 Alternative Transportation Program

8.8.1 The City shall retain the existing Alternative Transportation Program only for those members of the Association who were enrolled on July 1, 2006.

8.9 Probationary Period

8.9.1 During the initial probationary period for new employees, and upon satisfactory completion of the twelve (12) month probationary period, the employee is eligible for a merit step increase. Nothing herein shall preclude the City from accelerating the award of merit step increases prior to the completion of the initial probationary period. In no event will a merit step increase be proposed at the recommendation of the supervisor, in less than 6 months and must be accompanied by a completed successfully performance evaluation. If an employee receives a merit increase prior to the completion of the initial probationary period, then the employee's timeline for consideration of the next merit step is reset. The new merit increase eligibility date will be one year from the date of increase.

Employees hired on or after July 1, 2023 may be eligible for a merit step increase upon satisfactory completion of the twelve (12) month probationary period. No acceleration of merit step increases will be permitted.

8.10 Other Working Conditions Not Set Forth Herein

8.10.1 Other working conditions not set forth herein for employees covered by this Resolution shall continue as applicable on June 30, 2023 unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

ARTICLE IX

GRIEVANCES

9.1 Grievances

9.1.1 The purpose of the Grievance Procedure is to:

- a. Afford employees a systematic means of obtaining consideration of concerns or problems.
- b. Provide that grievances are settled as near as possible to the point of origin.
- c. Provide that appeals are conducted as informally as possible.

9.1.2 Any alleged violation of this agreement or the Personnel Rules and Regulations, any alleged improper treatment of an employee, or any decision affecting an employee's employment is considered to be a matter subject to review through the grievance procedure (except as they relate to disciplinary matters as set forth in Rule 14).

9.2 Grievance Procedures

9.2.1 Step One - An attempt must be made to resolve all grievances on an informal basis between the employee and the immediate supervisor. It is the responsibility of the employee and the immediate supervisor. It is the responsibility of the employee to initiate this process within ten (10) calendar days of the date when the aggrieved action or incident became known to the employee.

9.2.2 Step Two - If the grievance is not satisfactorily resolved on an informal basis, the grievance is submitted in writing to the employee's immediate supervisor within ten (10) calendar days after the informal decision of the immediate supervisor. The supervisor must deliver his/her answer in writing to the employee within ten (10) calendar days after receiving the appeal.

9.2.3 Step Three - If the grievance is not satisfactorily resolved at the second step, the employee shall present the grievance to his/her supervisor's immediate supervisor within ten (10) calendar days after receipt of the written decision of his/her supervisor. The supervisor receiving the appeal shall render a decision, in writing, and return it to the employee within ten (10) calendar days after receiving the appeal.

9.2.4 Step Four - If the grievance is not satisfactorily resolved at the third step, it shall be submitted in writing to the department head within ten (10) calendar days after the supervisor's decision in writing to the employee within ten (10) calendar days after submission of the grievance to the department head.

9.2.5 Step Five - If the grievance is not satisfactorily resolved at the fourth step, it shall be submitted in writing to the Personnel Officer within ten (10) calendar days after the department head's answer is received. The Personnel Officer may designate a fact-finding committee, an officer not in the normal line of supervision, or the Personnel Board to investigate and provide advice concerning the

appeal. The Personnel Officer shall render a decision in writing to the employee within twenty (20) calendar days after receiving the appeal.

9.2.6 Unit employee may request that the service of the California Mediation and Conciliation Service be used prior to the Step Five of this rule. If utilized, the mediator shall attempt to mediate a settlement to the grievance. If the grievance is not solved through the mediation, it shall then proceed to the Fifth Step. All time limits of the grievance procedure shall be waived pending completion of the mediation process. At the end of the process, time limits shall be reinstated.

9.3 Conduct of Grievance Procedure

9.3.1 Time limits specified above may be extended to a definite date by mutual agreement of the employee and the reviewer concerned.

9.3.2 The employee may request the assistance of another person of his/her own choosing in preparing and presenting his/her appeal to any level of review.

9.3.3 The employee and his/her representative shall be privileged to use a reasonable amount of work time as determined by the appropriate department head or supervisor in conferring about and presenting the appeal.

9.3.4 Employee shall be assured freedom from reprisal for using the grievance procedure.

9.3.5 Grievance documents shall be filed separately from an employee's personnel file.

ARTICLE X

SAFETY

10.1 Safety

10.1.1 The City agrees to provide a place of employment which shall be safe and healthful for the employees therein and shall furnish and use safety devices and safeguards, and shall adopt and use methods and processes adequate to render such places of employment safe and healthful; and shall do every other thing necessary to protect life, health and safety of such employees. The City shall repair and maintain every place of employment as to render it safe and healthful. The term "safe and healthful" or "safety and health" as applied to employment or place of employment shall include conditions and methods of sanitation and hygiene necessary for the protection of the life, health and safety of employees.

In accordance with the requirements of the Occupational Safety and Health Act of 1970, it shall be the exclusive responsibility of the employer to ensure the safety of its employees and compliance by them with the safety rules herein.

10.1.2 The City agrees that all machinery, equipment and facilities the City furnishes shall meet with all required legal standards of safety and sanitation.

10.1.3 Accident records shall be kept and maintained by the City and shall be made available on request to departmental safety committees.

ARTICLE XI

OTHER COMPENSABLE ITEMS NOT SET FORTH HEREIN

11.1 Other Compensable Items Not Set Forth Herein

11.1.1 Other items not set forth herein which are compensable as terms and conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable on June 30, 2023 unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

**ARTICLE XII
INTEREST CARDS**

12.1 Interest Cards

12.1.1 The City shall establish a system whereby current employees may submit interest cards providing notice of their interest in transfer and/or promotional opportunities.

PASSED AND ADOPTED THIS ____20th____ day of __June____, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Exhibit A
Woodland City Employee's Association

Salary Schedule
Effective July 1, 2023

RANGE	A	B	C	D	E	F
28	\$3,080.20	\$3,234.21	\$3,395.92	\$3,565.73	\$3,744.00	\$3,931.20
29	\$3,157.20	\$3,315.07	\$3,480.83	\$3,654.87	\$3,837.61	\$4,029.49
30	\$3,236.13	\$3,397.94	\$3,567.84	\$3,746.23	\$3,933.54	\$4,130.22
31	\$3,317.04	\$3,482.89	\$3,657.03	\$3,839.89	\$4,031.88	\$4,233.47
32	\$3,399.97	\$3,569.96	\$3,748.47	\$3,935.89	\$4,132.68	\$4,339.31
33	\$3,484.97	\$3,659.21	\$3,842.18	\$4,034.28	\$4,236.00	\$4,447.80
34	\$3,572.10	\$3,750.70	\$3,938.23	\$4,135.14	\$4,341.91	\$4,559.00
35	\$3,661.39	\$3,844.47	\$4,036.69	\$4,238.52	\$4,450.45	\$4,672.98
36	\$3,752.93	\$3,940.58	\$4,137.62	\$4,344.50	\$4,561.73	\$4,789.82
37	\$3,846.76	\$4,039.10	\$4,241.05	\$4,453.10	\$4,675.75	\$4,909.54
39	\$4,041.49	\$4,243.57	\$4,455.75	\$4,678.53	\$4,912.46	\$5,158.09
40	\$4,142.53	\$4,349.67	\$4,567.14	\$4,795.50	\$5,035.28	\$5,287.04
41	\$4,246.09	\$4,458.40	\$4,681.32	\$4,915.38	\$5,161.16	\$5,419.21
42	\$4,352.25	\$4,569.87	\$4,798.35	\$5,038.28	\$5,290.18	\$5,554.69
43	\$4,461.05	\$4,684.10	\$4,918.31	\$5,164.23	\$5,422.45	\$5,693.57
44	\$4,572.58	\$4,801.21	\$5,041.27	\$5,293.34	\$5,558.01	\$5,835.91
45	\$4,686.90	\$4,921.24	\$5,167.30	\$5,425.67	\$5,696.95	\$5,981.80
46	\$4,804.06	\$5,044.27	\$5,296.49	\$5,561.31	\$5,839.37	\$6,131.34
47	\$4,924.17	\$5,170.38	\$5,428.90	\$5,700.34	\$5,985.37	\$6,284.63
48	\$5,047.27	\$5,299.63	\$5,564.62	\$5,842.85	\$6,134.99	\$6,441.74
49	\$5,173.45	\$5,432.13	\$5,703.73	\$5,988.92	\$6,288.37	\$6,602.79
50	\$5,302.79	\$5,567.93	\$5,846.32	\$6,138.65	\$6,445.57	\$6,767.85
51	\$5,435.37	\$5,707.13	\$5,992.49	\$6,292.12	\$6,606.72	\$6,937.05
52	\$5,571.25	\$5,849.81	\$6,142.30	\$6,449.42	\$6,771.89	\$7,110.48
53	\$5,710.52	\$5,996.05	\$6,295.85	\$6,610.65	\$6,941.18	\$7,288.24
54	\$5,853.29	\$6,145.96	\$6,453.25	\$6,775.92	\$7,114.71	\$7,470.45
55	\$5,999.62	\$6,299.61	\$6,614.58	\$6,945.31	\$7,292.57	\$7,657.20
56	\$6,149.62	\$6,457.09	\$6,779.95	\$7,118.95	\$7,474.90	\$7,848.64
57	\$6,303.36	\$6,618.52	\$6,949.45	\$7,296.92	\$7,661.76	\$8,044.85
58	\$6,460.94	\$6,783.99	\$7,123.18	\$7,479.35	\$7,853.31	\$8,245.98
59	\$6,622.46	\$6,953.58	\$7,301.26	\$7,666.32	\$8,049.65	\$8,452.13
60	\$6,788.02	\$7,127.43	\$7,483.80	\$7,857.99	\$8,250.89	\$8,663.43
61	\$6,957.72	\$7,305.61	\$7,670.89	\$8,054.43	\$8,457.15	\$8,880.01
62	\$7,131.67	\$7,488.25	\$7,862.66	\$8,255.80	\$8,668.59	\$9,102.02
63	\$7,309.96	\$7,675.46	\$8,059.23	\$8,462.19	\$8,885.30	\$9,329.57
64	\$7,492.71	\$7,867.35	\$8,260.71	\$8,673.75	\$9,107.44	\$9,562.81
65	\$7,680.03	\$8,064.03	\$8,467.23	\$8,890.59	\$9,335.12	\$9,801.88
66	\$7,872.02	\$8,265.62	\$8,678.90	\$9,112.84	\$9,568.48	\$10,046.90
67	\$8,068.83	\$8,472.27	\$8,895.88	\$9,340.68	\$9,807.71	\$10,298.10

Exhibit B

Classifications Provided Uniforms at City Expense

Electrician's Assistant
Electrical / Signs & Markings Supervisor
Environmental Compliance Inspector I/II
Environmental Compliance Specialist
Equipment Service Clerk
Equipment Service Worker
Facility Maintenance Worker I/II/III
Heavy Equipment Mechanic
Industrial Electrical/Electronics Technician
Laboratory Technician I/II
Light Equipment Mechanic
Maintenance Supervisor
Maintenance Worker I/I/III/Sr.
Meter Services Technician
Park Maintenance Worker I/II/Sr.
Senior Equipment Mechanic
Senior Signs and Markings Technician
Senior Water System Operator
Signs and Markings Technician I/II
Traffic Signal / Street Lights Technician
Treatment Plant Mechanic
Tree Trimmer I/II/Sr.
Underground Service Locator
Utilities Maintenance Supervisor
Utilities Maintenance Worker I/II/III/IV/Sr. (Water and Sewer)
Water / Wastewater Instrumental Technician
Water Pollution Control O-I-T
Water Pollution Control Operator I/II/III/IV
Water Systems Operator I/II

Exhibit C
Certification Pay

Job Classification	Certification	Percentage
Equipment Services Clerk	Hazardous Waste Title 22	2.00%
Maintenance Supervisor	HAZWOPER 40 hr Cert	1.50%
Maintenance Worker I	HAZWOPER	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%



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.19
SUBJECT: Annual Appropriations Limit

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the City of Woodland's Fiscal Year (FY) 2023/24 Appropriations Limit

Staff Contact

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

Fiscal Impact

The FY2023/24 expected tax revenues are well below the calculated appropriations limit of \$94,817,043; therefore no fiscal impact will result from this item.

Background

In November 1979, California voters approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIIIB of the State Constitution, a state law that requires the state and local governments to adopt an annual appropriation limit. The appropriation limit, also referred to as the "Gann Limit", establishes a limit on the proceeds of taxes that may be appropriated for spending in a given fiscal year. The limit is based on actual appropriations during the 1978/79 fiscal year, as adjusted each year using specified population and inflation factors.

In June 1990, Proposition 111 was adopted, which imposed changes to the calculation of the limit by providing a choice of methodologies for determining the annual inflation factor and for population growth, providing exclusions of certain types of expenditures, and revision to the processes required for refunding taxes collected in excess of the limit.

Discussion

Revenues restricted by the Gann Limit ("Limit") are only those that are defined as "proceeds of taxes". Many of the major General Fund revenue sources (sales tax, property tax, motor vehicle in-lieu) are classified as proceeds of taxes and are, therefore, subject to the Limit. Additionally, certain types of expenditures (voter approved debt, interfund transfers, capital outlay, and costs of complying with court orders or federal mandates) are excludable categories that do not count against the Limit.

As a result of Proposition 111, the City must choose between two (2) annual inflation factors and two (2) population growth factors for calculating the Limit each year.

The choice offered for the annual inflation factor is the greater of (1) the change in California per capita income or (2) the growth in non-residential assessed valuation due to new construction within the City. The data necessary to calculate the increase in non-residential assessed valuation is not currently available from the County; therefore, the City has elected to use the change in California per capita income.

The choice offered for the annual population growth factor is the greater of the growth in the city or county population. For FY2023/24, the California State Department of Finance provided the calendar year 2022 population growth percentage changes for both the City of Woodland and Yolo County at -0.69% and -0.34%, respectively. Based on these growth rates, it is recommended that the City

Council approve the appropriations limit using the County's population growth factor. Using the prior year Gann limit of \$91,095,865, the FY2023/24 Limit is calculated by applying the -0.34% population change in the City and the 4.44% increase in California per capita personal income. Please see the calculation worksheet attached to the Resolution. The resulting appropriation limit of \$94,817,043 is \$40,478,755 higher than our expected tax revenue for FY2023/24. The City should remain substantially below the Appropriations Limit in the foreseeable future.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the City of Woodland's Fiscal Year (FY) 2023/24 Appropriations Limit

Prepared By: Evis Morales, Finance Officer

Reviewed By Kim McKinney, Director of Administrative Services



Ken Hiatt
City Manager

Attachments:

1. Gann Limit Resolution FY24
2. FY2023-24 Appropriations Limit Calculation
3. State of California 2024 Price and Population Information

RESOLUTION NO: _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
SET THE APPROPRIATION LIMIT, IN ACCORDANCE WITH
ARTICLE XIII-B OF THE STATE CONSTITUTION
FOR FISCAL YEAR 2023/24**

WHEREAS, the voters of the State of California added Article XIII-B to the Constitution limiting the state and local governments' ability to appropriate the proceeds of taxes; and,

WHEREAS, California legislation (SB 1352) has implemented the provisions of Article XIII-B, effective January 1, 1981; and modified these provisions with the passage of Proposition 111 in June 1990; and,

WHEREAS, the City of Woodland has calculated its appropriation limitation in accordance with Government Code Section 7910; and,

WHEREAS, the City Council of the City of Woodland selected the greater of the City or the County of Yolo's population factor and State of California's inflation factor for calculating the appropriations limit.

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

Section 1. To set the Appropriation Limit for the City of Woodland for fiscal year 2023/24 at \$94,817,043.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Appropriation Limit Calculation for Fiscal Year ending 6/30/2024

Fiscal Year 2023/24 Appropriation Limit \$ 91,095,865

Input Areas

Factors:

Per Capita Personal Income

(a) % change 4.440%

Annual % Change In

(a) population -0.340% (The higher % increase should be used - Woodland's population increase or Yolo County's population increase)

Factors converted to Ratios:

Per Capita Ratio 1.0444

Population
Converted To
Ratio 0.9966

Calculation of the City of Woodland's Factor

1.0444 X 0.9966 1.041

Fiscal Year 21/22 Appropriation Limit

\$ 91,095,865 x 1.041 \$ 94,817,043

(a) Information provided by the California State Department of Finance.

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2023.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE SPEPHENSHAW
Director
By:

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

2023-24:

Per Capita Cost of Living Change = 4.44 percent
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio: $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24: $1.0444 \times 0.9965 = 1.0407$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Yolo				
Davis	-1.11	64,814	64,097	64,097
West Sacramento	2.10	53,071	54,187	54,187
Winters	0.94	7,464	7,534	7,534
Woodland	-0.69	60,299	59,881	59,881
Unincorporated	-2.25	35,991	35,181	35,181
County Total	-0.34	221,639	220,880	220,880

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: H.20
SUBJECT: Fiscal Year 2023/24 Budget

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, a) approving the Fiscal Year (FY) 2023/24 Annual Budget of \$206.8 million as detailed in Exhibit A and b) approving 323 full-time equivalent positions, by classification, as detailed in Exhibit B.

Staff Contact

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

Fiscal Impact

Adoption of the fiscal year (FY) 2023/24 budget will appropriate \$206.8 million across all City funds. Included in this number is \$923,882 for the Successor Agency to the former Woodland Redevelopment Agency, and \$8.4 million in debt service related to debt issues by the Woodland Finance Authority. General Fund appropriations total \$67.7 million, which includes \$106,645 in one-time and \$25,000 in additional recurring funding allocations.

Background

Over the last four months, the City Council has received a series of presentations and updates related to the fiscal year (FY) 2023/24 financial outlook for the City. These discussions began with the FY2022/23 Mid-Year Budget update in March, followed by the Spring Budget Workshop and proposed spending plans for American Rescue Plan (ARP) funding, Measures F and R , and finally budget recommendations for the FY2023/24 budget and the City's Capital Improvement Program (CIP) in June. All of these discussions and topics have been included in the Proposed Budget document summary that accompanies this report.

Discussion

With the post-pandemic inflationary affects and decreases in citywide sales tax revenue growth, the City has had to deal with some budgetary challenges over the last few years. These challenges have affected our revenue projections in FY2022/23, into FY2023/24, and throughout the remainder of the General Fund five-year forecast. City staff will continue to work through these looming challenges and will work with the City Council to address any budgetary issues that may arise as the local economy continues to gain or lose momentum. The City's prudent financial practices, including long-term financial planning and a conservative budget approach, have allowed reserve balances to be built up and maintained, providing the City the ability to address projected General Fund annual operating deficits in a thoughtful and strategic manner while continuing to address priority needs.

The proposed budget totals \$206.8 million, supporting city operating funds (\$165.7 million), capital funds (\$16.4 million) and debt service obligations (\$24.7 million) and represents a decrease of 3% from the FY2022/23 adopted budget. Consistent with previous years, costs associated with the City's investment management function (\$450,000) are not shown as expenditure appropriations, but instead are netted against total investment income for the fiscal year.

The overall FY2023/24 Budget has been carefully developed with critical one-time funding recommendations necessary to address specific priority needs and limited recurring additions to the baseline budget. These additions (one-time and recurring costs) are aligned with City Council

priorities. The budget includes anticipated revenues developed in coordination with the City's tax revenue consultants based on economic indicators. Tax revenue impacts, along with other impacted revenues, are reflected in the five-year General Fund forecast.

The budget includes a set of specific funding recommendations totaling \$832,884, including \$564,994 million in one-time funding allocations and \$267,890 in ongoing budget augmentations. Funding recommendations include items previously discussed and approved in the American Rescue Plan, Measure F, and Measure R spending plans. The Proposed Budget includes funding recommendations to support one (1) new full-time position: Community Enhancement Specialist. The proposed FY2023/24 full-time equivalent staffing level of 323 positions remains 29.5 positions (8%) fewer than the pre-recession staffing levels of FY2008/09.

The General Fund budget, totaling \$67.7 million, as proposed, represents a decrease of \$2.2 million (3%) less from the prior year, including \$106,645 of one-time funding allocations from available excess General Fund reserves and \$25,000 in ongoing budget augmentations. The overall budget proposal, which includes specific funding recommendations to meet select priority needs would, if approved, result in an anticipated year-end fund balance in the General Fund of \$16.2 million (30%), or \$5.4 million above the Council's adopted reserve policy level of 20% of revenues.

The proposed FY2023/24 Capital Improvement Program (CIP) budget includes funding recommendations totaling \$11.4 million, of which \$4.5 million is allocated for investment in transportation infrastructure, \$6.8 million to advance capital projects within water, sewer, and storm drain utility funds, \$50,000 for park facilities, and \$85,000 supports the Library.

The overall budget proposal remains consistent with the city's framework for advancing the Council's goal of fiscal stability. The proposed FY2023/24 budget uses a modest amount of budget flexibility to address priority needs. As the City continues to make progress in tackling its long-term structural budget deficit, focus remains on efforts to manage personnel costs and address unfunded liabilities. Specifically, the updated General Fund forecast reflects a projected operating deficit of \$1.9 million for FY2023/24 growing to \$3.4 million by the end of the five-year forecast's planning horizon. This ongoing budget gap is attributable to expenditures outpacing revenues and mostly associated with projected increases in CalPERS retirement contribution rates resulting from lower interest earnings assumptions adopted by the CalPERS Board, and underperforming investment returns.

Proposed Budget Recommendations:

Overall, the Proposed Budget is consistent with the budget framework developed over the past several fiscal years as well as feedback provided by the City Council through its regular quarterly budget updates and the Spring Budget Workshop held in May.

As has been the case in recent years, the budget necessarily incorporates fairly conservative revenue estimates, which contribute to limited discretionary budget flexibility. Nonetheless, the ability of the City to maintain, and increase, reserve levels has provided an opportunity to exercise diligence in implementing long-term, sustainable structural budget changes, while also providing the ability to utilize a prudent amount of one-time funding to address priority needs, above what can be supported by the baseline budget.

Several baseline General Fund budget adjustments are recommended in order to support priority unmet needs.

The following summarizes the specific **General Fund one-time and recurring funding recommendations** included as part of the FY2023/24 Proposed Budget:

One-Time

Temporary Staff-Building Inspection	\$	25,000
Contract Building Inspection	\$	25,000
Temporary Staff - Code Enforcement/Planning	\$	30,000
Retired annuitant - Project Assistance	\$	21,645
Tree/Urban Forestry Equipment	\$	5,000
Total General Fund One-time Funding Recommendations	\$	106,645

Recurring

Facilities Staff Overtime and Standby	\$	15,000
Facilities Supplies, Tools and Training	\$	10,000
Total General Fund Recurring Funding Recommendations	\$	25,000

The proposed budget also recommends \$458,349 one-time and \$242,890 in recurring costs in **Other Funds**:

One-Time

City Hall Maintenance/Modernization	\$	100,000
Temporary Staff-Economic Development	\$	40,000
Mental Health Clinician	\$	42,000
Police: Various Equipment/Personal Protective Equipment	\$	59,192
Police: Training/Academy Costs	\$	10,342
Community Enhancement Program Start-Up Costs	\$	73,115
Fire: Incident Report Software Upgrade Implementation	\$	3,700
Fire: Alternate Response Staffing Pilot Program	\$	60,000
Assistance to Firefighters Grant Program - Matching Funds	\$	20,000
Library Bookmobile Supplies	\$	50,000
Total Other Funds One-time Funding Recommendations	\$	458,349

Recurring

Community Enhancement Program - Staffing and Operational Supplies	\$	168,140
Police: Various equipment/Personal Protective Equipment	\$	4,000
Police: Training/Academy Costs	\$	30,000
Fire: Turnout Replacement	\$	10,000
Fire: Incident Report Software Upgrade Annual Licensing Costs	\$	13,750
Water Pollution Control Facility Equipment Replacement/Service	\$	17,000
Total Other Funds Recurring Funding Recommendations	\$	242,890

The proposed budget also includes funding recommendations that have been previously approved by the City Council in the American Rescue Plan, Measure F Spending Plan, Measure J Spending Plan, and Measure R Spending Plan.

Measure F

Measure F (MSF) revenues are estimated to total \$91.9 million through the 12-year life of the sales tax measure. Fiscal year 2023/24 revenues are estimated at approximately \$7.7 million, which is consistent with the assumption used for the sales tax forecast in the preliminary Operations and Maintenance budget. Recommended appropriations for FY2023/24 total \$6,563,063, which includes \$256,007 in one-time funding recommendations above the baseline budget and \$185,890 in recurring expenses.

Measure R

The Measure R (MSR) revenues are estimated to total \$32.4 million through the 8-year life of the sales tax measure. Actual appropriation of MSR, which includes staffing and programming, occurs annually with the adoption of the City's budget. Included in the spending plan for fiscal year 2023/24 is an anticipated \$3.8 million in revenues, with recommended appropriations of \$3.5 million.

American Rescue Plan (ARP)

In March 2022, the City Council approved a spending plan for the use of ARP funds. The City has received \$11.1 million that has been programmed across various eligible categories and will be appropriated/spent over the next three fiscal years. The City has previously appropriated and/or spent \$8.9 million, and the proposed budget for FY2023/24 includes \$720,000 of additional appropriations. Other planned expenditures in FY2023/24 are anticipated, but those items funded will come back to the City Council the programs or activities are ready to commence.

Capital Budget Overview

A major component of the city's annual budget process is the update to the five-year Capital Improvement Program (CIP). For FY2023/24, the CIP budget proposes funding projects totaling \$11.4 million, allocated to various categories as follows:

Project Category	Prior Year Funding	2022/23	2023/24	2024/25	2025/26	2026/27
Fire	\$ 1,214,000	\$ -	\$ -	\$ -	\$ -	\$ -
General	\$ 7,395,512	\$ -	\$ -	\$ -	\$ -	\$ -
Library	\$ -	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Park Facilities	\$ 4,292,917	\$12,356,158	\$ 50,000	\$ -	\$ -	\$ -
Sewer	\$ 13,103,299	\$ 5,590,000	\$ 2,625,000	\$3,470,000	\$3,325,000	\$3,600,000
SLIF Infrastructure	\$ 5,197,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -
Storm Drain	\$ 10,444,000	\$ 1,120,000	\$ 260,000	\$ -	\$ -	\$ -
Transportation	\$ 36,988,068	\$ 9,401,308	\$ 4,498,450	\$4,190,000	\$2,990,000	\$2,680,000
Water	\$ 15,856,898	\$ 3,600,000	\$ 3,865,000	\$ 600,000	\$ 200,000	\$ 200,000
Grand Total	\$ 94,491,694	\$32,702,466	\$11,383,450	\$8,345,000	\$6,600,000	\$6,565,000

Major Capital Improvement Projects proposed for new or additional FY2023/24 funding include:

Water/Sewer/Storm Drain

1. 2024 Water & Sewer Replacement Project	\$3,600,000
2. Annual Sewer Repair and Replacement	\$1,040,000
3. Water Pollution Asset Replacement Project	\$ 675,000
4. Replacement of Orangeberg Sewer Laterals	\$ 500,000
5. Storm Drainage Pump Station Emergency Generator Rehab	\$ 260,000

Transportation

1. Matmor Road & East Gum Rehabilitation	\$1,800,000
2. 2023 Road Maintenance/Rehabilitation	\$1,000,000
3. Annual In-House Road Maintenance Program Support	\$1,000,000
4. 2024 ADA Improvements	\$ 200,000
5. Traffic Calming Program	\$ 100,000

Looking Ahead

As we prepare to transition to a new fiscal year, there are a number of issues on the horizon that will have a direct impact on the City's ability to sustain the current and proposed service levels and/or

provide additional budget flexibility to advance specific priority needs not provided for in this budget proposal.

Property and Sales Tax Revenue Updates

The City's fiscal outlook has improved since the impact of the COVID-19 pandemic, in large part due to the protracted economic recovery which has yielded modest but consistent growth in our major tax revenues. However, in FY2022/23, the City's sales tax revenue began to decrease primarily due to declines in the transportation sector. Staff anticipates this downturn to continue to affect the FY2023/24 budget and assumes ongoing modest growth in property and sales tax revenues for the remainder of the five-year forecast. The updated five-year forecast assumes modest revenue growth rates in property tax and assumes slower growth rates in sales tax throughout the remaining years and is consistent with most economic forecasts. The City will receive its official assessed valuation of the property tax rolls in early July, soon after adoption of the FY2023/24 budget, and will continue to receive quarterly updates of sales tax receipts and projections. In the short-run, actual property and sales tax receipts are likely to be within the range of assumptions used in the development of the FY2023/24 budget, and in the medium-term, the budget plan provides for a level of general fund reserves sufficient to absorb any economic correction that negatively impacts tax revenues. Staff will continue to monitor revenue receipts and other factors that could very well inform updated financial forecast assumptions over the five-year planning horizon.

Ongoing Labor Negotiations

The City has eight employee bargaining groups with contracts that expire at various times. Management has been meeting with four bargaining groups whose labor agreements expire on June 30, 2023. While certain assumptions have been incorporated into the Proposed Budget relative to personnel costs for employees represented by these bargaining groups, the terms of successor agreements may have direct short-term and long-term budget implications.

CalPERS Pension Costs

The Proposed Budget for FY2023/24 reflects the city's costs associated with employer contributions for CalPERS pension obligations, as set by CalPERS for the coming fiscal year, and the five-year forecast, in turn, includes assumptions consistent with projected pension costs provided by CalPERS. In FY2023/24 staff is estimating the cost of retirement to be \$8.3 attributed to the General Fund and \$13.0 million across all City funds.

In late July or early August, updated CalPERS valuation reports are provided that will establish the pension contribution levels for FY2024/25 as well as updated five-year projections. The upcoming valuation reports (and those to follow) are expected to continue to have a significant impact on the city budget, particularly in light of recent actual and projected investment losses and continued volatility in the investment market.

Conclusion

As we look forward to implementing the budget for FY2023/24, staff continues to look for ways to leverage local funding to enhance programs and services consistent with City Council and community priorities. Through ongoing partnerships and collaborations with public and private sector partners, we are seeing the fruits of key initiatives undertaken over the past few years. With Measure F and Measure R, the City has more resources and certainty to be able to provide essential programs and services as well as implement Council priorities. It is the overall goal of the Proposed Budget and long-term financial plan of the City to ensure that the City of Woodland can continue to deliver quality services, invest in the future of the community, while sustaining a fiscally prudent budgetary framework.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, a) approving the Fiscal Year (FY) 2023/24 Annual Budget of \$206.8 million as detailed in Exhibit A and b) approving 323 full-time equivalent positions, by classification, as detailed in Exhibit B.

Prepared by: Evis Morales, Finance Officer

Reviewed by: Kim McKinney, Director of Administrative Services



Attachments:

1. FY2023-24 Budget Resolution
2. Exhibit A - FY24 Total Appropriations by Fund
3. Exhibit B - FY2023-24 FTE Count
4. Measure F Spending Plan FY2023-24
5. Measure R Spending Plan FY2023-24
6. ARP Spending Plan FY2023-24

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ADOPTING THE FISCAL YEAR 2023-2024 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland has been prepared for fiscal year 2023-2024 and presented to the City Council and reviewed at public meetings on April 4, 2023 and June 6, 2023; and

WHEREAS, the proposed budget also includes the fiscal year 2023-2024 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 2023-2024 has been prepared; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2023-2024 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 2023-2024; 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 2023-2024 Annual Budget is hereby adopted for the following funds (detail shown as Exhibit A):

General Fund	\$67,687,159
Enterprise Funds	62,526,753
Special Revenue Funds	19,671,551
Internal Service Funds	21,994,668
Capital Funds	10,469,272
Spring Lake Funds	15,199,767
Debt Service Funds	8,374,339
Successor Agency	923,882
Total	\$206,847,391

Section 2. The one-time and ongoing funding recommendations outlined in the proposed budget are hereby approved.

Section 3. Full-time Equivalent positions are hereby approved, by classification, as detailed in Exhibit B.

Section 4. 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 7. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2023-2024 Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

CITY OF WOODLAND
FISCAL YEAR 2023/24
TOTAL APPROPRIATIONS BY FUND

Fund	Title	Proposed FY2023/24
2010	EQUIPMENT SERVICES	2,372,335
2011	FACILITIES REPLACEMENT	203,067
2012	EQUIPMENT REPLACEMENT	1,212,145
2013	BENEFITS FUND	11,333,548
2014	VEHICLE-EQUIPMENT LEASES	676,189
2015	INFORMATION SYSTEMS FUND	2,524,490
2091	SELF INSURANCE	3,672,894
1101	GENERAL FUND	67,687,159
1102	MEASURE R	3,456,926
1103	INVESTMENT FUND	450,001
2210	WATER ENTERPRISE FUND	33,216,154
2220	SEWER ENTERPRISE FUND	25,781,035
2221	STORM DRAIN ENTERPRISE FUND	1,648,216
2222	WASTEWATER PRE-TREATMENT	616,741
2240	CEMETERY	545,086
2250	RECYCLING	278,624
2252	CONST/DEMO DEBRIS RECYCLE	31,350
2253	RECREATION ENTERPRISE	409,547
1301	LITERACY GRANT	95,922
1320	COMMUNITY DEVELOPMENT BLOCK GRANT	652,002
1322	SUPPORTIVE HOUSING PROGRAM	347,177
1325	STATE GRANTS	210,536
1326	HOUSING ASSISTANCE	22,589
1340	POLICE GRANTS	531,208
1351	TRANSPORTATION GRANT	73,353
1352	SUPPLEMENTAL LAW ENFORCEMENT SERVICES	233,627
1353	PROPOSTION 172	680,505
1354	TRANSPORTATION DEVELOPMENT ACT (SB325)	4,222,895
1355	GAS TAX-2106 (SELECT)	2,155,874
1357	ASSET FORFEITURE FUND	10,313
1358	HOUSING MONITORING FUND	126
1359	FIRE SUPPRESSION DISTRICT	3,500
1361	ROAD MAINT AND REHAB ACCOUNT	1,300,000
1365	ENVIRONMENTAL COMPLIANCE	210,895
1381	GIBSON RANCH L&L	875,573
1383	NORTH PARK L&L DISTRICT	41,610
1384	STRENG POND LANDSCAPE MAINT	45,125
1386	USED OIL RECYCLING GRANT	15,000

Fund	Title	Proposed FY2023/24
1387	WOODLAND WEST L&L	32,469
1389	SPRINGLAKE L&L	3,036,713
1391	SPORTS PARK O&M CFD	533,836
1392	GATEWAY L&L	216,119
1393	PRUDLER SERVICES CFD	129,157
1501	CAPITAL PROJECTS	134,510
1507	MEASURE F	6,563,063
1510	GENERAL CITY DEVELOPMENT	1,701
1522	RECOGNIZED OBLIGATION RETIREMENT FUND	923,882
1540	PARK & RECREATION DEVELOPMENT	1,414,622
1550	POLICE DEVELOPMENT FUND	66,735
1560	FIRE DEVELOPMENT	133,256
1570	LIBRARY DEVELOPMENT FUND	86,672
1580	SURFACE WATER DEVELOPMENT	230
1582	ROAD DEVELOPMENT	144,356
1583	TREE RESERVE	5,000
1585	SEWER DEVELOPMENT FUND	1,919,127
1594	SPRING LAKE CAPITAL	15,042,311
1601	SPRINGLAKE ADMINISTRATION	107,456
1640	SLIF PARKS & RECREATION	50,000
3830	SOUTHEAST AREA DEBT SERVICE	1,248,045
3870	CFD#2 SPRINGLAKE DEBT SERVICE	5,575,948
1883	2014 REFUNDING LEASE REVENUE BONDS	1,550,346
1917	LIBRARY TRUST FUND	88,500
		\$206,847,391

CITY ORGANIZATION

Employee Summary - Citywide

Classification	FY2022/23	Proposed Changes	FY2023/24
Administrative Services Director	1		1
Administrative Clerk I/II	5	-1	4
Administrative Clerk III	1	1	2
Administrative Supervisor	1		1
Assistant Engineer	1	-1	0
Assistant Planner	1		1
Associate Engineer	3		3
Associate Planner	1	-1	0
Building Inspector I/II	1		1
Chief Building Official	1		1
Chief Information Officer	1		1
Chief Collection System Operator	1		1
Chief Water Systems Operator	1		1
City Clerk	1		1
City Manager	1		1
Code Compliance Officer I/II	1		1
Community Development Clerk I/II	2		2
Community Development Director	1		1
Community Development Technician I	2		2
Community Risk Reduction Specialist II	2		2
Communications & Strategic Policy Manager	1		1
Community Enhancement Specialist	0	1	1
Community Services Director	1		1
Community Services Officer	5		5
Community Services Program Manager	2		2
Conservation Coordinator	2		2
Crime & Intelligence Analyst	1		1
Crime Prevention Specialist	1		1
Data Services Manager	1		1
Deputy PW Director - Utilities	0	1	1
Electrical Supervisor	1		1
Electrical/Electronics Instrumentation Technician	0		0
Electrician's Assistant	2		2
Engineering Assistant	2		2
Engineering Technician I/II	2		2
Engineering Technician III	2	-1	1
Environmental Compliance Inspector II	1		1
Environmental Compliance Specialist	1		1
Environmental Resource Analyst	0		0
Equipment Services Clerk	1		1
Executive Assistant	2		2
Facilities Maintenance Worker I/II	1		1
Facilities Maintenance Worker III	3		3
Finance Clerk II	2		2
Finance Officer	1		1
Finance Specialist	4		4
Finance Supervisor	1		1

CITY ORGANIZATION

Employee Summary - Citywide

Classification	FY2022/23	Proposed Changes	FY2023/24
Fire Battalion Chief	3		3
Fire Captain	12		12
Fire Chief	1		1
Fire Engineer	12		12
Fire Marshal	1		1
Firefighter	18		18
Fleet & Facilities Manager	1		1
GIS Analyst	1		1
GIS Technician I/II	1		1
Heavy Equipment Mechanic	1		1
Housing Analyst I/II	1		1
Human Resources Manager	1		1
Human Resources Tech	1		1
Ind Electrical Tech	2		2
Information Systems Technician I	1		1
Information Systems Technician II	1		1
Infrastructure Administrator	1		1
Junior Engineer	0		0
Laboratory Supervisor	1		1
Laboratory Technician I	0		0
Laboratory Technician I/II	2		2
Librarian I	2		2
Librarian II	3		3
Librarian III	1		1
Librarian Assistant I/II	1		1
Library Services Director	1		1
Library Technician Assistant II	1		1
Library Technician Assistant III	2		2
Light Equipment Mechanic	2		2
Maintenance Supervisor	1		1
Maintenance Worker II	5		5
Maintenance Worker III	2		2
Management Analyst I/II	5		5
Marketing & Business Relations Specialist	1		1
Meter Services Technician	2		2
Park Maintenance Worker I	1		1
Park Maintenance Worker II	3		3
Park Superintendent	1		1
Park Supervisor	3		3
Police Captain	1		1
Police Chief	1		1
Police Lieutenant	3		3
Police Officer	56		56
Police Records Specialist	7		7
Police Records Supervisor	1		1

CITY ORGANIZATION

Employee Summary - Citywide

Classification	FY2022/23	Proposed Changes	FY2023/24
Police Sergeant	10		10
Pool Facilities Technician	1		1
Principal Civil Engineer	1	1	2
Principal Planner	2		2
Principal Utilities Civil Engineer	1		1
Programmer Analyst	1		1
Public Works Director	1		1
Recreation Coordinator	3		3
Recreation Supervisor	4		4
Senior Accountant	1		1
Senior Building Inspector	1		1
Senior Building Plans Examiner	1		1
Senior Associate Civil Engineer	2		2
Senior Civil Engineer	1	-1	0
Senior HR Analyst	1		1
Senior Engineering Assistant	1		1
Senior Environmental Analyst	1		1
Senior Equipment Mechanic	1		1
Senior Management Analyst	1		1
Senior Planner	0	1	1
Senior Traffic Sig/Street Light Tech	1		1
Senior Water/Waste Instr Tech	1		1
Signs and Marking Tech II	1		1
Social Services Manager	1		1
Senior Construction Project Manager	1		1
Senior Police Records Specialist	2		2
Senior Utilities Maint Wrk Sewer	1		1
Senior Water System Operator	1		1
Senior Water Pollution Control Operator	1		1
Senior Signs & Markings Technician	1		1
Traffic Sig/Street Light Tech	1		1
Technical Services Manager	1		1
Treatment Plant Mechanic	1		1
Treatment Plant Superintendent	1		1
Tree Trimmer I/II	1		1
Underground Utility Service Locator	1		1
Utilities Administrator	1	-1	0
Utilities Maintenance Worker I	6		6
Utilities Maintenance Worker II	14	1	15
Utilities Maintenance Worker III	4		4
Utilities Maintenance Worker IV	1		1
Water Pollution Control Operator I	1		1
Water Pollution Control Operator II	0		0
Water Pollution Control Operator III	2		2
Water Pollution Control Operator IV	1		1
Water Systems Operator I/II	2		2
Water Quality Specialist	1		1

CITY ORGANIZATION

Employee Summary - Citywide

Classification	FY2022/23	Proposed Changes	FY2023/24
Water/Waste Inst Tech	1		1
Total Full-Time Equivalents Positions	323	0	323

MEASURE F SPENDING PLAN

	FY2018/19	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	Total Over 12 Years
Revenues											
Sales Tax Revenues	4,053,546	5,957,637	6,935,312	7,656,557	7,992,689	7,668,515	7,632,500	7,894,200	8,138,400	8,365,700	91,945,170
Expenditures											
Parks											
Park Debt Service	-	-	24,184	151,529	1,182,939	1,174,096	1,169,541	1,164,895	-	-	4,867,184
Park Projects	15,000	15,000	164,966	671,612	1,803,794	75,904	80,459	85,105	1,250,000	1,250,000	8,224,340
New Pool					2,500,000						2,500,000
<i>Parks Total</i>	15,000	15,000	189,150	823,141	5,486,733	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	15,591,524
Roads											
Capital Project	40,374	1,374,275	928,409	2,052,861	5,301,063	1,948,878	1,681,336	1,986,440	1,690,564	1,871,342	23,114,698
Road Maintenance Assistance	583,695	536,359	657,872	626,250	1,140,011	1,015,851	1,000,000	1,000,000	1,000,000	1,000,000	10,810,038
<i>Roads Total</i>	624,069	1,910,633	1,586,282	2,679,111	6,441,074	2,964,729	2,681,336	2,986,440	2,690,564	2,871,342	33,924,736
Public Safety											
<i>Public Safety Total</i>	661,796	1,093,184	1,453,994	1,416,688	1,750,384	2,012,924	2,079,350	2,179,159	2,259,788	2,372,778	25,134,236
Economic Development											
<i>Economic Development Total</i>	235,687	223,060	185,766	177,064	343,925	335,410	306,479	321,189	333,074	349,727	3,665,382
Total Expenditures	1,536,552	3,241,877	3,415,192	5,096,005	14,022,116	6,563,063	6,317,165	6,736,789	6,533,425	6,843,847	78,315,879
Net Revenues/Exp	2,516,994	2,715,760	3,520,120	2,560,552	(6,029,427)	1,105,452	1,315,335	1,157,411	1,604,975	1,521,853	13,629,291
Reserve Set Aside	125,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,325,000
Parks Projects Reserve		1,191,439	1,013,082	374,798	(1,275,000)						1,304,318
Parking Lot Rehabilitation				575,000							575,000
Sports Park Reserve		500,000									500,000
Fund Balance	2,391,994	3,316,315	5,723,353	7,234,108	2,379,681	3,385,132	4,600,467	5,657,878	7,162,853	8,584,706	9,924,973

MEASURE R SPENDING PLAN

	FY2022/23*	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31**	Total
	Budget	Baseline	Forecast							
Revenues										
MSR Annual Revenue Projection	\$ 2,931,444	\$ 3,802,017	\$ 3,785,200	\$ 3,915,900	\$ 4,037,900	\$ 4,151,600	\$ 4,276,148	\$ 4,404,432	\$ 1,134,141	\$ 32,438,783
Other Revenue	\$ 200,000									\$ 200,000
Expenditures										
Utility Assistance	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 62,500	\$ 2,062,500
General Recreation	227,276	534,233	542,156	563,843	586,396	609,852	634,246	659,616	171,500	\$ 4,529,119
Middle School Programs	129,891	232,486	241,785	251,457	261,515	271,976	282,855	294,169	76,484	\$ 2,042,618
Aquatics	2,838	289,728	301,317	313,370	325,905	338,941	352,498	366,598	95,316	\$ 2,386,511
Rec-to-Go Program	114,294	95,324	99,137	103,102	107,227	111,516	115,976	120,615	31,360	\$ 898,551
Summer Camp	168,268	182,081	189,364	196,939	204,816	213,009	221,529	230,391	59,902	\$ 1,666,299
Youth Advisory Committee & Academy	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	1,250	\$ 41,250
At-Risk Youth	266,803	310,202	307,610	319,914	332,711	346,020	359,860	374,255	97,306	\$ 2,714,681
New Pool Operations/Programming***	0	0	350,000	500,000	525,000	551,250	578,813	607,753	158,016	\$ 3,270,831
Crime Prevention	556,441	442,641	460,347	478,761	297,911	309,827	322,220	335,109	87,128	\$ 3,290,386
GREAT Program (4th/7th Grades)	47,656	47,656	47,656	47,656	47,656	47,656	47,656	47,656	11,914	\$ 393,162
Library	947,562	1,067,575	1,107,358	1,148,732	1,191,761	1,236,511	1,283,051	1,331,453	345,448	\$ 9,659,452
Programming Subtotal	\$ 2,716,029	\$ 3,456,926	\$ 3,901,731	\$ 4,178,774	\$ 4,135,898	\$ 4,291,558	\$ 4,453,706	\$ 4,622,615	\$ 1,198,123	\$ 32,955,360
Unallocated	0	0	0	0	0	0	0	0	0	0
Total Expenditures	\$ 2,716,029	\$ 3,456,926	\$ 3,901,731	\$ 4,178,774	\$ 4,135,898	\$ 4,291,558	\$ 4,453,706	\$ 4,622,615	\$ 1,198,123	\$ 32,955,360
Net Revenue/Expenditures	\$ 415,415	\$ 345,091	\$ (116,531)	\$ (262,874)	\$ (97,998)	\$ (139,958)	\$ (177,558)	\$ (218,183)	\$ (63,982)	\$ (316,577)
Fund Balance	\$ 415,415	\$ 760,506	\$ 643,975	\$ 381,101	\$ 283,103	\$ 143,146	\$ (34,412)	\$ (252,595)	\$ (316,577)	\$ (316,577)

*First Measure R Revenue/Program Year: Includes three-quarters of revenue in FY2022/23

**Final Measure R Revenue/Program Year: Only one-quarter of revenue is received in FY2030/31

***Assumes partial operations/programming of new pool in FY25; cost includes projected revenue offset (net cost)

AMERICAN RESCUE PLAN (ARP) - SPENDING PLAN

	FY2021/22	Inlcuded in FY2022/23	Included in FY2023/24	Planned FY2023/24	Planned FY2024/25	TOTALS
ARP REVENUE						
First and Second Tranche	\$ 11,114,656					\$ 11,114,656
Reimbursements		\$ 700,000				\$ 700,000
Interest Earned	\$ 57,245					\$ 57,245
EXPENDITURES						
	FY21/22 Actuals	Included in FY 22/23 Budget	Included in FY23/24	Planned FY23/24	Planned FY24/25	Total
<i>Critical Services / Public Health & Safety</i>						
CRISIS Now mental health intervention program				\$ 420,000	\$ 420,000	\$ 840,000
Cybersecurity/Network Resiliency		\$ 130,000				\$ 130,000
On-line Permitting / Permit Streamlining		\$ 225,000				\$ 225,000
HYT COVID Testing	\$ 154,940					\$ 154,940
HVAC System Efficiency/Indoor Air Quality (City Facilities)	\$ 50,000					\$ 50,000
Public Safety – (body worn cameras, signal pre-emption, thermal imaging)	\$ 1,120,148	\$ 255,000				\$ 1,375,148
Subtotal	\$ 1,325,088	\$ 610,000	\$ -	\$ 420,000	\$ 420,000	\$ 2,775,088
<i>Economic Assistance / Housing</i>						
Restaurant - Outdoor Seating Modifications		\$ 125,000				\$ 125,000
Business Recovery			\$ 50,000			\$ 50,000
Yolano-Donnelly Infill Housing				\$ 500,000		\$ 500,000
Workforce Training / City Internship Program		\$ 20,000	\$ 60,000		\$ 370,000	\$ 450,000
Subtotal	\$ -	\$ 145,000	\$ 110,000	\$ 500,000	\$ 370,000	\$ 1,125,000
<i>Youth Services / Childcare / Community Building</i>						
Youth Center (Boys & Girls Club of America)		\$ 1,400,000				\$ 1,400,000
Woodland Haven Childcare Center (Former Montessori)	\$ 478,000	\$ 297,000				\$ 775,000
Childcare Provider Network		\$ 115,000				\$ 115,000
Second Aquatic Center		\$ 1,000,000				\$ 1,000,000
Mobile Farmers' Market Truck		\$ 250,000				\$ 250,000
Child Care Center at Green Gate		\$ 175,000				
Welcome Baby		\$ 150,000				
Subtotal	\$ 478,000	\$ 3,387,000	\$ -		\$ -	\$ 3,540,000
<i>Infrastructure</i>						
Neighborhood Traffic Calming / sidewalk safety / potholes		\$ 150,000	\$ 150,000		\$ 150,000	\$ 450,000
Storm Drain Projects						\$ -
NPPS and EMPS Generator and Electrical Evaluation	\$ 50,000		\$ 260,000			\$ 310,000
North Canal Pump Station Pipe Rehab Project	\$ 180,000					\$ 180,000

Outfall Channel Project – County Share 26% cost*		\$	2,560,000			\$	180,000		\$	2,740,000			
Subtotal		\$	2,790,000	\$	150,000	\$	410,000	\$	180,000	\$	150,000	\$	3,680,000
Sustainability													
Carbon Reduction / Climate Resiliency Projects			\$	-	\$	200,000		\$	200,000	\$	400,000		
		\$	-	\$	-	\$	200,000	\$	-	\$	200,000	\$	400,000
Total Expenditures		\$	4,593,088	\$	4,292,000	\$	720,000	\$	1,100,000	\$	1,140,000	\$	11,520,088
Net Revenues/Expenditures		\$	6,578,813	\$	(3,592,000)	\$	(720,000)	\$	(1,100,000)	\$	(1,140,000)	\$	26,813
Balance / Uncommitted		\$	6,578,813	\$	2,986,813	\$	2,266,813	\$	1,166,813	\$	26,813		



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: I.21
SUBJECT: Public Hearing on the Fiscal Year 2023/24
Community Development Block Grant Annual Action
Plan and Authorization for Submittal of Action Plan

Recommendation for Action: Staff recommends that the City Council take the following actions:

1. Hold a public hearing to receive community input on the Fiscal Year (FY) 2023/24 Community Development Block Grant (CDBG) Action Plan (Attachment A);
2. Adopt Resolution No. _____, to approve the Fiscal Year FY 2023/24 CDBG Action Plan with the funding allocations as recommended by the CDBG Review Panel;
3. Direct staff to complete the FY 2023/24 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period;
4. Direct staff to forward the completed FY 2023/24 Action Plan once completed; and
5. Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funded activities.

These Actions are consistent with the 2020-2024 CDBG Consolidated Plan goals to assist low and moderate income persons.

Staff Contact:

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

Fiscal Impact:

The FY 2023/24 allocation for Administration is \$90,502 and helps offset the General Fund expenditure for the administration of the CDBG program. In addition, the CDBG allocation recommended for the Engineering Division's ADA Accessibility Project (ADA compliant curb ramps, sidewalks, and driveways) relieves the General Fund of an expense of \$294,131.50.

Background:

As a CDBG entitlement recipient, the City receives an annual CDBG funding allocation from the U.S. Department of Housing and Urban Development (HUD) and the funding must be used for activities that assist lower-income persons, eliminate conditions of slums and blight from the community, or meet an urgent need. For FY 2023/24, the City's allocation is \$452,510, an \$8,366 increase from the FY 2022/23 allocation of \$444,144. Attachment C details staff's recommended FY 2023/24 funding allocations and the CDBG Review Panel's recommendations. The Review Panel used a City staff estimate of \$440,000 in CDBG funds available for FY 2023/24. Subsequent to the Review Panel's convening, HUD released CDBG entitlement allocations and the City's actual allocation amount is \$452,510. As a result, staff provided revised funding recommendations based on the slightly increased funding amounts available while staying consistent with the Review Panel's funding recommendations.

Discussion:

Under CDBG regulations no more than 15 percent (or \$67,876.50) of the City's allocation can be used for public services and no more than 20 percent (\$90,502) can be used for administration. The City reserves 20% of the annual CDBG allocation for the administration of the program. For public infrastructure activities, there is \$294,131.50 in funds available (65% of the allocation) from the FY 2023/24 CDBG allocation.

To assist the City with the review of CDBG applications and the preparation of funding recommendations, a three-person CDBG Review Panel is used. The Review Panel met on April 3, 2023 and May 4, 2023 to review and recommended applications to fund. The panel was composed of three members: Rashid Ali (Parks and Recreation Commission), Marco Lizarraga (Planning Commission), and Carol Miller (Senior Programs volunteer).

The Review Panel evaluates the CDBG applications based on a rating and ranking system, which was last revised in 2015. The rating and ranking system is an objective system that scores the applications based on the following criteria: benefit to low and very low income persons; activity need and justification; reasonableness of cost estimates; activity management and timeliness; experience, past performance, and organizational capability; and project budget – evidence of sufficient funding.

Annual CDBG Monitoring and Program Changes

A representative from the U.S. Department of Housing and Urban Development (HUD) performed their annual monitoring of the City's CDBG program starting on April 3, 2023 and ending on April 21, 2023. HUD reviewed several CDBG funded programs for Fiscal Year 2021//22 and the current overall management methods and policies that the City has in place to administer the CDBG program. During the exit conference, Staff received several recommendations that included, but were not limited to:

- Awarding less projects annually in an effort to improve the general management and oversight of the program
- Awarding less projects annually with higher funding amounts in an effort to have a greater positive impacts on projects that fund programs to support low to moderate income individuals/households.
- Revising the City's CDBG program policies and procedures to be in compliance with all federal regulations
- Revising the City's subrecipient agreements to be in compliance with all federal regulations

HUD is required to provide a Monitoring Review letter that lists all their concerns and findings within 90 days of completing their monitoring. The City then has 90 days to make corrections or to submit corrective action plans. The City is yet to receive the letter from HUD but in anticipation of the letter, staff have begun implementing changes to the CDBG program.

In recent years, the City has funded the same nine public services applicants. The average public services award amount has been between the minimum public services award amount of \$6,000 and up to \$8,000. Most funding requests are for the maximum public services award amount of \$15,000. The City has typically funded four or five public infrastructure projects annually and the award amounts have varied from year-to-year as there are new and returning applicants every year.

During the review of CDBG applications, the Review Panel took into account the initial monitoring feedback that staff received from HUD. With all things considered, the Review Panel made the recommendation to fund five public services projects instead of nine and to fund one public infrastructure project instead of four for the 2023-2024 program year.

Funding Applications and Recommendations:

The City received four applications for infrastructure activities with a cumulative funding request of \$535,728 and nine applications for public service activities with a cumulative funding request of \$116,000. It should be noted that the Review Panel made their funding recommendations based on an estimated funding amount of \$440,000 and Staff provided adjusted recommendations based on the actual funding amount of \$452,510.

Infrastructure Applications Received and Funding Requests: (Available CDBG Funds **\$294,131.50**)

1. City of Woodland, ADA Accessibility Project – **\$307,728**
2. New Hope Community Development Corporation, Cottonwood Meadows Phase S-3 – **\$100,000**
3. Yolo Employment Services, Roof Repair Project – **\$45,000**
4. Friends of the Mission, East Beamer Community Garden and Greenhouse – **\$83,000**

Infrastructure Funding Recommendations:

1. City of Woodland, ADA Accessibility Project – Review Panel: **\$286,000**; Staff: **\$294,131.50**

It should be noted that after the initial review and final review of the infrastructure applications, the City's ADA Accessibility Project application received the highest ranking from the Review Panel. The other three applications not selected for funding were affected by the following factors:

- Issues with timeliness of expenditures (projects which have not spent down previous program year funds)
- Weak project proposal that may have trouble complying with various federal regulations
- Lack of critical supporting documentation that supports the proposed project.
- HUD's recommendation to fund less projects with higher award amounts

Public Services Applications Received and Funding Requests: (Available CDBG Funds **\$67,876.50**)

1. Northern California Children's Therapy Center, Project Hope for Children – **\$15,000**
2. Legal Services of Northern California, Fair Housing Services – **\$10,000**
3. Short Term Emergency Aid Committee, Woodland Homeless Prevention Program – **\$10,000**
4. Empower Yolo, Shelter Services – **\$11,000**
5. Yolo County Children's Alliance, MediCal & CalFresh Enrollment & Retention – **\$15,000**
6. Meals on Wheels Yolo County, Operation Accelerate – **\$15,000**
7. Yolo Community Care Continuum, New Dimensions Supported Housing – **\$10,000**
8. Yolo Wayfarer Center DBA Fourth and Hope, Emergency Shelter Services – **\$15,000**
9. Yolo Food Bank, Nurture Woodland – **\$15,000**

Public Services Funding Recommendations:

1. Northern California Children's Therapy Center, Project Hope for Children – Review Panel: **\$11,000**; Staff: **\$12,876.50**
2. Legal Services of Northern California, Fair Housing Services – Review Panel: **\$10,000**; Staff: **\$10,000**
3. Meals on Wheels Yolo County, Operation Accelerate – Review Panel: **\$15,000**; Staff: **\$15,000**

4. Yolo Wayfarer Center DBA Fourth and Hope, Emergency Shelter Services – Review Panel: **\$15,000**; Staff: **\$15,000**
5. Yolo Food Bank, Nurture Woodland – Review Panel: **\$15,000**; Staff: **\$15,000**

All public service projects ranked very similarly after the final review by the panel. Public service applications that were not selected for funding were affected by the following factors:

- Issues with timeliness of expenditures (projects which have not spent down previous program year funds)
- Issues with required reporting (late reporting and lack of supporting documentation with reports)
- HUD's recommendation to fund less projects with higher award amounts

Of the \$67,876.50 allocated for public service programs, 66.3 percent of the allocation has been recommended for food and shelter programs operated by the following subrecipients: Meals on Wheels Yolo County, Yolo Wayfarer Center, and Yolo Food Bank. It has been the City's long-standing practice to reserve at minimum 40% of the public services allocation for food and shelter programs.

The City will retain the maximum allocation of 20% (\$90,502) for the administration of the CDBG program. It should also be noted that the City pursuant to a 2005 Voluntary Compliance Agreement and Conciliation Agreement is required to provide Legal Services of Northern California with annual funding of at least \$10,000 for fair housing services as long as the City receives CDBG funding.

Staff ultimately supports the funding recommendations from the Review Panel and deems these changes necessary in order to be in good standing with HUD's regulations and recommendations to improve the program and resolve any compliance issues.

Public Outreach/Citizen Participation

Public Outreach/Citizen Participation efforts for the Action Plan included the following:

- Emailing a notice of funding availability (NOFA)/notice of public meeting-applicant workshop, applications for public service and construction activities, Woodland's rating and ranking system for CDBG applications, Community Development Needs Table for Woodland's 2020 - 2024 Consolidated Plan, and a copy of the CDBG funded activities for FY 2022/23 to current and previous CDBG subrecipients and other interested parties (approximately 25 nonprofits and public agencies that provide programs in Woodland and/or Yolo County);
- Emailing the information contained in #1 to the local continuum of care, nonprofit Yolo County Homeless and Poverty Action Coalition (more than 175 individuals from nonprofit service providers, government agencies, housing developers, and other organizations);
- Publishing the notice of funding availability in the February 3, 2023 edition of the Daily Democrat;
- Posting the NOFA and other attachments from the NOFA email on the City's website (<https://www.cityofwoodland.org/597/Community-Development-Block-Grant>);
- Providing copies of the NOFA and application materials at City Hall (300 First Street - Community Development Department counter) and the Woodland Community and Senior Center (2001 East Street – Community Services Department counter);
- Holding a virtual public meeting-applicant workshop on February 13, 2023 via Zoom;
- Holding a publicly noticed public meeting for citizens to review the proposed funding recommendations for FY 2023/24;

- Noticing the availability of the draft FY 2023/24 Action Plan and the City Council's June 20, 2023 public hearing on the Action Plan through a display ad in the May 19, 2023 edition of the Daily Democrat in Spanish and English;
- Posting the draft FY 2023/24 Action Plan to the City's website (<https://www.cityofwoodland.org/597/Community-Development-Block-Grant>);
- Emailing members of the local continuum of care, nonprofit Yolo County Homeless and Poverty Action Coalition (more than 175 individuals from nonprofit service providers, government agencies, housing developers, and other organizations) on the availability of the draft FY 2023/24 Action Plan and the City Council's June 20, 2023 public hearing on the Action Plan;
- Making copies of the Draft Action Plan available at the public counters at the Woodland City Hall (300 First Street, Community Development Department, first floor of City Hall) and Woodland Community and Senior Center (2001 East Street, Community Services Department); and
- Holding a public hearing at the June, 20 2023 City Council meeting to receive public comments and take final action on the Action Plan.

Conclusion:

Staff recommends that the City Council take the following actions.

1. Hold a public hearing to receive community input on the Fiscal Year (FY) 2023/24 Community Development Block Grant (CDBG) Action Plan (Attachment A);
2. Adopt Resolution No. _____, to approve the Fiscal Year FY 2023/24 CDBG Action Plan with the funding allocations as recommended by the CDBG Review Panel;
3. Direct staff to complete the FY 2023/24 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period;
4. Direct staff to forward the completed FY 2023/24 Action Plan once completed; and
5. Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funded activities.

These Actions are consistent with the 2020-2024 CDBG Consolidated Plan goals to assist low and moderate income persons.

Prepared by: Dago Fierros, Housing Analyst II

Reviewed by: Evis Morales, Finance Officer

Reviewed by: Christine Engel, Community Services Department Director



Ken Hiatt
City Manager

Attachments:

1. Attachment A - FY 2023-2024 Draft Annual Action Plan
2. Attachment B - City Council Resolution
3. Attachment C - CDBG FY 2023-24 - AP Funding Recommendations

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Fiscal Year 2023/24 Annual Action Plan is a one-year plan to address the community development and low and moderate income housing needs in the City of Woodland. It is a portion of the implementation of the five-year Consolidated Plan and provides a detailed summary of how the City's annual Community Development Block Grant (CDBG) entitlement and other funds will be spent in the third year of the City's 2020-2024 Consolidated Plan. Both the Consolidated Plan and the Action Plan are implemented by staff from the Community Services Department. The City will receive \$452,510 during the program year.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The following information details the proposed activities for the 2023/24 Action Plan and their consistency with the high priority needs from the City's Consolidated Plan.

Proposed 2023/24 Action Plan Activities

Public Infrastructure: City of Woodland, ADA Accessibility Project (curb ramps)

Public Services: Meals on Wheels, Operation Accelerate: Home Delivered Meals Program (meals for low-income senior citizens and wellness checks), **Yolo Wayfarer Center**, Emergency Shelter Services: Emergency Shelter Services (100-bed shelter for homeless women and men), and **Yolo Food Bank**, Nurture Woodland: food for food-insecure individuals and families address the high priority need of Public Services (Other: Emergency Food & Shelter). **Northern California Children's Therapy Center**, Project HOPE (health care access for special needs children through early intervention, socialization and an array of comprehensive multiple therapy programs) and **Legal Services of Northern California**, Fair Housing Services address the high priority needs of Health Services and Fair Housing Activities, respectively.

Planning and Administration: City of Woodland, Administration of the City's CDBG program.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Under HUD recommendations, the City will fund less infrastructure projects and less public service programs for program year 2023/24 in order to provide greater oversight and improved management of subrecipients. The City's goal is to have a greater impact on funded programs by providing an increased award amount than typically awarded.

During the prior program year, the City's CDBG program supported the following activities.

Construction:

- City of Woodland, ADA Accessibility Project - \$200,000
- New Hope Community Development Corporation, Cottonwood Meadows Phase S-3 - \$47,552.13
- Yolo Community Care Continuum, Haven House Interim Care Program - \$20,000
- CommuniCare Health Centers, Garden & Outdoor Classroom - \$9,850
- Empower Yolo, Safe Space Project - \$19,160

Public Services:

- Yolo Community Care Continuum, New Dimensions Supported Housing - \$6,186
- Short Term Emergency Aid Committee, Woodland Homeless Prevention Program - \$6,000
- Meals on Wheels Yolo County, Operation Accelerate - \$8,750
- Yolo Wayfarer Center, Emergency Shelter Services - \$8,750
- Northern California Children's Therapy Center, Project Hope for Children - \$6,000
- Legal Services of Northern California, Fair Housing Services - \$10,000
- Yolo County Children's Alliance, MediCal & CalFresh Enrollment & Retention - \$6,000
- Empower Yolo, Shelter Services - \$6,185
- Yolo Food Bank, Nurture Woodland - \$8,750

Status of Construction Activities:

- ADA Accessibility Project – The project has been designed and construction will begin May 2023.
- Cottonwood Meadows Phase S-3 – New Hope Community Development Corporation hired an architect to design the improvements and construction will begin in summer 2023.
- Garden & Outdoor Classroom – CommuniCare will begin construction of an outdoor classroom located at its Family Wellness Center in summer 2023.
- Affordable Housing Security Gates – The installation will be completed during calendar year 2023.
- Haven House Interim Care Program Upgrades – The construction of the replacement of the deck surrounding the building and the front entry deck will begin summer 2023.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Outreach efforts for the Action Plan included (1) emailing a notice of funding availability (NOFA)/notice of public meeting-applicant workshop, applications for public service and construction activities, Woodland's rating and ranking system for CDBG applications, Community Development Needs Table for Woodland's 2020 - 2024 Consolidated Plan, and a copy of the CDBG funded activities for FY 2022/23 to current and previous CDBG subrecipients and other interested parties (approximately 25 nonprofits and public agencies that provide programs in Woodland and/or Yolo County); (2) emailing the information contained in #1 to the local continuum of care, nonprofit Homeless and Poverty Action Coalition who shared with 175 individuals who provide programs in Woodland and/or Yolo County; (3) publishing the notice of funding availability in the February 3, 2023 edition of the Daily Democrat; (4) posting the NOFA and other attachments from the NOFA email on the City's website (<https://www.cityofwoodland.org/597/Community-Development-Block-Grant>); (5) providing copies of

the NOFA and application materials at City Hall (300 First Street - Community Development Department counter) and Woodland Community and Senior Center (2001 East Street – Community Services Department counter); (6) holding a virtual public meeting/applicant workshop on February 13, 2023 via Zoom; (7) holding a publicly noticed public meeting for citizens to review the proposed funding recommendations for FY 2023/24; (8) noticing the availability of the draft FY 2023/24 Action Plan and the City Council's June 20, 2023 public hearing on the Action Plan in the May 19, 2023 edition of the Daily Democrat in Spanish and English; (9) posting the draft FY 2023/24 Action Plan to the City's website (<https://www.cityofwoodland.org/597/Community-Development-Block-Grant>); (10) emailing members of the local continuum of care (HPAC) on the availability of the draft FY 2023/24 Action Plan and the City Council's June 20, 2023 public hearing on the Action Plan; (11) making copies of the Draft Action Plan available at the public counters at the Woodland City Hall (300 First Street, Community Development Department, first floor of City Hall) and Woodland Community and Senior Center (2001 East Street, Community Services Department); and (11) holding a public hearing at the June 20, 2023 City Council meeting to receive public comments and take final action on the Action Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Update after the June 20, 2023 City Council public hearing and the comment period closes for the Action Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

Update after the June 20, 2023 City Council public hearing and the comment period closes for the Action Plan.

7. Summary

While public comments were not submitted, the City provided multiple opportunities for the community to provide public comments on the 2023/24 Action Plan and the CDBG program in general. *Update after the June 20, 2023 City Council public hearing and the comment period closes for the Action Plan.*

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator		Community Services Department

Table 1 – Responsible Agencies

Narrative (optional)

The lead agency that prepared the 2023/24 Action Plan was the City of Woodland's Community Services Department.

Consolidated Plan Public Contact Information

Dago Fierros, Housing Analyst II
Community Services Department
City of Woodland
2001 East Street
Woodland, CA 95776
530-661-2019
Dago.Fierros@cityofwoodland.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Woodland consults and partners with a number of nonprofit services providers, private sector entities, and government agencies on programs/projects that address the needs of low and moderate income individuals and families. This covers CDBG-funded activities as well as activities supported through other funding streams including the City's general fund, American Rescue Plan, affordable housing resources, and other sources.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City is a member of the local continuum of care, Homeless and Poverty Action Coalition (HPAC). HPAC is a nonprofit organization and serves as a local planning body that provides leadership and coordination on the issues of homelessness and poverty in Yolo County. In the last couple of years, HPAC has increasingly become involved in affordable housing issues as it has been responsible for allocating a number of federal and state grant funds in addition to Federal CoC Program funds. A City representative serves on HPAC's 15-member board of directors and the same individual administers the City's CDBG and affordable housing program and works on homeless-related issues. HPAC's board of directors includes representatives from service provider entities and government agencies. The City representative attends monthly meeting of HPAC's Governance Committee and Technical Subcommittee. Participation in HPAC provides ongoing opportunities to improve the coordination between public and assisted housing providers and private and governmental health, mental health and service agencies. Current members of HPAC include an individual with homeless lived experience, Yolo County Children's Alliance, Davis Opportunity Village, CommuniCare (nonprofit federally qualified health center), Legal Services of Northern California, Empower Yolo (shelter program for victims of domestic violence, sexual assault, stalking, and trafficking), Yolo Community Care Continuum (permanent support housing for mentally ill adults and respite program for homeless), Davis Community Meals and Housing, Yolo Wayfarer Center (shelter, permanent supportive housing, and treatment programs), Grace in Action (services for homeless and low income individuals), City of Davis, City of Woodland, City of West Sacramento, Yolo County, and Yolo County Housing (PHA for Yolo County).

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City is a member of the local continuum of care, Homeless and Poverty Action Coalition (HPAC). HPAC transitioned is a nonprofit organization serves as a local planning body that provides leadership and coordination on the issues of homelessness and poverty in Yolo County. In the last several years, HPAC has become increasingly involved in affordable housing issues as it has been responsible for allocating a number of federal and state grant funds in addition to Federal CoC Program funds. A City representative serves on HPAC's 15-member board of directors and the same individual administers the City's CDBG and affordable housing programs and works on homeless-related issues. HPAC's

board of directors includes representatives from service provider entities and government agencies. The City representative attends monthly meeting of HPAC's Governance Committee and Technical Subcommittee. Participation in HPAC provides ongoing opportunities to improve the coordination between public and assisted housing providers and private and governmental health, mental health and service agencies. Current members of HPAC include an individual with homeless lived experience, Yolo County Children's Alliance, Davis Opportunity Village, CommuniCare (nonprofit federally qualified health center), Legal Services of Northern California, Empower Yolo (shelter program for victims of domestic violence, sexual assault, stalking, and trafficking), Yolo Community Care Continuum (permanent support housing for mentally ill adults and respite program for homeless), Davis Community Meals and Housing, Yolo Wayfarer Center (shelter, permanent supportive housing, and treatment programs), Grace in Action (services for homeless and low income individuals), City of Davis, City of Woodland, City of West Sacramento, Yolo County, and Yolo County Housing (PHA for Yolo County).

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is a board member of the local continuum of care, the nonprofit Homeless and Poverty Action Coalition (HPAC). HPAC serves as a local planning body that provides leadership and coordination on the issues of homelessness and poverty in Yolo County. HPAC is responsible for holding a local competition for the allocation of ESG funds. For performance standards, they are driven by the type of project undertaken by an ESG applicant. For a shelter project, for example, the grantee will be asked to report on the number of bed nights provided. Other reporting standards may include the number of individuals exited to permanent housing and whether individuals were provided with case management services and the results (obtain ID, increased income, etc.). Results based accountability will typically be used to assess outcomes: 1) how much did we do, 2) how well did we do it, and 3) is anyone better off.

For HMIS, HPAC has established a Data Subcommittee that oversees the development and implementation of data collection in the Homeless Management Information System in compliance with the most current HMIS data standards published by HUD. Tasks assigned to the Data Subcommittee include, but are not limited to the following.

- Designate a single HMIS for Yolo County and designate an HMIS lead agency.
- Review the HPAC HMIS Policies and Procedures and HMIS Training Handbook document at least once annually and revise, if appropriate. As needed throughout the year, the subcommittee will draft new policies and/or revisions to address policy and training needs encountered outside the annual review process.
- Develop, implement, and monitor compliance with HPAC's Data Security and Data Quality plans to ensure compliance with HUD requirements.
- Develop procedures and data collection and quality review plans related to the annual Housing Inventory Count (HIC) and Point-in-Time (PIT) count of sheltered individuals, the biannual Point-in-Time (PIT) count of unsheltered individuals.
- Review and approve submission of HUD mandated data reports, such as: 1) Point-in-Time, 2) Housing Inventory Count, 3) System Performance Measures (SPM), and 4) Longitudinal Systems Analysis (LSA).

- Monitor training needs of HMIS end-users in Yolo County and work with HMIS lead and HMIS Administrators to meet those needs.
- The HMIS Lead and HMIS Administrator may present HMIS updates that affect system utilization by end-users at Data Subcommittee meetings.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Yolo Wayfarer Center
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City works extensively with the Yolo Wayfarer Center on the operation of their shelter, through the Federal Continuum of Care Program, and on other initiatives to improve the outcomes for vulnerable members of the community. For the program year, the City will be supporting operation of YWC's 100-bed shelter for women and men. The City homeless coordinator who is licensed mental health professional with 20 years of experience working in the mental health field has worked with the shelter’s staff with the overall goals of improving outcomes for clients and ensuring whenever possible that clients transition from the shelter into supportive environments. The homeless coordinator assists with the operations of the shelter by filling in gaps for transportation and case management of clients and providing encouragement/motivation to clients to improve their living situation. On occasion, the homeless coordinator will cover the cost of hard to obtain birth certificates, transport clients so they can obtain their California identification cards, and provide other support.
2	Agency/Group/Organization	Yolo County Health and Human Services Agency
	Agency/Group/Organization Type	Services-homeless Services-Health Services-Employment Other government - County

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Yolo County has been one of the key partners for development of the East Beamer Way Campus on City-owned land. Yolo County provided financial support for the construction of the 100-bed homeless shelter that was completed in December 2020 and opened in early January 2021 and has committed resources for the 61-unit permanent supportive housing project that was fully constructed and occupied in November 2022. Yolo County has assigned a case manager to work at the shelter for approximately several days each week with clients who have medical and mental health issues and assigned case managers for half of the permanent supportive housing tenants with the intent of providing case management services to all tenants in the future.

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless and Poverty Action Coalition (HPAC)	The City is a member of the local continuum of care, Homeless and Poverty Action Coalition (HPAC). HPAC transitioned to a nonprofit organization in early 2021 and serves as a local planning body that provides leadership and coordination on the issues of homelessness and poverty in Yolo County. In the last couple of years, HPAC has increasingly become involved in affordable housing issues as it has been responsible for allocating a number of federal and state grant funds separate in addition to Federal CoC Program funds. A City representative serves on HPAC's 15-member board of directors and this individual also administers the City's CDBG program and works on affordable housing issues, programs, and projects. HPAC's board of directors includes representatives from service provider entities and government agencies. The City representative attends monthly meeting of HPAC's Governance Committee and Technical Subcommittee. Participation in HPAC provides ongoing opportunities to improve the coordination between public and assisted housing providers and private and governmental health, mental health and service agencies. While not funded with CDBG funds, the 61-unit permanent supportive housing project being developed by staff by the non-profit Friends of the Mission with assistance from the City and constructed on City-owned land with grant assistance from the City is consistent with HPAC goals that include providing the homeless with permanent housing and the services to support them in housing. The PSH project was completed and occupied in November 2022.
City of Woodland Housing Element for 2021-2029	City of Woodland	The following Strategic Plan goals overlap with goals of the City's Housing Element: Fair Housing Services - The City will fund the Fair Housing Hotline Project operated by Legal Services of Northern California (LSNC). The project provides free information and advice on fair housing issues, case intake and compliant processing, and investigation of alleged fair housing violations. The project also includes an annual fair housing conference in April that is open to landlords and tenants. Affordable Housing Monitoring - City staff will conduct annual affordable housing monitoring for affordable rental units and owner-occupied affordable units. At least 700 housing units will be monitored each year. Rehabilitation, Multi-Unit Residential - The City shall support the rehabilitation of at least 60 residential units during the Consolidated Plan period. Multi/Single Family Affordable Units Construction - The City will provide funding to support the construction of 136 affordable rental units during the period of the Consolidated Plan including units for special needs populations.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City provided multiple opportunities for nonprofit service providers, the private sector, and government agencies to provide input on the City's 2023/24 Action Plan and the CDBG program in general. These efforts included the City's monthly participation as a board member of the local continuum of care (Homeless and Poverty Action Coalition or HPAC) and taking part in monthly meetings of HPAC's Technical Subcommittee.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Outreach efforts for the Action Plan included (1) emailing a notice of funding availability (NOFA)/notice of public meeting-applicant workshop, applications for public service and construction activities, Woodland's rating and ranking system for CDBG applications, Community Development Needs Table for Woodland's 2020 - 2024 Consolidated Plan, and a copy of the CDBG funded activities for FY 2022/23 to current and previous CDBG subrecipients and other interested parties (approximately 25 nonprofits and public agencies that provide programs in Woodland and/or Yolo County); (2) emailing the information contained in #1 to the local continuum of care, nonprofit Homeless and Poverty Action Coalition who shared with 175 individuals who provide programs in Woodland and/or Yolo County; (3) publishing the notice of funding availability in the February 3, 2023 edition of the Daily Democrat; (4) posting the NOFA and other attachments from the NOFA email on the City's website (<https://www.cityofwoodland.org/597/Community-Development-Block-Grant>); (5) providing copies of the NOFA and application materials at City Hall (300 First Street - Community Development Department counter) and Woodland Community and Senior Center (2001 East Street – Community Services Department counter); (6) holding a virtual public meeting/applicant workshop on February 13, 2023 via Zoom; (7) holding a publicly noticed public meeting for citizens to review the proposed funding recommendations for FY 2023/24; (8) noticing the availability of the draft FY 2023/24 Action Plan and the City Council's June 20, 2023 public hearing on the Action Plan in the May 19, 2023 edition of the Daily Democrat in Spanish and English; (9) posting the draft FY 2023/24 Action Plan to the City's website (<https://www.cityofwoodland.org/597/Community-Development-Block-Grant>); (10) emailing members of the local continuum of care (HPAC) on the availability of the draft FY 2023/24 Action Plan and the City Council's June 20, 2023 public hearing on the Action Plan; (11) making copies of the Draft Action Plan available at the public counters at the Woodland City Hall (300 First Street, Community Development Department, first floor of City Hall) and Woodland Community and Senior Center (2001 East Street, Community Services Department); and (11) holding a public hearing at the June 20, 2023 City Council meeting to receive public comments and take final action on the Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Non-targeted/broad community	Emailing a notice of funding availability (NOFA)/notice of public meeting-applicant workshop was emailed to current CDBG subrecipients and other interested parties. The same information was also emailed to the local continuum of care's email list.	Prospective applicants asked questions about the funding available and provided general comments on the City's CDBG program.	The City did not decline comments.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	The notice of funding availability (NOFA)/notice public meeting-applicant workshop was published in the February 3, 2023 edition of the Woodland Daily Democrat.	Comments were not submitted in response to the newspaper advertisement.	The City did not decline comments.	

3	Posting on City's website February 3, 2023.	Non-targeted/broad community	The notice of funding availability (NOFA)/notice of public meeting-applicant workshop, applications for public service and construction activities, Woodland's rating and ranking system for CDBG applications, the Community Development Needs Table for Woodland's 2020-2024 Consolidated Plan, and a copy of a table with the CBDG-funded activities for 2022/23 were posted to the City's website.	Comments were not submitted in response to the website posting.	The City did not decline comments.	https://www.cityofwoodland.org/597/Community-Development-Block-Grant
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	NOFA & application materials available at City Hall on February 6, 2023.	Non-targeted/broad community	Copies of the notice of funding availability (NOFA)/notice of public meeting-applicant workshop and application materials were made available at the Woodland City Hall (300 First Street - Community Development Department public counter) and Woodland Community & Senior Center (2001 East Street – Community Services Department).	Comments were not submitted in response to the availability of the NOFA and application materials.	The City did not decline comments.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Newspaper Ad	Non-targeted/broad community	The notice of public meeting on May 19, 2023 was published in the May 17, 2023 edition of the Woodland Daily Democrat.	Comments were not submitted in response to the newspaper advertisement or at the meeting.	The City did not decline comments.	

6	Public Meetings on February 13, 2023 and May 19, 2023	Non-targeted/broad community	City staff convened a meeting at the Woodland Community and Senior Center on February 13, 2023 to brief CDBG applicants on the application process and receive community input on the City's CDBG program. Representatives from six service providers participated in the meeting. City staff also held a meeting at the same location on May 19, 2023 to receive input from citizens on the proposed funding recommendations.	While the meeting attendees asked a number of questions about the eligibility of their projects, comments were not provided on the overall CDBG program. No comments were received at the May 19, 2023 meeting.	The City did not decline comments.	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	A notice of availability of the draft 2023/24 Action Plan/notice of June 20, 2023 City Council public hearing for the Action was published in the May 19, 2023 edition of the Woodland Daily Democrat. The notice was published in English and Spanish.	<i>Update after City Council public hearing and public comment period closes for Action Plan.</i>	<i>Update after City Council public hearing and public comment period closes for Action Plan.</i>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Notice of draft Action Plan and City Council public hearing posted to City website	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	A notice of availability of the draft 2023/24 Action Plan/notice of June 20, 2023 City Council public hearing for the Action was posted to the City's website in English and Spanish. In addition, a copy of the draft Action Plan was posted to the website as well.	<i>Update after City Council public hearing and public comment period closes for Action Plan..</i>	<i>Update after City Council public hearing and public comment period closes for Action Plan.</i>	https://www.cityofwoodland.org/597/Community-Development-Block-Grant

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Internet Outreach	Local Continuum of Care (Homeless and Poverty Action Coalition)	A notice of availability of the draft 2023/24 Action Plan/notice of June 20, 2023 City Council public hearing for the Action Plan was emailed to the local of continuum of care's email list.	<i>Update after City Council public hearing and public comment period closes for Action Plan.</i>	<i>Update after City Council public hearing and public comment period closes for Action Plan.</i>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
10	Public Meeting	Non-targeted/broad community	The Woodland City Council held a public hearing at its June 20, 2023 meeting to receive public comments on the proposed 2023/24 CDBG Action Plan. The public was provided with opportunities to comment on the Action Plan for a 30-day period before the meeting and during the meeting.	<i>Update after City Council public hearing and public comment period closes for Action Plan.</i>	<i>Update after City Council public hearing and public comment period closes for Action Plan.</i>	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

For the fourth year of the City’s Consolidated Plan, a total of \$452,510 in CDBG funds will be available for infrastructure and public service activities. These funds will leveraged with approximately \$220,000 in non-federal and non-state resources from subrecipients that includes in-kind contributions, subrecipient funds, fundraising, client portion of rents, donations, support from foundations, and corporate support. The discussion at the end of this section highlights non-CDBG funds that be available during the Consolidated Plan period.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	452,510	0.00	0.00	452,510	450,000	Annual allocation of \$452,510 will be available for projects in FY 2023/24.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Competitive McKinney-Vento Homeless Assistance Act	Public-federal	Housing						In March 2023, the U.S. Department of Housing and Urban Development notified the City the it had been awarded three renewal grants through HUD's 2022 (payment year 2023/24) Continuum of Care Program Competition. The City and the nonprofit organization Fourth and Hope partnered to submit the grant applications: Reallocation from Transitional Housing to Permanent Supportive Housing (PSH) for Chronically Homeless. All the grant projects will provided permanent supportive housing for homeless families and individuals.
			348,174		348,174	348,174		

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG Program does not require matching funds. However, the City Of Woodland strives to leverage federal funding with State, local, and private resources. For Program Year 2023, federal funds will be leveraged with approximately \$220,000 in non-federal and non-state funds for the following CDBG-funded public service activities. In addition, this list includes non-CDBG funded activities that align and support the goals of the City's CDBG Consolidated Plan and are funded through the City at an estimated amount of \$600,000.

Northern California Children's Therapy Center, Project HOPE

Legal Services of Northern California, Fair Housing Services

Meals on Wheels Yolo County, Operation Accelerate

Yolo Wayfarer Center, Emergency Shelter Services

Yolo Food Bank, Nurture Woodland

City of Woodland, Homeless Coordinator, SB2 PLHA

City of Woodland, Affordable Housing Funds, CA HOME program

City of Woodland, Campership Program (Summer Recreation Scholarships)

City of Woodland, After School Teen Pack

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City, Yolo County, key nonprofit agencies, and local health care providers have partnered to support the East Beamer Way Campus on City-owned land. East Beamer Way will include three components: a 100-bed shelter for single men and women (constructed in late 2020 and operational in early January 2021), 61 units of permanent supportive housing, and a 60-bed substance use disorder treatment facility. The East Beamer Way campus represents a paradigm shift in how to address the homeless challenges in Woodland. The East Beamer Way property is located directly north of the City limits within the City's General Plan area. The City deeded the shelter site to a local nonprofit, Friends of Mission, at no cost. The phase two infrastructure work for the PSH and treatment facility sites was completed and the State awarded the City and co-applicant Friends of the Mission a \$15,770,467 Homekey grant in March 2022 for the PSH project. Homekey funds allowed Friends of the Mission to complete the purchase/installation of the housing units; will allow the purchase/install a 2,500 square foot community center with offices, conference space, gather area, and a medical examination room; and receive a three-year operating subsidy. The housing units were installed and occupied by November 2022. In June 2022, Friends of the Mission was notified that it had been awarded conditionally a \$12,500,000 state grant (Behavioral Health Continuum Infrastructure Program) for construction of the new treatment facility. The construction of the treatment facility will begin in May 2023.

Discussion

In 2018, the City established a homeless coordinator position to address citywide needs for individuals and families that are homeless or at risk of homelessness. The position is funded through the City's general fund and the Permanent Local Housing Allocation grant received by the City. The homeless coordinator who is a licensed mental health professional with 20 years of experience working in the mental health field engages homeless residents, provides referrals for services, and collaborates closely with social service agencies and Yolo County to coordinate services and housing options whenever possible. The individual in this position works with the staff of the Yolo Wayfarer Center's 100-bed homeless shelter and the 61-unit permanent supporting housing project with the overall goals of improving outcomes for clients and ensuring whenever possible that clients transition from the shelter into supportive, longer-term housing environments. Other activities include assisting with the operations of the shelter by filling in gaps for transportation and case management of clients and providing encouragement/motivation to clients to improve their living situation. On occasion, the homeless coordinator will cover the cost of hard to obtain birth certificates, transport clients so they can obtain their California identification cards, and provide other support. In February 2022, the homeless coordinator served as one of the two organizers for the point-in-time count of homeless individuals in Woodland.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facilities & Improvements (includes ADA)	2023	2024	Non-Housing Community Development		Public Facilities & Improvements (includes ADA)	CDBG: \$294,131.50	ADA compliant curb ramps will be constructed at up to 6 locations within the City's ADA priority route. Disabled individuals will benefit from the ADA curb ramp improvements.
2	Public Services (Other: Emergency Food & Shelter)	2023	2024	Homeless Individuals At-Risk		Public Services (Other: Emergency Food & Shelter)	CDBG: \$45,000 City General Fund: \$100,000 (estimate)	Projects will provide meals and shelter to qualified seniors, low-income households, and individuals experiencing homelessness.
3	Fair Housing Services (Subject to PS Cap)	2023	2024	Fair Housing Services		Fair Housing Activities (Subject to PS Cap)	CDBG: \$10,000	Project will provide fair housing assistance to lower income qualified residents who have housing issues or complaints.
4	Health Services	2023	2024	Health Services		Health Services	CDBG: \$12,867.50	Projects will provide health care access for low-income qualified special needs children through early intervention, socialization and an array of comprehensive multiple therapy programs aimed at helping disabled children achieve their greatest level of independence.
5	Affordable Housing Monitoring	2023	2024	Affordable Housing Monitoring		Other	CDBG: \$0 City General Fund: \$10,000 (estimate)	Other: 700 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public Facilities & Improvements (includes ADA)
	Goal Description	City of Woodland, ADA Accessibility Project – The City will design and construct curb ramp improvements at up to 6 locations. The locations are on the City's ADA Priority Route which was identified in conjunction with the City's ad hoc committee of community members with disabilities and is coordinated with Yolo bus routes throughout the City.
2	Goal Name	Public Services (Other: Emergency Food & Shelter)
	Goal Description	Meals on Wheels Yolo County, Operation Accelerate - Meals on Wheels will provide hot, noontime meals and weekday safety checks for homebound, low-income senior citizens. Yolo Wayfarer Center, Emergency Shelter Services - YWC offers dormitory-style shelter for up to 100 homeless individuals and a day services program on a daily basis. The shelter program provides three nutritious meals a day, case management, mailbox services, showers, laundry facilities, and access to substance use treatment upon referral and availability. Assistance accessing mainstream benefit programs as well as job and housing search assistance are provided. Participants in the day services program which is staged in large courtyard adjacent to the shelter do not need to reside at the shelter and services include meals, resource/referral information, showers/restrooms, and laundry. Yolo Food Bank, Nurture Woodland – YFB will collect, sort, store, and distribute food to food insecure low-income individuals. City of Woodland, Homeless Coordinator - The Homeless Coordinator addresses citywide needs for individuals and families that are homeless or at-risk of homelessness. This position consults, refers cases, and works actively with government agencies and private partners/community groups.
3	Goal Name	Fair Housing Services (Subject to PS Cap)
	Goal Description	Legal Services of Northern California, Fair Housing Services - Legal Services will provide fair housing services through phone and in-person consultations with Woodland residents who contact Legal Services with housing complaints. Attorneys from Legal Services will advise clients with fair housing issues of their right under fair housing laws. Attorneys will also pursue reasonable accommodations, where appropriate, and assist clients in filing complaints with the U.S. Department of Housing and Urban Development and the California State Department of Fair Employment and Housing when the issue cannot be resolved informally. Legal Services also holds an annual fair housing workshop in collaboration with the City of Woodland and Yolo County Housing.

4	Goal Name	Health Services
	Goal Description	Northern California Children's Therapy Center, Project Hope - NCCTC will provide health care access for special needs children through early intervention, socialization and an array of comprehensive multiple therapy programs aimed at helping disabled children achieve their greatest level of independence.
5	Goal Name	Affordable Housing Monitoring
	Goal Description	The City will monitor more than 700 affordable housing units during the program year.

Projects

AP-35 Projects – 91.220(d)

Introduction

Construction activities include ADA Accessibility Program (City of Woodland)

While not supported with CDBG funds, the City expects to make progress on providing permanent supportive housing for the homeless and supporting homeless outreach and related services during the program year through the following two activities.

The City, Yolo County, key nonprofit agencies, and local health care providers have partnered to support the East Beamer Way Campus on City-owned land. East Beamer Way will include three components: a 100-bed shelter for single men and women (constructed in late 2020 and operational in early January 2021), 61 units of permanent supportive housing, and a 60-bed substance use disorder treatment facility. The East Beamer Way campus represents a paradigm shift in how to address the homeless challenges in Woodland. The East Beamer Way property is located directly north of the City limits within the City's General Plan area. The City deeded the shelter site to a local nonprofit, Friends of Mission, at no cost. The phase two infrastructure work for the PSH and treatment facility sites was completed and the State awarded the City and co-applicant Friends of the Mission a \$15,770,467 Homekey grant in March 2022 for the PSH project. Homekey funds allowed Friends of the Mission to complete the purchase/installation of the housing units; will allow the purchase/install a 2,500 square foot community center with offices, conference space, gather area, and a medical examination room; and receive a three-year operating subsidy. The housing units were installed and occupied by November 2022. In June 2022, Friends of the Mission was notified that it had been awarded conditionally a \$12,500,000 state grant (Behavioral Health Continuum Infrastructure Program) for construction of the new treatment facility. The construction of the treatment facility will begin in May 2023.

In 2018, the City established a homeless coordinator position to address citywide needs for individuals and families that are homeless or at risk of homelessness. The position is funded through the City's general fund and the Permanent Local Housing Allocation grant received by the City. The homeless coordinator who is a licensed mental health professional with 20 years of experience working in the mental health field engages homeless residents, provides referrals for services, and collaborates closely with social service agencies and Yolo County to coordinate services and housing options whenever possible. The individual in this position works with the staff of the Yolo Wayfarer Center's 100-bed homeless shelter and the 61-unit permanent supporting housing project with the overall goals of improving outcomes for clients and ensuring whenever possible that clients transition from the shelter into supportive, longer-term housing environments. Other activities include assisting with the operations of the shelter by filling in gaps for transportation and case management of clients and providing encouragement/motivation to clients to improve their living situation. On occasion, the homeless coordinator will cover the cost of hard to obtain birth certificates, transport clients so they can obtain their California identification cards, and provide other support. In February 2022, the homeless coordinator

served as one of the two organizers for the point-in-time count of homeless individuals in Woodland.

Projects

#	Project Name
1	City of Woodland, ADA Accessibility Project
2	Meals on Wheels Yolo County, Operation Accelerate
3	Yolo Wayfarer Center, Emergency Shelter Services
4	Northern California Children's Therapy Center, Project HOPE
5	Legal Services of Northern California, Fair Housing Services
6	Yolo Food Bank, Nurture Woodland
7	City of Woodland, CDBG Administration

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocation priorities address high priority needs established in 2020-2024 Consolidated Plan and are being implemented by the 2023-2024 Action Plan. While not supported with CDBG funds, other efforts consistent with the Consolidated Plan that will occur during the program year include completion of the 61-unit permanent supportive housing project at the East Beamer Way Campus and employing a full-time homeless coordinator to address citywide needs for individual and families that are homeless or at risk of homelessness. While funding streams for addressing homeless-related issues and affordable housing in general have increased in the last couple of years and particularly to address impacts of the COVID-19 Pandemic, additional resources are needed. One particular challenge is addressing the case management needs of homeless individuals on the street, in shelter, and in permanent housing. While the City had been using CDBG CV3 funds to support behavioral health services provided by the Yolo Wayfarer Center for its emergency shelter and permanent supportive housing programs, these are one-time funds. Although sheltering and housing the homeless is important, the success of homeless individuals progressing in these programs, establishing stability for physical and mental health, and maintaining their housing can be undermined without regular case management services.

**AP-38 Project Summary
Project Summary Information**

1	Project Name	City of Woodland, ADA Accessibility Project
	Target Area	Not applicable
	Goals Supported	Public Facilities & Improvements (includes ADA)
	Needs Addressed	Public Facilities & Improvements (includes ADA)
	Funding	CDBG: \$294,131.50
	Description	ADA compliant curb ramps will be constructed at up to 6 locations.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 250 persons who are disabled will benefit from the ADA curb ramp improvements.
	Location Description	Locations of the proposed ADA improvements are Second Street/Hays Street, Marshall Avenue/First Street, Ashley Avenue/Porter Street, Monte Vista Drive/ Delta Drive.
2	Planned Activities	ADA compliant curb ramps will be constructed at up to 6 locations.
	Project Name	Meals on Wheels Yolo County, Operation Accelerate
	Target Area	Not applicable
	Goals Supported	Public Services (Other: Emergency Food & Shelter)
	Needs Addressed	Public Services (Other: Emergency Food & Shelter)
	Funding	CDBG: \$15,000
	Description	Meals on Wheels will provide five hot meals per week and weekday safety checks for homebound, low-income senior citizens.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 75 low-income senior citizens will benefit from the Operation Accelerate Meals on Wheels program.
3	Location Description	The Meals on Wheels program will be available citywide for income-eligible senior citizens.
	Planned Activities	Meals on Wheels will provide five hot meals per week and weekday safety checks for homebound, low-income senior citizens.
	Project Name	Yolo Wayfarer Center, Emergency Shelter Services
	Target Area	Not applicable
	Goals Supported	Public Services (Other: Emergency Food & Shelter)
	Needs Addressed	Public Services (Other: Emergency Food & Shelter)
	Funding	CDBG: \$15,000
	Description	The Yolo Wayfarer Center will offer dormitory-style shelter for up to 100 homeless individuals daily at its emergency shelter. The shelter program provides three nutritious meals a day, case management, mailbox services, showers, laundry facilities, and access to substance use treatment upon referral and availability. Assistance accessing mainstream benefit programs as well as job and housing search assistance are provided.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	An estimated 300 very low-income individuals who are homeless will benefit from the emergency shelter services provided by the Yolo Wayfarer Center.
	Location Description	The Yolo Wayfarer Center's emergency shelter is located at 1901 East Beamer Street, Woodland, CA 95776
	Planned Activities	The Yolo Wayfarer Center will offer dormitory-style shelter for up to 100 homeless individuals daily at its emergency shelter. The shelter program provides three nutritious meals a day, case management, mailbox services, showers, laundry facilities, and access to substance use treatment upon referral and availability. Assistance accessing mainstream benefit programs as well as job and housing search assistance are provided.
4	Project Name	Northern California Children's Therapy Center, Project HOPE
	Target Area	Not applicable
	Goals Supported	Health Services
	Needs Addressed	Health Services
	Funding	CDBG: \$12,876.50
	Description	Project HOPE will provide health care access for special needs children through early intervention, socialization and an array of comprehensive multiple therapy programs aimed at helping disabled children achieve their greatest level of independence.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 250 special needs children from lower-income households will benefit from the health care services provided through Project HOPE.
	Location Description	Project HOPE will provide therapy services citywide to income-eligible families.
	Planned Activities	Project HOPE will provide health care access for special needs children through early intervention, socialization and an array of comprehensive multiple therapy programs aimed at helping disabled children achieve their greatest level of independence.
5	Project Name	Legal Services of Northern California, Fair Housing Services
	Target Area	Not applicable
	Goals Supported	Fair Housing Services (Subject to PS Cap)
	Needs Addressed	Fair Housing Activities (Subject to PS Cap)
	Funding	CDBG: \$10,000

	Description	Legal Services of Northern California (Woodland office) will provide fair housing services through phone and in-person consultations with Woodland residents who contact Legal Services with housing complaints. Attorneys from Legal Services will advise clients with fair housing issues of their right under fair housing laws. Attorneys will also pursue reasonable accommodations, where appropriate, and assist clients in filing complaints with the U.S. Department of Housing and Urban Development and the California State Department of Fair Employment and Housing when the issue cannot be resolved informally. Legal Services also holds an annual fair housing workshop in collaboration with the City of Woodland and Yolo County Housing.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 102 lower-income individuals will benefit from the Fair Housing services provided by Legal Services of Northern California.
	Location Description	Fair Housing Services will be provided citywide to income-eligible individuals.
	Planned Activities	Legal Services of Northern California (Woodland office) will provide fair housing services through phone and in-person consultations with Woodland residents who contact Legal Services with housing complaints. Attorneys from Legal Services will advise clients with fair housing issues of their right under fair housing laws. Attorneys will also pursue reasonable accommodations, where appropriate, and assist clients in filing complaints with the U.S. Department of Housing and Urban Development and the California State Department of Fair Employment and Housing when the issue cannot be resolved informally. Legal Services also holds an annual fair housing workshop in collaboration with the City of Woodland and Yolo County Housing.
6	Project Name	Yolo Food Bank, Nurture Woodland
	Target Area	Not applicable
	Goals Supported	Public Services (Other: Emergency Food & Shelter)
	Needs Addressed	Public Services (Other: Emergency Food & Shelter)
	Funding	CDBG: \$15,000
	Description	The Yolo Food Bank will collect, sort, store, and distribute food to food insecure individuals.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 150 individuals will benefit from the Yolo Food Bank's Nurture Woodland program.
	Location Description	The Food Bank's Nurture Woodland program will be available citywide.
	Planned Activities	The Yolo Food Bank will collect, sort, store, and distribute food to food insecure individuals.
7	Project Name	City of Woodland, CDBG Administration
	Target Area	Not applicable

Goals Supported	Public Facilities & Improvements (includes ADA) Public Services (Other: Emergency Food & Shelter) Fair Housing Services (Subject to PS Cap) Health Services Affordable Housing Monitoring
Needs Addressed	Public Facilities & Improvements (includes ADA) Public Services (Other: Emergency Food & Shelter) Fair Housing Activities (Subject to PS Cap) Health Services
Funding	CDBG: \$90,502
Description	CDBG funds will be used for the administration of the City of Woodland's CDBG program.
Target Date	6/30/2024
Estimate the number and type of families that will benefit from the proposed activities	Not applicable as the funding will be used for the administration of the City's CDBG program.
Location Description	Not applicable as the funding will be used for the administration of the City's CDBG program.
Planned Activities	CDBG funds will be used for the administration of the City of Woodland's CDBG program.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The following construction activities are located in low-moderate income Census Block Groups.

City of Woodland, ADA Accessibility Program (at least eleven of the accessible ramp locations)

For public service activities, the following activities are located in low-moderate income Census Block Groups; however, these activities as well as the other activities proposed for funding are available on a citywide basis to income-eligible individuals.

Meals on Wheel Yolo County, Operation Accelerate Program

Yolo Food Bank, Nurture Woodland

Northern California Children's Therapy Center, Project HOPE

Legal Services of Northern California, Fair Housing Services

Yolo Wayfarer Center, Emergency Shelter Services

According to the most recent American Community Survey five-year estimates (2013-2017 ACS 5-Year Estimates), the distribution of minority persons based on race at the Census block group level does not include any concentrations. A concentration is defined as 51 percent or more. For Asians, the greatest concentration occurs in Block Group 2, Census Tract 111.02 at 21.2 percent. For Black or African American, the greatest concentration occurs in Block Group 1, Census Tract 109.02 at 11.8 percent. While there are no race concentrations at the Census block group level, there are ethnic concentrations. The 2013-2017 ACS 5-Year Estimates shows 48.3 percent of Woodland is Hispanic or Latino. For the Hispanic or Latino ethnicity, there are concentrations in fourteen Census block groups and eleven of the block groups (marked in bold) are located in low-moderate income Census block groups: **Block Groups 1 and 3**, Census Tract 108; **Block Group 1**, Census Tract 109.01; **Block Groups 2 and 3**, Census Tract 109.01; **Block Groups 1 and 2**, Census Tract 109.02; **Block Group 2**, Census Tract 110.01; **Block Group 1**, Census Tract 111.01; **Block Group 2**, Census Tract 111.01; **Block Groups 1 and 2**, Census Tract 111.02; **Block Group 1**, Census Tract 111.03; and **Block Group 3**, Census Tract 112.05.

Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

As noted in the above item (Description of the areas of the entitlement...), a number of the CDBG projects and programs that will be funded are located in low-moderate income Census Block Groups. However, the programs offered by the organizations are available citywide to income-eligible households.

Discussion

Target Areas are not designated for Woodland's Consolidated Plan. Proposed public service activities are available to residents throughout the City.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

For the program year, the City will use CDBG and other funds to provide affordable housing assistance through the following activities.

1. Yolo Wayfarer Center, Emergency Shelter Services (Food and Shelter support services for approximately 300 individuals experiencing homelessness)

The City will use non-CDBG funds to provide affordable housing for the homeless through the following project.

East Beamer Way Campus - The City has partnered with local nonprofits Friends of the Mission, Yolo Wayfarer Center, and Woodland Opportunity Village; Yolo County; and regional health care providers including Dignity Health to develop the East Beamer Way campus on City-owned property at the northwest corner of East Beamer Street and County Road 102 for a new expanded homeless shelter, permanent supportive housing units, and a new expanded treatment facility. Construction of the homeless shelter was completed in December 2020 and operations began in January 2021. The shelter provides 100 beds for adult women and men while the previous shelter had capacity for 65 beds which included using the dining hall for sleeping quarters.

Directly north of the shelter facility is the site where 61 units of permanent supportive housing for homeless individuals was constructed. The City and grant co-applicant Friends of the Mission were awarded a \$15,770,467 State Homekey grant in March 2022; the grant was used to purchase/install the housing units, provided funding for a community center, and establish a three-year operating subsidy for the PSH project. The final component of the East Beamer Way campus is a new 60-bed substance use disorder treatment facility (Walter's House) that will replace an existing facility with 44 beds. Infrastructure work for the treatment facility site has been completed. In June 2022, Friends of the Mission was awarded \$12,500,000 state grant (Behavioral Health Continuum Infrastructure Program) for construction of the new treatment facility. The existing treatment facility may be converted into a family shelter once the new facility is operational. The City's commitment for East Beamer Way has been significant as the City served as the developer, donated the land, and has provided approximately \$1,400,000 with a majority of the funds being derived from affordable housing revenues received by the City.

One Year Goals for the Number of Households to be Supported	
Homeless	300
Non-Homeless	225
Special-Needs	250
Total	775

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	
The Production of New Units	
Rehab of Existing Units	
Acquisition of Existing Units	
Total	

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The number of households supported in table 6 and 7 are actually individuals planned to be supported by CDBG funds.

The City continues to partner with local nonprofits Friends of the Mission, Yolo Wayfarer Center, and Woodland Opportunity Village; Yolo County; and regional health care providers including Dignity Health to develop the East Beamer Way campus on City-owned property.

AP-60 Public Housing – 91.220(h)

Introduction

Yolo County Housing (YCH) serves as the public housing authority for Yolo County, administers the countywide Housing Choice Voucher program (individual vouchers, project-based vouchers, and special purpose vouchers); operates public housing facilities, agricultural housing, and other affordable housing projects throughout Yolo County; and offers other programs. In Woodland, YCH operates two public housing developments: Yolano Village (60 family units) and Donnelly Circle (72 family units) which are generally fully occupied. A total of 6,711 families were on the wait list for the two developments in 2021.

Actions planned during the next year to address the needs to public housing

For the program year, the City plans to fund the following public service activities which are available to public housing residents and other eligible Woodland residents: **Yolo Food Bank**, Nurture Woodland (food); **Northern California Children's Therapy Center**, Project HOPE (health care access for special needs children), **Meals on Wheels Yolo County**, Operation Accelerate (home-delivered meals to low income senior citizens).

While not funded through the CDBG program, the City provides other programs that may benefit public housing residents. The City through funding from its Measure J sales tax measure provides scholarships for youth day camps, swim lessons, lifeguard training, and tennis classes. Scholarships result in a substantial fee reduction (except tennis, which is free) and are available to families that earn no more than 60% of the countywide median household income, adjusted for household size. Generally, families that meet the requirements for the school lunch program are eligible for the scholarships. In addition, the City operates a Summer at City Hall program. This program is a partnership between the City and Woodland Joint Unified School District. The program exposes high school students to how local government works, positive approaches to influence decision making, and democracy. Students tour City and County departments, received lessons on civics, participate in job shadowing City personnel, and participate in an advocacy project. Upon completion of the program, students receive a stipend from the City and school credit from the School District.

Another initiative not funded with CDBG funds and available to residents of public housing includes the Woodland Promise Program to support local higher education access and equity. This initiative, a partnership between the City and Woodland Community College, started in fall 2021 and provided financial resources to help 20 Woodland students who might not otherwise be able to afford a college education and supports the Consolidated Plan high priority need of employment training. Measure J sales tax revenues were used to support the two-year Woodland Promise Program initiative.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Yolo County Housing (YCH) is governed by a board of commissioners separate from the City of Woodland's jurisdiction. Two of the commissioners are residents of YCH developments which includes public housing facilities and other low-income developments. A public housing residents group meets on a quarterly basis to discuss issues affecting public housing residents and provide YCH management

with input. While the City of Woodland is not involved in the governance or oversight of YCH and its public housing program, City programs including recreation scholarships, first time homebuyer loan assistance, Rec2Go (mobile recreation van), part-time employment opportunities for high school students through the City's recreational programs, and Summer at City Hall are available to public housing residents. Summer at City Hall is a partnership between the City and Woodland Joint Unified School District that exposes youth to how local government works, positive approaches to influence decision-making, and democracy. Participants receive a stipend and school credit after completion of the program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Yolo County Housing which serves as the PHA for Yolo County is not designated as troubled.

Discussion

Public housing is funded through Congressional appropriations. According to the National Housing Law Project (NHLP), Congress has not adequately funded public housing for decades and it is estimated that public housing units nationwide need at least \$45 billion in repairs. While NHLP notes that HUD's Rental Assistance Demonstration (RAD) program creates some opportunities to preserve and rehabilitate existing public housing units, it cautions that these efforts must be balanced to lessen the impacts on existing tenants. While the public housing units in Woodland (Yolano Village and Donnelly Circle) are in good condition; funds will be needed to preserve and modernize them. Yolo County Housing is engaged in discussions with HUD on converting the public housing provided at Yolano Village (60 family units) and Donnelly Circle (72 family units) into a housing choice voucher supported program. Potentially, moving to a voucher supported program and exiting public housing could result in construction of new units for public housing residents. However, this is a long process predicated on HUD's approval of the conversation to a voucher supported program and the ability to finance new construction. If successful, YCH would construct approximately 400 rental units in a multi-story mixed income development to accommodate the existing 132 public housing units and other housing units for low to moderate income households. The development would also include first floor retail uses. To support YCH's efforts, the City in 2022 included \$500,000 in its American Rescue Plan funding plan toward the project.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Yolo County Homeless and Poverty Action Coalition conducted the 2022 Yolo County Homeless Count on February 22, 2022. The Homeless Count is a survey of individuals and families identified as experiencing sheltered or unsheltered homelessness within the boundaries of Yolo County on a single night in January. It is important to recognize that the count reflects only those persons identified as homeless within the county on a single day. Many individuals and families move in and out of homelessness during the course of a year, meaning that the actual number of people experiencing homelessness in 2022 may be higher than the numbers included in the count. A total of 783 homeless individuals (368 sheltered and 415 unsheltered) were counted countywide. The previous homeless count occurred took place on January 22, 2019. A total of 655 individuals were identified as homeless in 2019: 258 sheltered and 397 unsheltered.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Yolo Wayfarer Center, Emergency Shelter Services - The shelter program offers dormitory style shelter for up to 100 adult women and men and includes three nutritious meals a day, mailbox services, showers, laundry facilities, and resources/referral services - including assistance accessing mainstream benefits. Shelter participants are required to make progress on their personal development/housing plans after ten days at the shelter. This includes activities in the areas of physical and mental health, income/employment, and housing goals.

Addressing the emergency shelter and transitional housing needs of homeless persons

Homeless persons will be assisted through the following CDBG-funded public service activities. Please see the above narrative for a description of the activities.

Yolo Wayfarer Center, Emergency Shelter Services

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Continuum of Care Program - HUD in 2023 awarded the City one 2022 Continuum of Care Competition grant renewal for the permanent supporting housing project: Reallocation from Transitional Housing to Permanent Supportive Housing. The City's subrecipient, the Yolo Wayfarer Center, will use the grant funds to provide permanent supportive housing for homeless individuals and families. The Action Plan includes funding for Yolo Wayfarer Center to provide services at the emergency homeless shelter.

Yolo Wayfarer Center, Emergency Shelter Services - The shelter program offers dormitory style shelter for up to 100 adult women and men and includes three nutritious meals a day, mailbox services,

showers, laundry facilities, and resources/referral services - including assistance accessing mainstream benefits. Shelter participants are required to make progress on their personal development/housing plans after ten days at the shelter. This includes activities in the areas of physical and mental health, income/employment, and housing goals.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

City of Woodland, Homeless Coordinator - This activity which is not funded through the City's CDBG program addresses citywide needs for individuals and families that are homeless or at risk of homelessness.

Yolo Food Bank, Nurture Woodland - This activity distributes food to food insecure people in Woodland.

Discussion

East Beamer Way Campus - The City has partnered with local nonprofits Friends of the Mission, Yolo Wayfarer Center, and Woodland Opportunity Village; Yolo County; and regional health care providers including Dignity Health to develop the East Beamer Way campus on City-owned property at the northwest corner of East Beamer Street and County Road 102 for a new expanded homeless shelter, permanent supportive housing units, and a new expanded treatment facility. Construction of the homeless shelter was completed in December 2020 and operations began in January 2021. The new shelter provides 100 beds for adult women and men while the previous shelter had capacity for 65 beds which included using the dining hall for sleeping quarters. Directly north of the shelter facility is the 61 unit permanent supportive housing project for homeless individuals. The final infrastructure work for the PSH site was completed and the housing units were constructed and installed in November 2022. The final component of the East Beamer Way campus is a new 60-bed treatment facility (Walter's House) that will replace an existing facility with 44 beds. In June 2022, Friends of the Mission was notified that it had been awarded conditionally a \$12,500,000 state grant (Behavioral Health Continuum Infrastructure Program) for construction of the new treatment facility. Construction will begin in May 2023. The existing treatment facility may be converted into a family shelter. The City's commitment for East Beamer Way has been significant as the City served as the developer, donated the land, and will end up providing funds in excess of \$1,400,000 with a majority of the funds being derived from affordable housing revenues received by the City.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Addressing barriers to affordable housing often involves actions at the federal and state government levels as well as market conditions that the City has little or no control over. However, the City began a concerted planning effort in 2018 to affect significant changes in the resources available and delivery system for homeless services with the ultimate goal of transitioning individuals into permanent supportive housing. This effort is known as the East Beamer Way Campus and the City has partnered with local nonprofits Friends of the Mission, Yolo Wayfarer Center, and Woodland Opportunity Village; Yolo County; and regional health care providers including Dignity Health to develop the East Beamer Way campus on City-owned property at the northwest corner of East Beamer Street and County Road 102 for a new expanded homeless shelter, permanent supportive housing units, and a new expanded treatment facility. Construction of the homeless shelter was completed in December 2020 and operations began in January 2021. The shelter provides 100 beds for adult women and men while the previous shelter had capacity for 65 beds which included using the dining hall for sleeping quarters.

Directly north of the shelter facility is the 61 unit permanent supportive housing project for homeless individuals. The final infrastructure work for the PSH site was completed and the housing units were constructed and installed in November 2022. The final component of the East Beamer Way campus is a new 60-bed treatment facility (Walter's House) that will replace an existing facility with 44 beds. In June 2022, Friends of the Mission was notified that it had been awarded conditionally a \$12,500,000 state grant (Behavioral Health Continuum Infrastructure Program) for construction of the new treatment facility. Construction will begin in May 2023. The existing treatment facility may be converted into a family shelter. The City's commitment for East Beamer Way has been significant as the City served as the developer, donated the land, and will end up providing funds in excess of \$1,400,000 with a majority of the funds being derived from affordable housing revenues received by the City.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City is working on a comprehensive update to its Zoning Ordinance in order to bring it in alignment with the 2017 comprehensive update to the City's General Plan. A number of the changes will be focused on easing development requirements for residential development. The City has already taken a number of steps encourage residential development including allowing staff level design and site plan review for multi-family rental projects that are consistent with development standards and significantly increasing residential development densities in older sections of the City to promote infill development.

Discussion:

Perhaps the most significant barrier to affordable housing in California, the region, and the city (Woodland) is the shortage of housing units. There are a number of reasons for this, but efforts must be focused on increasing the supply of rental and for sale units. Woodland has taken a number of steps to increase housing particularly in the older, central areas of the City by increasing densities and working with developers on objective development standards and other aspects to lessen the barriers for

residential projects. For example, in December 2020, City staff completed a staff level site plan and design review for a multi-family rental project at 310 W. Main Street. A second developer was able to use City staff's approval of the site plan and design review to move forward with an affordable housing project at the site and construction of the first phase (72 units) began in April 2022. These efforts will continue and hopefully result in a significant number of new units. Construction is anticipated to be complete in Summer of 2023 and tenant move-ins in Fall of 2023.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Woodland will continue efforts addressing obstacles to meet underserved needs, foster and maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The City is a member of the board of directors for the new nonprofit Homeless and Poverty Action Coalition (HPAC) which serves as the Continuum of Care for Yolo County. As a result of California's increased focus on homelessness and affordable housing and resources made available by the federal government because of the COVID-19 pandemic, significant financial resources are administered through HPAC for award to social services agencies and local governments to provide services for the homeless, shelter for the homeless, and funding for affordable housing projects. The City continues to work with other HPAC board members to award funds as strategically as possible to address obstacles to meeting underserved needs.

Actions planned to foster and maintain affordable housing

The City continues to explore opportunities to develop affordable housing through collaborative efforts with affordable housing developers. The City will use available resources to ensure that affordable housing projects remain viable and do not convert to market rate. The City will also continue creating affordable housing through its Inclusionary Housing Program. Specific actions that the City will take during the Action Plan period include the following.

1. The City has an active first time homebuyers loan assistance program funded through HOME, BEGIN, and CalHome Program Income (repaid housing loans) and the existing funding is sufficient to assist at least eight and potentially additional households purchase new or resale homes.
2. City staff will monitor the current inventory of affordable units to ensure that the affordability restrictions are being met. Activities will include on-site monitoring visits to multi-family projects, desk reviews of multi-family projects, and mailings to owner-occupied affordable units to verify continued residency.
3. The City will continue its service as a member of the board of directors for the nonprofit Homeless and Poverty Action Coalition (HPAC) which serves as the Continuum of Care for Yolo County.
4. The program year CDBG-funded public service activities include support of the Yolo Wayfarer Center's emergency shelter, Yolo Community Care Continuum's New Dimensions Supported Housing (housing and supportive services for mentally ill adults at-risk of homelessness), and Empower Yolo's emergency shelter for survivors of domestics violence, sexual assault, stalking, and human trafficking.
5. The City will continue its partnership with nonprofit Friends of the Mission to ensure that the 60-bed substance use disorder treatment facility is being constructed on City-owned land is completed during the program year.

Actions planned to reduce lead-based paint hazards

The City of Woodland will continue to take action to evaluate and reduce lead-based paint hazards,

including disseminating information through the service-provider agencies, securing funding to assess lead hazard risk in CDBG-funded facilities, remediating lead hazards in CDBG-funded facilities, and cooperating with the County Health Department in promoting comprehensive health programs, risk screening, public education and prevention. The City will take the following actions during the program year to reduce lead-based paint hazards.

- Require all CDBG-funded construction projects to comply with HUD lead-based paint hazard reduction requirements;
- Provide technical assistance to people undertaking home improvement projects to avoid exposure to lead-based paint hazards.
- Update current Lead-Based Paint Policies and Procedures.
- The City will continue providing technical assistance and support to programs and projects that require lead-based paint testing and abatement.

Actions planned to reduce the number of poverty-level families

While the East Beamer Way Campus (100 bed shelter for adult men and women, 61 permanent supportive housing units, and a 60-bed treatment facility) is focused on homeless individuals, completion of the overall development will benefit homeless families. The existing treatment facility in Woodland which is an eleven-room facility with a commercial kitchen and meeting spaces will be repurposed for homeless families. Yolo County's Health and Human Services Agency has expressed interest in master leasing the facility for homeless families under the County's CalWorks Housing Allocation program. While Yolo County has been successful in reducing the number of homeless families in the County to virtually zero, there is a need to have alternatives to sheltering homeless families in local motels. The use of the existing treatment facility would provide a more holistic setting for families and their children than motel rooms and enable a programming component to be included as these families seek job training, employment, permanent housing, and other resources in order to exit poverty and develop fiscal stability.

Actions planned to develop institutional structure

The City will continue to improve coordination and eliminate gaps in the institutional structure. The City works regularly with Yolo County Housing (Housing Authority) on affordable housing and related areas and is also a member of the board of directors for the nonprofit Homeless and Poverty Action Coalition (HPAC) which serves as the Continuum of Care for Yolo County and allocates resources (Continuum of Care Grants, ESG funding, and other programs) countywide.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to support affordable housing projects with loans and other assistance when the projects include resident service programs. In March 2022, the City closed on a \$500,000 gap loan for the 72-unit Vista del Robles affordable housing development at 310 W. Main Street. Vista del Robles will serve households earning between 30 and 60% of median household income and offer a resident

services program.

Discussion:

East Beamer Way Campus - The City has partnered with local nonprofits Friends of the Mission, Yolo Wayfarer Center, and Woodland Opportunity Village; Yolo County; and regional health care providers including Dignity Health to develop the East Beamer Way campus on City-owned property at the northwest corner of East Beamer Street and County Road 102 for a new expanded homeless shelter, permanent supportive housing units, and a new expanded treatment facility. Construction of the homeless shelter was completed in December 2020 and operations began in January 2021. The shelter provides 100 beds for adult women and men while the previous shelter had capacity for 65 beds which included using the dining hall for sleeping quarters. Adjacent to the shelter is a courtyard that is used for a day services program on a daily basis. Directly north of the shelter facility is the 61 unit permanent supportive housing project for homeless individuals. The final infrastructure work for the PSH site was completed and the housing units were constructed and installed in November 2022. The final component of the East Beamer Way campus is a new 60-bed treatment facility (Walter's House) that will replace an existing facility with 44 beds. In June 2022, Friends of the Mission was notified that it had been awarded conditionally a \$12,500,000 state grant (Behavioral Health Continuum Infrastructure Program) for construction of the new treatment facility. Construction will begin in May 2023. The existing treatment facility may be converted into a family shelter. The City's commitment for East Beamer Way has been significant as the City served as the developer, donated the land, and will end up providing funds in excess of \$1,400,000 with a majority of the funds being derived from affordable housing revenues received by the City.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City expects to achieve a 95% overall benefit for the Program Year.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

As a recipient of CDBG funds from HUD, the City of Woodland is required to present information regarding funds to be available during program year 2023/24. Any program income available for program year 2023/24 will be awarded during the program year. Woodland does not have any Section 108 loan guarantees, float funded activities or urban renewal settlements. The City has \$5,648.58 in CDBG funds that were returned to the CDBG line of credit for an overage that exceeded the 2015 Planning and Administration Cap.

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
TO HOLD A PUBLIC HEARING TO RECEIVE COMMUNITY INPUT
ON THE FISCAL YEAR 2023/24 COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) ACTION PLAN AND APPROVE THE ACTION PLAN**

WHEREAS, the City of Woodland (“City”) annually receives an allocation of Community Development Block Grant (CDBG) Funds from the Department of Housing and Urban Development (HUD);

WHEREAS, the City’s CDBG allocation for Fiscal Year 2023-2024 is \$452,510;

WHEREAS, as part of the program requirements, the City must submit the Annual Action Plan that describes how the funding will be spent for the following program year; and

WHEREAS, the Annual Action Plan is required to be approved after receiving public input.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1: This City Council hereby finds and determines that the foregoing recitals are true and correct;

Section 2: This City Council hereby approves the FY 2023/24 CDBG Annual Action Plan with the following funding allocations as recommended by the CDBG Review Panel and City staff;

Applicant	Project Title	Funding
Public Infrastructure Activities		
City of Woodland	ADA Accessibility Project	\$294,131.50
Public Service Activities		
Northern California Children’s Therapy Center	Project HOPE	\$12,876.50
Legal Services of Northern California	Fair Housing Services	\$10,000
Meals on Wheels Yolo County	Operation Accelerate	\$15,000
Yolo Wayfarer Center	Emergency Shelter Services	\$15,000
Yolo Food Bank	Nurture Woodland	\$15,000
Administration		
City of Woodland	CDBG program administration	\$90,502

Section 3: This City Council hereby directs staff:

(a) To complete the FY 2023/24 Action Plan, as well as any other items required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period and incorporating changes to past projects as proposed by staff;

(b) To forward the completed FY 2023/24 Action Plan to HUD once completed;

Section 4: This City Council hereby authorizes the City Manager to execute any agreements, contracts or other documents with the appropriate entities to carry out the CDBG Funded activities and authorizes the Finance Officer to make the budget allocations as specified; and

Section 5: This Resolution shall take effect from and after the date of its passage and adoption.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

City of Woodland, CDBG Funding Recommendations for FY 2023/24

	Estimated Funding (Note 1)	Actual Funding (Note 2)					
TOTAL CDBG FUNDS FY 2023/24	\$440,000.00	\$452,510.00					
Public Services (15% cap per CDBG)	\$66,000.00	\$67,876.50					
Food/Shelter (at least 40% of Public Services)	\$26,400.00	\$27,150.60					
Fair Housing (required funding)	\$10,000.00	\$10,000.00					
Other Public Services	\$29,600.00	\$30,725.90					
Construction (65% cap per CDBG)	\$286,000.00	\$294,131.50					
Administration (20% cap per CDBG)	\$88,000.00	\$90,502.00					
PUBLIC INFRASTRUCTURE (65%)							
Applicant	Project Title	Funding Request	Panel Recommendation	Staff Recommendation	Council Action	Category	FY 2022/23 Funding
City of Woodland	ADA Accessibility Project	\$307,728.00	\$286,000.00	\$294,131.50		ADA Accessibility	\$200,000
New Hope Community Dev Corporation	Cottonwood Meadows Phase S-4	\$100,000.00	\$0.00	\$0.00		Housing Rehabilitation	\$47,552
Yolo Employment Services	YES Roof Repair	\$45,000.00	\$0.00	\$0.00		Public Facilities	Did Not Apply
Friends of the Mission	East Beamer Community Garden and Greenhouse	\$83,000.00	\$0.00	\$0.00		Public Facilities	Did Not Apply
TOTAL		535,728.00	286,000.00	294,131.50	0.00		

PUBLIC SERVICES (15%)							
Applicant	Project Title	Funding Request	Panel Recommendation	Staff Recommendation	Council Action	Category	FY 2022/23 Funding
Northern California Children's Therapy Center	Project Hope	\$15,000.00	\$11,000.00	\$12,876.50		Health Services	\$6,000
Legal Services of Northern California (Note 3)	Fair Housing Services	\$10,000.00	\$10,000.00	\$10,000.00		Fair Housing	\$10,000
Short Term Emergency Aid Committee	Woodland Homelss Prevention Program	\$10,000.00	\$0.00	\$0.00		Food & Shelter	\$6,000
Empower Yolo	Shelter Services	\$11,000.00	\$0.00	\$0.00		Food & Shelter	\$6,185
Yolo County Children's Alliance	MediCal/CalFresh Enrollment/Retention	\$15,000.00	\$0.00	\$0.00		Health Services/Food & Shelter	\$6,000
Meals on Wheels Yolo County	Operation Accelerate	\$15,000.00	\$15,000.00	\$15,000.00		Food & Shelter	\$8,750
Yolo Community Care Continuum	New Dimensions Supported Housing	\$10,000.00	\$0.00	\$0.00		Food & Shelter	\$6,186
Yolo Wayfarer Center	Emergency Shelter Services	\$15,000.00	\$15,000.00	\$15,000.00		Food & Shelter	\$8,750
Yolo Food Bank	Nurture Woodland	\$15,000.00	\$15,000.00	\$15,000.00		Food & Shelter	\$8,750
TOTAL		\$116,000.00	\$66,000.00	\$67,876.50	\$0.00		

NOTE 1 - City's estimated allocation for FY 2023/24 is \$440,000. Pursuant to CDBG regulations, no more than 15% and 20% of the City's allocation can be spent on public services and administration, respectively.	
NOTE 2 - City's actual allocation for FY 2023/24 is \$452,510. Pursuant to CDBG regulations, no more than 15% and 20% of the City's allocation can be spent on public services and administration, respectively.	
NOTE 3 - Per 2005 Voluntary Compliance and Conciliation Agreement, the City is required to fund Legal Services annually with at least \$10,000 for Fair Housing Services as long as the City receives CDBG funding.	



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: I.22
SUBJECT: 2023 Triennial Public Health Goals Report

Recommendation for Action: Staff recommends that the City Council (1) hold a public hearing, and (2) adopt Resolution No. _____, accepting the 2023 Triennial Public Health Goals Report.

Staff Contact:

Celia Taylor, Water Quality Specialist, (530) 661-5915, celia.taylor@cityofwoodland.org

Fiscal Impact:

There is no impact on the General Fund.

Background:

The California Health and Safety Code—Section 116470 requires the City of Woodland, a public water system serving more than 10,000 service connections, to prepare a brief report every 3 years on any contaminants detected in drinking water that exceeds the applicable public health goal. The report must provide information on the contaminant(s) detected, the level and category of risk to public health, the best available technology to remove the contaminant, cost estimates for removal and any proposed recommendations for action. Public water systems required to prepare a report must hold a public hearing for the purpose of responding to public comment and accepting the report.

The purpose of the legislation requiring the reports is to make consumers aware of contaminants detected in drinking water which might pose a risk to health over the lifetime of exposure. Contaminants detected that have a California-established Public Health Goal (PHG) and/or a federal Maximum Contaminant Level Goal (MCLG) are presented and discussed in this report. These are non-regulatory and non-enforceable goals, and set at levels even lower than the regulatory Maximum Contaminant Levels (MCLs) for drinking water. For example, some contaminants categorized as carcinogenic have an MCLG set at zero, because the United States Environmental Protection Agency (U.S. EPA) states there is no acceptable level of safe consumption. This report includes a cost analysis for the reduction in contaminants according to the best available technologies, if the technology is available, and recommendations for future action. It is important to note that the U.S. EPA and the California State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) establish MCLs at very conservative levels to provide protection to consumers of the water supply. MCLs are still the regulatory measure for determining compliance.

Discussion:

The contaminants exceeding the PHG or MCLG included arsenic, hexavalent chromium, copper, and several byproducts of drinking water disinfection listed below.

Arsenic was detected just above the Public Health Goal at approximately 1/10th of the regulatory MCL. There would be little impact on public health in comparison to the cost of treating for arsenic as well as the risk of introducing new contaminants in the process. To add, arsenic was detected in native groundwater wells, which are the third level of back up supply for potable water. In 2020 and 2022, groundwater wells made up less than one percent (<1%) of the potable water supply. In 2021, groundwater made up approximately 9 percent of the water supply, but it was diluted with treated

surface water upon distribution.

Hexavalent chromium was found in groundwater wells. Most water sampled had test results very close to or below the detection level for the purpose of reporting (DLR). The highest result came from Well #24, which is a city blending well. Water from this well provided roughly 300 million gallons to customers in 2021 out of the approximate total of 3,250 million gallons sent to the distribution system, approximately 9 percent of the water supply in 2021. Customers who were supplied with water from this well received water in diluted amounts at a ratio of 1:4 or less.

Copper was sampled throughout homes within the City of Woodland and the 90th percentile of samples was measured to be 320 ppm; it is sampled across the community once every 3 years. Since these samples were collected from various residential homes, the water quality reflects the home's internal network of pipes and plumbing structures, copper service lines (the pipes connecting water mains to homes) or a combination of both. Standard regulatory copper sampling occurs once every three years. A few samples had a level detected while most samples were non-detected.

Bromodichloromethane, bromoform, chloroform, dibromochloromethane, dichloroacetic acid, trichloroacetic acid, dibromoacetic acid, and bromate, were identified in the City of Woodland water system and are common byproducts of disinfection processes including chlorination, chloramination, and ozonation. The U.S. EPA studies concluded that while high doses of disinfection byproducts can increase the risk of toxicity or carcinogenicity when exposed over a lifetime, the benefits of disinfection and microbial control critically outweigh the costs. These contaminants are tightly regulated under the U.S. EPA's "Disinfectants and Disinfection Byproducts Rule." In addition, select treatment processes lead to a reduced number or low concentration of chemical byproducts, including the use of chloramines, ozone, chlorine dioxide, and ultraviolet light. The City of Woodland's main source of treated water from the Woodland-Davis Clean Water Agency, the regional water treatment facility, utilizes ozone as a major technology for disinfection. Chlorination is also part of the process; it prevents microorganisms and pathogens from forming in the distribution system. Thus, the above-mentioned byproducts have been detected, but are far below the regulatory limits set by the state. Disinfection byproducts are sampled for testing quarterly with regular reporting to the state.

The City of Woodland water system is in compliance with all state and federal regulations. While some constituents were detected above the state Public Health Goals or federal Maximum Contaminant Level Goals, it may not be beneficial or cost effective to remove these contaminants to such levels. It is also nearly impossible to accurately detect certain chemicals to the level of zero. From 2020 through 2022, measured levels fell far below the respective regulatory Maximum Contaminant Levels. The City of Woodland does not recommend any procedural changes at this time. Staff recommends that the City Council receive and approve the 2023 Triennial Public Health Goals Report.

Conclusion:

Staff recommends that the City Council (1) hold a public hearing, and (2) adopt Resolution No. _____, accepting the 2023 Triennial Public Health Goals Report.

Prepared by: Celia Taylor, Water Quality Specialist

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



Ken Hiatt
City Manager

Attachments:

1. PHG Report 2023 Final
2. 2023 PHG Report Resolution



**City of Woodland – Utilities Department
Public Water System CA5710006
Reporting Years 2020, 2021, 2022**

2023 Triennial Public Health Goals Report

Table of Contents

Acronyms and Glossary	2
Background	3
What are PHGs and MCLGs?	4
Guidelines followed	6
BATs, Cost Estimates	6
Constituents Detected Summary	7
Table of Public Health Exceedances	8
Sources of Water	9
Arsenic	9
Hexavalent chromium	10
Copper	11
Disinfection Byproducts	12
Bromodichloromethane	12
Bromoform	12
Chloroform	13
Dibromotrichloromethane	13
Dichloroacetic acid	13
Trichloroacetic acid	14
Dibromoacetic acid	14
Bromate	14
Recommendations, Further Action	15
References	16
Appendix 1: CA Health and Safety Code 11470	17
Appendix 2: CA Health and Safety Code 11365	19
Appendix 3: Water Quality Report 2022	23
Appendix 4: Water Quality Report 2021	29
Appendix 5: Water Quality Report 2020	34
Appendix 6: ACWA Guidelines	39
ACWA Cost Estimates	74
Appendix 7: CalEPA MCLs, DLRs, PHGs, for Regulated Drinking Water Contaminants	85

Acronyms Used

AL	Action Level
BAT	Best Available Technology
HAA	Haloacetic acid
HAA5	Total Haloacetic acids 5
MCL	Maximum Contaminant Level
MCLG	Maximum Contaminant Level Goal
NDPR	National Primary Drinking Water Regulations
OEHHA	Office of Environmental Health Hazard Assessment
PHG	Public Health Goal
SDWA	Safe Drinking Water Act
SWRCB DDW	State Water Resources Control Board, Division of Drinking Water
THM	Trihalomethanes
TTHM	Total Trihalomethanes
U.S. EPA	United States Environmental Protection Agency

Glossary of Water Quality Terms

Best Available Technologies (BATs)	The best available treatment techniques or other means available for achieving compliance with MCL.
Health Risks	Health risks with respect to Public Health Goals are based on long term exposures to low levels of contaminants as would occur with drinking water, rather than high doses from a single or short-term exposure. The health risk category describes the type of health risk. Types of health risks include chronic toxicity (shortened life span thyroid effects, liver effects, or kidney effects), acute toxicity (gastrointestinal effects), carcinogenicity (cancer), and reproductive toxicity.
Maximum Contaminant Level (MCL)	The maximum permissible level of a contaminant in water distributed to any user of a public water system. MCLs are enforceable standards.
Maximum Contaminant Level Goal (MCLG)	The level of a contaminant in drinking water below which there are no observable adverse effects to human health. MCLGs are similar to California PHGs, but not exactly the same. MCLGs are non-enforceable goals established by the U.S. EPA based on health considerations for non-carcinogenic constituents. For all carcinogenic constituents (i.e., those chemicals known or suspected of causing cancer), U.S. EPA's policy is to set the MCLG at zero.
National Primary Drinking Water Regulations (NPDWR)	Legally enforceable primary standards and treatment techniques set by the U.S. EPA for public water systems. NPDWRs limit the levels of contaminants in drinking water and are set to protect public health.
Numeric Health Risk	Describes the cancer risk. At the California MCL no cancer risk is calculated from chemicals considered "noncarcinogens." For carcinogens, PHGs are set at a concentration that does not pose any significant risk of cancer; this is usually a one-in-one-million excess cancer risk (1×10^{-6}).
One-in-one-million Risk Level	At the "one-in-one-million" risk level, not more than one person in a population of one million people drinking the water daily for 70 years would be expected to develop cancer as a result of exposure to that chemical in the water.

Parts per billion (ppb)	Parts per billion is the number of units of mass of a contaminant per 1000 million units of total mass, equivalent to microgram per liter (µg/L).
Parts per million (ppm)	Parts per million is the number of units of mass of a contaminant per 1 million units of total mass, equivalent to milligrams per liter (mg/L).
Public Health Goal (PHG)	The concentration of a contaminant in drinking water below which no known or anticipated adverse health effects will occur with an adequate margin of safety. This level is based on estimates that would pose a significant risk to individuals, including the most sensitive subpopulations, consuming water every day over an entire lifetime. PHGs are unique to California and are established by the Office of Environmental Health Hazard Assessment (OEHHA).
Reproductive Toxicity	Adverse effects on an adult's reproductive capability
RfD (Reference Dose)	An estimate of the daily exposure to a human population that is likely to be without an appreciable risk of deleterious effect during a lifetime.
Safe Drinking Water Act	The Safe Drinking Water Act of 1974 was passed by Congress to protect the public water supply and sources of water including lakes, rivers, springs, reservoirs and groundwater wells. SDWA Allows the U.S. EPA to set standard regulations for drinking water.
Water Quality	The chemical, biological, and physical integrity of a body of water.

Background Information:

According to the California Health and Safety Code section 11470 (Appendix 1), water systems with more than 10,000 service connections must prepare a report every three years to identify contaminants which exceeded their public health goals (PHGs). The report must identify contaminants which exceed the maximum contaminant level goals (MCLGs) set by the United States Environmental Protection Agency (U.S. EPA) if a public health goal is yet to exist. The code was established under the Calderon-Sher Safe Drinking Water Act of 1996 and is regulated by the State Office of Environmental Health Hazard Assessment (OEHHA)—a department within the California Environmental Protection Agency (CalEPA). OEHHA uses current risk assessment methods and principles to establish each public health goal.

In reporting, water systems must identify all contaminants that exceed the PHG or MCLG for that contaminant. The numerical public health risk, determined by OEHHA, associated with either the PHG or the MCLG must be reported for each contaminant. The category of risk associated with drinking water must be identified, such as if the contaminant is potentially carcinogenic or acutely toxic. The report must describe the best available technologies available to reduce concentrations of the contaminant, as well as the cost estimates to provide this technology. Finally, the report must include recommended actions in addition to the basis for the recommendation. This report is a summary of the all the contaminants exceeding the respective PHGs or MCLGs identified in the three years including 2020, 2021, and 2022.

“The purpose of the legislation requiring these reports is to provide consumers with information on levels of contaminants even below the enforceable mandatory Maximum Contaminant Levels (MCLs) so that they would be aware of whatever risks might be posed by the presence of these contaminants at levels below MCLs” (ACWA, 2022). This report includes a cost analysis for the reduction in contaminants

according to best available technologies, if the technology is available, and recommendations for future action. It is key to note, the U.S. EPA and the California State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) establish MCLs at very conservative levels to provide protection to consumers of the water supply. MCLs are still the regulatory measure for determining compliance.

What are PHGs and MCLGs?

Public Health Goals:

“The [Public Health Goal (PHG)] is a level of drinking water contamination at which adverse health effects are not expected to occur from a lifetime of exposure.” (CalEPA, 2022)

To elaborate, a PHG for a chemical or contaminant is established with the condition that a lifetime of exposure does not significantly create the risk to health. PHGs are not regulated or enforced; they attempt to measure risk to public health and are only recognized in California. Per State law, the SWRCB is required to set standards for drinking water at a level very close to the respective PHG, but with consideration for detection technology, economic feasibility, and the ability for most public water systems implement a program. The SWRCB recognizes the challenges to implementation when developing a drinking water standard.

In order to establish a PHG, the California Office of Environmental Health Hazard Assessment (OEHHA) scientists first collect data and research available for the contaminant, including studies on animals and/or humans with known exposure. The gathered data becomes part of a health risk assessment whereby scientists aim to determine the levels of exposure which may lead to adverse health effects. Research is conducted to also identify effects at increasing concentrations of exposure. The level used to guide establishment of the PHG is the level OEHHA scientists believe would not pose a significant risk to health after 70 years of drinking the contaminant in water on a daily basis. Both long-term and immediate or short-term effects of exposure are considered.

“For cancer-causing chemicals, OEHHA typically establishes the PHG at the “one-in-one million” risk level. At that level, not more than one person in a population of one million people drinking the water daily for 70 years would be expected to develop cancer as a result of exposure to that chemical.” (CalEPA, 2022)

The SWRCB tries to set the regulatory drinking water as close to the PHG as possible, however, this is not always feasible. It can be a challenge to implement regulations considering the cost of treatment technology, the ability for laboratories to detect contaminants, and the economic impact the regulations could have on a water system. In some cases, the technology to treat is not yet available or not efficient for use in a large water system. The SWRCB must also consider that removal of one substance could lead to byproducts or introduction of new contaminants. It is also nearly impossible to accurately measure a substance to a level of zero, depending on the contaminant.

Maximum Contaminant Level Goals:

The maximum contaminant level goal (MCLG) is set by the United States Environmental Protection Agency (U.S. EPA) at the federal level. The MCLGs are not enforceable; MCLs are the overarching enforceable guideline for drinking water quality. MCLGs only take into account health effects and risk to exposure; they attempt to measure the maximum contamination of a substance in drinking water which

would provide no known adverse effects on the health of a person. In establishing these goals, the U.S. EPA considers vulnerable populations such as infants, children, the elderly, and people with a compromised immune system. They do not consider limits of detection nor the feasibility or effectiveness of treatment technologies (U.S. EPA, 2022).

Below are excerpts from the U.S. EPA methods for regulation determination of MCLGs:

*“The way EPA determines MCLGs depends on the type of contaminant targeted for regulation: For **microbial contaminants** that may present public health risk, EPA sets the MCLG at zero. This is because ingesting one protozoan, virus, or bacterium may cause adverse health effects. For **chemical contaminants that are carcinogens**, EPA sets the MCLG at zero if both of these are the case:*

- *there is evidence that a chemical may cause cancer*
- *there is no dose below which the chemical is considered safe.*

If a chemical is carcinogenic and a safe dose can be determined, EPA sets the MCLG at a level above zero that is safe.

*For **chemical contaminants that are non-carcinogens but can cause adverse non-cancer health effects** (for example, reproductive effects), the MCLG is based on the reference dose. A **reference dose** (RfD) is an estimate of the amount of a chemical that a person can be exposed to on a daily basis that is not anticipated to cause adverse health effects over a lifetime.*

- *To determine the RfD, the concentration for the non-carcinogenic effects from an epidemiology or toxicology study is divided by uncertainty factors (for example, for sensitive subpopulations). This provides a margin of safety for consumers of drinking water.*
- *The RfD is multiplied by body weight and divided by daily water consumption to provide a Drinking Water Equivalent Level (DWEL).*
- *The DWEL is multiplied by the relative source contribution. The relative source contribution is the percentage of total drinking water exposure for the general population, after considering other exposure routes (for example, food, inhalation).*

Once the MCLG is determined, EPA sets an enforceable standard. In most cases, the standard is a maximum contaminant level (MCL). The MCL is the maximum level allowed of a contaminant in water which is delivered to any user of a public water system.

When there is no reliable method that is economically and technically feasible to measure a contaminant at concentrations to indicate there is not a public health concern, EPA sets a “treatment technique” rather than an MCL. A treatment technique is an enforceable procedure or level of technological performance which public water systems must follow to ensure control of a contaminant.

Treatment technique rules also list:

- *The best available technology for meeting the standard*
- *Compliance technologies available and affordable for small systems*

Examples of treatment technique rules are the:

- *Surface Water Treatment Rule (disinfection and filtration)*
- *Lead and Copper Rule (optimized corrosion control)*
- *Acrylamide and Epichlorohydrin Rules (purity of treatment chemicals)*

The MCL is set as close to the MCLG as feasible. Taking cost into consideration, EPA must determine the feasible MCL or treatment technique. This is defined by SDWA [the Safe Drinking Water Act] as the level that may be achieved with:

- *use of the best available technology or treatment approaches*
- *other means which EPA finds are available (after examination for efficiency under field conditions, not solely under laboratory conditions)*

As a part of the rule analysis, SDWA also requires EPA to prepare a health risk reduction and cost analysis (HRRCA) in support of any [National Primary Drinking Water Regulations]. EPA must analyze the quantifiable and non-quantifiable benefits that are likely to occur as the result of compliance with the proposed standard. EPA must also analyze certain increased costs that will result from the proposed drinking water standard.

In addition, EPA must consider:

- *Incremental costs and benefits associated with the proposed and alternative MCL values*
- *The contaminant's adverse health effects on the general population and sensitive subpopulations*
- *Any increased health risk to the general population that may occur as a result of the new MCL*
- *Other relevant factors such as data quality and the nature of the risks*

Where the benefits of a new MCL do not justify the costs, EPA may adjust the MCL for a particular class or group of systems to a level that "maximizes health risk reduction benefits at a cost that is justified by the benefits."

(U.S. EPA, 2022)

Guidelines followed:

The Office of Environmental Health Hazard Assessment (OEHHA) provides a guidance document titled *"Health Risk Information for Public Health Goal Exceedance Reports."* The document released February, 2022 served as a guide. The City of Woodland also referenced the April, 2022 guidance document provided by the Association of California Water Agencies (ACWA) titled *"Suggested Guidelines for Preparation of Required Reports on PUBLIC HEALTH GOALS (PHGs) to satisfy the requirements of California Health and Safety Code Section 116470(b)."* Both documents are attached as Appendix 6. The City of Woodland used the cost estimates per ACWA guidelines as a basis for treatment technology recommendation (refer to Appendix 6, page 74 for cost estimates).

Best Available Treatment Technologies and Cost Estimates:

Drinking water can be treated by several methods to reduce contaminant levels to below the MCL, or to potentially lower the contaminant levels to near the PHG or MCLG. The United States Environmental Protection Agency (U.S. EPA) and the State Water Resources Control Board Division of Drinking Water (SWRCB DDW) have classified certain techniques as "Best Available Technologies" or BATs, which they found to be the best-known methods for treatment. In addition, the U.S. EPA and the SWRCB DDW have attempted to provide a cost estimate for using each of these technologies. However, since some PHGs or MCLGs are set at zero or close to zero, it is almost impossible to accurately determine if a substance was

completely removed. It may be feasible to reduce a contaminant, but in some cases, it may not be cost effective, or it may lead to alternative water quality changes, such as byproducts of drinking water disinfection. Further, testing methods available are limited by the ability to detect a substance. Each testing method has an established DLR or Detection Limit for the Purpose of Reporting, which is the minimum amount detected required to be reported to the state, established based on the lowest analyte concentration that can be reported with confidence for a specific testing method (U.S. EPA, 2023).

Appendix 7 of this report contains a table of Cost Estimates for Treatment Technologies obtained from the guidance document titled *“Health Risk Information for Public Health Goal Exceedance Reports – February 2022”* (CalEPA, 2022). Costs for various techniques were updated in 2012 and indexed to 2021 estimates.

Constituents Detected That Exceed a PHG or an MCLG:

Table 1 on the following page identifies all the constituents that were detected by City of Woodland above a Public Health Goal or a Maximum Contaminant Level Goal during the years 2020-2022. Not all contaminants with a designated California PHG have a federal MCLG. In addition to the PHG and MCLG, the regulatory MCL is presented for comparison. Over the last three years, the City of Woodland’s drinking water met all MCLs and safe drinking water standards adopted by the United States Environmental Protection Agency and the State Water Resources Control Board, Division on Drinking Water.

The contaminants exceeding the PHG or MCLG included arsenic, hexavalent chromium, copper, and several byproducts of drinking water disinfection. Bromodichloromethane, bromoform, chloroform, dibromochloromethane, dichloroacetic acid, trichloroacetic acid, dibromoacetic acid, and bromate, are commonly produced as a byproduct of disinfection including chlorination, chloramination, and ozonation. U.S. EPA studies of disinfection byproducts concluded that while high doses of these chemicals can increase the risk of toxicity or carcinogenicity when exposed over a lifetime, the benefits of disinfection and microbial control critically outweigh the costs. As a protective measure, disinfection byproducts, including all listed in this report, are tightly regulated under the U.S. EPA’s “Disinfectants and Disinfection Byproducts Rule.” The U.S. EPA recognizes that select treatment processes can form a reduced number or low concentration of chemical byproducts, including the use of chloramines, ozone, chlorine dioxide, and ultraviolet light (U.S. EPA, 2005). The City of Woodland’s main source of treated water from the Woodland-Davis Clean Water Agency, the regional water treatment facility, utilizes one of these technologies—ozonolysis, in addition to chlorination. Ozonolysis is highly effective for disinfecting drinking water, produces a relatively low amount of disinfection byproducts, and, in turn, allows the City of Woodland to meet increasingly stringent regulatory standards. Each detected substance is discussed further below.

Table 1: Substances detected above the Public Health Goal (PHG) or Maximum Contaminant Level Goal (MCLG), 2020-2022

Substance	State PHG	Federal MCLG) (µg/L	MCL (µg/L)	Average Detected Level (µg/L)	Year	Source	Health Risk Category
Arsenic	0.004	zero	10	1.19 1.33	2022 2021	GW Wells GW Wells	carcinogenicity (causes cancer)
Chromium, Hexavalent 0.01-mg/L MCL & 0.001-mg/L DLR repealed September 2017	0.02	None	None	1.56 0.16 17.67 0.18 0.14	2022 2022 2021 2021 2020	ASR Wells WDCWA GW Wells WDCWA GW Wells	carcinogenicity (causes cancer)
Copper (*Action Level for 90 th percentile of samples)	300	1300	1300	*320	2022	City Homes	digestive system toxicity (causes nausea, vomiting, diarrhea)
Bromodichloromethane	0.06	zero	None	5.13 4.3 3.5 3.94	2022 2022 2020 2020	ASR Wells WDCWA Distribution Sites WDCWA	carcinogenicity (causes cancer)
Bromoform	0.5	zero	None	0.3	2022	ASR Wells	carcinogenicity (causes cancer)
Chloroform	0.4	70	None	13.43 12.05 5.27 7.28	2022 2022 2020 2020	ASR Wells WDCWA Distribution Sites WDCWA	carcinogenicity (causes cancer)
Dibromochloromethane	0.1	60	None	2.04 2.09 2.39 2.58	2022 2022 2020 2020	ASR Wells WDCWA Distribution Sites WDCWA	carcinogenicity (causes cancer)
Dichloroacetic Acid	0.2	zero	None	0.51 5.46 3.86 1.88 3.12	2022 2022 2021 2020 2020	ASR Wells WDCWA WDCWA Distribution Sites WDCWA	carcinogenicity (causes cancer)
Trichloroacetic Acid	0.1	20	None	1 3.15 1.16	2022 2022 2020	ASR Wells WDCWA Distribution Sites	hepatotoxicity (harms the liver)
Dibromoacetic Acid	0.03	None	None	1 0.74	2022 2020	WDCWA WDCWA	NA
Bromate	0.1	zero	10	1.15 0.4	2022 2021	WDCWA WDCWA	carcinogenicity (causes cancer)

Sources of Water for Detected Contaminants:

The sources of water listed in **Table 1** include water from WDCWA (the Woodland-Davis Clean Water Agency), ASR wells (Aquifer Storage and Recovery Wells), GW Wells (Groundwater Wells—mainly City Well #24), Distribution Sites (Sample stations across the city within the distribution system), and City Sites (samples were taken from homes throughout the community).

Water from WDCWA consists of treated surface water from the Sacramento River and accounts for the vast majority of Woodland’s potable water. The secondary water source consists of Woodland’s 3 ASR Wells, which are wells capable of storage and recovery of the surface water from WDCWA; they can provide surface water quality as long as stored surface water is available. If the ASR wells are pumped beyond the stored surface water quality, it is possible for the wells to pump water that reflects a mixture of stored surface water and native ground water. The city of Woodland injects water into these wells seasonally (generally in the winter) and recovers the water as needed (generally in the summer) to meet city demands. The third source of water includes GW Wells (native groundwater wells). The city maintains 6 groundwater wells, 3 of which blend native water with surface water to provide higher water quality. The city prioritizes the use of water sources based on demand, water use restrictions, and the goal to provide the highest quality water to Woodland residents. In 2020, City of Woodland used mainly surface water from WDCWA; groundwater wells made up approximately 0.4% of the supply of potable water. In 2021, the city supplied over 90% surface water from WDCWA and ASR wells and approximately 9% water from native groundwater wells. The year 2022 saw a reduction in well use and supplied over 99% surface water from WDCWA. Less than one percent of potable water came from groundwater in 2022.

Arsenic:

Arsenic is a natural substance found in the earth’s crust and can be found in high levels in groundwater in several countries, including the United States, Argentina, Mexico, and in several countries throughout Asia. It can take on organic or inorganic forms, and contaminate air, water, and soil. Inorganic arsenic shows greater toxicity than organic forms (commonly found in seafood and poultry in trace amounts). Exposure can also occur through industry practices such as in the “processing of glass, pigments, textiles, paper, metal adhesives, wood preservatives and ammunition” (WHO, 2022). Tobacco plants can take up inorganic arsenic from the soil and create a secondary hazard for cigarette smokers. According to the World Health Organization, long-term exposure to arsenic, especially the inorganic type, can lead to chronic arsenic poisoning, skin lesions, and cancer. Exposure can also occur from drinking water or crops irrigated with contaminated water (WHO, 2022).

California established the PHG for arsenic at 0.004 ppb (µg/L) in April of 2004. The federal MCLG is set at zero, which is set at zero for all labeled toxins based on the consideration that no allowable limit is deemed acceptable for toxic substances. However, it is not feasible to completely remove some substances which are naturally occurring in the environment. Effective January 2006, the federal arsenic MCL was reduced from 50 ppb to 10 ppb. The PHG for arsenic at 0.004 ppb is much lower than the Detection Limit for Reporting (DLR) of 2 ppb and far below the level of accuracy that can be measured through commercial testing technologies.

From 2020 through 2022, City of Woodland’s main water supply came from WDCWA, the Woodland-Davis Clean Water Agency—a raw water treatment facility which provides surface water from the Sacramento River. The City of Woodland detected arsenic in groundwater wells in both 2021 and 2022. The amount detected was found at 1.33 ppb and 1.19 ppb in 2021 and 2022 respectively. In 2021,

pumped groundwater made up approximately 9% of the overall system supply. When water was distributed, it was diluted at a ratio of 1:4 or less; all the water supplied from wells came from a 'blending well.' In 2022, groundwater made up approximately 0.7% of the water supply. While this amount is not presumed to be significant, the result is listed for informational purposes. The City of Woodland prioritizes surface water from WDCWA as the primary supply. However, as demands fluctuate and water restrictions change, some years can see higher groundwater usage than others. If necessary to use groundwater, this second potable supply will come from groundwater wells blended with surface water, as occurred in 2021. It is key to note that the average amount of arsenic detected was far below the regulatory MCL of 10 ppb and arsenic was only detected in groundwater wells.

Current available technologies to remove arsenic include:

- Ion Exchange
- Activated Alumina
- Reverse Osmosis
- Modified Coagulation and Filtration

According to the U.S. EPA, these methods remove 90 to 95 percent of arsenic from drinking water. Thus, even with the best available technologies, if arsenic is present, it is nearly impossible to completely remove it from the drink water supply (CalEPA, 2022). Routine regulatory monitoring allows us to trend data and ensures potable water supplies never reach the maximum contaminant level.

More information on the topic of arsenic in drinking water can be found at the State's website: www.oehha.ca.gov/water/public-health-goal-arsenic-drinking-water.

Hexavalent Chromium:

Hexavalent chromium was first regulated in 1987. "... it was one of the first substances identified as a carcinogen under California's Safe Drinking Water and Toxic Enforcement Act of 1986, more commonly known as Proposition 65" (Brown, 2011). Hexavalent chromium is the soluble form of the heavy metal chromium, also known as trivalent chromium. The trivalent form is a required nutrient and presents low toxicity. In the environment, it is interchangeable with hexavalent chromium, where it can become highly toxic. Hexavalent chromium is considered a carcinogen with routes of exposure through inhalation and ingestion. As an inhalant, water droplets have higher potency than the oral route, however, ingestion is the dominant route for cancer risk. Studies on hexavalent chromium in mice showed the substance can convert to the less toxic form of trivalent chromium in the acidic environment of the stomach, but does not completely interchange and can also be found in the bloodstream after absorption. Further studies in mice found support for increased carcinomas and adenomas, including stomach tumors and oral cancers. A study of humans with increased exposure in drinking water showed an increase in primary liver cancer (Brown, 2011).

The current PHG for hexavalent chromium is 0.02 ppb and was established in 2014. There is no current federal MCLG and the federal MCL (previously 10 ppb) and the DLR (1 ppb) was removed from use in September 2017. At this time, the United States Environmental Protection Agency (U.S. EPA) is in the process of re-establishing a new DLR and MCL.

In the previous three years, hexavalent chromium was detected in both groundwater and surface water in trace amounts. In groundwater wells in 2020, 2021, and 2022, it was detected at an average of 0.14, 17.67, and 1.56 ppb respectively. In water from the regional surface water treatment facility (WDCWA), hexavalent chromium was detected at an average of 0.18 ppb in 2021 and 0.16 ppb in 2022.

To discuss the results above, most water sampled had test results very close to or below the detection level for the purpose of reporting (DLR). The result of 17.67 ppb came from Well #24, which is a city blending well. Water from this well provided roughly 300 million gallons to customers in 2021 out of the total 3249.4 million gallons sent to the distribution system. Well 24 contributed to approximately 9 percent of the water supply in 2021. To add, Well 24 is a blending well, which mixes native ground water pumped to the distribution system with purchased surface water at a ratio of roughly 1:4 or less. Customers using the potable water supply always receive water from this well in diluted amounts.

The Best Available Technologies to reduce hexavalent chromium to below the MCL are:

- Coagulation and Filtration—hexavalent chromium must be reduced to trivalent chromium prior to using this technique
- Ion Exchange
- Reverse osmosis

(U.S. EPA, 2023)

While there is currently no enforceable MCL (removed in September, 2017), the City of Woodland anticipates a new regulation for hexavalent chromium to be implemented in the coming months. The previous MCL of 10 ppb set a guide for reference. City of Woodland continues to proactively monitor for this analyte in preparation of an MCL reinstatement. The City's transition to WDCWA-supplied treated surface water in 2016 was planned to reduce hexavalent chromium concentrations delivered to customers, amongst other reasons including general water quality improvements, reliability, and sustainability.

Copper:

Copper is found in proteins and is needed for “hemoglobin synthesis, carbohydrate metabolism, catecholamine biosynthesis and cross-linking of collagen, elastin, and hair keratin” (ATSDR, 2004). Copper is a necessary nutrient in humans and not known to have carcinogenic effects in either humans or animals. However, various studies of copper have concluded that excess amounts of copper have been linked to effects in small children, especially infants. Copper poisoning is fairly uncommon, but has been reported to cause “Indian Childhood Cirrhosis” (Sethi *et al.*, 1993). In these cases, it is believed that increased dietary exposure occurred from water or milk stored in copper containers and given to children 5 years old and younger.

Copper can be found in home plumbing, fixtures, and potable water lines connecting city water mains to homes. Excess copper can lead to nausea, vomiting, abdominal pain, diarrhea, and weight loss. The Public Health Goal for copper takes into account infants are a sensitive group and was created with consideration of exposure via breastmilk and formula in addition to drinking water (Fan, 2008).

The State PHG for copper is set at 300 ppb and the federal MCLG is set at 1300 ppb. Copper is currently regulated under the federal MCL of 1300 ppb. The MCL is based on the Action Level at the 90th percentile of samples.

The City of Woodland's 90th percentile value measured below the Action Level. Copper was sampled throughout homes within the City of Woodland in 2022 and the 90th percentile of samples measured was 320 ppm. It is important to note that 320 ppm is not a typical value. The vast majority of homes sampled resulted in levels that were “non-detect.” Homes selected for sample testing are prioritized with respect to the time period they were built, which make them more likely to have copper service lines. Since

these samples were collected from within the homes, the water quality measured could be reflective of the home's internal network of pipes and plumbing structures, copper piping in city water service lines (the pipes connecting water mains to homes) or a combination of both. Standard regulatory copper sampling occurs once every three years.

Bromodichloromethane (THM):

Bromodichloromethane is a Trihalomethane (THM) and a byproduct of drinking water disinfection. Drinking water disinfection is necessary to prevent infectious diseases in the potable water supply. Disinfection reactions can create byproduct formation; THMs are the most common substance found due to chlorination or chloramination. The City of Woodland uses a 12.5% sodium hypochlorite solution for disinfection, also known as chlorination.

Bromodichloromethane is a colorless liquid which can be created by algae. The formations can dissolve in water, but also readily evaporate into air. Small amounts can be found naturally. In drinking water, it becomes a contaminant and is regulated under the MCL for "Total Trihalomethanes" as 0.080 ppm (mg/L) or 80 ppb (µg/L). The state PHG is set at 0.06 parts per billion and the federal MCLG is set at zero because it is considered to be a carcinogen. According to OEHA, the risks to health of these by products in comparison are below the risks to health with inadequate disinfection. Microorganisms which are mitigated by disinfection, i.e., chlorination, can be pathogenic and are known to cause a myriad of illnesses and diseases (NCBI, 2023).

Bromodichloromethane was detected in 2020 in surface water from the Regional Water Treatment Facility (WDCWA) at a range of 1-5 ppb and in sites throughout the distribution system with an average of 3.5 ppb. In 2022, it was detected with an average of 4.3 ppb in WDCWA water and 5.13 ppb average in ASR wells. Since ASR wells are used to store treated surface water and recover when needed, the data from ASR wells is often reflective of the surface water injected into the wells. The range of detection for bromodichloromethane falls far below the regulatory MCL of 80 ppb for all Trihalomethanes; it is not regulated as an individual contaminant.

Bromoform (THM):

Bromoform is also a Trihalomethane (THM) and a byproduct of drinking water disinfection. It is nearly colorless and the pale-yellow liquid has a semi-sweet odor. It can be found in swimming pools where bromine compounds have been used for disinfection. It has been used for various industrial purposes such as solvents for waxes and oils, fire-resistant chemicals, and as a fluid for mineral ore separation to name a few. The most common form of exposure to bromoform is through drinking water, but evaporated liquid can also be inhaled. (U.S. EPA, 2000)

Studies on humans conclude exposure to large amounts of bromoform can cause acute effects on the central nervous system, liver injury, kidney damage, a reduced speed of brain activities, sedation, narcosis, and even unconsciousness. Chronic effects observed in long-term studies of animals have indicated bromoform exposure can cause liver, kidney and central nervous system effects. The U.S. EPA considers bromoform to be a probably carcinogen due to the correlation of bromoform in drinking water and several cancer types, however, the studies were found to be incomplete and did not account for personal habits or other exposures (U.S. EPA, 2000) (Brown, 2020). Nonetheless, as a 'probable carcinogen,' the U.S. EPA set the maximum contaminant level goal at zero.

The PHG for Bromoform is 0.5 ppb or 0.5 µg/L and the MCLG is set at zero. In drinking water, it becomes a contaminant and is regulated under the MCL for "Total Trihalomethanes" as 0.080 mg/L or 80 parts per

billion, but not regulated as an individual chemical. It was detected in 2022 in ASR Wells at a level of 0.3 ppb or µg/L. To summarize, bromoform was detected above the federal MCLG of zero, below the PHG and far below the regulatory limit of 80 ppb for Total Trihalomethanes.

Chloroform (THM):

Chloroform is also a Trihalomethane (THM) and a byproduct of drinking water disinfection. Studies in rodents have linked chloroform to increases in tumors in the kidneys or liver. Studies have concluded this substance can create reproductive toxicity, developmental toxicity and adverse non-cancerous effects (Brown, 2020).

The PHG for Chloroform is 0.4 ppb or 0.4 µg/L and the MCLG is set at 70 ppb. In drinking water, it becomes a contaminant and is regulated under the MCL for “Total Trihalomethanes” as 0.080 mg/L or 80 parts per billion. It is not regulated as an individual contaminant.

In the City of Woodland water system, chloroform was found in the range of 5.27-13.43 ppb in 2020 and 2022. In 2020 it was found in surface water from WCDWA and in sample stations throughout the City of Woodland’s distribution system. In 2022, it was detected again in surface water from WDCWA and in ASR wells, which share characteristics of surface water. This is not uncommon as surface water is treated via chlorination to prevent microbial contamination and pathogens from spreading in the water system. The levels detected were far below the regulatory federal MCL.

Dibromochloromethane (THM):

The PHG for Dibromochloromethane is 0.1 ppb or 0.1 µg/L and the MCLG is set at 60 ppb. In drinking water, it becomes a contaminant and is regulated under the MCL for “Total Trihalomethanes” as 0.08 mg/L or 80 parts per billion.

Dibromochloromethane is a byproduct of drinking water disinfection with limited data on adverse effects. It is classified as a carcinogen based on animal studies. Studies in mice demonstrated increased risk of cancer directed at the kidneys and liver. It is considered mutagenic and has a similar structure to other THMs.

While this substance is considered carcinogenic, the risk assessed over the lifetime of exposure is minimal compared to the potential risk of inadequate drinking water disinfection. It is evident that OEHA and the SWRCB considers drinking water disinfection to be a priority in managing potable water supplies (Brown, 2020).

Regarding all Haloacetic acids (HAAs): The following three chemicals underlined below are part of the group of regulated Haloacetic acids. California has found up to 13 types of Haloacetic acids in drinking water of which 5 types are regulated. According to OEHA, the range of concentrations for HAAs in drinking water in California is approximately 0.6-4.2 ppb. Both the SWRCB, the federal EPA and the World Health Organization consider microbial disinfection of drinking water to be of “unquestionable importance.” It is imperative that adequate disinfection not be compromised in trying to control for disinfection byproducts (Soshilov, 2022).

Dichloroacetic Acid (HAA5):

Dichloroacetic acid (DCA) is associated with liver cancer, reproductive toxicity and hepatic (liver) toxicity. It was first listed as a carcinogen under Proposition 65, California’s safe Drinking Water and Toxic

Enforcement Act of 1986. It was classified as a carcinogen based on assays on mice, but not based on significant evidence from human exposure. (Soshilov, 2022)

Dichloroacetic acid recently received a PHG issuance of 0.2 ppb in December, 2022. The federal MCLG is set at zero and DCA is regulated with the MCL of 60 ppb as part of 5 Total Haloacetic acids (HAA5). It is not regulated as an individual analyte.

In the City of Woodland's water system, DCA was identified in surface water from WCDWA in 2020-2022 in the range of 3.12-5.46 ppb. Testing of the distribution sites within the city detected DCA at an average of 1.88 ppb in 2020. In ASR wells, which are injected with treated surface water, the level of detection was 0.51 ppb. Overall, DCA detection was above the PHG of 0.1, but far below the MCLG of 60 ppb.

Trichloroacetic Acid (HAA5):

Trichloroacetic acid is also associated with liver cancer and classified as a carcinogen based on increased liver tumors in studies of mice. In 2013, it was added to the list of chemicals listed in Proposition 65. Similar to DCA, studies of TCA were not performed on humans. (Soshilov, 2022)

Trichloroacetic acid received a PHG of 0.1 ppb in December, 2022. It is regulated at the federal level with the MCL of 60 ppb as part of 5 Total Trihaloacetic acids (HAA5). It is not regulated individually (Soshilov, 2022). TCA was detected in sites throughout the city's distribution system in 2020 with an average of 1.16 ppb. In 2022, it was detected in treated water from WDCWA and in ASR wells, which are injected with treated water from WDCWA, with a range of 1-3.15 ppb. The ranges detected were above the PHG, but far below the MCLG of 20 ppb.

Dibromoacetic Acid (HAA5):

Dibromoacetic acid (DBA) is a byproduct of drinking water disinfection, commonly formed when chloramines or chlorines are added to the drinking water supply. Dibromoacetic acid is associated with lung and liver cancer and alveolar and bronchial tumors. The noncancerous effects of exposure include changes in male reproductive toxicity and changes in organ weights (Soshilov, 2022). Dibromoacetic acid received a PHG of 0.03 ppb in December, 2022. It is regulated by the U.S. EPA with the MCL of 60 ppb as part of 5 Total Trihaloacetic acids (HAA5). It is not regulated individually.

In the City of Woodland, DBA was detected in treated surface water from WDCWA in both years 2020 and 2022. The level of detected averaged 0.74 ppb and 1 ppb in those years respectively. The level detected was slightly above the public health goal of just above zero. There is no current MCLG for DBA and the amount detected was far below the MCL for Haloacetic acids as a group.

Bromate:

Bromate is a negatively charged ion with the chemical formula BrO_3^- . It can react with hydrogen to form bromic acid, which is only stable in water. Bromate can react with other substances to form salts, such as potassium bromate and sodium bromate. Bromate salts are often used in food products including cheese and beer and also used as food additives in products such as bread dough. Bromate salts can also be found in permanent hair waving styling products where it is used to neutralize the wave. Studies of long-term exposure to bromate indicated increased risk to kidney and thyroid health. Exposure in rodents led to diminished body weight gain. It is considered to be a probable carcinogen based on studies on animals. (Fan, 2009)

Bromate can get into drinking water as a byproduct of disinfection. It can form when water is treated with ozonation, which is a highly effective tool to control for *Cryptosporidium parvum*—a zoonotic parasitic protozoan (OEHHA, 2009). The Regional Water Treatment Facility (WDCWA) utilizes ozonation as part of the regular treatment process for disinfection. Although uncommon, bromate can form as a byproduct of chlorination when chlorinated water containing bromide sits under sunlight (Fan, 2009).

The state PHG for Bromate is 0.1 ppb with a federal MCLG of zero µg/L (ppb). The current regulatory MCL is 10 µg/L. Within the last three calendar years, bromate was detected with an average of 0.4 ppb (µg/L) in 2021 and an average of 1.15 ppb (µg/L) in 2022. In both years, the values detected were in treated surface water from WDCWA. The PHG for bromate is 0.1 ppb and the MCLG is zero since it is classified as a carcinogen. The detected levels were far below the regulatory MCL of 10 ppb. The sources where detection occurred included WDCWA in 2021 and 2022, and groundwater wells in 2020. Groundwater well detection occurred in the ASR wells—wells injected with treated surface water from WDCWA.

RECOMMENDATIONS FOR FUTHER ACTIONS

The drinking water quality of the City of Woodland meets or exceeds all state and federal drinking water MCL standards set to protect public health. The City of Woodland utilizes surface water from the Sacramento River as a primary source for drinking water, which provides better water quality than native groundwater wells. When supplemental water is needed to meet demand, such as for peak hourly usage or during surface water right curtailments during periods of drought, the City of Woodland first utilizes Aquifer Storage and Recovery Wells (ASR wells), which can provide surface water quality for months at a time. ASR wells are injected with treated water from the Sacramento River and the water is recovered as needed.

The next source of water includes three 'blending' groundwater wells. These provide native groundwater, but mix them at approximately a 1:4 ratio or less of native groundwater to surface water; this can dilute any naturally occurring minerals or analytes existing underground. Finally, the City of Woodland maintains one other groundwater well and two emergency standby wells (also groundwater), which are available as a last resort. All wells are functional and maintained to provide water which meets all federal MCL standards.

The regulatory standard for hexavalent chromium was established and removed from regulation in September, 2017. The City of Woodland is following current discussions which will reestablish a new regulatory MCL. Water quality concerns associated with hexavalent chromium are largely mitigated by the 2016 construction of a surface water treatment plant which provides water quality with near-zero concentrations of hexavalent chromium. The City of Woodland staff is vigilant and proactive in following current trends in groundwater monitoring and will consider treatment technologies as may fit the current water system. The City of Woodland recommends continuing to follow discussions which may lead to further regulation, however, there is no recommendation for treatment techniques at this time.

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APPENDIX 1

Excerpt from California Health & Safety Code: Section 116470

(a) As a condition of its operating permit, every public water system shall annually prepare a consumer confidence report and mail or deliver a copy of that report to each customer, other than an occupant, as defined in Section 799.28 of the Civil Code, of a recreational vehicle park. A public water system in a recreational vehicle park with occupants as defined in Section 799.28 of the Civil Code shall prominently display on a bulletin board at the entrance to or in the office of the park, and make available upon request, a copy of the report. The report shall include all of the following information:

- (1) The source of the water purveyed by the public water system.
- (2) A brief and plainly worded definition of the terms "maximum contaminant level," "primary drinking water standard," and "public health goal."
- (3) If any regulated contaminant is detected in public drinking water supplied by the system during the past year, the report shall include all of the following information:
 - (A) The level of the contaminant found in the drinking water, and the corresponding public health goal and primary drinking water standard for that contaminant.
 - (B) Any violations of the primary drinking water standard that have occurred as a result of the presence of the contaminant in the drinking water and a brief and plainly worded statement of health concerns that resulted in the regulation of that contaminant.
 - (C) The public water system's address and phone number to enable customers to obtain further information concerning contaminants and potential health effects.
- (4) Information on the levels of unregulated contaminants, if any, for which monitoring is required pursuant to state or federal law or regulation.
- (5) Disclosure of any variances or exemptions from primary drinking water standards granted to the system and the basis therefor.

(b) On or before July 1, 1998, and every three years thereafter, public water systems serving more than 10,000 service connections that detect one or more contaminants in drinking water that exceed the applicable public health goal, shall prepare a brief written report in plain language that does all of the following:

- (1) Identifies each contaminant detected in drinking water that exceeds the applicable public health goal.
- (2) Discloses the numerical public health risk, determined by the office, associated with the maximum contaminant level for each contaminant identified in paragraph (1) and the numerical public health risk determined by the office associated with the public health goal for that contaminant.

(3) Identifies the category of risk to public health, including, but not limited to, carcinogenic, mutagenic, teratogenic, and acute toxicity, associated with exposure to the contaminant in drinking water, and includes a brief plainly worded description of these terms.

(4) Describes the best available technology, if any is then available on a commercial basis, to remove the contaminant or reduce the concentration of the contaminant. The public water system may, solely at its own discretion, briefly describe actions that have been taken on its own, or by other entities, to prevent the introduction of the contaminant into drinking water supplies.

(5) Estimates the aggregate cost and the cost per customer of utilizing the technology described in paragraph (4), if any, to reduce the concentration of that contaminant in drinking water to a level at or below the public health goal.

(6) Briefly describes what action, if any, the local water purveyor intends to take to reduce the concentration of the contaminant in public drinking water supplies and the basis for that decision.

(c) Public water systems required to prepare a report pursuant to subdivision (b) shall hold a public hearing for the purpose of accepting and responding to public comment on the report. Public water systems may hold the public hearing as part of any regularly scheduled meeting.

(d) The department shall not require a public water system to take any action to reduce or eliminate any exceedance of a public health goal.

(e) Enforcement of this section does not require the department to amend a public water system's operating permit.

(f) Pending adoption of a public health goal by the Office of Environmental Health Hazard Assessment pursuant to subdivision (c) of Section 116365, and in lieu thereof, public water systems shall use the national maximum contaminant level goal adopted by the United States Environmental Protection Agency for the corresponding contaminant for purposes of complying with the notice and hearing requirements of this section.

(g) This section is intended to provide an alternative form for the federally required consumer confidence report as authorized by 42 U.S.C. Section 300g-3(c).

(Repealed and added by Stats. 1996, Ch. 755, Sec. 12. Effective January 1, 1997.)

APPENDIX 2

Excerpt from California Health & Safety Code: Section §116365

(a) The state board shall adopt primary drinking water standards for contaminants in drinking water that are based upon the criteria set forth in subdivision (b) and shall not be less stringent than the national primary drinking water standards adopted by the United States Environmental Protection Agency. A primary drinking water standard adopted by the state board shall be set at a level that is as close as feasible to the corresponding public health goal placing primary emphasis on the protection of public health, and that, to the extent technologically and economically feasible, meets all of the following:

- (1) With respect to acutely toxic substances, avoids any known or anticipated adverse effects on public health with an adequate margin of safety.
- (2) With respect to carcinogens, or any substances that may cause chronic disease, avoids any significant risk to public health.

(b) The state board shall consider all of the following criteria when it adopts a primary drinking water standard:

- (1) The public health goal for the contaminant published by the Office of Environmental Health Hazard Assessment pursuant to subdivision (c).
- (2) The national primary drinking water standard for the contaminant, if any, adopted by the United States Environmental Protection Agency.
- (3) The technological and economic feasibility of compliance with the proposed primary drinking water standard. For the purposes of determining economic feasibility pursuant to this paragraph, the state board shall consider the costs of compliance to public water systems, customers, and other affected parties with the proposed primary drinking water standard, including the cost per customer and aggregate cost of compliance, using best available technology.

(c)(1) The Office of Environmental Health Hazard Assessment shall prepare and publish an assessment of the risks to public health posed by each contaminant for which the state board proposes a primary drinking water standard. The risk assessment shall be prepared using the most current principles, practices, and methods used by public health professionals who are experienced practitioners in the fields of epidemiology, risk assessment, and toxicology. The risk assessment shall contain an estimate of the level of the contaminant in drinking water that is not anticipated to cause or contribute to adverse health effects, or that does not pose any significant risk to health. This level shall be known as the public health goal for the contaminant. The public health goal shall be based exclusively on public health considerations and shall be set in accordance with all of the following:

- (A) If the contaminant is an acutely toxic substance, the public health goal shall be set at the level at which no known or anticipated adverse effects on health occur, with an adequate margin of safety.
- (B) If the contaminant is a carcinogen or other substance that may cause chronic disease, the public health goal shall be set at the level that, based upon currently available data, does not pose any significant risk to health.
- (C) To the extent information is available, the public health goal shall take into account each of the following factors:

- (i) Synergistic effects resulting from exposure to, or interaction between, the contaminant and one or more other substances or contaminants.
- (ii) Adverse health effects the contaminant has on members of subgroups that comprise a meaningful portion of the general population, including, but not limited to, infants, children, pregnant women, the elderly, individuals with a history of serious illness, or other subgroups that are identifiable as being at greater risk of adverse health effects than the general population when exposed to the contaminant in drinking water.
- (iii) The relationship between exposure to the contaminant and increased body burden and the degree to which increased body burden levels alter physiological function or structure in a manner that may significantly increase the risk of illness.
- (iv) The additive effect of exposure to the contaminant in media other than drinking water, including, but not limited to, exposures to the contaminant in food, and in ambient and indoor air, and the degree to which these exposures may contribute to the overall body burden of the contaminant.

(D) If the Office of Environmental Health Hazard Assessment finds that currently available scientific data are insufficient to determine the level of a contaminant at which no known or anticipated adverse effects on health will occur, with an adequate margin of safety, or the level that poses no significant risk to public health, the public health goal shall be set at a level that is protective of public health, with an adequate margin of safety. This level shall be based exclusively on health considerations and shall, to the extent scientific data is available, take into account the factors set forth in clauses (i) to (iv), inclusive, of subparagraph (C), and shall be based on the most current principles, practices, and methods used by public health professionals who are experienced practitioners in the fields of epidemiology, risk assessment, and toxicology. However, if adequate scientific evidence demonstrates that a safe dose response threshold for a contaminant exists, then the public health goal should be set at that threshold. The state board may set the public health goal at zero if necessary to satisfy the requirements of this subparagraph.

(2) The determination of the toxicological endpoints of a contaminant and the publication of its public health goal in a risk assessment prepared by the Office of Environmental Health Hazard Assessment are not subject to the requirements of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code. The Office of Environmental Health Hazard Assessment and the state board shall not impose any mandate on a public water system that requires the public water system to comply with a public health goal. The Legislature finds and declares that the addition of this paragraph by Chapter 777 of the Statutes of 1999 is declaratory of existing law.

(3)(A) The Office of Environmental Health Hazard Assessment shall, at the time it commences preparation of a risk assessment for a contaminant as required by this subdivision, electronically post on its Internet Web site a notice that informs interested persons that it has initiated work on the risk assessment. The notice shall also include a brief description, or a bibliography, of the technical documents or other information the office has identified to date as relevant to the preparation of the risk assessment and inform persons who wish to submit information concerning the contaminant that is the subject of the risk assessment of the name and address of the person in the office to whom the

information may be sent, the date by which the information shall be received in order for the office to consider it in the preparation of the risk assessment, and that all information submitted will be made available to any member of the public who requests it.

(B) A draft risk assessment prepared by the Office of Environmental Health Hazard Assessment pursuant to this subdivision shall be made available to the public at least 45 calendar days before the date that public comment and discussion on the risk assessment are solicited at the public workshop required by Section 57003.

(C) At the time the Office of Environmental Health Hazard Assessment publishes the final risk assessment for a contaminant, the office shall respond in writing to significant comments, data, studies, or other written information submitted by interested persons to the office in connection with the preparation of the risk assessment. These comments, data, studies, or other written information submitted to the office shall be made available to any member of the public who requests it.

(D) After the public workshop on the draft risk assessment, as required by Section 57003, is completed, the Office of Environmental Health Hazard Assessment shall submit the draft risk assessment for external scientific peer review using the process set forth in Section 57004 and shall comply with paragraph (2) of subdivision (d) of Section 57004 before publication of the final public health goal.

(d) Notwithstanding any other provision of this section, any maximum contaminant level in effect on August 22, 1995, may be amended by the state board to make the level more stringent pursuant to this section. However, the state board may only amend a maximum contaminant level to make it less stringent if the state board shows clear and convincing evidence that the maximum contaminant level should be made less stringent and the amendment is made consistent with this section.

- (e) (1) All public health goals published by the Office of Environmental Health Hazard Assessment shall be established in accordance with the requirements of subdivision (c) and shall be reviewed at least once every five years and revised, pursuant to subdivision (c), as necessary based upon the availability of new scientific data.
- (2) On or before January 1, 1998, the Office of Environmental Health Hazard Assessment shall publish a public health goal for at least 25 drinking water contaminants for which a primary drinking water standard has been adopted by the state board. The office shall publish a public health goal for 25 additional drinking water contaminants by January 1, 1999, and for all remaining drinking water contaminants for which a primary drinking water standard has been adopted by the state board by no later than December 31, 2001. A public health goal shall be published by the Office of Environmental Health Hazard Assessment at the same time the state board proposes the adoption of a primary drinking water standard for any newly regulated contaminant.

(f) The state board or Office of Environmental Health Hazard Assessment may review, and adopt by reference, any information prepared by, or on behalf of, the United States Environmental Protection Agency for the purpose of adopting a national primary drinking water standard or maximum

contaminant level goal when it establishes a California maximum contaminant level or publishes a public health goal.

(g) At least once every five years after adoption of a primary drinking water standard, the state board shall review the primary drinking water standard and shall, consistent with the criteria set forth in subdivisions (a) and (b), amend any standard if any of the following occur:

- (1) Changes in technology or treatment techniques that permit a materially greater protection of public health or attainment of the public health goal.
- (2) New scientific evidence that indicates that the substance may present a materially different risk to public health than was previously determined.

(h) No later than March 1 of every year, the state board shall provide public notice of each primary drinking water standard it proposes to review in that year pursuant to this section. Thereafter, the state board shall solicit and consider public comment and hold one or more public hearings regarding its proposal to either amend or maintain an existing standard. With adequate public notice, the state board may review additional contaminants not covered by the March 1 notice.

(i) This section shall operate prospectively to govern the adoption of new or revised primary drinking water standards and does not require the repeal or readoption of primary drinking water standards in effect immediately preceding January 1, 1997.

(j) The state board may, by regulation, require the use of a specified treatment technique in lieu of establishing a maximum contaminant level for a contaminant if the state board determines that it is not economically or technologically feasible to ascertain the level of the contaminant.

(Added by Stats.1996, c. 755 (S.B.1307), § 9. Amended by Stats.1999, c. 777 (S.B.635), § 1; Stats.2015, c. 24 (S.B.83), § 18, eff. June 24, 2015.) Current as of January 18, 2019

ANNUAL WATER QUALITY REPORT

Reporting Year 2022



Presented By



CITY OF

WOODLAND

CALIFORNIA

Dear Woodland Neighbor,

We are pleased to present the annual water quality report covering all water quality testing performed from January 1 through December 31, 2022. Our city tested over 1000 samples for regulated contaminants plus over one hundred samples for general quality and aesthetics.

We are proud of the water supply portfolio we have built. Within the last decade, the City of Woodland has invested in Aquifer Storage and Recovery (ASR) technology to capture surface water and store it underground where it is less susceptible to evaporation compared to above ground storage. Both stored water and surface water tested met all Federal and State regulations in 2022. During the severe drought last year, the city managed to provide an ample quantity of water while maintaining high quality for all customers. Although 2022 ended with heavy rainfall, we anticipate cyclical wet and dry years. Ongoing investments in expanding ASR operations will increase the sustainability of our underground aquifers and, additionally, mitigate the environmental impacts of groundwater extraction.

Moving forward, we continue to focus on quality, scope, and scale of this precious commodity. In 2022, we served roughly 61,000 residents and supplied an average of over 7 million gallons per day. As stewards of water management, we strive to combine quality control with utmost consideration of health effects, environmental impacts and production for a sustainable future. This report demonstrates Woodland's continued commitment to excellence through 2022 and beyond.

Sincerely,

Tim Busch
Principal Utilities Engineer

Where Does Your Water Come From?

The City of Woodland has two sources of drinking water—surface water and groundwater. Our surface water comes from the Sacramento River. The Woodland-Davis Clean Water Agency (WDCWA) Regional Water Treatment Facility (RWTF) collects water from the Sacramento River east of Woodland and treats it by clarification, ozonation, and filtration. It is then chlorinated to maintain disinfection during distribution.



Roughly 99 percent of Woodland's potable water came from WDCWA in 2022. The city also maintains nine groundwater wells, three of which can store water (ASR) for peak demand or drought. Groundwater wells serve as backup supply, and water is chlorinated for disinfection prior to distribution. Approximately 10 percent of the water used last year came from the ASR wells, which provide surface-water quality. Traditional groundwater wells produced less than 1 percent of Woodland's water supply.

Important Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The U.S. EPA/CDC



(Centers for Disease Control and Prevention) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791 or <http://water.epa.gov/drink/hotline>.

Lead in Home Plumbing

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high-quality drinking water, but we cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to two minutes before using water for drinking or cooking. (If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.) If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline at (800) 426-4791 or www.epa.gov/safewater/lead.

QUESTIONS?

For more information about this report, or for any questions relating to your drinking water, please phone Celia Taylor at (530) 661-5915 or email celia.taylor@cityofwoodland.org.

Property owners, please share this information with your tenants!

Para más información acerca del reporte o si tiene preguntas acerca del agua potable por favor llame a Celia Taylor al (530) 661-5915 o envíe un correo electrónico a celia.taylor@cityofwoodland.org.

¡Propietarios, compartan esta información con sus ocupantes!

Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material and can pick up substances resulting from the presence of animals or from human activity.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (U.S. EPA) and the State Water Resources Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

Contaminants that may be present in source water include:

Microbial Contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife;

Inorganic Contaminants, such as salts and metals, that can be naturally occurring or can result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming;

Pesticides and Herbicides, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses;

Organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production and which can also come from gas stations, urban stormwater runoff, agricultural applications, and septic systems;

Radioactive Contaminants, that can be naturally occurring or can be the result of oil and gas production and mining activities.

More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline at (800) 426-4791.

Source Water Assessment

The State Board, Division of Drinking Water, requires water providers to conduct a source water assessment (SWA) to help protect the quality of future water supplies. The SWA describes where a water system's drinking water comes from, the type of polluting activities that may threaten source water quality, and an evaluation of the water's vulnerability to those threats.

The SWA for the Sacramento River was conducted by several agencies and identified eight potential watershed contaminant sources: agricultural drainage, livestock, forest activities, river corridor and river recreation, stormwater and urban runoff, industrial NPDES dischargers, wastewater facilities, and watershed spills. The report states that "Overall, the Sacramento River continued to provide good quality raw water. The raw water can currently be treated to meet all drinking water standards using conventional water treatment processes." The Sacramento River Watershed Sanitary Survey 2020 Update Report can be found at <https://cityofwoodland.org/SacramentoRiverSanitarySurvey>.



Get Involved

The City of Woodland periodically conducts public meetings and workshops concerning water issues. Regular City Council meetings are held on the first and third Tuesday of each month. For more information, please call (530) 661-5800 or visit www.cityofwoodland.org/608/City-Council.



Test Results

Our water is monitored for many different kinds of substances on a very strict sampling schedule, and the water we deliver must meet specific health standards. Here, we only show those substances that were detected in our water (a complete list of all our analytical results is available upon request). Remember that detecting a substance does not mean the water is unsafe to drink; our goal is to keep all detects below their respective maximum allowed levels.

The state recommends monitoring for certain substances less than once per year because the concentrations of these substances do not change frequently. In these cases, the most recent sample data are included, along with the year in which the sample was taken.

REGULATED SUBSTANCES									
				WDCWA RWTF		Aquifer Storage and Recovery Wells			
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL [MRDL]	PHG (MCLG) [MRDLG]	AMOUNT DETECTED	RANGE LOW-HIGH	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
1,2-Dichlorobenzene (ppb)	2022	600	600	52.5	45–61	56.6	49–71	No	Discharge from industrial chemical factories
Aluminum (ppm)	2022	1	0.6	0.08	ND–0.11	0.04	ND–0.12	No	Erosion of natural deposits; residue from some surface water treatment processes
Arsenic (ppb)	2022	10	0.004	ND	NA	1.19	ND–2.5	No	Erosion of natural deposits; runoff from orchards; glass and electronics production wastes
Bromate (ppb)	2022	10	0.1	1.15	ND–2.5	NA	NA	No	By-product of drinking water disinfection
Chlorine (ppm)	2022	[4.0 (as Cl2)]	[4 (as Cl2)]	0.9	0.8–0.9	0.7 ¹	0.1–1.4 ¹	No	Drinking water disinfectant added for treatment
Control of DBP Precursors [TOC] (ppm)	2022	TT	NA	0.73	0.44–1.20	0.37	ND–0.79	No	Various natural and human-made sources
HAA5 [sum of 5 haloacetic acids]–Stage 2 (ppb)	2022	60	NA	19.8	11–24	6.7	ND–15	No	By-product of drinking water disinfection
Hexavalent Chromium (ppb)	2022	NS ²	0.02	0.16	NA	1.56	0.22–4.70	No	Discharge from electroplating factories, leather tanneries, wood preservation, chemical synthesis, refractory production, and textile manufacturing facilities; erosion of natural deposits
Nitrate [as nitrogen] (ppm)	2022	10	10	ND	NA	0.45	ND–1.9	No	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
TTHMs [total trihalomethanes]–Stage 2 (ppb)	2022	80	NA	9.3	4.3–15	21.3	7.3–27	No	By-product of drinking water disinfection
Tap water samples were collected for lead and copper analyses from sample sites throughout the community									
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AL	PHG (MCLG)	AMOUNT DETECTED (90TH %ILE)	SITES ABOVE AL/TOTAL SITES	VIOLATION	TYPICAL SOURCE		
Copper (ppm)	2022	1.3	0.3	0.32	1/35	No	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives		
Lead (ppb)	2022	15	0.2	ND	1/35	No	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits		
SECONDARY SUBSTANCES									
				WDCWA RWTF		Aquifer Storage and Recovery Wells			
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	SMCL	PHG (MCLG)	AMOUNT DETECTED	RANGE LOW-HIGH	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Chloride (ppm)	2022	500	NS	7.9	NA	11.6	5–31	No	Runoff/leaching from natural deposits; seawater influence
Color (units)	2022	15	NS	5	NA	NA	NA	No	Naturally occurring organic materials
Iron (ppb)	2022	300	NS	ND	NA	20.5	ND–76	No	Leaching from natural deposits; industrial wastes

SECONDARY SUBSTANCES									
				WDCWA RWTF		Aquifer Storage and Recovery Wells			
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	SMCL	PHG (MCLG)	AMOUNT DETECTED	RANGE LOW-HIGH	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Specific Conductance (µmho/cm)	2022	1,600	NS	190	NA	272	189–431	No	Substances that form ions when in water; seawater influence
Sulfate (ppm)	2022	500	NS	15	NA	17	12–25	No	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (ppm)	2022	1,000	NS	126	100–180	158	110–280	No	Runoff/leaching from natural deposits
Turbidity (NTU)	2022	5	NS	0.21	NA	0.27	ND–0.88	No	Soil runoff
UNREGULATED SUBSTANCES ³									
		WDCWA RWTF			Aquifer Storage and Recovery Wells				
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AMOUNT DETECTED		RANGE LOW-HIGH	AMOUNT DETECTED		RANGE LOW-HIGH	TYPICAL SOURCE	
Boron (ppb)	2022	290		220–360	134		ND–440	NA	
Bromodichloromethane (ppb)	2022	4.3		3.0–5.0	5.1		3.8–7.5	By-product of drinking water disinfection	
Bromoform (ppb)	2022	ND		NA	0.3		ND–2.5	By-product of drinking water disinfection	
Chloroform (ppb)	2022	12.1		5.3–19.0	13.4		7.8–34.0	By-product of drinking water disinfection	
Dibromochloromethane (ppb)	2022	2.1		1.3–3.1	2.0		1.2–4.3	By-product of drinking water disinfection	
Hardness, Total [as CaCO3] (ppm)	2022	63		NA	84		57–160	Erosion of natural deposits	
Hardness [as CaCO3] (grains per gallon),	2022	3.7		NA	4.9		3.3–9.4	Erosion of natural deposits	
Sodium (ppm)	2022	16		NA	19		14–30	Naturally occurring; road salt; water softeners; animal waste	
OTHER UNREGULATED SUBSTANCES ³									
				WDCWA RWTF		Aquifer Storage and Recovery Wells			
SUBSTANCE (UNIT OF MEASURE)		YEAR SAMPLED	AMOUNT DETECTED		RANGE LOW-HIGH	AMOUNT DETECTED		RANGE LOW-HIGH	TYPICAL SOURCE
1,3-Dimethyl-2-nitrobenzene (ppb)		2022	0.88		0.81–0.94	NA		NA	NA
1-Br-2-Nitrobenzene (ppb)		2022	0.45		0.43–0.46	NA		NA	NA
2-Bromobutanoic Acid (ppb)		2022	9.8		9.3–10.0	9.8		8.5–11.0	NA
2-Fluorobiphenyl (ppb)		2022	2.8		1.8–4.7	NA		NA	NA
Alkalinity [as CaCO3] (ppm)		2022	71		NA	92		40–170	NA
Aminomethylphosphonic Acid [AMPA] (ppb)		2022	200		200–200	NA		NA	NA
Bromofluorobenzene (ppb)		2022	51.2		45–59	50.5		43–60	NA
Calcium (ppm)		2022	13.2		11–16	17.9		13–32	NA
Chlorate (ppb)		2022	153		42–630	NA		NA	NA
Dibromoacetic Acid (ppb)		2022	1		0.99–1.1	ND		NA	By-product of drinking water disinfection
Dichloroacetic Acid (ppb)		2022	5.5		2.6–7.5	0.5		ND–2.2	By-product of drinking water disinfection
Dimethyl Tetrachloroterephthalate [DCPAA] (ppb)		2022	37		NA	NA		NA	NA
Magnesium (ppm)		2022	7.1		NA	9.4		6.2–19.0	Erosion of natural deposits
Nitrobenzene-d5 (ppb)		2022	3.0		1.9–5.1	NA		NA	NA
p-Terphenyl-d14 (ppb)		2022	3.1		1.9–5.1	NA		NA	NA

OTHER UNREGULATED SUBSTANCES³

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	WDCWA RWTF		Aquifer Storage and Recovery Wells		TYPICAL SOURCE
		AMOUNT DETECTED	RANGE LOW-HIGH	AMOUNT DETECTED	RANGE LOW-HIGH	
pH (units)	2022	7.9	7.9–7.9	8.0	7.6–8.2	NA
Phosphate (ppm)	2022	1.7	1.5–2.0	1.4	0.9–1.7	Water additive for corrosion control
Potassium (ppb)	2022	ND	NA	1.0	ND–2.2	Erosion of natural deposits
Triphenyl Phosphate (ppb)	2022	1.2	1.0–1.3	NA	NA	NA

¹Sampled from distribution system sites across the city.

²There is currently no MCL for hexavalent chromium. The previous MCL of 10 ppb was withdrawn on September 11, 2017.

³Unregulated contaminant monitoring helps U.S. EPA and the State Board determine where certain contaminants occur and whether the contaminants need to be regulated.

Definitions

90th %ile: The levels reported for lead and copper represent the 90th percentile of the total number of sites tested. The 90th percentile is equal to or greater than 90% of our lead and copper detections.

AL (Regulatory Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCLs) are set to protect the odor, taste, and appearance of drinking water.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. EPA.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable.

ND (Not detected): Indicates that the substance was not found by laboratory analysis.

NS: No standard.

NTU (Nephelometric Turbidity Units): Measurement of the clarity, or turbidity, of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

PDWS (Primary Drinking Water Standard): MCLs and MRDLs for contaminants that affect health, along with their monitoring and reporting requirements and water treatment requirements.

PHG (Public Health Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California EPA.

ppb (parts per billion): One part substance per billion parts water (or micrograms per liter).

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

TT (Treatment Technique): A required process intended to reduce the level of a contaminant in drinking water.

µmho/cm (micromhos per centimeter): A unit expressing the amount of electrical conductivity of a solution.



ANNUAL WATER QUALITY REPORT

Reporting Year 2021



Presented By
City of Woodland

For more information about this report, or for any questions relating to your drinking water, please call the Woodland Public Works Department at (530) 661-5962 or email pubworks@cityofwoodland.org.

Para más información acerca del reporte o si tiene preguntas acerca del agua potable por favor llame al Departamento de Obras Públicas de la Ciudad de Woodland al (530) 661-5962 o envíe un correo electrónico a pubworks@cityofwoodland.org.

Property owners, please share this information with your tenants!

Dear Woodland Water Customer,

The City of Woodland is proud to provide this 2021 water quality report and inform you that your tap water met all state and federal drinking water standards. Over 1,000 water quality samples were taken in 2021 to ensure you're receiving the highest-quality drinking water.

2021 was one of the driest years ever recorded in California. The American West's megadrought deepened so much last year that it's now the driest in at least 1,200 years, according to a study in the journal *Nature Climate Change*. The dry conditions and lack of precipitation present numerous challenges for water supply but also accentuate the benefits of the city's water supply planning efforts. The past 10 years of investment in water infrastructure are paying dividends now.

The city's primary water source was and will continue to be treated Sacramento River surface water - 75 percent of the total water supply in 2021. To prepare for droughts, the city constructed three aquifer storage and recovery (ASR) wells to store high-quality treated Sacramento River water in the underground aquifer. Stored ASR water is the secondary water source and made up 15 percent of the total water supply in 2021. The city also tapped its tertiary water source in 2021, local groundwater, which is blended with treated Sacramento River water prior to delivery to customers. This ensures that all customers receive high-quality water throughout the year. Water from these wells made up 10 percent of Woodland's water portfolio in 2021.

Since converting the water system to surface water in 2016, 2021 is the first year that Woodland provided a mixture of surface water and groundwater. Water quality results are displayed for both sources, but it's important to understand that no Woodland water customers received water reflective of the groundwater testing results since groundwater was always blended with surface water. Groundwater never exceeded 19 percent of the water supply blend for any given month.

With the drought continuing into 2022, Woodland faces even more significant water right curtailments, but the water quality is likely to be very similar to that of 2021 thanks to advanced planning by the city and the Woodland-Davis Clean Water Agency (WDCWA). Our staff is available if you have questions or concerns about your water.

Sincerely,

Tim Busch, Principal Utilities Civil Engineer

Source Water Assessment

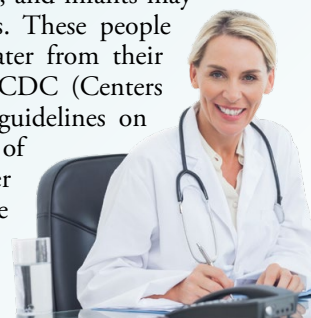
The State Board, Division of Drinking Water, requires water providers to conduct a source water assessment (SWA) to help protect the quality of future water supplies. The SWA describes where a water system's drinking water comes from, the type of polluting activities that may threaten source water quality, and an evaluation of the water's vulnerability to those threats.

The source water assessment for the Sacramento River was conducted by several agencies and identified eight potential watershed contaminant sources: agricultural drainage, livestock, forest activities, river corridor and river recreation, stormwater and urban runoff, industrial NPDES dischargers, wastewater facilities, and watershed spills. The report states: "Overall, the Sacramento River continued to provide good-quality raw water. The raw water can currently be treated to meet all drinking water standards using conventional water treatment processes." The Sacramento River Watershed Sanitary Survey 2020 Update Report can be found here: cityofwoodland.org/SacramentoRiverSanitarySurvey.

Important Health Information

Nitrate in drinking water at levels above 10 parts per million (ppm) is a health risk for infants of less than six months of age. Such nitrate levels in drinking water can interfere with the capacity of the infant's blood to carry oxygen, resulting in a serious illness; symptoms include shortness of breath and blueness of the skin. Nitrate levels above 10 ppm may also affect the ability of the blood to carry oxygen in other individuals, such as pregnant women and those with certain specific enzyme deficiencies. If you are caring for an infant, or you are pregnant, you should ask advice from your health care provider.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The U.S. EPA/CDC (Centers for Disease Control and Prevention) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791 or water.epa.gov/drink/hotline.



Lead in Home Plumbing

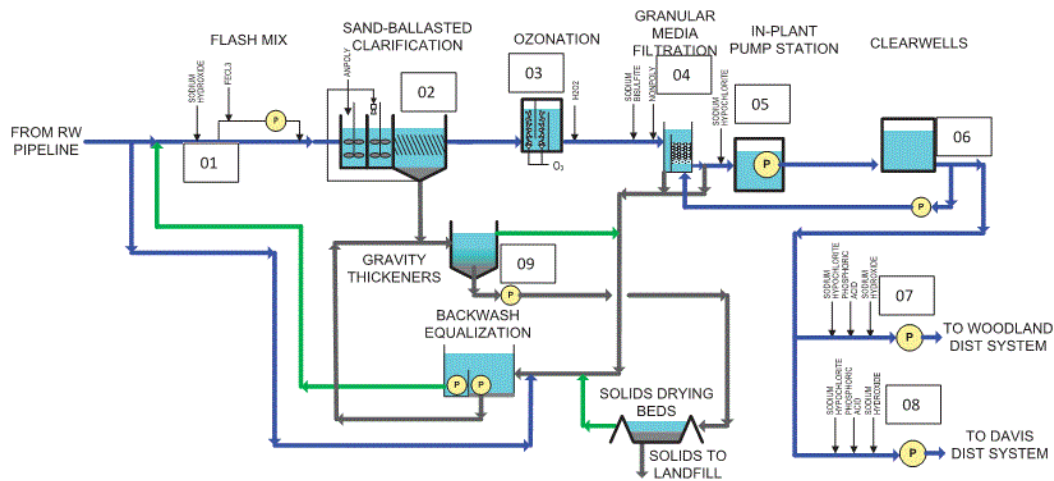
If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high-quality drinking water, but we cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to two minutes before using water for drinking or cooking. (If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.) If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline at (800) 426-4791 or epa.gov/safewater/lead.

Where Does Your Water Come From?

The City of Woodland has two sources of drinking water: surface water (primary supply) and groundwater (backup supply).

Surface water is pumped from the Sacramento River to the WDCWA's regional water treatment facility (RWTF) for various treatment processes (see diagram) and the addition of chlorine (for disinfection) prior to distribution. For more information about the RWTF, visit wdcwa.com. Surface water is also stored below ground in the city's three ASR wells for use in summer months to supplement WDCWA water. The city intends to meet demand primarily through the use of treated surface water and stored ASR water but also maintains four active groundwater wells and two standby wells as backup water sources. Groundwater is treated with liquid chlorine (sodium hypochlorite) at the wells for disinfection. When groundwater sources are needed, the city prioritizes the use of wells that blend groundwater with the primary surface water supply prior to distribution to maintain high-quality drinking water for all customers.

Surface Water Treatment Process



Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (U.S. EPA) and the State Water Resources Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

Contaminants that may be present in source water include:

Microbial Contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife;

Inorganic Contaminants, such as salts and metals, that can be naturally occurring or can result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming;

Pesticides and Herbicides that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses;

Organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and which can also come from gas stations, urban stormwater runoff, agricultural applications, and septic systems;

Radioactive Contaminants that can be naturally occurring or can be the result of oil and gas production and mining activities.

More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline at (800) 426-4791.

Test Results

Our water is monitored for many different kinds of substances on a very strict sampling schedule. The water we deliver must meet specific health standards. Here, we only show those substances that were detected in our water (a complete list of all our analytical results is available upon request). Remember that detecting a substance does not mean the water is unsafe to drink; our goal is to keep all detects below their respective maximum allowed levels.

Though results are shown for surface water from the Woodland Davis Clean Water Agency's Regional Water Treatment Facility (WDCWA RWTF) and groundwater (City of Woodland Wells) as distinct sources, it's important to understand that no Woodland customers received water reflective of the groundwater testing results since groundwater was always blended with surface water and never exceeded 19 percent of the water supply blend in 2021.

The state recommends monitoring for certain substances less than once per year because the concentrations of these substances do not change frequently. In these cases, the most recent sample data are included, along with the year in which the sample was taken.

REGULATED SUBSTANCES									
				WDCWA RWTF		City of Woodland Wells			
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL [MRDL]	PHG (MCLG) [MRDLG]	AMOUNT DETECTED	RANGE LOW-HIGH	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Barium (ppm)	2019	1	2	NA	NA	0.25	NA	No	Discharges of oil drilling wastes and from metal refineries; erosion of natural deposits
Bromate (ppb)	2021	10	0.1	0.4	ND–1.3	NA	NA	No	By-product of drinking water disinfection
Chlorine (ppm)	2021	[4.0 (as Cl ₂)]	[4 (as Cl ₂)]	0.89	0.8–0.9	NA	NA	No	Drinking water disinfectant added for treatment
Chromium, Total (ppb)	2019	50	(100)	NA	NA	17	NA	No	Discharge from steel and pulp mills and chrome plating; erosion of natural deposits
Control of DBP Precursors [TOC] (ppm)	2021	TT	NA	0.945	0.36–2.3	NA	NA	No	Various natural and human-made sources
HAA5 [sum of 5 haloacetic acids]–Stage 2 (ppb)	2021	60	NA	3.8	ND–7.6	NA	NA	No	By-product of drinking water disinfection
Hexavalent Chromium (ppb)	2021	NS ¹	0.02	0.18	NA	17.67	15–20	No	Discharge from electroplating factories, leather tanneries, wood preservation, chemical synthesis, refractory production, and textile manufacturing facilities; erosion of natural deposits
Nitrate [as nitrogen] (ppm)	2021	10	10	ND	NA	5.7	5.2–6.9	No	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Selenium (ppb)	2019	50	30	NA	NA	13	NA	No	Discharge from petroleum, glass, and metal refineries; erosion of natural deposits; discharge from mines and chemical manufacturers; runoff from livestock lots (feed additive)
TTHMs [total trihalomethanes]–Stage 2 (ppb)	2021	80	NA	15.3	5.7–21	NA	NA	No	By-product of drinking water disinfection
Uranium (pCi/L)	2016	20	0.43	NA	NA	1.6	NA	No	Erosion of natural deposits
Tap water samples were collected for lead and copper analyses from sample sites throughout the community									
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AL	PHG (MCLG)	AMOUNT DETECTED (90TH %ILE)	SITES ABOVE AL/TOTAL SITES	VIOLATION	TYPICAL SOURCE		
Copper (ppm)	2019	1.3	0.3	0.0715	0/35	No	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives		
Lead (ppb)	2019	15	0.2	ND	0/35	No	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits		

SECONDARY SUBSTANCES

				WDCWA RWTF		City of Woodland Wells			
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	SMCL	PHG (MCLG)	AMOUNT DETECTED	RANGE LOW-HIGH	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Chloride (ppm)	2021	500	NS	30	NA	NA	NA	No	Runoff/leaching from natural deposits; seawater influence
Odor, Threshold (TON)	2020	3	NS	1.6	1.2–2	NA	NA	No	Naturally occurring organic materials
Specific Conductance (µmho/cm)	2021	1,600	NS	240	NA	1,000 ²	NA	No	Substances that form ions when in water; seawater influence
Sulfate (ppm)	2021	500	NS	6.4	NA	NA	NA	No	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (ppm)	2021	1,000	NS	143	110–180	NA	NA	No	Runoff/leaching from natural deposits
Turbidity (NTU)	2021	5	NS	0.03	0.03–0.04	NA	NA	No	Soil runoff

UNREGULATED SUBSTANCES ³

		WDCWA RWTF		City of Woodland Wells	
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AMOUNT DETECTED	RANGE LOW-HIGH	AMOUNT DETECTED	RANGE LOW-HIGH
Boron (ppm)	2021	NA	NA	2.2	NA
Calcium (ppm)	2021	14	11–21	71 ²	NA
Chlorate (ppb)	2021	157	79–290	NA	NA
Hardness, Total [as CaCO ₃] (ppm)	2021	78	62–100	400 ²	NA
Magnesium (ppm)	2021	7.5	NA	54 ²	NA
pH (units)	2021	7.9	7.9–7.9	8 ²	NA
Phosphate (ppm)	2021	2	1.9–2.1	NA	NA
Sodium (ppm)	2021	25	NA	66 ²	NA

¹There is currently no MCL for hexavalent chromium. The previous MCL of 10 ppb was withdrawn on September 11, 2017.

²Sampled in 2019.

³Unregulated contaminant monitoring helps U.S. EPA and the State Board determine where certain contaminants occur and whether the contaminants need to be regulated.

Definitions

90th %ile: The levels reported for lead and copper represent the 90th percentile of the total number of sites tested. The 90th percentile is equal to or greater than 90% of our lead and copper detections.

AL (Regulatory Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCLs) are set to protect the odor, taste, and appearance of drinking water.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. EPA.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable.

ND (Not detected): Indicates that the substance was not found by laboratory analysis.

NS: No standard.

NTU (Nephelometric Turbidity Units): Measurement of the clarity, or turbidity, of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

pCi/L (picocuries per liter): A measure of radioactivity.

PDWS (Primary Drinking Water Standard): MCLs and MRDLs for contaminants that affect health, along with their monitoring and reporting requirements and water treatment requirements.

PHG (Public Health Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California EPA.

ppb (parts per billion): One part substance per billion parts water (or micrograms per liter).

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

TON (Threshold Odor Number): A measure of odor in water.

TT (Treatment Technique): A required process intended to reduce the level of a contaminant in drinking water.

µmho/cm (micromhos per centimeter): A unit expressing the amount of electrical conductivity of a solution.

ANNUAL WATER QUALITY REPORT

REPORTING YEAR 2020

Presented By
City of Woodland



Dear Woodland Water Customer,

The City of Woodland is proud to provide the 2020 Water Quality Report and inform you that your tap water met all state and federal drinking water standards. Over 1,000 water quality samples were taken in 2020 to ensure you're receiving the highest-quality drinking water.

The past couple of water years have been some of the driest on record in California. Though the lack of precipitation presents numerous challenges for water utilities, the outlook for 2021 water supply demonstrates the benefits of the city's recent investments in water infrastructure.

The Sustainable Groundwater Management Act (SGMA) has placed renewed emphasis on managing groundwater basin sustainably in California. The City's 2016 conversion to surface water has improved water quality while decreasing the reliance on groundwater. Treated Sacramento River water remains the primary source for Woodland in 2021. To deal with drought conditions, the City of Woodland is prepared with its recently constructed Aquifer Storage and Recovery (ASR) wells to pump high-quality, treated surface water that the city has stored in the underground aquifer. In addition to the stored surface water, the city maintains groundwater wells that can be blended with surface water to ensure adequate supply while maintaining high-quality water throughout.

Our staff is available if you have questions or concerns about your water.

Sincerely,

Tim Busch,
Principal Utilities Civil Engineer

Lead in Home Plumbing

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high-quality drinking water, but we cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. (If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.) If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline at (800) 426-4791 or at www.epa.gov/safewater/lead.

Benefits of Chlorination

Disinfection, a chemical process used to control disease-causing microorganisms by killing or inactivating them, is unquestionably the most important step in drinking water treatment. By far, the most common method of disinfection in North America is chlorination.

Before communities began routinely treating drinking water with chlorine (starting with Chicago and Jersey City in 1908), cholera, typhoid fever, dysentery, and hepatitis A killed thousands of U.S. residents annually. Drinking water chlorination and filtration have helped to virtually eliminate these diseases in the U.S. Significant strides in public health are directly linked to the adoption of drinking water chlorination. In fact, the filtration of drinking water plus the use of chlorine is probably the most significant public health advancement in human history.

How chlorination works:

Potent Germicide Reduction in the level of many disease-causing microorganisms in drinking water to almost immeasurable levels.

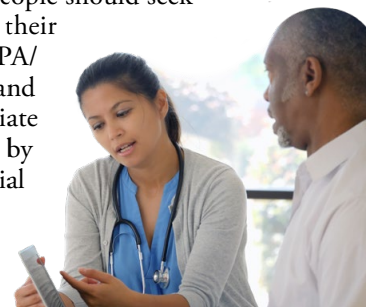
Taste and Odor Reduction of many disagreeable tastes and odors like foul-smelling algae secretions, sulfides, and odors from decaying vegetation.

Biological Growth Elimination of slime bacteria, molds, and algae that commonly grow in water supply reservoirs, on the walls of water mains, and in storage tanks.

Chemical Removal of hydrogen sulfide (which has a rotten egg odor), ammonia, and other nitrogenous compounds that have unpleasant tastes and hinder disinfection. It also helps to remove iron and manganese from raw water.

Important Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The U.S. EPA/CDC (Centers for Disease Control and Prevention) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791 or <http://water.epa.gov/drink/hotline>.



CONTACT Us

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Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (U.S. EPA) and the State Water Resources Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

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Inorganic Contaminants, such as salts and metals, that can be naturally occurring or can result from urban storm-water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming;

Pesticides and Herbicides, that may come from a variety of sources such as agriculture, urban storm-water runoff, and residential uses;

Organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and which can also come from gas stations, urban storm-water runoff, agricultural applications, and septic systems;

Radioactive Contaminants, that can be naturally occurring or can be the result of oil and gas production and mining activities.

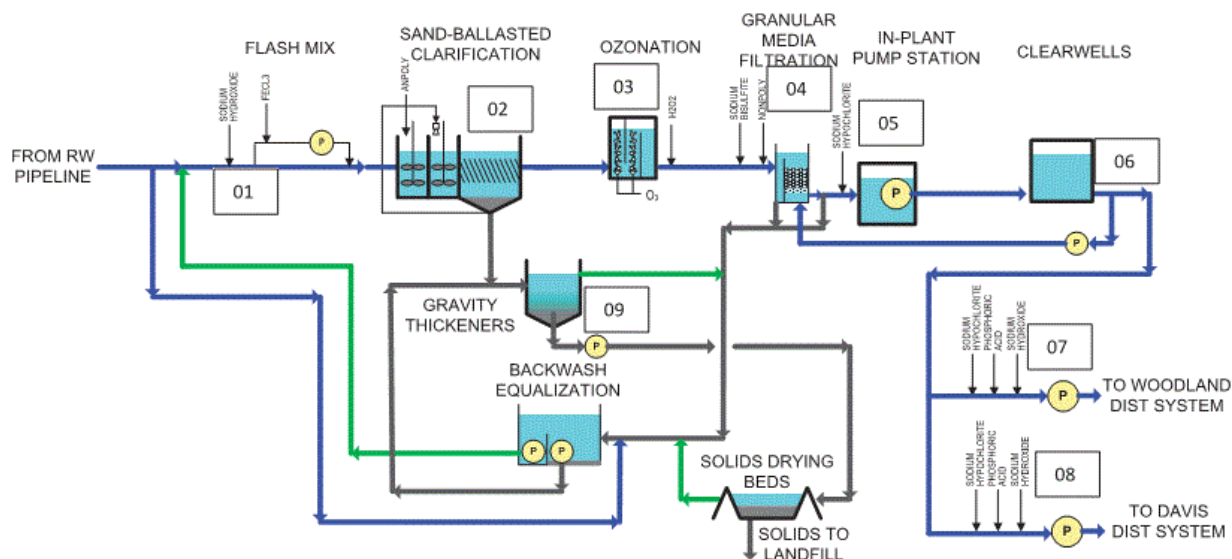
More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline at (800) 426-4791.

Where Does Your Water Come From?

The City of Woodland has two sources of drinking water: surface water (primary supply) and groundwater (backup supply).

Surface water is pumped from the Sacramento River to the Woodland Davis Clean Water Agency's (WDCWA) Regional Water Treatment Facility (RWTF) for various treatment processes (see diagram) and the addition of chlorine (for disinfection) prior to distribution. For more information about the RWTF, visit www.wdcwa.com/. Surface water is also stored below ground in the city's three Aquifer Storage & Recovery (ASR) wells for use in summer months to supplement WDCWA-supplied water. The city intends to meet demand primarily through the use of treated surface water and stored ASR water but also maintains five active groundwater wells and six standby wells as additional backup water sources. Groundwater is treated with liquid chlorine (sodium hypochlorite) at the wells for disinfection. When groundwater sources are needed, the city prioritizes the use of groundwater wells that blend groundwater with the primary surface water supply prior to distribution to maintain high-quality drinking water for all customers.

Surface Water Treatment Process



Test Results

Our water is monitored for many different kinds of substances on a very strict sampling schedule. The water we deliver must meet specific health standards. Here, we only show those substances that were detected in our water (a complete list of all our analytical results is available upon request). Remember that detecting a substance does not mean the water is unsafe to drink; our goal is to keep all detects below their respective maximum allowed levels.

The state recommends monitoring for certain substances less often than once per year because the concentration of these substances do not change frequently. In these cases, the most recent sample data are included, along with the year in which the sample was taken.

We participated in the 4th stage of the U.S. EPA's Unregulated Contaminant Monitoring Rule (UCMR4) program by performing additional tests on our drinking water. UCMR4 sampling benefits the environment and public health by providing the U.S. EPA with data on the occurrence of contaminants suspected to be in drinking water, in order to determine if U.S. EPA needs to introduce new regulatory standards to improve drinking water quality. Unregulated contaminant monitoring data are available to the public, so please feel free to contact us if you are interested in obtaining that information. If you would like more information on the U.S. EPA's Unregulated Contaminants Monitoring Rule, please call the Safe Drinking Water Hotline at (800) 426-4791.

REGULATED SUBSTANCES

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL [MRDL]	PHG (MCLG) [MRDLG]	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Bromate (ppb)	2020	10	0.1	0.08	ND–1	No	By-product of drinking water disinfection
Chlorine (ppm)	2020	[4.0 (as Cl ₂)]	[4 (as Cl ₂)]	0.9	0.8–0.9	No	Drinking water disinfectant added for treatment
Control of DBP precursors [TOC] (ppm)	2020	TT	NA	0.87	0.32–1.2	No	Various natural and man-made sources
Haloacetic Acids (ppb)	2020	60	NA	11.2	ND–39	No	By-product of drinking water disinfection
Hexavalent Chromium (ppb)	2020	NS ¹	0.02	0.14	0.12–0.15	No	Discharge from electroplating factories, leather tanneries, wood preservation, chemical synthesis, refractory production, and textile manufacturing facilities; Erosion of natural deposits
Nitrate [as nitrogen] (ppm)	2020	10	10	ND	NA	No	Runoff and leaching from fertilizer use; Leaching from septic tanks and sewage; Erosion of natural deposits
TTHMs [Total Trihalomethanes] (ppb)	2020	80	NA	19.5	4.6–34	No	By-product of drinking water disinfection

Tap Water Samples Collected for Copper and Lead Analyses from Sample Sites throughout the Community

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AL	PHG (MCLG)	AMOUNT DETECTED (90TH %ILE)	SITES ABOVE AL/ TOTAL SITES	VIOLATION	TYPICAL SOURCE
Copper (ppm)	2019	1.3	0.3	0.0715	0/35	No	Internal corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
Lead (ppb)	2019	15	0.2	ND	0/35	No	Internal corrosion of household water plumbing systems; Discharge from industrial manufacturers; Erosion of natural deposits

SECONDARY SUBSTANCES

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	SMCL	PHG (MCLG)	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Chloride (ppm)	2020	500	NS	24.5	20–29	No	Runoff/leaching from natural deposits; Seawater influence
Odor–Threshold (TON)	2020	3	NS	1.6	1.2–2	No	Naturally occurring organic materials
Specific Conductance (µmho/cm)	2020	1,600	NS	255	220–290	No	Substances that form ions when in water; Seawater influence
Sulfate (ppm)	2020	500	NS	10.2	7.4–13	No	Runoff/leaching from natural deposits; Industrial wastes
Total Dissolved Solids (ppm)	2020	1,000	NS	137	87–170	No	Runoff/leaching from natural deposits
Turbidity (NTU)	2020	5	NS	0.03	0.03–0.04	No	Soil runoff

UNREGULATED CONTAMINANT MONITORING RULE – PART 4 (UCMR4)

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AMOUNT DETECTED	RANGE LOW-HIGH
Manganese (ppb)	2020	4.79	0.43–13

UNREGULATED AND OTHER SUBSTANCES ²

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AMOUNT DETECTED	RANGE LOW-HIGH
Calcium (ppm)	2020	14.1	11–18
Chlorate (ppb)	2020	125.5	75–210
Hardness, Total [as CaCO ₃] (ppm)	2020	74	43–111
Magnesium (ppm)	2020	8.7	7.6–9.8
Phosphate (ppm)	2020	2	1.9–2.1
pH (Units)	2020	7.9	7.9–7.9
Sodium (ppm)	2020	22.5	19–26

¹ There is currently no MCL for hexavalent chromium. The previous MCL of 10 ppb was withdrawn on September 11, 2017.

² Unregulated contaminant monitoring helps U.S. EPA and the State Water Resources Control Board to determine where certain contaminants occur and whether the contaminants need to be regulated.

Source Water Assessment

The State Water Resources Control Board -- Division of Drinking Water, requires water providers to conduct a source water assessment (SWA) to help protect the quality of future water supplies. The SWA describes where a water system's drinking water comes from, the type of polluting activities that may threaten source water quality, and an evaluation of the water's vulnerability to those threats.

The source water assessment for the Sacramento River was conducted by several agencies and identified eight potential watershed contaminant sources: agricultural drainage, livestock, forest activities, river corridor and river recreation, storm water and urban runoff, industrial NPDES dischargers, wastewater facilities, and watershed spills. The report states that "overall, the Sacramento River continued to provide good quality raw water. The raw water can currently be treated to meet all drinking water standards using conventional water treatment processes." The Sacramento River Watershed Sanitary Survey 2020 Update Report can be found here: <https://cityofwoodland.org/SacramentoRiverSanitarySurvey>.

Definitions

90th %ile: The levels reported for lead and copper represent the 90th percentile of the total number of sites tested. The 90th percentile is equal to or greater than 90% of our lead and copper detections.

AL (Regulatory Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCLs) are set to protect the odor, taste and appearance of drinking water.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. EPA.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable.

ND (Not detected): Indicates that the substance was not found by laboratory analysis.

NS: No standard

NTU (Nephelometric Turbidity Units): Measurement of the clarity, or turbidity, of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

PDWS (Primary Drinking Water Standard): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

PHG (Public Health Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California EPA.

ppb (parts per billion): One part substance per billion parts water (or micrograms per liter).

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

TON (Threshold Odor Number): A measure of odor in water.

TT (Treatment Technique): A required process intended to reduce the level of a contaminant in drinking water.

µmho/cm (micromhos per centimeter): A unit expressing the amount of electrical conductivity of a solution.

How Long Can I Store Drinking Water?

The disinfectant in drinking water will eventually dissipate, even in a closed container. If that container housed bacteria prior to filling up with the tap water, the bacteria may continue to grow once the disinfectant has dissipated. Some experts believe that water can be stored up to six months before needing to be replaced. Refrigeration will help slow the bacterial growth.

Information on the Internet

The U.S. EPA (<https://goo.gl/TFAMKc>) and the Centers for Disease Control and Prevention (www.cdc.gov) Web sites provide a substantial amount of information on many issues relating to water resources, water conservation, and public health. Also, the Division of Drinking Water and Environmental Management has a Web site (<https://goo.gl/kGepu4>) that provides complete and current information on water issues in California, including valuable information about our watershed.

April 2022

Suggested Guidelines for Preparation of Required Reports on PUBLIC HEALTH GOALS (PHGs) to satisfy requirements of California Health and Safety Code Section 116470(b)

Background

Public water systems serving more than 10,000 service connections must prepare a brief, written report in plain language by July 1, 2022 that gives information on the “detection” of any contaminants above the Public Health Goals (PHGs) published by the state’s Office of Environmental Health Hazard Assessment (OEHHA). The report must also list the “detection” of any contaminant above the Maximum Contaminant Level Goals (MCLGs) set by United States Environmental Protection Agency (U.S. EPA) for all other contaminants until such time as OEHHA has published PHGs for those contaminants.

It is emphasized that the report only needs to provide information on the number of contaminants that a water system has found at a level exceeding a PHG or a MCLG.

The purpose of the legislation requiring these reports was to provide consumers with information on levels of contaminants even below the enforceable mandatory Maximum Contaminant Levels (MCLs) so they would be aware of whatever risks might be posed by the presence of these contaminants at levels below the MCLs. Additionally, each water system must provide an estimate of the cost to reduce the contaminant(s) to the PHG (or MCLG if there is no PHG) regardless of how minimal the risk might be.

The following should be considered when preparing the mandated reports:

1. The U.S. EPA and the California State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) establish MCLs at very conservative levels to provide protection to consumers against all but very low to negligible risk. In other words, MCLs are the regulatory definition of what is “safe.” Adopted MCLs are still the criteria for being in compliance, not those proposed or possible in the future, and certainly not MCLGs or PHGs.

2. MCLGs and PHGs are often set at very low levels depending on the established health risk, and in the case of U.S. EPA, MCLGs are also set at zero for some contaminants. Determination of health risk at these low levels is theoretical based on risk assessments with multiple assumptions and mathematical extrapolations. Many contaminants are considered to be carcinogenic and U.S. EPA's policy is to set the applicable MCLGs at zero because they consider no amount of these contaminants to be without risk. It is understood by all that zero is an unattainable goal and cannot be measured by the practically available analytical methods. Note that by regulation, OEHHA cannot set a PHG at zero and must calculate a numerical level to address risk, even though it may be unattainable or impossible to measure.
3. PHGs and MCLGs are not enforceable. The Best Available Technology (BAT) to reach such low levels has not been defined and may not realistically be available. Accurate cost estimates are difficult, if not impossible, and are highly speculative and theoretical. Therefore, they have limited value and may not warrant significant investment of agency time and money.

These reports are unique to California. They are required in addition to the extensive public reporting of water quality information that California water utilities have been doing for many years and in addition to the federally mandated Consumer Confidence Reports (CCRs). Hence, it should be kept in mind that in addition to this required report, each utility will continue reporting annually in great depth on the quality of the water it serves.

The guidance herein is intended to assist water suppliers in completing the required reports.

The DDW is the primary enforcing agency of all provisions of the Health and Safety (H&S) Code relative to drinking water systems. It has the authority to ensure that public water systems comply with the report requirement. DDW requests that utilities report in writing as to how they have complied with the fundamental requirements of this section, which are:

- 1) Prepare a brief written report,
- 2) Hold a public hearing (meeting), and
- 3) Notify DDW that the meeting was held and the report is available.

Detailed Guidelines:

I. Who must prepare a PHG report?

California H&S Code, Section 116470(b) is clear that a system ONLY needs to do a report IF it has at least 10,000 service connections AND IF it exceeds one or more PHG or MCLG. Also, a public hearing is NOT required if a report does not have to be prepared.

Utilities that do NOT have to do the report may choose to submit an information item to their governing board advising them that no report is required.

This report is required every three years.

II. Wholesalers (<10,000 service connections) are NOT required to do a PHG report.

Wholesalers who do not directly serve more than 10,000 service connections are not required to meet the PHG report requirements of California H&S Code, Section 116470(b).

III. Timing, Notification, Meetings

- A. **Timing and Meeting:** The report must be prepared by July 1, 2022. A public hearing, which can be held as part of any regularly scheduled meeting, should be held sometime after July 1 and prior to reporting to DDW. The public hearing “should be held within a reasonable time after the report’s completion” so the information is current. The purpose of the hearing is to “accept and respond to” public comment. The governing board or council of public water agencies would also likely approve the staff report at that time. This would represent endorsement by the board of the part of the report where any action (or no action) would be proposed regarding reduction of contaminants to levels lower than required for compliance with MCLs.

Notification: There is no requirement to send a copy of the report to the public. Public agencies must “notice” public hearings so this hearing would be subject to the normal notice requirements (i.e., number of days advance, publishing in appropriate newspaper, etc.) The notice would appropriately indicate the report is the subject of the hearing and indicate it is available for the public to review or to get a copy upon request.

(NOTE: Investor-owned utilities will likely have to schedule a special “meeting” since they are not subject to the same meeting notice requirements and may not have any authority to hold a “public hearing” per se. Their notification of the public could however be similar to public agencies (e.g., publication of legal notice in newspaper of general circulation.)

- B. **Submission of Reports:** DDW does not specifically require that a copy of the report be submitted to them.

IV. Interpretations

- A. **What contaminants must be covered?**

A table of relevant current PHGs, MCLGs, MCLs, and Detection Limits for purposes of Reporting (DLRs) is attached to this guidance as Attachment No. 1.

1. Only contaminants that **have an existing MCL** AND were “detected” at a level that “exceeds” the PHG or, where there is no PHG, the Federal MCLG, need to be included in the report. (See guidance below on “detected” and “exceed”)
2. All contaminants that, **as of December 31, 2021**, have Primary Drinking Water Standards (PDWS) set by California **AND** have an equivalent PHG or a MCLG. This includes chemical, microbiological and radiological constituents. PDWS may be either MCLs or Treatment Techniques (TT). For example, the Surface Water Treatment Rule (SWTR) is a TT for the following contaminants: *Giardia lamblia*, viruses, *Cryptosporidium*, *Legionella* and heterotrophic bacteria (HPC). A TT is set when it is not possible to reliably analyze for the contaminant of concern (the SWTR) or when it is not feasible or appropriate to set a numerical standard (e.g., the Lead & Copper Rule).
3. It does NOT include contaminants, such as radon, for which U.S. EPA has considered adopting an MCL, nor does it include any contaminants DDW plans to regulate in the future.

It does NOT include contaminants for which there is no final PHG or MCLG as of December 31, 2021, nor does it include any secondary MCLs (e.g., TDS, SO₄, Na, etc).

B. What data are to be used for the report due by July 1, 2022?

1. It is recommended that the data used should be from the 3 consecutive calendar years prior to the year the report is prepared. For example, the 2022 report would be based on the analytical data from samples taken in 2019, 2020, and 2021. The data should be the same as that used by the drinking water system in determining compliance with DDW requirements. In most cases, this would be after blending or treatment. Individual well data would only be used if the well feeds directly to the distribution system.
2. For utilities that purchase water from another agency or from a wholesaler, it is suggested that the same guidance or ground rules be followed as for the CCRs. If the only source for a retail system is treated water from a wholesaler and that water contains a constituent above a PHG or MCLG, the retailer should use its own distribution system monitoring data. For systems with both its own sources of water and purchased water, the retailer should evaluate its own distribution system compliance monitoring and compare the annual average value with the PHG or MCLG.

- C. What do the terms “detect” and “exceed” mean in the context of the required report?
1. Keep in mind that there are no regulations that relate to “meeting” or “complying with” PHGs. The logical approach would be to use the same procedures and requirements that Title 22 of the California Code of Regulations specify for determining compliance with MCLs. For example, if Title 22 or DDW guidance specifies that the average of a group of samples be compared to the MCL for compliance purposes, the same averaging should be used to compare to the PHG or MCLG. For most constituents (coliform is an exception), compliance with MCLs is measured at the “point of entry” to the distribution system. This means that, for the most part, the analytical results for each well must be evaluated separately and compared to the MCLG or PHG. If wells are blended or treated before delivery to the system, the judgment as to whether there was a “detection exceeding the MCLG or PHG” should be based on the “point of entry” data just as for compliance with MCLs.
 2. Be sure to report the PHG (or MCLG) as a number equal to or greater than 1.0 as specified in the State Consumer Confidence Report Guidance for Water Suppliers. It is recommended that all data be converted to match CCR data. Attachment No. 1 concentration numbers are given as mg/L, unless otherwise noted.
 3. Keep in mind that if a utility determines that a constituent has been found at a level exceeding the PHG or MCLG, a cost estimate is mandated. A utility would ordinarily be required to perform a cost estimate only if it is clear that the MCL has been clearly exceeded, not just momentarily, or on one sample. In the same way, only when the PHG/MCLG level is clearly exceeded should a cost estimate be calculated and reported.
 4. Significant figures, analytical detection limits, reporting limits, and different methods of determining compliance, all affect the assessment of which constituents were “detected” above the PHG or the MCLG.
 5. Results that are reported below the state regulatory Detection Limit for Purposes of Reporting (DLR - See California Code of Regulations Title 22, Sections 64432 & 64445.1 and other DDW guidance on compliance reporting) should be treated as 0 (zero) which is accepted DDW practice. U.S. EPA also recommends treating non-detection (ND) as zero.

6. As in all cases of reporting results to the state, the results of analyses should be rounded to reflect the appropriate number of significant figures. (EXAMPLE: For E. coli bacteria, the MCLG is 0% samples positive per month which indicates one significant figure. So, if during 2021, a system had a positive sample but the percentage of samples positive for the month was <0.49%, this could be rounded to one significant figure, as the MCLG is expressed, so it would be rounded to 0%.) (SECOND EXAMPLE: For a constituent like PCBs where the MCL is 0.5ppb and the DLR is 0.5 ppb, how do you determine if you exceeded the MCLG of “zero”? Webster defines “zero” as “having no measurable or otherwise determinable value,” which, in effect, is the DLR. So for PCBs, if the average of results for a given well is less than the DLR, the value would be reported as “zero.” Note that by regulation, OEHHA cannot set a PHG at zero and must calculate a numerical level to address risk.)
 7. In averaging the results for a constituent over a specified period during which some of the data is less than the DLR, the average value obtained should be rounded to the appropriate significant figure before comparing to the PHG or MCLG. (EXAMPLE: If a well were sampled for PCE and 0.6 ppb was found and the resample showed 0.6 ppb, it would constitute a confirmed positive detection. But if 3 additional compliance samples were taken from the well and all had less than 0.5 ppb, which is the DLR, then averaging the 5 samples would give an average of 0.24 ppb, which would be rounded to zero. The average from the well does not exceed the PHG of 0.06 ppb, and no cost estimate would be needed for this well.)
- D. What does the term “best available technology” (BAT) mean as used in this portion of the law?
1. While a specific definition of the term is not in the California H&S Code, the accepted meaning in all other sections is that it refers to a technology to achieve compliance with MCLs. In fact, where “best available technology” is listed or explained (Sections 64447, 64447.2 & 64447.4), the usage is “for achieving compliance with the MCLs.” This is also true for BAT specified in federal regulations.
 2. However, in Section 116470(b)(4), the term refers to “BAT,” if any is available on a commercial basis, to remove or reduce the concentration of the contaminant. Specifically, subdivision (b)(5) requires cost estimates of using the technology described in subdivision (b)(4) to “reduce the contaminant...to a level at or below the” PHG (or MCLG).

3. Obviously, where MCLGs are set at zero, there may not be commercially available technology to reach a non-detectable level. This should be clearly stated in the report. Since there is little data readily available to “estimate” cost of treatment to achieve absolute zero levels, rough estimates of “BAT” as defined in law might be used with a clearly written caveat that use of this “BAT” may still not achieve the PHG or MCLG and the costs may be significantly higher to do so.

E. Must the report deal with total coliforms?

No. No PHG or MCLG for total coliforms existed during the period covered by the 2022 report. For reports on PHGs prepared in 2019 and prior years, results for total coliforms needed to be evaluated because the U.S. EPA established a MCLG of zero (0) for total coliforms that remained applicable until March 31, 2016. In 2013, U.S. EPA revised the 1989 Total Coliform Rule (TCR) and one of the provisions of the revised Total Coliform Rule (RTCR) eliminated the MCLG for total coliforms effective April 1, 2016.

F. How should the report deal with *E. coli*?

The federal RTCR included a MCL and MCLG for *E. coli* effective April 1, 2016. The MCLG for *E. coli* is zero (0). DDW adopted a MCL for *E. coli* which became effective July 1, 2021. Even though there is no PHG, *E. coli* is subject to PHG report requirements because there is a MCLG and a MCL.

1. The *E. coli* MCL is based on either an *E. coli* positive repeat sample following a total coliform (TC) positive routine sample, a TC-positive repeat sample following an *E. coli* -positive routine sample, failure to collect all required repeat samples following a *E. coli* positive routine sample, or failure to test for *E. coli* when any repeat sample is TC-positive. The PWS should report the number of *E. coli* detections that occurred during the three-year period (2019, 2020, and 2021 for this report). The MCLG of zero is therefore appropriately interpreted as zero samples positive.
2. If it is determined that the system has exceeded the MCLG of zero for *E. coli*, the following factors are pertinent for deciding what action, if any, is appropriate to consider and for estimating costs:
 - a. Exceeding zero *E. coli* bacteria at any one time, in and of itself, would not normally constitute the need for any treatment or action.
 - b. There is no action that could be taken with absolute certainty that could ensure that the system would always have zero-percent *E. coli* every single time.

- c. The “best available technology” (to meet the MCL, not the MCLG) that is specified for total coliform by DDW in California Code of Regulations Title 22, Section 64447 would also apply to *E. coli* and for the most part is already followed by many systems.
 - d. The one single action that would most likely decrease the possibility of positive *E. coli* detection would be to significantly increase the disinfectant residual. This would likely result in increased disinfection byproducts (DBPs). While disinfection protects against acute health risks, such as *E. coli* and *Giardia*, DBPs can have potentially adverse chronic health risks. The limits to the amount of disinfectant residual allowed in the distribution system are the maximum residual disinfectant levels (MRDLs) as established by the Disinfectants and Disinfection Byproducts Rule (DBPR).
 - e. Utilities should point out the positive, proactive steps they take to prevent *E. coli* contamination in the distribution system, including preventive maintenance, main flushing, special monitoring, residual maintenance and testing, cross-connection control, etc.
- G. How should the report handle the MCLGs of zero for *Giardia lamblia*, *Cryptosporidium*, *Legionella* and viruses?
- 1. The MCL for pathogenic micro-organisms is a TT (i.e., the SWTR). No monitoring is mandated for the organisms because there are no standardized methods for testing or the analyses are not timely (like virus testing – 30 days) to provide public health protection.
 - 2. For these reasons, since the intent of the TT (SWTR) is to protect against these pathogens, it can properly be assumed that if the SWTR is met, that the utility has met the MCLG because there is no uniform way to assess possible pathogen levels.
 - 3. For utilities doing voluntary monitoring of pathogens (such as *Giardia* and *Cryptosporidium*), the results are appropriately considered research or for operational purposes and not for compliance purposes.
- H. How should the report deal with Lead and Copper?
- 1. Any lead or copper values below the respective DLR should be reported as zero.
 - 2. For monitoring lead at the tap, if the 90 percentile lead value is ND, or <0.005 mg/l, then you should assume you do not exceed the lead PHG of 0.2 ppb.

3. For monitoring copper at the tap, if the 90 percentile copper value is not above 300 ppb, then you have not exceeded the copper PHG.
 4. While not precisely stated in the regulations, best available technology for Lead and Copper compliance is a TT (in lieu of MCLs) of “optimized corrosion control.” For larger systems with >10,000 service connections, this depends on a series of steps involving sampling, reports, studies, etc. If a system meets the requirements of having optimized corrosion control but still has a 90 percentile lead or copper value above the PHGs, it is not clear what additional steps could be considered, particularly without causing other potential water quality problems. It may be appropriate to explain this in a straight-forward manner rather than putting in “hypothetical” cost figures.
- I. Must the report deal with Total Trihalomethanes (TTHMs) or Haloacetic Acids (HAAS)?

No. MCLG/PHG exceedances must be reported only for those contaminants that have a primary drinking water standard in place and an associated MCLG/PHG. Although U.S. EPA has adopted MCLGs for some individual THMs and HAAs (such as dibromochloromethane or dichloroacetic acid), there are no MCLs in effect for these individual constituents. Likewise, U.S. EPA has adopted standards for the cumulative byproduct groups, but there are no MCLGs or PHGs established for the groups. In California, DDW has adopted an MCL for both cumulative byproduct groups, but there are no associated PHGs. (Note: OEHHA published a draft PHG of 0.8 ppb for total trihalomethanes in September 2010, but it had not been finalized as of December 31, 2021).

On February 7, 2020, OEHHA published PHGs of 0.4 ppb for chloroform, 0.5 ppb for bromoform, 0.06 ppb for bromodichloromethane, and 0.1 ppb for dibromochloromethane but there are no MCLs for individual trihalomethanes so these constituents do not need to be included in the report.

However, individual MCLs and MCLGs for bromate and chlorite exist, so they must be included in the report if detected.

- J. How should water utilities handle gross alpha and uranium?

When looking at the results of any radionuclide monitoring done in the 3-year period to be covered by the report, there are several things to keep in mind:

As indicated in C.1 of this Guidance, where averaging is done to determine compliance with MCLs, it should also be done in considering PHGs. This is important for radionuclides because compliance is often based on averaging.

Unlike most other constituents, laboratories doing radionuclides report some results that are LOWER than the state DLR. Title 22, 64442 (h)(3)(c) states: “If a sample result is LESS than the DLR in Table 64442, ZERO shall be used to calculate the annual average.....” Also, it says for Gross Alpha: “.....1/2 of the DLR shall be used to calculate the annual average.”

Where Gross Alpha analyses are used in lieu of analyzing for uranium, Radium 226 or 228, the procedure outlined in Title 22, 64442(f) should be followed. (Note: The 95% confidence limit is often reported by labs as MDA95.)

K. Do utilities have to report detections of hexavalent chromium?

Water systems do NOT have to report anything on hexavalent chromium because there is no MCL. While there is an MCL and an MCLG for TOTAL chromium, systems will not have to report on it either since the MCLG (100 ppb) is much higher than the California MCL (50 ppb).

V. Disclosure of Numerical Public Health Risk Associated with PHGs/MCLs and Identification of Category of Risk

H&S Code, Section 116470(b)(2) requires the report to disclose the numerical public health risk associated with both the maximum contaminant level and public health goal for each contaminant detected in drinking water that exceeds the public health goal, and Section 116470(b)(3) requires an identification of the category of risk to public health associated with exposure to the contaminant. In February 2022, OEHHA prepared and published an updated “Health Risk Information for Public Health Goal Exceedance Reports” document. It is included as Attachment No. 2, and can be accessed at <https://oehha.ca.gov/water/public-health-goal-report/health-risk-information-public-health-goal-exceedance-reports-2022>.

V. Cost Estimates

The most difficult aspect of the required report is estimating the cost of treatment. Agencies are urged to keep in mind that because of the advisory nature of the report, the non-enforceable aspect of PHGs and MCLGs, and the highly speculative applicability of technology to achieve “zero” levels, only very preliminary cost estimating is appropriate and necessary.

Remember that a cost estimate is only required for a constituent if you determine that it was “detected” above the PHG or MCLG. If the MCLG is zero and the result (after approximation, averaging, rounding) is less than the DLR, no cost estimate is needed. (Remember that many DLRs are LOWER than the PHG, so “detection” above the DLR does not necessarily mean that it is above the PHG.)

The cost estimates should not be low estimates because that would give a mistaken impression that achieving “zero” levels would have a lower price tag when the amount of uncertainty and unknowns would be very high. Given the uncertainties, it might be appropriate to consider reporting a range of costs.

For the 2022 guidance, ACWA is providing a revision of its previous treatment cost information.

Attachment No. 3 to this guidance includes several tables which provide "ranges" of costs for installing and operating several treatment technologies. These data have been gathered from a variety of sources and represent estimates for different size systems, different sources, and different constituents targeted for reduction by the treatment.

Table 1 represents the results of a 2012 ACWA Survey of its member agencies. This has been revised using the average 2021 ENR Cost Index.

Table 2 includes data from several agencies that was gathered separately from the 2012 ACWA survey. This has been revised using the average 2021 ENR Cost Index.

Table 3 is treatment cost data from previous ACWA Guidance documents with the costs updated to 2021. This has been revised using the average 2021 ENR Cost Index.

The law specifies that the report should only “estimate the aggregate cost and the cost per customer of utilizing the technology” to reduce the level down to the PHG. There is no specification of what is to be estimated: initial construction cost, annualized costs of construction and O&M, or another way of expressing cost. It is suggested that each utility may do it the way they report other costs. (EXAMPLES: 1. Initial Cost of Construction, including % increases for each of design, planning, CEQA, permitting, contingency, etc. = \$10 million, or \$1000 per customer, plus an ongoing O&M cost of \$1 million, or \$100 per customer, forever; 2. Annualized Cost of Construction plus O&M = \$2 million, or \$200 per customer.)

All possible technologies do not have to be evaluated for each constituent to compare costs. For example, if granular activated carbon (GAC) and reverse osmosis (RO) are both possible treatment technologies to try to lower the level of a particular contaminant to the “zero” PHG/MCLG level, it is appropriate to specify and estimate costs for the technology that would likely be used, keeping in mind there are significant uncertainties based on a variety of factors. If the utility has multiple contaminants to address in the report, one technology (i.e., RO) may address them all, so a cost estimate for RO only could suffice.

General “order of magnitude” estimates are adequate. It is assumed that ALL costs including capital, land, construction, engineering, planning, environmental, contingency and operations and maintenance (O&M) costs should be included but general assumptions can be made for most of these items.

If a system chooses to do its own cost estimating rather than use the costs in Attachment No. 3, it is recommended that generally available cost estimating guides be used such as from U.S. EPA, WRF, AWWA, ASCE, or textbooks, manuals, journals.

The following is a list of references that might be used:

- (1) Implementation of Arsenic Treatment Systems, Part 1. Process Selection; AWWA Research Foundation and U.S.E.P.A, Published by AWWA RF and AWWA, 2002,
- (2) Implementation of Arsenic Treatment Systems, Part 2: Design Considerations, Operation and Maintenance, AWWA Research Foundation, Published by AWWA RF and AWWA, 2002,
- (3) State-of-Science on Perchlorate Treatment Technologies, Final Report for Water Research Foundation project #4359, 2011,
- (4) An Assessment of the State of Nitrate Treatment Alternatives, AWWA, June 2011, Chad Siedel and Craig Gorman, Jacobs Engineering Group, Inc.,
- (5) Performance and Cost Analysis of Arsenic Treatment in California, October, 2009, JAWRA, UC Davis, Hilkert, Young, Green and Darby.

U.S. EPA includes cost data in the Federal Register for each regulation when it is proposed or adopted. (NOTE: U.S. EPA estimates generally do not consider state-specific concerns and some costs have been known to be underestimated in the past so costs should be increased appropriately and based on utility experience.) The experience of other utilities in your area that have installed treatment to meet MCLs or data reported in journals is valuable as well.

Utilities may also choose to have their engineering consultants prepare these very general cost estimates.

VI. Sample Hypothetical Report

Attachment No. 4 is a comparable attempt to show what a PHG-required report might look like for a "hypothetical" water system that serves more than 10,000 service connections and had one or more PHG/MCLG exceedances in the three-year period ending December 31, 2015, as an example. It is NOT the only way the report might be done. The sample is based on these guidelines. If there appears to be a conflict between the sample and the guidelines, the guidelines should be followed.

If you have any questions about these guidelines or any of the attachments, contact Nick Blair of ACWA at NickB@acwa.com or 916-669-2377.

ATTACHMENT NO. 1
2019 PHG Triennial Report: Calendar Years 2019-2020-2021

MCLs, DLRs, and PHGs for Regulated Drinking Water Contaminants (Units are in milligrams per liter (mg/L), unless otherwise noted.) Last Update: S e p t e m b e r 1 4 , 2 0 2 1				
This table includes: California's maximum contaminant levels (MCLs) Detection limits for purposes of reporting (DLRs) Public health goals (PHGs) from the Office of Environmental Health Hazard Assessment (OEHHA) Also, the PHG for NDMA (which is not yet regulated) is included at the bottom of this table.				
Regulated Contaminant	MCL	DLR	PHG	Date of PHG
Chemicals with MCLs in 22 CCR §64431—Inorganic Chemicals				
Aluminum	1	0.05	0.6	2001
Antimony	0.006	0.006	0.001	2016
Arsenic	0.010	0.002	0.000004	2004
Asbestos (MFL = million fibers per liter; for fibers >10 microns long)	7 MFL	0.2 MFL	7 MFL	2003
Barium	1	0.1	2	2003
Beryllium	0.004	0.001	0.001	2003
Cadmium	0.005	0.001	0.00004	2006
Chromium, Total - OEHHA withdrew the 0.0025-mg/L PHG	0.05	0.01	withdrawn Nov. 2001	1999
Chromium, Hexavalent - 0.01-mg/L MCL & 0.001-mg/L DLR repealed September 2017	--	--	0.00002	2011
Cyanide	0.15	0.1	0.15	1997
Fluoride	2	0.1	1	1997
Mercury (inorganic)	0.002	0.001	0.0012	1999 (rev2005)*
Nickel	0.1	0.01	0.012	2001
Nitrate (as nitrogen, N)	10 as N	0.4	45 as NO ₃ (=10 as N)	2018
Nitrite (as N)	1 as N	0.4	1 as N	2018
Nitrate + Nitrite (as N)	10 as N	--	10 as N	2018
Perchlorate	0.006	0.004	0.001	2015
Selenium	0.05	0.005	0.03	2010
Thallium	0.002	0.001	0.0001	1999 (rev2004)
Copper and Lead, 22 CCR §64672.3				
<i>Values referred to as MCLs for lead and copper are not actually MCLs; instead, they are called "Action Levels" under the lead and copper rule</i>				
Copper	1.3	0.05	0.3	2008

ATTACHMENT NO. 1
2019 PHG Triennial Report: Calendar Years 2019-2020-2021

Lead	0.015	0.005	0.0002	2009
Radionuclides with MCLs in 22 CCR §64441 and §64443—Radioactivity				
[units are picocuries per liter (pCi/L), unless otherwise stated; n/a = not applicable]				
Gross alpha particle activity - OEHHA concluded in 2003 that a PHG was not practical	15	3	none	n/a
Gross beta particle activity - OEHHA concluded in 2003 that a PHG was not practical	4 mrem/yr	4	none	n/a
Radium-226	--	1	0.05	2006
Radium-228	--	1	0.019	2006
Radium-226 + Radium-228	5	--	--	--
Strontium-90	8	2	0.35	2006
Tritium	20,000	1,000	400	2006
Uranium	20	1	0.43	2001
Chemicals with MCLs in 22 CCR §64444—Organic Chemicals				
(a) Volatile Organic Chemicals (VOCs)				
Benzene	0.001	0.0005	0.00015	2001
Carbon tetrachloride	0.0005	0.0005	0.0001	2000
1,2-Dichlorobenzene	0.6	0.0005	0.6	1997 (rev2009)
1,4-Dichlorobenzene (p-DCB)	0.005	0.0005	0.006	1997
1,1-Dichloroethane (1,1-DCA)	0.005	0.0005	0.003	2003
1,2-Dichloroethane (1,2-DCA)	0.0005	0.0005	0.0004	1999 (rev2005)
1,1-Dichloroethylene (1,1-DCE)	0.006	0.0005	0.01	1999
cis-1,2-Dichloroethylene	0.006	0.0005	0.013	2018
trans-1,2-Dichloroethylene	0.01	0.0005	0.05	2018
Dichloromethane (Methylene chloride)	0.005	0.0005	0.004	2000
1,2-Dichloropropane	0.005	0.0005	0.0005	1999
1,3-Dichloropropene	0.0005	0.0005	0.0002	1999 (rev2006)
Ethylbenzene	0.3	0.0005	0.3	1997
Methyl tertiary butyl ether (MTBE)	0.013	0.003	0.013	1999
Monochlorobenzene	0.07	0.0005	0.07	2014
Styrene	0.1	0.0005	0.0005	2010
1,1,2,2-Tetrachloroethane	0.001	0.0005	0.0001	2003
Tetrachloroethylene (PCE)	0.005	0.0005	0.00006	2001
Toluene	0.15	0.0005	0.15	1999
1,2,4-Trichlorobenzene	0.005	0.0005	0.005	1999
1,1,1-Trichloroethane (1,1,1-TCA)	0.2	0.0005	1	2006
1,1,2-Trichloroethane (1,1,2-TCA)	0.005	0.0005	0.0003	2006
Trichloroethylene (TCE)	0.005	0.0005	0.0017	2009
Trichlorofluoromethane (Freon 11)	0.15	0.005	1.3	2014

ATTACHMENT NO. 1
2019 PHG Triennial Report: Calendar Years 2019-2020-2021

1,1,2-Trichloro-1,2,2-Trifluoroethane (Freon 113)	1.2	0.01	4	1997 (rev2011)
Vinyl chloride	0.0005	0.0005	0.00005	2000
Xylenes	1.75	0.0005	1.8	1997
(b) Non-Volatile Synthetic Organic Chemicals (SOCs)				
Alachlor	0.002	0.001	0.004	1997
Atrazine	0.001	0.0005	0.00015	1999
Bentazon	0.018	0.002	0.2	1999 (rev2009)
Benzo(a)pyrene	0.0002	0.0001	0.000007	2010
Carbofuran	0.018	0.005	0.0007	2016
Chlordane	0.0001	0.0001	0.00003	1997 (rev2006)
Dalapon	0.2	0.01	0.79	1997 (rev2009)
1,2-Dibromo-3-chloropropane (DBCP)	0.0002	0.00001	0.000003	2020
2,4-Dichlorophenoxyacetic acid (2,4-D)	0.07	0.01	0.02	2009
Di(2-ethylhexyl)adipate	0.4	0.005	0.2	2003
Di(2-ethylhexyl)phthalate (DEHP)	0.004	0.003	0.012	1997
Dinoseb	0.007	0.002	0.014	1997 (rev2010)
Diquat	0.02	0.004	0.006	2016
Endothal	0.1	0.045	0.094	2014
Endrin	0.002	0.0001	0.0003	2016
Ethylene dibromide (EDB)	0.00005	0.00002	0.00001	2003
Glyphosate	0.7	0.025	0.9	2007
Heptachlor	0.00001	0.00001	0.000008	1999
Heptachlor epoxide	0.00001	0.00001	0.000006	1999
Hexachlorobenzene	0.001	0.0005	0.00003	2003
Hexachlorocyclopentadiene	0.05	0.001	0.002	2014
Lindane	0.0002	0.0002	0.000032	1999 (rev2005)
Methoxychlor	0.03	0.01	0.00009	2010
Molinate	0.02	0.002	0.001	2008
Oxamyl	0.05	0.02	0.026	2009
Pentachlorophenol	0.001	0.0002	0.0003	2009
Picloram	0.5	0.001	0.166	2016
Polychlorinated biphenyls (PCBs)	0.0005	0.0005	0.00009	2007
Simazine	0.004	0.001	0.004	2001
Thiobencarb	0.07	0.001	0.042	2016
Toxaphene	0.003	0.001	0.00003	2003
1,2,3-Trichloropropane	0.000005	0.000005	0.0000007	2009
2,3,7,8-TCDD (dioxin)	3x10 ⁻⁸	5x10 ⁻⁹	5x10 ⁻¹¹	2010
2,4,5-TP (Silvex)	0.05	0.001	0.003	2014
Chemicals with MCLs in 22 CCR §64533—Disinfection Byproducts				
Total Trihalomethanes	0.080	--	--	--
Bromodichloromethane	--	0.0010	0.00006	2020

ATTACHMENT NO. 1
2019 PHG Triennial Report: Calendar Years 2019-2020-2021

Bromoform	--	0.0010	0.0005	2020
Chloroform	--	0.0010	0.0004	2020
Dibromochloromethane	--	0.0010	0.0001	2020
Haloacetic Acids (five) (HAA5)	0.060	--	--	--
Monochloroacetic Acid	--	0.0020	--	--
Dichloroacetic Acid	--	0.0010	--	--
Trichloroacetic Acid	--	0.0010	--	--
Monobromoacetic Acid	--	0.0010	--	--
Dibromoacetic Acid	--	0.0010	--	--
Bromate	0.010	0.0050**	0.0001	2009
Chlorite	1.0	0.020	0.05	2009
<i>Chemicals with PHGs established in response to DDW requests. These are not currently regulated drinking water contaminants.</i>				
N-Nitrosodimethylamine (NDMA)	--	--	0.000003	2006
*OEHHA's review of this chemical during the year indicated (rev20XX) resulted in no change in the PHG.				
**The DLR for Bromate is 0.0010 mg/L for analysis performed using EPA Method 317.0 Revision 2.0, 321.8, or 326.0.				

Public Health Goals

Health Risk Information for Public Health Goal Exceedance Reports

February 2022



Pesticide and Environmental Toxicology Branch
Office of Environmental Health Hazard Assessment
California Environmental Protection Agency

Health Risk Information for Public Health Goal Exceedance Reports

Prepared by

Office of Environmental Health Hazard Assessment
California Environmental Protection Agency

February 2022

NEW for the 2022 Report: New in this document are an updated Public Health Goal(PHG) for 1,2-dibromo-3-chloropropane (DBCP) and newly established PHGs for the trihalomethanes bromodichloromethane, bromoform, chloroform, and dibromochloromethane.

Background: Under the Calderon-Sher Safe Drinking Water Act of 1996 (the Act), public water systems with more than 10,000 service connections are required to prepare a report every three years for contaminants that exceed their respective PHGs.¹This document contains health risk information on regulated drinking water contaminants to assist public water systems in preparing these reports. A PHG is the concentration of a contaminant in drinking water that poses no significant health risk if consumed for a lifetime. PHGs are developed and published by the Office of Environmental Health Hazard Assessment (OEHHA) using current risk assessment principles, practices and methods.²

The water system's report is required to identify the health risk category (e.g., carcinogenicity or neurotoxicity) associated with exposure to each regulated contaminant in drinking water and to include a brief, plainly worded description of these risks. The report is also required to disclose the numerical public health risk, if available, associated with the California Maximum Contaminant Level (MCL) and with the PHG for each contaminant. This health risk information document is prepared by OEHHA every three years to assist the water systems in providing the required information in their reports.

¹ Health and Safety Code Section 116470(b)

² Health and Safety Code Section 116365

Numerical health risks: Table 1 presents health risk categories and cancer risk values for chemical contaminants in drinking water that have PHGs.

The Act requires that OEHHA publish PHGs based on health risk assessments using the most current scientific methods. As defined in statute, PHGs for non-carcinogenic chemicals in drinking water are set at a concentration “at which no known or anticipated adverse health effects will occur, with an adequate margin of safety.” For carcinogens, PHGs are set at a concentration that “does not pose any significant risk to health.” PHGs provide one basis for revising MCLs, along with cost and technological feasibility. OEHHA has been publishing PHGs since 1997 and the entire list published to date is shown in Table 1.

Table 2 presents health risk information for contaminants that do not have PHGs but have state or federal regulatory standards. The Act requires that, for chemical contaminants with California MCLs that do not yet have PHGs, water utilities use the federal Maximum Contaminant Level Goal (MCLG) for the purpose of complying with the requirement of public notification. MCLGs, like PHGs, are strictly health based and include a margin of safety. One difference, however, is that the MCLGs for carcinogens are set at zero because the US Environmental Protection Agency (US EPA) assumes there is no absolutely safe level of exposure to such chemicals. PHGs, on the other hand, are set at a level considered to pose no *significant* risk of cancer; this is usually no more than a one-in-one-million excess cancer risk (1×10^{-6}) level for a lifetime of exposure. In Table 2, the cancer risks shown are based on the US EPA’s evaluations.

For more information on health risks: The adverse health effects for each chemical with a PHG are summarized in a PHG technical support document. These documents are available on the OEHHA website (<https://oehha.ca.gov/water/public-health-goals-phgs>).

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Alachlor	carcinogenicity (causes cancer)	0.004	NA ^{5,6}	0.002	NA
Aluminum	neurotoxicity and immunotoxicity (harms the nervous and immune systems)	0.6	NA	1	NA
Antimony	hepatotoxicity (harms the liver)	0.001	NA	0.006	NA
Arsenic	carcinogenicity (causes cancer)	0.000004 (4×10 ⁻⁶)	1×10 ⁻⁶ (one per million)	0.01	2.5×10 ⁻³ (2.5 per thousand)
Asbestos	carcinogenicity (causes cancer)	7 MFL ⁷ (fibers >10 microns in length)	1×10 ⁻⁶	7 MFL (fibers >10 microns in length)	1×10 ⁻⁶ (one per million)
Atrazine	carcinogenicity (causes cancer)	0.00015	1×10 ⁻⁶	0.001	7×10 ⁻⁶ (seven per million)

¹ Based on the OEHHA PHG technical support document unless otherwise specified. The categories are the hazard traits defined by OEHHA for California's Toxics Information Clearinghouse (online at: <https://oehha.ca.gov/media/downloads/risk-assessment/gcregtext011912.pdf>).

² mg/L = milligrams per liter of water or parts per million (ppm)

³ Cancer Risk = Upper bound estimate of excess cancer risk from lifetime exposure. Actual cancer risk may be lower or zero. 1×10⁻⁶ means one excess cancer case per million people exposed.

⁴ MCL = maximum contaminant level.

⁵ NA = not applicable. Cancer risk cannot be calculated.

⁶ The PHG for alachlor is based on a threshold model of carcinogenesis and is set at a level that is believed to be without any significant cancer risk to individuals exposed to the chemical over a lifetime.

⁷ MFL = million fibers per liter of water.

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Barium	cardiovascular toxicity (causes high blood pressure)	2	NA	1	NA
Bentazon	hepatotoxicity and digestive system toxicity (harms the liver, intestine, and causes body weight effects ⁸)	0.2	NA	0.018	NA
Benzene	carcinogenicity (causes leukemia)	0.00015	1×10^{-6}	0.001	7×10^{-6} (seven per million)
Benzo[a]pyrene	carcinogenicity (causes cancer)	0.000007 (7×10^{-6})	1×10^{-6}	0.0002	3×10^{-5} (three per hundred thousand)
Beryllium	digestive system toxicity (harms the stomach or intestine)	0.001	NA	0.004	NA
Bromate	carcinogenicity (causes cancer)	0.0001	1×10^{-6}	0.01	1×10^{-4} (one per ten thousand)
Cadmium	nephrotoxicity (harms the kidney)	0.00004	NA	0.005	NA
Carbofuran	reproductive toxicity (harms the testis)	0.0007	NA	0.018	NA

⁸ Body weight effects are an indicator of general toxicity in animal studies.

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Carbon tetrachloride	carcinogenicity (causes cancer)	0.0001	1×10^{-6}	0.0005	5×10^{-6} (five per million)
Chlordane	carcinogenicity (causes cancer)	0.00003	1×10^{-6}	0.0001	3×10^{-6} (three per million)
Chlorite	hematotoxicity (causes anemia) neurotoxicity (causes neurobehavioral effects)	0.05	NA	1	NA
Chromium, hexavalent	carcinogenicity (causes cancer)	0.00002	1×10^{-6}	none	NA
Copper	digestive system toxicity (causes nausea, vomiting, diarrhea)	0.3	NA	1.3 (AL ⁹)	NA
Cyanide	neurotoxicity (damages nerves) endocrine toxicity (affects the thyroid)	0.15	NA	0.15	NA
Dalapon	nephrotoxicity (harms the kidney)	0.79	NA	0.2	NA
Di(2-ethylhexyl) adipate (DEHA)	developmental toxicity (disrupts development)	0.2	NA	0.4	NA

⁹ AL = action level. The action levels for copper and lead refer to a concentration measured at the tap. Much of the copper and lead in drinking water is derived from household plumbing (The Lead and Copper Rule, Title 22, California Code of Regulations [CCR] section 64672.3).

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Di(2-ethylhexyl) phthalate (DEHP)	carcinogenicity (causes cancer)	0.012	1×10^{-6}	0.004	3×10^{-7} (three per ten million)
1,2-Dibromo-3-chloropropane (DBCP)	carcinogenicity (causes cancer)	0.000003 (3×10^{-6})	1×10^{-6}	0.0002	7×10^{-5} (seven per hundred thousand)
1,2-Dichloro-benzene (o-DCB)	hepatotoxicity (harms the liver)	0.6	NA	0.6	NA
1,4-Dichloro-benzene (p-DCB)	carcinogenicity (causes cancer)	0.006	1×10^{-6}	0.005	8×10^{-7} (eight per ten million)
1,1-Dichloro-ethane (1,1-DCA)	carcinogenicity (causes cancer)	0.003	1×10^{-6}	0.005	2×10^{-6} (two per million)
1,2-Dichloro-ethane (1,2-DCA)	carcinogenicity (causes cancer)	0.0004	1×10^{-6}	0.0005	1×10^{-6} (one per million)
1,1-Dichloro-ethylene (1,1-DCE)	hepatotoxicity (harms the liver)	0.01	NA	0.006	NA
1,2-Dichloro-ethylene, cis	nephrotoxicity (harms the kidney)	0.013	NA	0.006	NA
1,2-Dichloro-ethylene, trans	immunotoxicity (harms the immune system)	0.05	NA	0.01	NA

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Dichloromethane (methylene chloride)	carcinogenicity (causes cancer)	0.004	1×10 ⁻⁶	0.005	1×10 ⁻⁶ (one per million)
2,4-Dichlorophenoxyacetic acid (2,4-D)	hepatotoxicity and nephrotoxicity (harms the liver and kidney)	0.02	NA	0.07	NA
1,2-Dichloropropane (propylene dichloride)	carcinogenicity (causes cancer)	0.0005	1×10 ⁻⁶	0.005	1×10 ⁻⁵ (one per hundred thousand)
1,3-Dichloropropene (Telone II®)	carcinogenicity (causes cancer)	0.0002	1×10 ⁻⁶	0.0005	2×10 ⁻⁶ (two per million)
Dinoseb	reproductive toxicity (harms the uterus and testis)	0.014	NA	0.007	NA
Diquat	ocular toxicity (harms the eye) developmental toxicity (causes malformation)	0.006	NA	0.02	NA
Endothall	digestive system toxicity (harms the stomach or intestine)	0.094	NA	0.1	NA
Endrin	neurotoxicity (causes convulsions) hepatotoxicity (harms the liver)	0.0003	NA	0.002	NA
Ethylbenzene (phenylethane)	hepatotoxicity (harms the liver)	0.3	NA	0.3	NA

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Ethylene dibromide (1,2-Dibromoethane)	carcinogenicity (causes cancer)	0.00001	1×10^{-6}	0.00005	5×10^{-6} (five per million)
Fluoride	musculoskeletal toxicity (causes tooth mottling)	1	NA	2	NA
Glyphosate	nephrotoxicity (harms the kidney)	0.9	NA	0.7	NA
Heptachlor	carcinogenicity (causes cancer)	0.000008 (8×10^{-6})	1×10^{-6}	0.00001	1×10^{-6} (one per million)
Heptachlor epoxide	carcinogenicity (causes cancer)	0.000006 (6×10^{-6})	1×10^{-6}	0.00001	2×10^{-6} (two per million)
Hexachlorobenzene	carcinogenicity (causes cancer)	0.00003	1×10^{-6}	0.001	3×10^{-5} (three per hundred thousand)
Hexachlorocyclopentadiene (HCCPD)	digestive system toxicity (causes stomach lesions)	0.002	NA	0.05	NA
Lead	developmental neurotoxicity (causes neurobehavioral effects in children) cardiovascular toxicity (causes high blood pressure) carcinogenicity (causes cancer)	0.0002	$<1 \times 10^{-6}$ (PHG is not based on this effect)	0.015 (AL ⁹)	2×10^{-6} (two per million)

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Lindane (γ-BHC)	carcinogenicity (causes cancer)	0.000032	1×10^{-6}	0.0002	6×10^{-6} (six per million)
Mercury (inorganic)	nephrotoxicity (harms the kidney)	0.0012	NA	0.002	NA
Methoxychlor	endocrine toxicity (causes hormone effects)	0.00009	NA	0.03	NA
Methyl tertiary-butyl ether (MTBE)	carcinogenicity (causes cancer)	0.013	1×10^{-6}	0.013	1×10^{-6} (one per million)
Molinate	carcinogenicity (causes cancer)	0.001	1×10^{-6}	0.02	2×10^{-5} (two per hundred thousand)
Monochlorobenzene (chlorobenzene)	nephrotoxicity (harms the kidney)	0.07	NA	0.07	NA
Nickel	developmental toxicity (causes increased neonatal deaths)	0.012	NA	0.1	NA
Nitrate	hematotoxicity (causes methemoglobinemia)	45 as nitrate	NA	10 as nitrogen (=45 as nitrate)	NA
Nitrite	hematotoxicity (causes methemoglobinemia)	3 as nitrite	NA	1 as nitrogen (=3 as nitrite)	NA

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Nitrate and Nitrite	hematotoxicity (causes methemoglobinemia)	10 as nitrogen ¹⁰	NA	10 as nitrogen	NA
N-nitroso-dimethyl-amine (NDMA)	carcinogenicity (causes cancer)	0.000003 (3×10 ⁻⁶)	1×10 ⁻⁶	none	NA
Oxamyl	general toxicity (causes body weight effects)	0.026	NA	0.05	NA
Pentachloro-phenol (PCP)	carcinogenicity (causes cancer)	0.0003	1×10 ⁻⁶	0.001	3×10 ⁻⁶ (three per million)
Perchlorate	endocrine toxicity (affects the thyroid) developmental toxicity (causes neurodevelopmental deficits)	0.001	NA	0.006	NA
Picloram	hepatotoxicity (harms the liver)	0.166	NA	0.5	NA
Polychlorinated biphenyls (PCBs)	carcinogenicity (causes cancer)	0.00009	1×10 ⁻⁶	0.0005	6×10 ⁻⁶ (six per million)
Radium-226	carcinogenicity (causes cancer)	0.05 pCi/L	1×10 ⁻⁶	5 pCi/L (combined Ra ²²⁶⁺²²⁸)	1×10 ⁻⁴ (one per ten thousand)

¹⁰ The joint nitrate/nitrite PHG of 10 mg/L (10 ppm, expressed as nitrogen) does not replace the individual values, and the maximum contribution from nitrite should not exceed 1 mg/L nitrite-nitrogen.

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Radium-228	carcinogenicity (causes cancer)	0.019 pCi/L	1×10^{-6}	5 pCi/L (combined Ra ²²⁶⁺²²⁸)	3×10^{-4} (three per ten thousand)
Selenium	integumentary toxicity (causes hair loss and nail damage)	0.03	NA	0.05	NA
Silvex (2,4,5-TP)	hepatotoxicity (harms the liver)	0.003	NA	0.05	NA
Simazine	general toxicity (causes body weight effects)	0.004	NA	0.004	NA
Strontium-90	carcinogenicity (causes cancer)	0.35 pCi/L	1×10^{-6}	8 pCi/L	2×10^{-5} (two per hundred thousand)
Styrene (vinylbenzene)	carcinogenicity (causes cancer)	0.0005	1×10^{-6}	0.1	2×10^{-4} (two per ten thousand)
1,1,2,2-Tetrachloroethane	carcinogenicity (causes cancer)	0.0001	1×10^{-6}	0.001	1×10^{-5} (one per hundred thousand)
2,3,7,8-Tetrachlorodibenzo-<i>p</i>-dioxin (TCDD, or dioxin)	carcinogenicity (causes cancer)	5×10^{-11}	1×10^{-6}	3×10^{-8}	6×10^{-4} (six per ten thousand)

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Tetrachloroethylene (perchloroethylene, or PCE)	carcinogenicity (causes cancer)	0.00006	1×10^{-6}	0.005	8×10^{-5} (eight per hundred thousand)
Thallium	integumentary toxicity (causes hair loss)	0.0001	NA	0.002	NA
Thiobencarb	general toxicity (causes body weight effects) hematotoxicity (affects red blood cells)	0.042	NA	0.07	NA
Toluene (methylbenzene)	hepatotoxicity (harms the liver) endocrine toxicity (harms the thymus)	0.15	NA	0.15	NA
Toxaphene	carcinogenicity (causes cancer)	0.00003	1×10^{-6}	0.003	1×10^{-4} (one per ten thousand)
1,2,4-Trichlorobenzene	endocrine toxicity (harms adrenal glands)	0.005	NA	0.005	NA
1,1,1-Trichloroethane	neurotoxicity (harms the nervous system), reproductive toxicity (causes fewer offspring) hepatotoxicity (harms the liver) hematotoxicity (causes blood effects)	1	NA	0.2	NA

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
1,1,2-Trichloroethane	carcinogenicity (causes cancer)	0.0003	1×10^{-6}	0.005	2×10^{-5} (two per hundred thousand)
Trichloroethylene (TCE)	carcinogenicity (causes cancer)	0.0017	1×10^{-6}	0.005	3×10^{-6} (three per million)
Trichlorofluoromethane (Freon 11)	accelerated mortality (increase in early death)	1.3	NA	0.15	NA
1,2,3-Trichloropropane (1,2,3-TCP)	carcinogenicity (causes cancer)	0.0000007 (7×10^{-7})	1×10^{-6}	0.000005 (5×10^{-6})	7×10^{-6} (seven per million)
1,1,2-Trichloro-1,2,2-trifluoroethane (Freon 113)	hepatotoxicity (harms the liver)	4	NA	1.2	NA
Trihalomethanes: Bromodichloromethane	carcinogenicity (causes cancer)	0.00006	1×10^{-6}	0.080*	1.3×10^{-3} (1.3 per thousand) ¹¹
Trihalomethanes: Bromoform	carcinogenicity (causes cancer)	0.0005	1×10^{-6}	0.080*	2×10^{-4} (two per ten thousand) ¹²

* For total trihalomethanes (the sum of bromodichloromethane, bromoform, chloroform, and dibromochloromethane). There are no MCLs for individual trihalomethanes.

¹¹ Based on 0.080 mg/L bromodichloromethane; the risk will vary with different combinations and ratios of the other trihalomethanes in a particular sample.

¹² Based on 0.080 mg/L bromoform; the risk will vary with different combinations and ratios of the other trihalomethanes in a particular sample.

Table 1: Health Risk Categories and Cancer Risk Values for Chemicals with California Public Health Goals (PHGs)

Chemical	Health Risk Category ¹	California PHG (mg/L) ²	Cancer Risk ³ at the PHG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Trihalomethanes: Chloroform	carcinogenicity (causes cancer)	0.0004	1×10^{-6}	0.080*	2×10^{-4} (two per ten thousand) ¹³
Trihalomethanes: Dibromochloromethane	carcinogenicity (causes cancer)	0.0001	1×10^{-6}	0.080*	8×10^{-4} (eight per ten thousand) ¹⁴
Tritium	carcinogenicity (causes cancer)	400 pCi/L	1×10^{-6}	20,000 pCi/L	5×10^{-5} (five per hundred thousand)
Uranium	carcinogenicity (causes cancer)	0.43 pCi/L	1×10^{-6}	20 pCi/L	5×10^{-5} (five per hundred thousand)
Vinyl chloride	carcinogenicity (causes cancer)	0.00005	1×10^{-6}	0.0005	1×10^{-5} (one per hundred thousand)
Xylene	neurotoxicity (affects the senses, mood, and motor control)	1.8 (single isomer or sum of isomers)	NA	1.75 (single isomer or sum of isomers)	NA

* For total trihalomethanes (the sum of bromodichloromethane, bromoform, chloroform, and dibromochloromethane). There are no MCLs for individual trihalomethanes.

¹³ Based on 0.080 mg/L chloroform; the risk will vary with different combinations and ratios of the other trihalomethanes in a particular sample.

¹⁴ Based on 0.080 mg/L dibromochloromethane; the risk will vary with different combinations and ratios of the other trihalomethanes in a particular sample.

Table 2: Health Risk Categories and Cancer Risk Values for Chemicals without California Public Health Goals

Chemical	Health Risk Category ¹	US EPA MCLG ² (mg/L)	Cancer Risk ³ at the MCLG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Disinfection byproducts (DBPs)					
Chloramines	acute toxicity (causes irritation) digestive system toxicity (harms the stomach) hematotoxicity (causes anemia)	4 ^{5,6}	NA ⁷	none	NA
Chlorine	acute toxicity (causes irritation) digestive system toxicity (harms the stomach)	4 ^{5,6}	NA	none	NA
Chlorine dioxide	hematotoxicity (causes anemia) neurotoxicity (harms the nervous system)	0.8 ^{5,6}	NA	none	NA
Disinfection byproducts: haloacetic acids (HAA5)					
Monochloroacetic acid (MCA)	general toxicity (causes body and organ weight changes ⁸)	0.07	NA	none	NA

¹ Health risk category based on the US EPA MCLG document or California MCL document unless otherwise specified.

² MCLG = maximum contaminant level goal established by US EPA.

³ Cancer Risk = Upper estimate of excess cancer risk from lifetime exposure. Actual cancer risk may be lower or zero. 1×10^{-6} means one excess cancer case per million people exposed.

⁴ California MCL = maximum contaminant level established by California.

⁵ Maximum Residual Disinfectant Level Goal, or MRDLG.

⁶ The federal Maximum Residual Disinfectant Level (MRDL), or highest level of disinfectant allowed in drinking water, is the same value for this chemical.

⁷ NA = not available.

⁸ Body weight effects are an indicator of general toxicity in animal studies.

Table 2: Health Risk Categories and Cancer Risk Values for Chemicals without California Public Health Goals

Chemical	Health Risk Category ¹	US EPA MCLG ² (mg/L)	Cancer Risk ³ at the MCLG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Dichloroacetic acid (DCA)	Carcinogenicity (causes cancer)	0	0	none	NA
Trichloroacetic acid (TCA)	hepatotoxicity (harms the liver)	0.02	NA	none	NA
Monobromoacetic acid (MBA)	NA	none	NA	none	NA
Dibromoacetic acid (DBA)	NA	none	NA	none	NA
Total haloacetic acids (sum of MCA, DCA, TCA, MBA, and DBA)	general toxicity, hepatotoxicity and carcinogenicity (causes body and organ weight changes, harms the liver and causes cancer)	none	NA	0.06	NA
Radionuclides					
Gross alpha particles ⁹	carcinogenicity (causes cancer)	0 (²¹⁰ Po included)	0	15 pCi/L ¹⁰ (includes radium but not radon and uranium)	up to 1x10 ⁻³ (for ²¹⁰ Po, the most potent alpha emitter)

⁹ MCLs for gross alpha and beta particles are screening standards for a group of radionuclides. Corresponding PHGs were not developed for gross alpha and beta particles. See the OEHHA memoranda discussing the cancer risks at these MCLs at <http://www.oehha.ca.gov/water/reports/grossab.html>.

¹⁰ pCi/L = picocuries per liter of water.

ATTACHMENT NO. 2
2022 Health Risk Information for Public Health Goal
Exceedance Reports

Chemical	Health Risk Category ¹	US EPA MCLG ² (mg/L)	Cancer Risk ³ at the MCLG	California MCL ⁴ (mg/L)	Cancer Risk at the California MCL
Beta particles and photon emitters ⁹	carcinogenicity (causes cancer)	0 (²¹⁰ Pb included)	0	50 pCi/L (judged equiv. to 4 mrem/yr)	up to 2×10^{-3} (for ²¹⁰ Pb, the most potent beta- emitter)

ATTACHMENT NO. 3

Table 1

Reference: 2012 ACWA PHG Survey

COST ESTIMATES FOR TREATMENT TECHNOLOGIES

(INCLUDES ANNUALIZED CAPITAL AND O&M COSTS)

No.	Treatment Technology	Source of Information	Estimated Unit Cost 2012 ACWA Survey Indexed to 2021* (\$/1,000 gallons treated)
1	Ion Exchange	Coachella Valley WD, for GW, to reduce Arsenic concentrations. 2011 costs.	2.40
2	Ion Exchange	City of Riverside Public Utilities, for GW, for Perchlorate treatment.	1.16
3	Ion Exchange	Carollo Engineers, anonymous utility, 2012 costs for treating GW source for Nitrates. Design source water concentration: 88 mg/L NO ₃ . Design finished water concentration: 45 mg/L NO ₃ . Does not include concentrate disposal or land cost.	0.88
4	Granular Activated Carbon	City of Riverside Public Utilities, GW sources, for TCE, DBCP (VOC, SOC) treatment.	0.58
5	Granular Activated Carbon	Carollo Engineers, anonymous utility, 2012 costs for treating SW source for TTHMs. Design source water concentration: 0.135 mg/L. Design finished water concentration: 0.07 mg/L. Does not include concentrate disposal or land cost.	0.42
6	Granular Activated Carbon, Liquid Phase	LADWP, Liquid Phase GAC treatment at Tujunga Well field. Costs for treating 2 wells. Treatment for 1,1 DCE (VOC). 2011-2012 costs.	1.78
7	Reverse Osmosis	Carollo Engineers, anonymous utility, 2012 costs for treating GW source for Nitrates. Design source water concentration: 88 mg/L NO ₃ . Design finished water concentration: 45 mg/L NO ₃ . Does not include concentrate disposal or land cost.	0.94
8	Packed Tower Aeration	City of Monrovia, treatment to reduce TCE, PCE concentrations. 2011-12 costs.	0.52
9	Ozonation+ Chemical addition	SCVWD, STWTP treatment plant includes chemical addition + ozone generation costs to reduce THM/HAA5 concentrations. 2009-2012 costs.	0.11

COST ESTIMATES FOR TREATMENT TECHNOLOGIES

(INCLUDES ANNUALIZED CAPITAL AND O&M COSTS)

No.	Treatment Technology	Source of Information	Estimated Unit Cost 2012 ACWA Survey Indexed to 2021* (\$/1,000 gallons treated)
10	Ozonation+ Chemical addition	SCVWD, PWTP treatment plant includes chemical addition + ozone generation costs to reduce THM/HAA concentrations, 2009-2012 costs.	0.23
11	Coagulation/Filtration	Soquel WD, treatment to reduce manganese concentrations in GW. 2011 costs.	0.88
12	Coagulation/Filtration Optimization	San Diego WA, costs to reduce THM/Bromate, Turbidity concentrations, raw SW a blend of State Water Project water and Colorado River water, treated at Twin Oaks Valley WTP.	1.00
13	Blending (Well)	Rancho California WD, GW blending well, 1150 gpm, to reduce fluoride concentrations.	0.83
14	Blending (Wells)	Rancho California WD, GW blending wells, to reduce arsenic concentrations, 2012 costs.	0.68
15	Blending	Rancho California WD, using MWD water to blend with GW to reduce arsenic concentrations. 2012 costs.	0.81
16	Corrosion Inhibition	Atascadero Mutual WC, corrosion inhibitor addition to control aggressive water. 2011 costs.	0.10

*Costs were adjusted from date of original estimates to present, where appropriate, using the Engineering News Record (ENR) annual average Construction Cost Index of 12,1332021

ATTACHMENT NO. 3
Table 2
Reference: Other Agencies

COST ESTIMATES FOR TREATMENT TECHNOLOGIES
(INCLUDES ANNUALIZED CAPITAL AND O&M COSTS)

No.	Treatment Technology	Source of Information	Estimated 2012 Unit Cost Indexed to 2021* (\$/1,000 gallons treated)
1	Reduction - Coagulation-Filtration	Reference: February 28, 2013, Final Report Chromium Removal Research, City of Glendale, CA. 100-2000 gpm. Reduce Hexavalent Chromium to 1 ppb.	1.91 - 11.96
2	IX - Weak Base Anion Resin	Reference: February 28, 2013, Final Report Chromium Removal Research, City of Glendale, CA. 100-2000 gpm. Reduce Hexavalent Chromium to 1 ppb.	1.96 – 8.19
3	IX	Golden State Water Co., IX w/disposable resin, 1 MGD, Perchlorate removal, built in 2010.	0.60
4	IX	Golden State Water Co., IX w/disposable resin, 1000 gpm, perchlorate removal (Proposed; O&M estimated).	1.31
5	IX	Golden State Water Co., IX with brine regeneration, 500 gpm for Selenium removal, built in 2007.	8.57
6	GFO/Adsorption	Golden State Water Co., Granular Ferric Oxide Resin, Arsenic removal, 600 gpm, 2 facilities, built in 2006.	2.24 - 2.39
7	RO	Reference: Inland Empire Utilities Agency : Chino Basin Desalter. RO cost to reduce 800 ppm TDS, 150 ppm Nitrate (as NO ₃); approx. 7 mgd.	2.93
8	IX	Reference: Inland Empire Utilities Agency : Chino Basin Desalter. IX cost to reduce 150 ppm Nitrate (as NO ₃); approx. 2.6 mgd.	1.63

9	Packed Tower Aeration	Reference: Inland Empire Utilities Agency : Chino Basin Desalter. PTA-VOC air stripping, typical treated flow of approx. 1.6 mgd.	0.49
10	IX	Reference: West Valley WD Report, for Water Recycling Funding Program, for 2.88 mgd treatment facility. IX to remove Perchlorate, Perchlorate levels 6-10 ppb. 2008 costs.	0.68 - 0.97
11	Coagulation Filtration	Reference: West Valley WD, includes capital, O&M costs for 2.88 mgd treatment facility- Layne Christensen packaged coagulation Arsenic removal system. 2009-2012 costs.	0.45
12	FBR	Reference: West Valley WD/Envirogen design data for the O&M + actual capitol costs, 2.88 mgd fluidized bed reactor (FBR) treatment system, Perchlorate and Nitrate removal, followed by multimedia filtration & chlorination, 2012. NOTE: The capitol cost for the treatment facility for the first 2,000 gpm is \$23 million annualized over 20 years with ability to expand to 4,000 gpm with minimal costs in the future. \$17 million funded through state and federal grants with the remainder funded by WVWD and the City of Rialto.	2.02 – 2.13

* Costs were adjusted from date of original estimates to present, where appropriate, using the Engineering News Record (ENR) annual average Construction Cost Index of 12,133 for 2021. .

ATTACHMENT NO. 3**Table 3****Reference: Updated 2012 ACWA Cost of Treatment Table****COST ESTIMATES FOR TREATMENT TECHNOLOGIES****(INCLUDES ANNUALIZED CAPITAL AND O&M COSTS)**

No.	Treatment Technology	Source of Information	Estimated 2012 Unit Cost Indexed to 2021* (\$/1,000 gallons treated)
1	Granular Activated Carbon	Reference: Malcolm Pirnie estimate for California Urban Water Agencies, large surface water treatment plants treating water from the State Water Project to meet Stage 2 D/DBP and bromate regulation, 1998	0.69 - 1.31
2	Granular Activated Carbon	Reference: Carollo Engineers, estimate for VOC treatment (PCE), 95% removal of PCE, Oct. 1994, 1900 gpm design capacity	0.32
3	Granular Activated Carbon	Reference: Carollo Engineers, est. for a large No. Calif. surf. water treatment plant (90 mgd capacity) treating water from the State Water Project, to reduce THM precursors, ENR construction cost index = 6262 (San Francisco area) - 1992	1.51
4	Granular Activated Carbon	Reference: CH2M Hill study on San Gabriel Basin, for 135 mgd central treatment facility for VOC and SOC removal by GAC, 1990	0.59 - 0.86
5	Granular Activated Carbon	Reference: Southern California Water Co. - actual data for "rented" GAC to remove VOCs (1,1-DCE), 1.5 mgd capacity facility, 1998	2.71
6	Granular Activated Carbon	Reference: Southern California Water Co. - actual data for permanent GAC to remove VOCs (TCE), 2.16 mgd plant capacity, 1998	1.75
7	Reverse Osmosis	Reference: Malcolm Pirnie estimate for California Urban Water Agencies, large surface water treatment plants treating water from the State Water Project to meet Stage 2 D/DBP and bromate regulation, 1998	2.036 – 3.89
8	Reverse Osmosis	Reference: Boyle Engineering, RO cost to reduce 1000 ppm TDS in brackish groundwater in So. Calif., 1.0 mgd plant operated at 40% of design flow, high brine line cost, May 1991	4.80
9	Reverse Osmosis	Reference: Boyle Engineering, RO cost to reduce 1000 ppm TDS in brackish groundwater in So. Calif., 1.0 mgd plant operated at 100% of design flow, high brine line cost, May 1991	2.96
10	Reverse Osmosis	Reference: Boyle Engineering, RO cost to reduce 1000 ppm TDS in brackish groundwater in So. Calif., 10.0 mgd plant operated at 40% of design flow, high brine line cost, May 1991	3.20

COST ESTIMATES FOR TREATMENT TECHNOLOGIES
(INCLUDES ANNUALIZED CAPITAL AND O&M COSTS)

No.	Treatment Technology	Source of Information	Estimated 2012 Unit Cost Indexed to 2021* (\$/1,000 gallons treated)
11	Reverse Osmosis	Reference: Boyle Engineering, RO cost to reduce 1000 ppm TDS in brackish groundwater in So. Calif., 10.0 mgd plant operated at 100% of design flow, high brine line cost, May 1991	2.48
12	Reverse Osmosis	Reference: Arsenic Removal Study, City of Scottsdale, AZ - CH2M Hill, for a 1.0 mgd plant operated at 40% of design capacity, Oct. 1991	8.04
13	Reverse Osmosis	Reference: Arsenic Removal Study, City of Scottsdale, AZ - CH2M Hill, for a 1.0 mgd plant operated at 100% of design capacity, Oct. 1991	4.75
14	Reverse Osmosis	Reference: Arsenic Removal Study, City of Scottsdale, AZ - CH2M Hill, for a 10.0 mgd plant operated at 40% of design capacity, Oct. 1991	3.55
15	Reverse Osmosis	Reference: Arsenic Removal Study, City of Scottsdale, AZ - CH2M Hill, for a 10.0 mgd plant operated at 100% of design capacity, Oct. 1991	2.20
16	Reverse Osmosis	Reference: CH2M Hill study on San Gabriel Basin, for 135 mgd central treatment facility with RO to remove nitrate, 1990	2.22 - 3.89
17	Packed Tower Aeration	Reference: Analysis of Costs for Radon Removal... (AWWARF publication), Kennedy/Jenks, for a 1.4 mgd facility operating at 40% of design capacity, Oct. 1991	1.27
18	Packed Tower Aeration	Reference: Analysis of Costs for Radon Removal... (AWWARF publication), Kennedy/Jenks, for a 14.0 mgd facility operating at 40% of design capacity, Oct. 1991	0.68
19	Packed Tower Aeration	Reference: Carollo Engineers, estimate for VOC treatment (PCE) by packed tower aeration, without off-gas treatment, O&M costs based on operation during 329 days/year at 10% downtime, 16 hr/day air stripping operation, 1900 gpm design capacity, Oct. 1994	0.34
20	Packed Tower Aeration	Reference: Carollo Engineers, for PCE treatment by Ecolo-Flo Enviro-Tower air stripping, without off-gas treatment, O&M costs based on operation during 329 days/year at 10% downtime, 16 hr/day air stripping operation, 1900 gpm design capacity, Oct. 1994	0.35
21	Packed Tower Aeration	Reference: CH2M Hill study on San Gabriel Basin, for 135 mgd central treatment facility - packed tower aeration for VOC and radon removal, 1990	0.55 - 0.90

COST ESTIMATES FOR TREATMENT TECHNOLOGIES
(INCLUDES ANNUALIZED CAPITAL AND O&M COSTS)

No.	Treatment Technology	Source of Information	Estimated 2012 Unit Cost Indexed to 2021* (\$/1,000 gallons treated)
22	Advanced Oxidation Processes	Reference: Carollo Engineers, estimate for VOC treatment (PCE) by UV Light, Ozone, Hydrogen Peroxide, O&M costs based on operation during 329 days/year at 10% downtime, 24 hr/day AOP operation, 1900 gpm capacity, Oct. 1994	0.67
23	Ozonation	Reference: Malcolm Pirnie estimate for CUWA, large surface water treatment plants using ozone to treat water from the State Water Project to meet Stage 2 D/DBP and bromate regulation, <i>Cryptosporidium</i> inactivation requirements, 1998	0.15 - 0.32
24	Ion Exchange	Reference: CH2M Hill study on San Gabriel Basin, for 135 mgd central treatment facility - ion exchange to remove nitrate, 1990	0.73 - 0.97

* Costs were adjusted from date of original estimates to present, where appropriate, using the Engineering News Record (ENR) annual average Construction Cost Index of 12,133 for 2021.

ATTACHMENT NO. 4

SAMPLE "HYPOTHETICAL" PUBLIC HEALTH GOAL REPORT AND TRANSMITTAL
MEMORANDUM

NOTE: It is suggested that the Report take the form of a communication to the utility's Governing Board or management since the report does not have to be submitted to any government oversight agency. It is suggested that a transmittal memo from staff to the Board should succinctly summarize the report and indicate what action is needed, which as a minimum includes the scheduling of a public hearing and the formal public notice of the hearing.

SAMPLE MEMORANDUM TRANSMITTING REPORT TO GOVERNING BOARD:

TO: Governing Board, SoftWater Public Water Utility District

FROM: Betty Bestwater, General Manager

SUBJECT: Required Report on Public Health Goals

Attached for your approval is the final draft of a report prepared by staff comparing our district's drinking water quality with public health goals (PHGs) adopted by California EPA's Office of Environmental Health Hazard Assessment (OEHHA) and with maximum contaminant level goals (MCLGs) adopted by the USEPA. PHGs and MCLGs are not enforceable standards and no action to meet them is mandated.

SB 1307 (Calderone-Sher; effective 1-1-97) added new provisions to the California Health and Safety Code which mandate that a report be prepared by July 1, 1998, and every three years thereafter. The attached report is intended to provide information to the public in addition to the annual Consumer Confidence Report (CCR) mailed to each customer.

Our water system complies with all of the health-based drinking water standards and maximum contaminant levels (MCLs) required by the California Division of Drinking Water and the USEPA. No additional actions are recommended. *(If staff plans to recommend any action to further lower constituent levels, these actions should be noted here.)*

The new law requires that a public hearing be held (which can be part of a regularly scheduled public meeting) for the purpose of accepting and responding to public comment on the report. This public hearing will be scheduled as part of our regular board (or council, etc) meeting scheduled for _____ and will be noticed as required for public hearings.

Signed _____ General Manager

SOFTWATER PUBLIC WATER UTILITY DISTRICT REPORT ON DISTRICT'S WATER QUALITY RELATIVE TO PUBLIC HEALTH GOALS

(Note: The names, data, and analytical values cited in this sample report are hypothetical and each utility would need to substitute its own data and adjust the comments accordingly. The constituents discussed are only examples of some that water utilities may have to address in this report. This is not the only way the report can be structured)

Background:

Provisions of the California Health and Safety Code (Reference No. 1) specify that larger (> 10,000 service connections) water utilities prepare a special report by July 1, 2016 if their water quality measurements have exceeded any Public Health Goals (PHGs). PHGs are non-enforceable goals established by the Cal-EPA's Office of Environmental Health Hazard Assessment (OEHHA). The law also requires that where OEHHA has not adopted a PHG for a constituent, the water suppliers are to use the MCLGs adopted by USEPA. Only constituents which have a California primary drinking water standard and for which either a PHG or MCLG has been set are to be addressed. (Reference No. 2 is a list of all regulated constituents with the MCLs and PHGs or MCLGs.)

There are a few constituents that are routinely detected in water systems at levels usually well below the drinking water standards for which no PHG nor MCLG has yet been adopted by OEHHA or USEPA including Total Trihalomethanes. These will be addressed in a future required report after a PHG has been adopted.

The new law specifies what information is to be provided in the report. (See Reference No. 1)

If a constituent was detected in the District's water supply between 2013 and 2015 at a level exceeding an applicable PHG or MCLG, this report provides the information required by the law. Included is the numerical public health risk associated with the MCL and the PHG or MCLG, the category or type of risk to health that could be associated with each constituent, the best treatment technology available that could be used to reduce the constituent level, and an estimate of the cost to install that treatment if it is appropriate and feasible.

(Note: If "numerical health risk" data is not available from OEHHA, insert the following: "OEHHA is required to provide numerical health risk information, but has not done so in time to include it in this report").

What Are PHGs?

PHGs are set by the California Office of Environmental Health Hazard Assessment (OEHHA) which is part of Cal-EPA and are based solely on public health risk considerations. None of the practical risk-management factors that are considered by the USEPA or the California Division of Drinking Water in setting drinking water standards (MCLs) are considered in setting the PHGs. These factors include analytical detection capability, treatment technology available, benefits and costs. The PHGs are not enforceable and are not required to be met by any public water system. MCLGs are the federal equivalent to PHGs.

Water Quality Data Considered:

All of the water quality data collected by our water system between 2013 and 2015 for purposes of determining compliance with drinking water standards was considered. This data was all summarized in our 2013, 2014, and 2015 Consumer Confidence Reports which were mailed to all of our customers in _____. (Reference No. 3)

Guidelines Followed:

The Association of California Water Agencies (ACWA) formed a workgroup which prepared guidelines for water utilities to use in preparing these newly required reports. The ACWA guidelines were used in the preparation of our report. No guidance was available from state regulatory agencies.

Best Available Treatment Technology and Cost Estimates:

Both the USEPA and DDW adopt what are known as BATs or Best Available Technologies which are the best known methods of reducing contaminant levels to the MCL. Costs can be estimated for such technologies. However, since many PHGs and all MCLGs are set much lower than the MCL, it is not always possible nor feasible to determine what treatment is needed to further reduce a constituent downward to or near the PHG or MCLG, many of which are set at zero. Estimating the costs to reduce a constituent to zero is difficult, if not impossible because it is not possible to verify by analytical means that the level has been lowered to zero. In some cases, installing treatment to try and further reduce very low levels of one constituent may have adverse effects on other aspects of water quality.

Constituents Detected That Exceed a PHG or a MCLG:

The following is a discussion of constituents that were detected in one or more of our drinking water sources at levels above the PHG, or if no PHG, above the MCLG.

Trichloroethylene (TCE): There is no PHG for TCE but the MCLG set by the USEPA is zero. The MCL or drinking water standard for TCE is 0.005 mg/l. We have detected TCE in 2 of our 20 wells at a level of 0.002 mg/l in Well No. 1 and at 0.003 mg/l in Well No. 8. The levels detected were below the MCLs at all times. The category of health risk associated with TCE, and the reason that a drinking water standard was adopted for it, is that people who drink water containing TCE above the MCL throughout their lifetime could experience an increased risk of getting cancer. DDW says that "Drinking water which meets this standard (the MCL) is associated with little to none of this risk and should be considered safe with respect to TCE." (NOTE: This language is taken from the DDW Blue Book of drinking water law and regulations, Section 64468.2, Title 22, CCR.) The numerical health risk for a MCLG of zero is zero. The BAT for TCE to lower the level below the MCL is either Granular Activated Carbon (GAC) or Packed Tower Aeration (PTA). Since the TCE level in these two wells is already below the MCL, GAC with a long empty bed contact time (EBCT) would likely be required to attempt to lower the TCE level to zero. The estimated cost to install and operate such a treatment system on both Wells No. 1 and No. 8 that would reliably reduce the TCE level to zero would be approximately \$ initial construction cost with additional O&M cost of \$ per year. This would result in an assumed increased cost for each customer of \$, ear.

E. coli:

In July 2021, the California Revised Total Coliform Rule became effective. The revisions included the new Coliform Treatment Technique requirement replacing the Total Coliform MCL, and a new *E. coli* MCL regulatory limit. The purpose for the revisions was to provide the public with increased protection against microbial pathogens in drinking water served by public water systems. A water system is in violation of the *E. coli* MCL if any of the following trigger levels occur:

1. *E. coli*-positive repeat sample following total coliform-positive routine sample
2. Total coliform-positive repeat sample following an *E. coli* routine sample
3. Failure to collect all required repeat samples following an *E. coli*-positive routine sample
4. Failure to test for *E. coli* when any repeat sample is total coliform-positive

Coliform bacteria are an indicator organism that are ubiquitous in nature and are not generally considered harmful. They are used because of the ease in monitoring and analysis. However, the presence of *E. coli* bacteria indicates that the water may be contaminated with human or animal wastes. These bacteria can make people sick and are a particular concern for those with weakened immune systems. In the month of October 2021, we collected 120 samples from our distribution system for coliform analysis. One of these samples had tested positive for total coliform bacteria and was absent for *E. coli* bacteria. However, the repeat sample we had conducted tested positive for both total coliform bacteria and *E. coli* bacteria; we had exceeded the *E. coli* MCL. In coordinating with our local regulating agency, we initiated a Tier 1 public notification (Boil Water Order) and conducted a Level 2 assessment to identify the cause of the *E. coli*-positive sample. The cause was determined to be *(insert cause of contamination)* and the following corrective actions were taken...*(insert corrective actions taken)*.

Alternative No. 1: "We are working closely with our regional water supplier and have instituted new disinfection procedures to provide for a slightly higher disinfectant residual. Our disinfectant is chloramines. This increase has been carefully studied before it was implemented. This careful balance of treatment processes used is essential to continue supplying our customers with safe drinking water."

Alternative No. 2: "We add chlorine at our sources to assure that the water served is microbiologically safe. The chlorine residual levels are carefully controlled to provide the best health protection without causing the water to have undesirable taste and odor or increasing the disinfection byproduct level. This careful balance of treatment processes is essential to continue supplying our customers with safe drinking water."

Other equally important measures that we have implemented include: an effective cross-connection control program, maintenance of a disinfectant residual throughout our system, an effective monitoring and surveillance program and maintaining positive pressures in our distribution system. Our system has already taken all of the steps described by DDW as "best available technology" for coliform bacteria in Section 64447, Title 22, CCR.

(Note: If a utility is planning to initiate different treatment or new programs, these should be described and cost estimates could be included.)

Lead and/or Copper:

There is no MCL for Lead or Copper. Instead the 90th percentile value of all samples from house hold taps in the distribution system cannot exceed an Action Level of 0.015 mg/l for lead and 1.3 mg/l for copper. The PHG for lead is 0.002 mg/l. The PHG for copper is 0.17 mg/l.

The category of health risk for lead is damage to the kidneys or nervous system of humans. The category of health risk for copper is gastrointestinal irritation. Numerical health risk data on lead and copper have not yet been provided by OEHHA, the State agency responsible for providing that information. *(Note: If OEHHA provides this information prior to completion of a utility's report, it should be inserted here.)*

All of our source water samples for lead and copper in 200 were less than the PHG. Based on extensive sampling of our distribution system in 200, our 90th percentile value for lead was 0.006 mg/l and for copper was 0.18 mg/l.

Our water system is in full compliance with the Federal and State Lead and Copper Rule. Based on our extensive sampling, it was determined according to State regulatory requirements that we meet the Action Levels for Lead and Copper. Therefore, we are deemed by DDW to have "optimized corrosion control" for our system.

In general, optimizing corrosion control is considered to be the best available technology to deal with corrosion issues and with any lead or copper findings. We continue to monitor our water quality parameters that relate to corrosivity, such as the pH, hardness, alkalinity, total dissolved solids, and will take action if necessary to maintain our system in an "optimized corrosion control" condition.

Alternative No. 1: Since we are meeting the "optimized corrosion control" requirements, it is not prudent to initiate additional corrosion control treatment as it involves the addition of other chemicals and there could be additional water quality issues raised. Therefore, no estimate of cost has been included.

Alternative No. 2: To further reduce the potential that lead (or copper) values at consumer taps would exceed the PHO, corrosion control treatment could be installed at all of our sources at an estimated initial cost of \$_____ and an ongoing annual O&M cost of \$_____ which would be equivalent to \$ per service connection.

RECOMMENDATIONS FOR FURTHER ACTION:

The drinking water quality of the SoftWater Public Water Utility District meets all State of California, DDW and USEPA drinking water standards set to protect public health. To further reduce the levels of the constituents identified in this report that are already significantly below the health-based Maximum Contaminant Levels established to provide "safe drinking water", additional costly treatment processes would be required. The effectiveness of the treatment processes to provide any significant reductions in constituent levels at these already low values is uncertain. The health protection benefits of these further hypothetical reductions are not at all clear and may not be quantifiable. Therefore, no action is proposed.

Optional additional language: "The money that would be required for these additional treatment processes might provide greater public health protection benefits if spent on other water system operation, surveillance, and monitoring programs."

REFERENCES:

- No.1 Excerpt from Calif Health & Safety Code: Section 116470 (b)No.2
Table of Regulated Constituents with MCLs, PHGs or MCLGs
- No.3 SoftWater Public Water Utility District's 2013, 2014 and 2015 Water Quality Reports
- No.4 Glossary of terms and abbreviations used in report (*Optional*)

APPENDIX 7

MCLs, DLRs, PHGs, for Regulated Drinking Water Contaminants

(Units are in milligrams per liter (mg/L), unless otherwise noted.)

Last Update: January 3, 2023

The following tables includes California's maximum contaminant levels (MCLs), detection limits for purposes of reporting (DLRs), public health goals (PHGs) from the Office of Environmental Health Hazard Assessment (OEHHA). For comparison, Federal MCLs and Maximum Contaminant Level Goals (MCLGs) (USEPA) are also displayed.

Inorganic Chemicals Table, Chemicals with MCLs in 22 CCR §64431

State Regulated Inorganic Chemical Contaminant	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Aluminum	1	0.05	0.6	2001	--	--
Antimony	0.006	0.006	0.001	2016	0.006	0.006
Arsenic	0.010	0.002	0.000004	2004	0.010	zero
Asbestos (MFL = million fibers per liter; for fibers >10 microns long)	7 MFL	0.2 MFL	7 MFL	2003	7 MFL	7 MFL
Barium	1	0.1	2	2003	2	2
Beryllium	0.004	0.001	0.001	2003	0.004	0.004
Cadmium	0.005	0.001	0.00004	2006	0.005	0.005
Chromium, Total - OEHHA withdrew the 0.0025-mg/L PHG	0.05	0.01	withdrawn Nov. 2001	1999	0.1	0.1

State Regulated Inorganic Chemical Contaminant	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Chromium, Hexavalent - 0.01-mg/L MCL & 0.001-mg/L DLR repealed September 2017	--	--	0.00002	2011	--	--
Cyanide	0.15	0.1	0.15	1997	0.2	0.2
Fluoride	2	0.1	1	1997	4.0	4.0
Mercury (inorganic)	0.002	0.001	0.0012	1999 (rev2005)*	0.002	0.002
Nickel	0.1	0.01	0.012	2001	--	--
Nitrate (as nitrogen, N)	10 as N	0.4	45 as NO3 (=10 as N)	2018	10	10
Nitrite (as N)	1 as N	0.4	1 as N	2018	1	1
Nitrate + Nitrite (as N)	10 as N	--	10 as N	2018	--	--
Perchlorate	0.006	0.002	0.001	2015	--	--
Selenium	0.05	0.005	0.03	2010	0.05	0.05
Thallium	0.002	0.001	0.0001	1999 (rev2004)	0.002	0.0005

Copper and Lead Table, 22 CCR §64672.3

Values referred to as MCLs for lead and copper are not actually MCLs; instead, they are called “Action Levels” under the lead and copper rule.

State Regulated Copper and Lead Contaminant	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Copper	1.3	0.05	0.3	2008	1.3	1.3
Lead	0.015	0.005	0.0002	2009	0.015	zero

Radiological Table, Radionuclides with MCLs in 22 CCR §64441 and §64443

[units are picocuries per liter (pCi/L), unless otherwise state; n/a = not applicable]

State Regulated Radionuclides Contaminant	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Gross alpha particle activity - OEHHA concluded in 2003 that a PHG was not practical	15	3	none	n/a	15	zero
Gross beta particle activity - OEHHA concluded in 2003 that a PHG was not practical	4 mrem/yr	4	none	n/a	4 mrem/yr	zero
Radium-226	--	1	0.05	2006		
Radium-228	--	1	0.019	2006		
Radium-226 + Radium-228	5	--	--	--	5	zero

State Regulated Radionuclides Contaminant	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Strontium-90	8	2	0.35	2006	--	--
Tritium	"20,000"	"1,000"	400	2006	--	--
Uranium	20	1	0.43	2001	30 µg/L	zero

Organic Chemicals Table, Chemicals with MCLs in 22 CCR §64444

Volatile Organic Chemicals (VOCs)

State Regulated Volatile Organic Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Benzene	0.001	0.0005	0.00015	2001	0.005	zero
Carbon tetrachloride	0.0005	0.0005	0.0001	2000	0.005	zero
1,2-Dichlorobenzene	0.6	0.0005	0.6	1997 (rev2009)	0.6	0.6
1,4-Dichlorobenzene (p-DCB)	0.005	0.0005	0.006	1997	0.075	0.075
1,1-Dichloroethane (1,1-DCA)	0.005	0.0005	0.003	2003	--	--
1,2-Dichloroethane (1,2-DCA)	0.0005	0.0005	0.0004	1999 (rev2005)	0.005	zero
1,1-Dichloroethylene (1,1-DCE)	0.006	0.0005	0.01	1999	0.007	0.007

State Regulated Volatile Organic Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
cis-1,2-Dichloroethylene	0.006	0.0005	0.013	2018	0.07	0.07
trans-1,2-Dichloroethylene	0.01	0.0005	0.05	2018	0.1	0.1
Dichloromethane (Methylene chloride)	0.005	0.0005	0.004	2000	0.005	zero
1,2-Dichloropropane	0.005	0.0005	0.0005	1999	0.005	zero
1,3-Dichloropropene	0.0005	0.0005	0.0002	1999 (rev2006)	--	--
Ethylbenzene	0.3	0.0005	0.3	1997	0.7	0.7
Methyl tertiary butyl ether (MTBE)	0.013	0.003	0.013	1999	--	--
Monochlorobenzene	0.07	0.0005	0.07	2014	0.1	0.1
Styrene	0.1	0.0005	0.0005	2010	0.1	0.1
1,1,2,2-Tetrachloroethane	0.001	0.0005	0.0001	2003	0.1	0.1
Tetrachloroethylene (PCE)	0.005	0.0005	0.00006	2001	0.005	zero
Toluene	0.15	0.0005	0.15	1999	1	1
1,2,4-Trichlorobenzene	0.005	0.0005	0.005	1999	0.07	0.07

State Regulated Volatile Organic Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
1,1,1-Trichloroethane (1,1,1-TCA)	0.200	0.0005	1	2006	0.2	0.2
1,1,2-Trichloroethane (1,1,2-TCA)	0.005	0.0005	0.0003	2006	0.005	0.003
Trichloroethylene (TCE)	0.005	0.0005	0.0017	2009	0.005	zero
Trichlorofluoromethane (Freon 11)	0.15	0.005	1.3	2014	--	--
"1,1,2-Trichloro-1,2,2-Trifluoroethane (Freon 113)"	1.2	0.01	4	1997 (rev2011)	--	--
Vinyl chloride	0.0005	0.0005	0.00005	2000	0.002	zero
Xylenes	1.750	0.0005	1.8	1997	10	10

Non-Volatile Synthetic Organic Chemicals (SOCs)

State Regulated Non-Volatile Synthetic Organic Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Alachlor	0.002	0.001	0.004	1997	0.002	zero
Atrazine	0.001	0.0005	0.00015	1999	0.003	0.003
Bentazon	0.018	0.002	0.2	1999 (rev2009)	--	--

State Regulated Non-Volatile Synthetic Organic Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Benzo(a)pyrene	0.0002	0.0001	0.000007	2010	0.0002	zero
Carbofuran	0.018	0.005	0.0007	2016	0.04	0.04
Chlordane	0.0001	0.0001	0.00003	1997 (rev2006)	0.002	zero
Dalapon	0.2	0.01	0.79	1997 (rev2009)	0.2	0.2
1,2-Dibromo-3- chloropropane (DBCP)	0.0002	0.00001	0.000003	2020	0.0002	zero
2,4- Dichlorophenoxyaceti c acid (2,4-D)	0.07	0.01	0.02	2009	0.07	0.07
Di(2- ethylhexyl)adipate	0.4	0.005	0.2	2003	0.4	0.4
Di(2- ethylhexyl)phthalate (DEHP)	0.004	0.003	0.012	1997	0.006	zero
Dinoseb	0.007	0.002	0.014	1997 (rev2010)	0.007	0.007
Diquat	0.02	0.004	0.006	2016	0.02	0.02
Endothal	0.1	0.045	0.094	2014	0.1	0.1

State Regulated Non-Volatile Synthetic Organic Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Endrin	0.002	0.0001	0.0003	2016	0.002	0.002
Ethylene dibromide (EDB)	0.00005	0.00002	0.00001	2003	0.0000 5	zero
Glyphosate	0.7	0.025	0.9	2007	0.7	0.7
Heptachlor	0.00001	0.00001	0.000008	1999	0.0004	zero
Heptachlor epoxide	0.00001	0.00001	0.000006	1999	0.0002	zero
Hexachlorobenzene	0.001	0.0005	0.00003	2003	0.001	zero
Hexachlorocyclopent adiene	0.05	0.001	0.002	2014	0.05	0.05
Lindane	0.0002	0.0002	0.000032	1999 (rev2005)	0.0002	0.0002
Methoxychlor	0.03	0.01	0.00009	2010	0.04	0.04
Molinate	0.02	0.002	0.001	2008	--	--
Oxamyl	0.05	0.02	0.026	2009	0.2	0.2
Pentachlorophenol	0.001	0.0002	0.0003	2009	0.001	zero
Picloram	0.5	0.001	0.166	2016	0.5	0.5

State Regulated Non-Volatile Synthetic Organic Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Polychlorinated biphenyls (PCBs)	0.0005	0.0005	0.00009	2007	0.0005	zero
Simazine	0.004	0.001	0.004	2001	0.004	0.004
Thiobencarb	0.07	0.001	0.042	2016	--	--
Toxaphene	0.003	0.001	0.00003	2003	0.003	zero
1,2,3-Trichloropropane	0.000005	0.000005	0.0000007	2009	--	--
2,3,7,8-TCDD (dioxin)	3x10 ⁻⁸	5x10 ⁻⁹	5x10 ⁻¹¹	2010	3x10 ⁻⁸	zero
2,4,5-TP (Silvex)	0.05	0.001	0.003	2014	0.05	0.05

Disinfection Byproducts Table, Chemicals with MCLs in 22 CCR §64533

State Regulated Disinfection Byproducts Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Total Trihalomethanes	0.080	--	--	--	0.080	--
Bromodichloromethane	--	0.0010	0.00006	2020	--	zero
Bromoform	--	0.0010	0.0005	2020	--	zero

State Regulated Disinfection Byproducts Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
Chloroform	--	0.0010	0.0004	2020	--	0.07
Dibromochloromethane	--	0.0010	0.0001	2020	--	0.06
Haloacetic Acids (five) (HAA5)	0.060	--	--	--	0.060	--
Monochloroacetic Acid	--	0.0020	0.053	2022	--	0.07
Dichloroacetic Acid	--	0.0010	0.0002	2022	--	zero
Trichloroacetic Acid	--	0.0010	0.0001	2022	--	0.02
Monobromoacetic Acid	--	0.0010	0.025	2022	--	--
Dibromoacetic Acid	--	0.0010	0.00003	2022	--	--
Bromate	0.010	0.0050**	0.0001	2009	0.01	zero
Chlorite	1.0	0.020	0.05	2009	1	0.8

Chemicals with PHGs established in response to DDW requests. These are not currently regulated drinking water contaminants.

State Regulated Disinfection Byproducts Contaminants	State MCL	State DLR	State PHG	State Date of PHG	Federal MCL	Federal MCLG
N-Nitrosodimethylamine (NDMA)	--	--	0.000003	2006	--	--

*OEHHA's review of this chemical during the year indicated (rev20XX) resulted in no change in the PHG.

**The DLR for Bromate is 0.0010 mg/L for analysis performed using EPA Method 317.0 Revision 2.0, 321.8, or 326.0.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
ACCEPT THE 2023 TRIENNIAL PUBLIC HEALTH GOALS REPORT**

WHEREAS, in accordance with the California Health and Safety Code Section 116470, the City of Woodland is required to prepare a brief written report detailing all the detected contaminants exceeding their applicable public health goal.

WHEREAS, the City has prepared the 2023 Triennial Public Health Goals report covering the years 2020, 2021, and 2022.

WHEREAS, the City has therefore, prepared and circulated for public review a PDF version of the 2023 Triennial Public Health Goals Report, and a properly noticed public hearing regarding said report was held by the City Council on June 20th, 2023, and

WHEREAS, the 2023 Triennial Public Health Goals report will be accepted by City Council.

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

Section 1. The 2023 Triennial Public Health Goals Report is on file with the City, and is hereby accepted and ordered filed with the City Clerk; and

Section 2. A copy of the 2023 Triennial Public Health Goals Report is located at www.cityofwoodland.org/PHG and made a part of this Resolution.

PASSED AND ADOPTED this 20th day of June 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: June 20, 2023
ITEM #: J.23
SUBJECT: Woodland Tourism and Business Improvement
District Annual Report and Resolution of Intention to
Levee Annual Assessment for Fiscal Year 2023/2024

Recommendation for Action: Staff recommends that the City Council approve the Annual Report from the Advisory Board for the Woodland Tourism Business Improvement (WTBID) and adopt the attached resolution of intention to levy the annual assessment for Fiscal Year 2023/2024.

Staff Contact:

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

Fiscal Impact:

The purpose of the Woodland Tourism Business Improvement District is to increase the occupancy of Woodland hotels, resulting in continued and enhanced transient occupancy tax and other visitor-supported revenues. Other than administrative support and collections, there are no costs to the City of Woodland associated with the renewal of the Woodland Tourism Business Improvement District. Increased occupancy will result in a positive impact on the City's general fund revenue through the transient occupancy tax (TOT) collected on each room night.

Background:

Tourism promotion is a specific purpose named in California Business Improvement District (BID) law. A BID is a benefit district where an industry or area assesses itself to spend collective funds on goals for mutually-beneficial purposes. BIDs are frequently used by hotels to fund tourism marketing and promotion efforts. Through BID self-assessment, business owners collectively pay for activities which could not be afforded by any single business and which serve to champion a destination area, as opposed to typical marketing efforts designed to promote an individual business.

The Parking and Business Improvement Area Law of 1989 under the California Streets and Highway Code sets forth specific actions to renew Business Improvement Districts annually. State law makes it clear that BID assessments are not taxes.

Since a BID fee is a benefit assessment and not a tax, BIDs are able to pay for programs and activities without relying on public funding. Tourism BIDs (TBID) can provide destination marketing in ways distinctly different from municipal governments or individual businesses. TBIDs are public-private partnerships which benefit both destination cities and businesses located in those cities. BIDs are an effective financial tool available to the business community through cooperation with local government, as outlined in State law.

Prior to 2017, Woodland had a hotel Business Improvement District which leveled a 2% assessment on overnight hotel stays. The proceeds from the assessment were collected by the City and sent to the Yolo County Visitor's Bureau, who administered the funds. Between 2017 and 2022, Woodland hotels participated in a countywide tourism district including the cities of Woodland, Winters, Davis, and unincorporated areas of Yolo County. In the fall of 2021, Woodland hoteliers sent a letter, signed by the majority of hoteliers, indicating their desire to no longer participate in the countywide district, and instead favored the formation of a Woodland-focused tourism business improvement district. As a result, on June

21, 2022, the City of Woodland's City Council, pursuant to City of Woodland Ordinance No. 1691, established the Woodland Tourism Business Improvement District (WTBID).

Within this structure, prior to the end of each Fiscal Year, the Advisory Board of the WTBID, which is made up of the Woodland Hoteliers Group, a 501(c)6 non-profit organization, shall prepare and submit an annual report to the City Clerk detailing the use of the assessment funds consistent with the allowed activities and proposed budget for the upcoming fiscal year. The WTBID will require annual renewals to continue the assessment. Consideration of each annual renewal is subject to the process stipulated in the Parking and Business Improvement Area Law of 1989.

Discussion:

The 2023/2024 fiscal year annual assessments to be levied against hotels within the District are based on the benefits they derive from the program of activities. In accordance with Ordinance No. 1691, in addition to any assessments, fees, charges or taxes imposed otherwise in the City, except where funds are otherwise available, the City Council proposes to levy assessments for fiscal year 2023/2024 against hotels in the WTBID for the purpose of funding the programs, activities and services that will promote the City and hotels as a visitor and tourist destination. Each hotel shall pay an assessment of two (2%) percent of the total room rents charged and received from transient hotel guests who do not make the hotel their principal place of residence.

These assessments shall be due and payable and shall be paid at the same time and in the same manner that the transient occupancy tax is due and payable and shall be subject to the same penalties and interest for nonpayment. Assessments will be collected by the City of Woodland, with the funds being remitted to a special fund of the City for expenditure in accordance with its adopted annual budget as presented by the Advisory Board appointed by the City Council.

Annual Report - Woodland Tourism Business Improvement District

On June 1, 2023, the Woodland Hoteliers Group submitted their first Annual Report that describes the improvements and activities for which assessments are to be levied and collected for the 2023/2024 fiscal year. This Annual Report is being presented to the City Council for review and approval.

Representatives of the Woodland Hoteliers Group will be present at the City Council meeting to share highlights of activities over the past year and plans for the coming fiscal year to promote Woodland as a visitor and tourism destination.

Examples of proposed uses of the revenues derived from charges levied against hotels/businesses in the WTBID for fiscal year 2023/2024 as outlined in the Annual Report are:

- (a) Promoting the identity of Woodland through financial support of key regional and national events that support tourism and result in an economic impact; and
- (b) Developing and implementing a destination marketing strategy and promotions targeting potential hotel guests; and
- (c) Developing and undertaking an advertising and public relations program focusing on the business and leisure travel trade; and
- (d) Subsidization of high quality, high economic impact events; and
- (e) Annual operation expenses including but not limited to annual district administration functions and expenses, printing, postage and meetings; and

(f) Support and funding of contract services and/or programs that support hotel operations and tourism, including, but not limited to, security, transportation services, vouchers, and special events; and

(g) Attendance at key meetings and consumer trade shows.

Process for adoption

Under the 1989 law, the State requires a series of steps to renew the WTBID. On June 20th, the Annual Report shall be presented to City Council for review and approval. Additionally, City Council shall hold a public hearing to receive public testimony on July 18 regarding the levy of the annual assessment for fiscal year 2023/2024. The following is a synopsis of the activity necessary to renew the WTBID:

Prior to end of fiscal year 2022 – SUBMISSION OF ANNUAL REPORT (COMPLETED)

The Woodland Hoteliers Group submitted its first Annual Report on June 1, 2023. This report covers the overall description of the proposed programs and activities to be funded by the assessments, the estimated annual budget of expenses, the method of assessment and estimated revenues for the 2023/2024 fiscal year, commencing July 1 and ending on June 30, 2024.

June 20, 2023 – PRESENTATION OF ANNUAL REPORT AND BUDGET TO CITY COUNCIL AND CITY COUNCIL'S DECLARATION OF INTENTION

The Annual Report shall be presented to City Council for review and approval. Pursuant to the 1989 BID Law, the City Council shall declare its intention to levy and collect assessments on businesses within the WTBID for fiscal year 2023/2024, adopting the Resolution of Intention.

July 11, 2023 – PUBLICATION OF PUBLIC HEARING NOTICE

Seven (7) days before the Public Hearing, the Resolution of Intention shall be published in the local newspaper, informing the general public about the Hearing.

July 18, 2023 – PUBLIC HEARING OF ANNUAL ASSESSMENT

At the public hearing, written and oral protests may be presented to the City Council. The form and manner of protests shall comply with Sections 36524 and 36525 of the 1989 BID Law, which generally establish that if written protests are received from the owners of businesses that will pay 50 percent or more of the assessments to be levied and protests are not withdrawn so as to reduce the protests to less than that 50 percent, no further proceedings to levy the proposed assessment shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvement or activity, those types of improvements or activities shall be eliminated. Every written protest shall be filed with the City Clerk at or before the time fixed for the public hearing. The City Council may waive any irregularity in the form or content of any written protest and at the public hearing and may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

Conclusion:

Staff recommends that the City Council approve the Annual Report from the Advisory Board for the Woodland Tourism Business Improvement (WTBID) and adopt the attached resolution of intention to levy the annual assessment for Fiscal Year 2023/2024.



Ken Hiatt
City Manager

Attachments:

1. WTBID Intent Resolution
2. Woodland Tourism BID Annual Report FY 23-24

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF WOODLAND DECLARING ITS INTENTION TO LEVY ANNUAL
ASSESSMENTS FOR FISCAL YEAR 2023/2024 WITHIN
THE WOODLAND TOURISM BUSINESS IMPROVEMENT DISTRICT (“WTBID”)**

WHEREAS, the City of Woodland (the “City”) is a general law City organized and existing under the laws of the State of California; and

WHEREAS, the Parking and Business Improvement Area Law of 1989 (Section 36500 et seq. of the Streets and Highways Code of the State of California) authorizes the City to levy assessments on businesses within a parking and business improvement area which is in addition to any assessments, fees, charges, or taxes imposed in the City and to use such proceeds for the benefit of businesses within such parking and business improvement area pursuant to said Parking and Business Improvement Area Law of 1989 (hereafter “1989 BID Law”); and

WHEREAS, the City Council of the City of Woodland on June 21, 2022 pursuant to Ordinance No. 1691 established the Woodland Tourism Business Improvement District (hereafter “WTBID”); and

WHEREAS, pursuant to Section 36533 of the 1989 BID Law, the Advisory Board for the WTBID has caused a report (“Annual Report”) to be prepared and filed with the City Clerk, which describes the improvements and activities for which assessments are to be levied and collected for the 2023/2024 fiscal year; and this Annual Report has been presented to the City Council for review and approval; and

WHEREAS, the City Council intends to levy and collect assessments within the WTBID for fiscal year 2023/2024 and by this resolution fixes a time and place for a public hearing to be held by the City Council on the levy of the annual assessment for fiscal 2023/2024 pursuant to Section 36535 of the 1989 BID Law.

NOW THEREFORE, the City Council of the City of Woodland does hereby resolve as follows:

SECTION 1. Recitals. The above recitals are all true and correct.

SECTION 2. Declaration of Intention. Pursuant to the 1989 BID Law, the City Council hereby declares its intention to levy and collect assessments on businesses within the WTBID for fiscal year 2023/2024, which commences July 1, 2023 and ends June 30, 2024, to pay for the improvements, services and activities authorized by Ordinance No. 1691 and described in the Annual Report filed with the City Clerk.

SECTION 3. Boundaries. For fiscal year 2023/2024, the boundaries of the WTBID which is inclusive of the hotels now operating in the City and identified and attached hereto as Exhibit "A" and furthermore unchanged from the boundaries established by Ordinance No. 1691.

SECTION 4. Exemption of Newly Established Business. The City Council proposes to annually levy assessments against all hotels/businesses in the WTBID in accordance with the proposed system of assessments as set forth on Exhibit "B" and as such has determined that the assessments on newly established hotels shall commence immediately upon the first day of operation and after the public hearing for inclusion of such property.

SECTION 5. Use of Assessment Revenues. That the proposed uses of the revenues derived from charges levied against hotels/businesses in the WTBID for fiscal year 2023/2024 generally include but are not limited to the following:

- (a) Promoting the identity of Woodland through financial support of key regional and national events that support tourism and result in an economic impact; and
- (b) Developing and implementing a destination marketing strategy and promotions targeting potential hotel guests; and
- (c) Developing and undertaking an advertising and public relations program focusing on the business and leisure travel trade; and
- (d) Subsidization of high quality, high economic impact events; and
- (e) Annual operation expenses including but not limited to annual district administration functions and expenses, printing, postage and meetings; and
- (f) Support and funding of contract services and/or programs that support hotel operations and tourism including but not limited to, security, transportation services, vouchers, and special events; and
- (g) Attendance at key meetings and consumer trade shows.

SECTION 6. Method of Assessment. In addition to any assessments, fees, charges or taxes imposed otherwise in the City, the City Council proposes to levy assessments against businesses in the WTBID in fiscal year 2023/2024 for the purpose of funding the programs, activities and services that will promote the City and hotels as a tourist destination. A description of the proposed system of assessments is set forth on Exhibit "B", attached hereto and incorporated herein by this reference.

SECTION 7. Annual Report. The City Council hereby approves the Annual Report for fiscal year 2023/2024 as submitted to the City Clerk or as amended herein by City Council direction. Said Annual Report as submitted or amended provides a full and sufficient description of the improvements, services, and activities to be funded by the assessments for fiscal year 2023/2024; the boundaries of the Woodland Tourism Business Improvement District, and the proposed assessments to be levied upon the businesses within the WTBID for that fiscal year. Said report as submitted or amended is by reference is made part of this resolution.

SECTION 8. Public Hearing. A public hearing concerning the 2023/2024 levy of annual assessments for the WTBID Benefit Zone will be held on July 18, 2023 at 6:00 p.m., or as soon thereafter as the matter can be heard at the City Council's regularly held meeting, located at 300 First Street, Woodland, California. At the public hearing, written and oral protests may be presented to the City Council. The form and manner of protests shall comply with Sections 36524 and 36525 of the 1989 BID Law, which generally establish that if written protests are received from the owners of businesses that will pay 50 percent or more of the assessments to be levied and protests are not withdrawn so as to reduce the protests to less than that 50 percent, no further proceedings to levy the proposed assessment shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvement or activity, those types of improvements or activities shall be eliminated. Every written protest shall be filed with the City Clerk at or before the time fixed for the public hearing. The City Council may waive any irregularity in the form or content of any written protest and at the public hearing and may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

SECTION 9. Notice of Hearing. Pursuant to Section 36534 of the 1989 BID Law, the City Clerk is hereby directed to give notice of the public hearing by causing the resolution of intention to be published once in a newspaper of general circulation in the City not less than seven days before the public hearing scheduled for July 18, 2023.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 20th day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vicky Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

EXHIBIT A

WOODLAND TOURISM BUSINESS IMPROVEMENT DISTRICT FISCAL YEAR 2023/2024

The following is a list of hotels now operating, or proposed to operate in the Woodland Tourism Business Improvement District for Fiscal Year 2023/2024

Aura Motel 6 Woodland LLC 1564 E Main St	(Assessor #: 066-040-004-000)
Days Inn 1524 E Main St	(Assessor #: 066-040-011-000)
Quality Inn & Suites 1562 E Main St	(Assessor #: 066-040-024-000)
Hampton Inn & Suites 2060 Freeway Dr	(Assessor #: 027-851-005-000)
Holiday Inn Express 2070 Freeway Dr	(Assessor #: 027-851-006-000)
Comfort Suites 2080 Freeway Dr	(Assessor #: 027-851-007-000)
Marriott Fairfield Inn & Suites 2100 Freeway Dr	(Assessor #: 027-851-009-000)
Econo Lodge 53 W Main St	(Assessor #: 065-250-007-000)
Shadow Oaks Hospitality 584 N East St	(Assessor #: 027-460-009-000)
Valley Oaks Inn 600 N East St	(Assessor #: 027-460-010-000)
Journey Inn 99 W Main St	(Assessor #: 065-250-051-000)
Staybridge Suites 1484 E. Main St	(Assessor #: 066-030-054-000)

Exhibit B

WOODLAND TOURISM BUSINESS IMPROVEMENT DISTRICT Proposed System of Assessment (Methodology)

In accordance with Ordinance No. 1691 only properties designated as hotels will be assessed.

“Hotel” shall mean any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients, including but not limited to dwellings for lodging or sleeping purposes, which includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure or portion thereof, duplex, triplex, single-family dwelling units except any private dwelling house or other individually owned single-family dwelling rented only infrequently and incidental to normal occupancy or any timeshare as set out in Revenue and Taxation Code Section 7280; provided, that the burden of establishing that the facility is not a hotel shall be on the owner or operator thereof.

The proposed system of assessment for the District is designed to generate revenue from hotels in the City to provide a method of funding public programs and activities that will promote the City and hotels as a tourist destination. The City's hotels comprise the WTBD and are the only business proposed to be assessed. The 2023/2024 fiscal year annual assessments to be levied against hotels within the District are based on the benefits they derive from the program of activities. Businesses located within the District (i.e., all non-hotel businesses) will not be assessed as they derive only, at most, an indirect benefit from the program of activities.

In accordance with Ordinance No. 1691, in addition to any assessments, fees, charges or taxes imposed otherwise in the City, except where funds are otherwise available, the City Council proposes to levy assessments for fiscal year 2023/2024 against hotels in the WTBD for the purpose of funding the programs, activities and services that will promote the City and hotels as a tourist destination. Each hotel shall pay an assessment of two (2%) percent of the total room rents charged and received from transient hotel guests who do not make the hotel their principal place of residence.

These assessments shall be due and payable and shall be paid at the same time and in the same manner that the transient occupancy tax is due and payable and shall be subject to the same penalties and interest for nonpayment. Assessments will be collected by the City of Woodland, with the funds being remitted to a special fund of the City for expenditure in accordance with its adopted annual budget as presented by the Advisory Board appointed by the City Council.

Any newly established hotels shall commence immediately upon the first day of operation and following the public hearing conducted for inclusion into the District.



Woodland Tourism Business Improvement District

**Fiscal Year 2023/2024
Annual Report**

Submitted by

**Visit Woodland /
Woodland Hoteliers Group**

District Advisory Board

27368 Via Industria
Suite 200
Temecula, CA 92590
T. 951.587.3500 | 800.755.6864
F. 951.587.3510 | 888.326.6864

Property Tax Information Line
T. 866.807.6864

www.willdan.com



Table of Contents

INTRODUCTION	1
WOODLAND TOURISM BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD	1
OVERVIEW	2
SUMMARY OF SERVICES & ACTIVITIES.....	3
ADMINISTRATION	3
MARKETING & ADVERTISING	3
EVENTS & PROMOTIONS.....	4
FISCAL YEAR 2023/2024 ESTIMATED BUDGET	5
ASSESSMENT METHODOLOGY	6
DISTRICT BOUNDARIES.....	7
DISTRICT BOUNDARY DIAGRAMS	8

Introduction

Woodland Tourism Business Improvement District Advisory Board

Pursuant to the Parking and Business Improvement Area Law of 1989 (Section 36500 et seq. of the Streets and Highways Code of the State of California), the Advisory Board for the Woodland Tourism Business Improvement District (“WTBID”) which is appointed by the City Council of the City of Woodland, annually reviews and makes appropriate recommendations to the City Council by an Annual Report regarding the use of funds collected through the WTBID assessments. The Advisory Board is comprised of representatives from each of the participating hotels within the Woodland Tourism Business Improvement District. The following table lists the various businesses/hotels currently operating in the City of Woodland.

Business/Hotel Name	Business/Hotel Address
Aura Motel 6 Woodland LLC	1564 E Main St
Days Inn	1524 E Main St
Quality Inn & Suites	1562 E Main St
Hampton Inn & Suites	2060 Freeway Dr
Holiday Inn Express	2070 Freeway Dr
Comfort Suites	2080 Freeway Dr
Mariott Fairfield Inn & Suites	2100 Freeway Dr
Econo Lodge	53 W Main St
Journey Inn	99 W Main St
Shadow Oaks Hospitality	584 N East St
Valley Oaks Inn	600 N East St

Overview

In November 2020, the Woodland Hoteliers Group was established as a California Non-Profit Corporation, comprised of Woodland hotel owners. The Group's goal is "to create tourism by showing off how interesting Woodland can be." Furthermore, they work in partnership with Visit Woodland, an organization focused on promoting the City and hotels as a tourist destination. The formation of Woodland Tourism Business Improvement District ("WTBID" or "District") in July 2022 aligns with the goals and efforts of Visit Woodland and the Woodland Hoteliers Group.

The WTBID was established and is levied pursuant to the Parking and Business Improvement Area Law of 1989, Section 36500 et seq. of the State of California ("1989 Law") and the provisions of the California Constitution Article XIID ("Proposition 218"). Pursuant to the 1989 Law, a resolution of intention to establish the District was approved on April 19, 2022, and a public hearing, which was duly noticed, was held on June 21, 2022. Following the public hearing the City Council determined that majority protest regarding the formation of the District and the proposed assessments did not exist (no protests were submitted) and subsequently on July 5, 2022, the City Council adopted Ordinance No. 1691 establishing WTBID.

This report prepared on behalf of the Advisory Board, provides an overall description of the proposed programs and activities to be funded by the assessments, the estimated annual budget of expenses, the method of assessment and estimated revenues for Fiscal Year 2023/2024 (commencing July 1, 2023 and ending June 30, 2024).

.

Summary of Services & Activities

The Woodland Tourism Business Improvement District shall utilize revenue generated to provide the programs, activities, and services that the Advisory Board determines will best promote the City and hotels as a tourist destination. These purposes include but are not limited to the following.

- Promoting the identity of Woodland through financial support of key regional and national events that support tourism and result in an economic impact;
- Developing and implementing a destination marketing strategy and promotions targeting potential hotel guests;
- Developing and undertaking an advertising and public relations program focusing on the business and leisure travel trade;
- Subsidization of high quality, high economic impact events;
- Annual operation expenses including but not limited to annual district administration functions and expenses, printing, postage, and meetings;
- Support and funding of contract services and/or programs that support hotel operations and tourism including but not limited to, security, transportation services, vouchers, and special events; and
- Attendance at key meetings and consumer trade shows.

Assessment fees are dedicated to securing visitors and room nights through a mix of marketing programs, projects, and activities, including special event sponsorships and print advertising.

Administration

In order to provide the marketing and public relations services, WTBID will incur various administrative costs, such as staffing, advocacy, insurance, legal, website hosting maintenance, and professional administration services.

Marketing & Advertising

WTBID has budgeted to advertise via social media outlets, as well as in the following print publications:

- Downtown Directory
- Dining Guides for Hotels
- Travel Guide

Events & Promotions

WTBID is anticipated to sponsor the following annual local events, the majority of which are held in Downtown Woodland.

Planned Events

NorCal Celtic Festival – showcases Celtic music, dance, food, and culture. Kilted Pipe Bands, Solo Pipers and Drummers, Drum Majors and Scottish Highland Dancers will compete throughout the day along Main Street, culminating in the much anticipated gathering of the Massed Pipes and Drums playing “Scotland the Brave.”

California Honey Festival – celebrates the importance of bees as the lead pollinator, The California Honey Festival’s mission is to promote honey and honey bees and their products to a broader public.

Woodland Street Cruisers – welcomes automotive enthusiasts from Woodland, Davis, and as far away as Sacramento and Yuba City. For those that love hot rods, classic cars, rat rods, tuner cars, or anything in between.

Stroll Through History – enhances the awareness and appreciation of the unique agricultural, architectural, and social history and resources of the City of Woodland.

C10 Intervention Truck Show – showcases all types of Chevy and GMC trucks from the years of 1908 to 1998, and is geared to the DIY truck guy/gal.

Yolo Brewfest – craft beer sampling held at the Woodland Historic Train Depot.

Dinner On Main – features an incredible meal made from crops grown within Yolo County. This event supports local growers, ranchers, chefs, servers, student clubs, nonprofit organizations, as well as the local economy.

Holiday Tree Lighting / Elf on the Shelf Scavenger Hunt – bringing the community together to celebrate the holiday season and each other. Activities anticipated to include photos with Santa, Disney Princesses, hay wagon rides, and live music.

Other Possible Events

- *Woodland Winefest* – Soroptimist International of Woodland has been hosting Winefest for the past several years each spring in Heritage Plaza. The event provides tastings of local wines, local craft beer and features local vendors such as honey, olive oil, and more.
- *One Love, One Heart Reggae Festival* – held at the Yolo County Fairgrounds
- *Woodland First Fridays Concerts*
- *First Friday Art Walk*

Fiscal Year 2023/2024 Estimated Budget

WTBID Proposed Budget Fiscal Year 2023/2024

Administration

Administration Personnel & Indirect Costs	\$	(30,000)
Administration Professional Services		(19,160)
Travel & Miscellaneous Administration Expenses		-
Sub-total District Administration	\$	(49,160)

Marketing & Advertising

Personnel, Contracted Services		(39,600)
Social Media		(9,000)
Guides & Directories		(14,400)
Advertising & Promotional Materials		(12,000)
Sub-total Marketing & Advertising	\$	(75,000)

Events & Promotions

NorCal Celtic Festival	\$	(35,000)
California Honey Festival		(40,000)
Woodland Street Cruisers		(10,000)
Stroll Through History		(3,500)
C10 Truck Show		(50,000)
Yolo Brewfest		(10,000)
Dinner On Main		(15,500)
Other Events Marketing Opportunities		(20,000)
(1) Shared Sponsor Portion of Holiday Events		(10,000)
Sub-total Events & Promotions	\$	(194,000)

Total Estimated Expenditures (Fiscal Year 2023/2024) \$ (318,160)

(1) (Santa, Disney Princesses, Tree Lighting, Hay Wagon Rides, Elf on the Shelf Scavenger Hunt, Backdrop for Photos Stage & Live Music)

Fund Balances

Estimated Balance Carryover from Prior Fiscal Year	\$	145,303
Estimated Assessment Revenue (Fiscal Year 2023/2024)		350,000
Projected Available Funds	\$	495,303
Projected Expenditures from Above		(318,160)
Projected Ending Balance	\$	177,143

Assessment Methodology

In accordance with Ordinance No. 1691 only properties designated as hotels will be assessed. "Hotel" shall mean any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients, including but not limited to dwellings for lodging or sleeping purposes, which includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure or portion thereof, duplex, triplex, single-family dwelling units except any private dwelling house or other individually owned single-family dwelling rented only infrequently and incidental to normal occupancy or any timeshare as set out in Revenue and Taxation Code Section 7280; provided, that the burden of establishing that the facility is not a hotel shall be on the owner or operator thereof.

The proposed system of assessment for the District is designed to generate revenue from hotels in the City to provide a method of funding programs and activities that will promote the City and hotels as a tourist destination. The City's hotels comprise the WTBD and are the only businesses proposed to be assessed. The 2023/2024 fiscal year annual assessments to be levied against hotels within the District are based on the benefits they derive from the program of activities. Businesses located within the District (i.e., all non-hotel businesses) will not be assessed as they derive only, at most, an indirect benefit from the program of activities.

In accordance with Ordinance No. 1691, in addition to any assessments, fees, charges or taxes imposed otherwise in the City, except where funds are otherwise available, the City Council proposes to levy assessments for fiscal year 2023/2024 against hotels in the WTBD for the purpose of funding the programs, activities and services that will promote the City and hotels as a tourist destination. Each hotel shall pay an assessment of two percent (2%) of the total room rents charged and received from transient hotel guests who do not make the hotel their principal place of residence.

These assessments shall be due and payable and shall be paid at the same time and in the same manner that the transient occupancy tax is due and payable and shall be subject to the same penalties and interest for nonpayment. Assessments will be collected by the City of Woodland, with the funds being remitted to a special fund of the City for expenditure in accordance with its adopted annual budget as presented by the Advisory Board appointed by the City Council.

Assessment revenues are collected quarterly from each of the hoteliers.

Any newly established hotels shall commence immediately upon the first day of operation and following the public hearing conducted for inclusion into the District.

District Boundaries

The boundaries of the WTBID include all real property within the City of Woodland and are coterminous with the City boundaries, as established by Ordinance No. 1691. Within the boundaries of the WTBID the benefiting properties to be assessed shall include designated hotels now operating in the City and may include hotels hereafter operating in the WTBID pursuant to proceedings for inclusion. The table below identifies the designated hotels now operating in the City as well as those anticipated for inclusion in Fiscal Year 2023/2024.

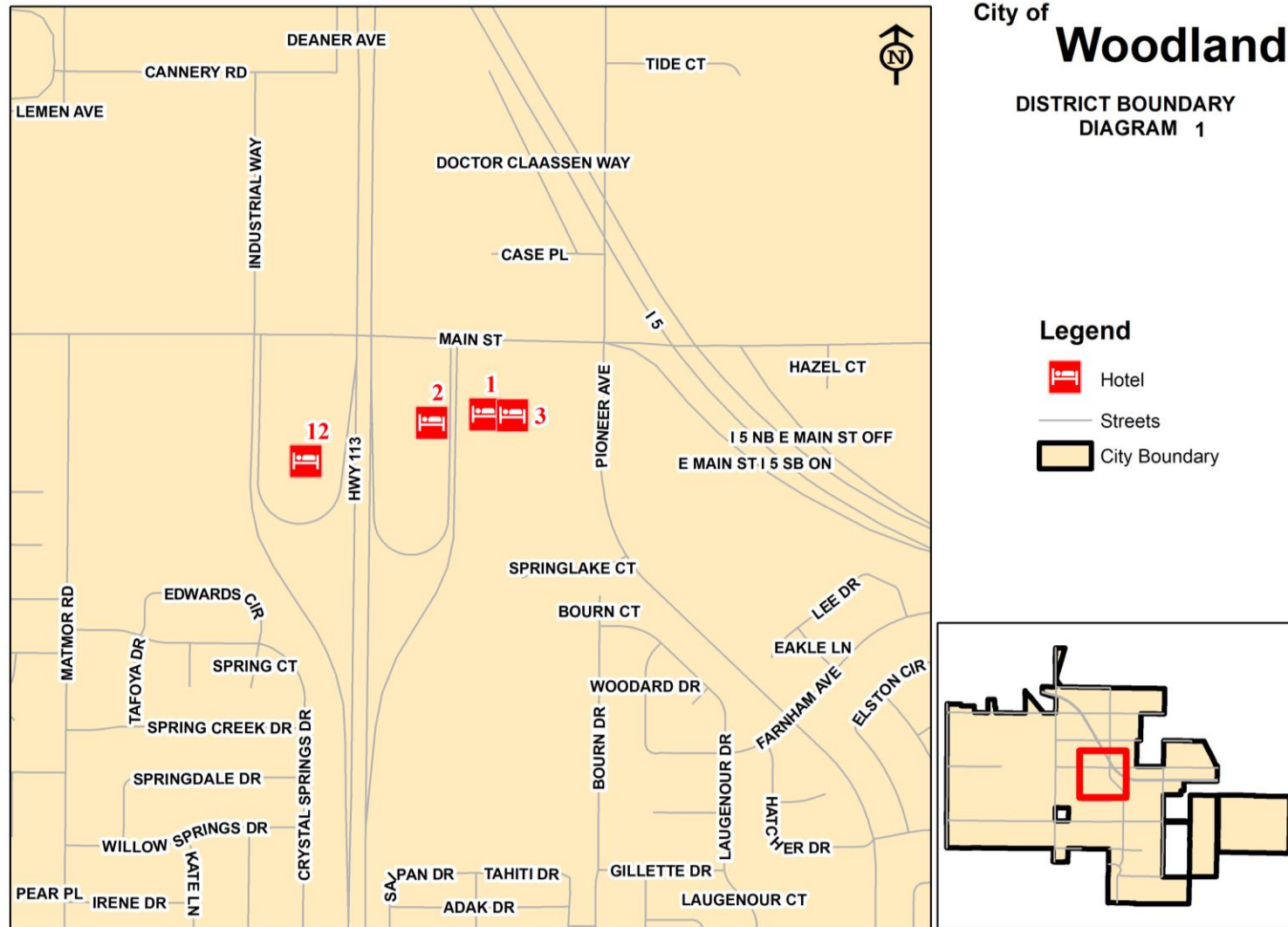
Business/Hotel Name	Business/Hotel Address	Assessor's Parcel Number	Diagram Number	Map Reference Number
Aura Motel 6 Woodland LLC	1564 E Main St	066-040-004-000	1	1
Days Inn	1524 E Main St	066-040-011-000	1	2
Quality Inn & Suites	1562 E Main St	066-040-024-000	1	3
Hampton Inn & Suites	2060 Freeway Dr	027-851-005-000	2	4
Holiday Inn Express	2070 Freeway Dr	027-851-006-000	2	5
Comfort Suites	2080 Freeway Dr	027-851-007-000	2	6
Mariott Fairfield Inn & Suites	2100 Freeway Dr	027-851-009-000	2	7
Econo Lodge	53 W Main St	065-250-007-000	4	8
Shadow Oaks Hospitality	584 N East St	027-460-009-000	3	9
Valley Oaks Inn	600 N East St	027-460-010-000	3	10
Journey Inn	99 W Main St	065-250-051-000	4	11
⁽¹⁾ Staybridge Suites	1484 E Main St	066-030-054-000	1	12

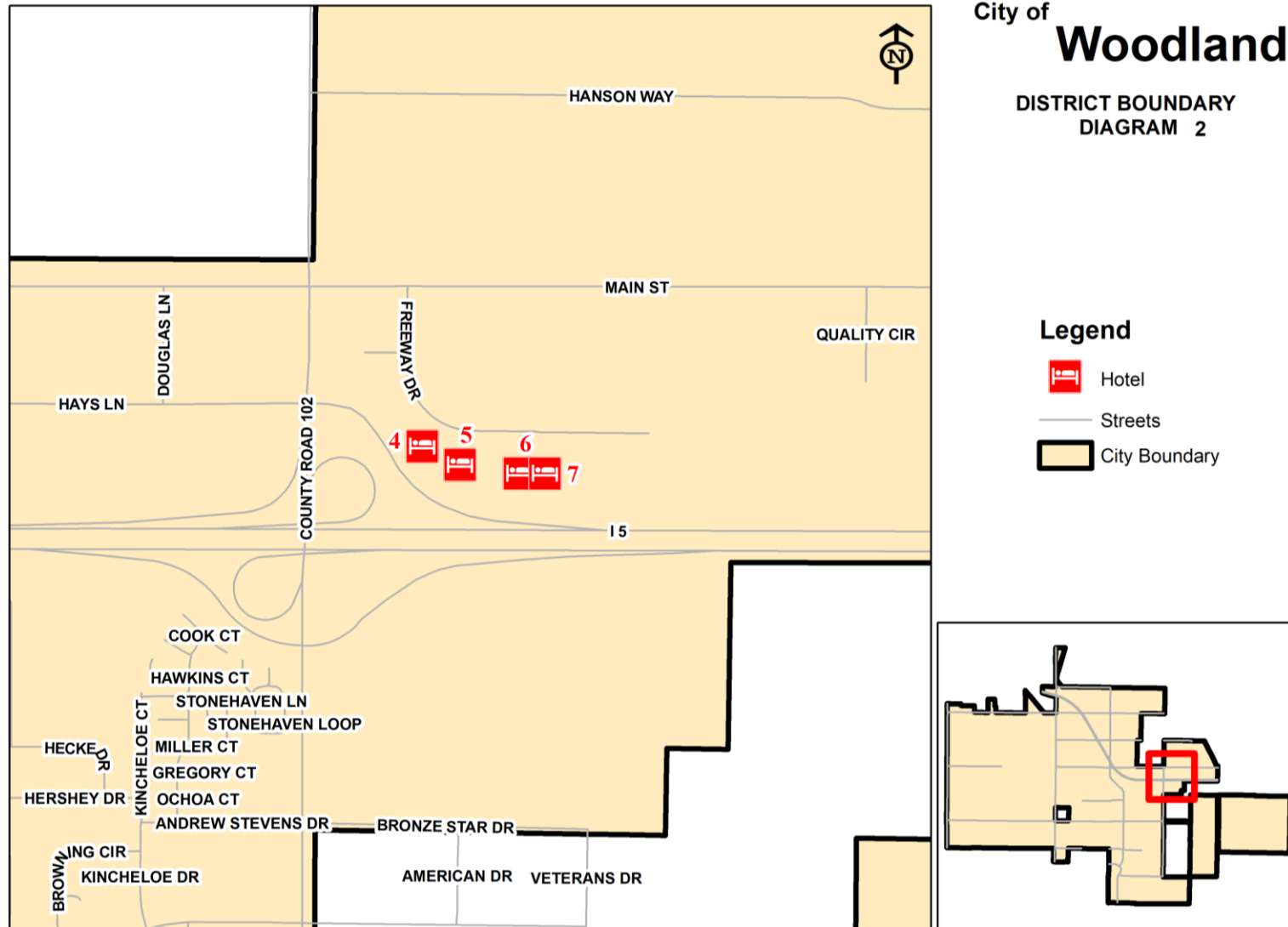
⁽¹⁾ Anticipated for inclusion mid-year in Fiscal Year 2023/2024

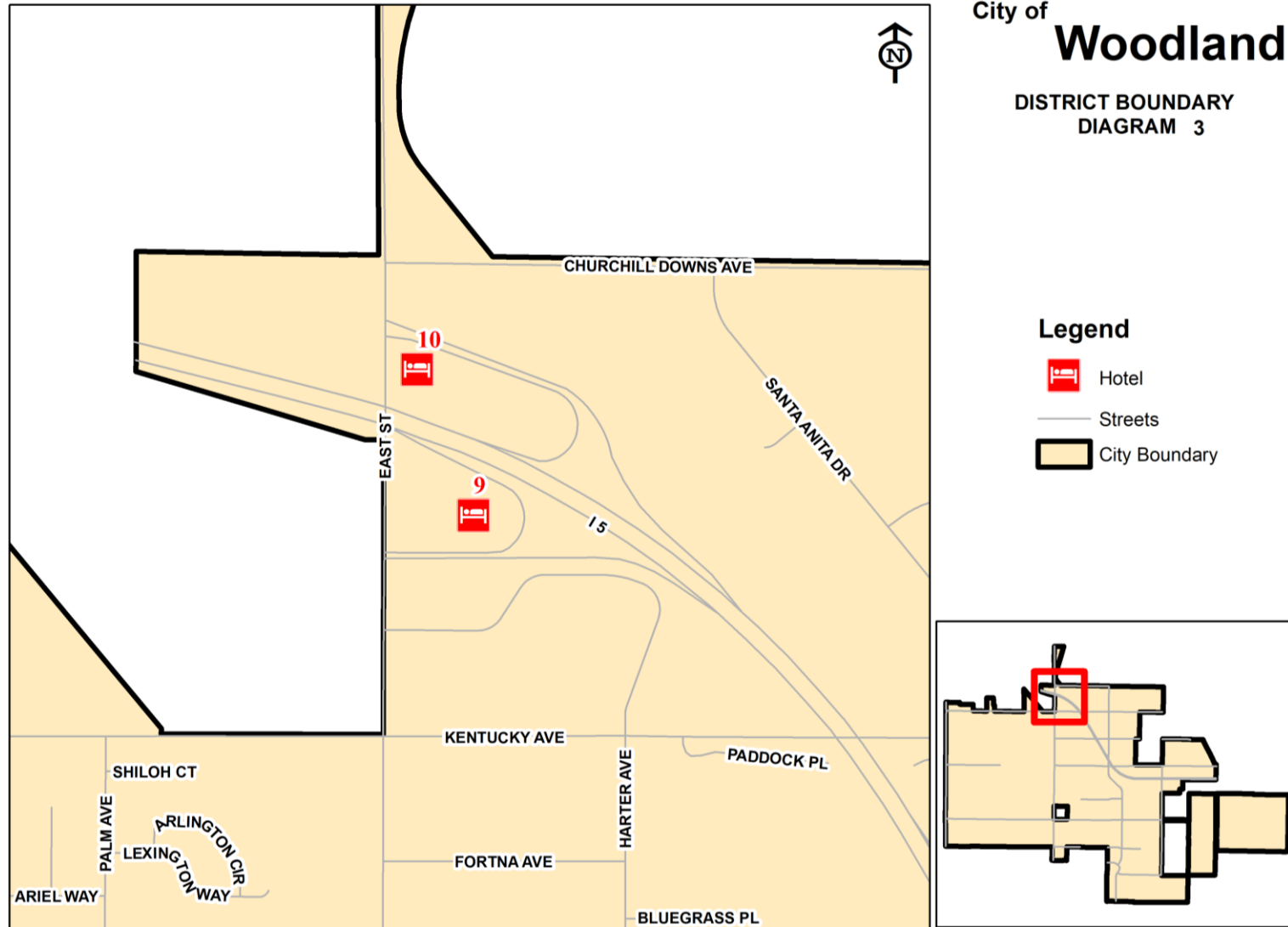
Other than the one hotel identified above for inclusion, no additional property inclusions or modifications to the existing District boundaries are proposed for Fiscal Year 2023/2024. The twelve (12) hotel properties identified above comprise the entire District for Fiscal Year 2023/2024 and are proposed to be assessed in accordance with the System of Assessment established by ordinance and described in the "Assessment Methodology" section of this Report.

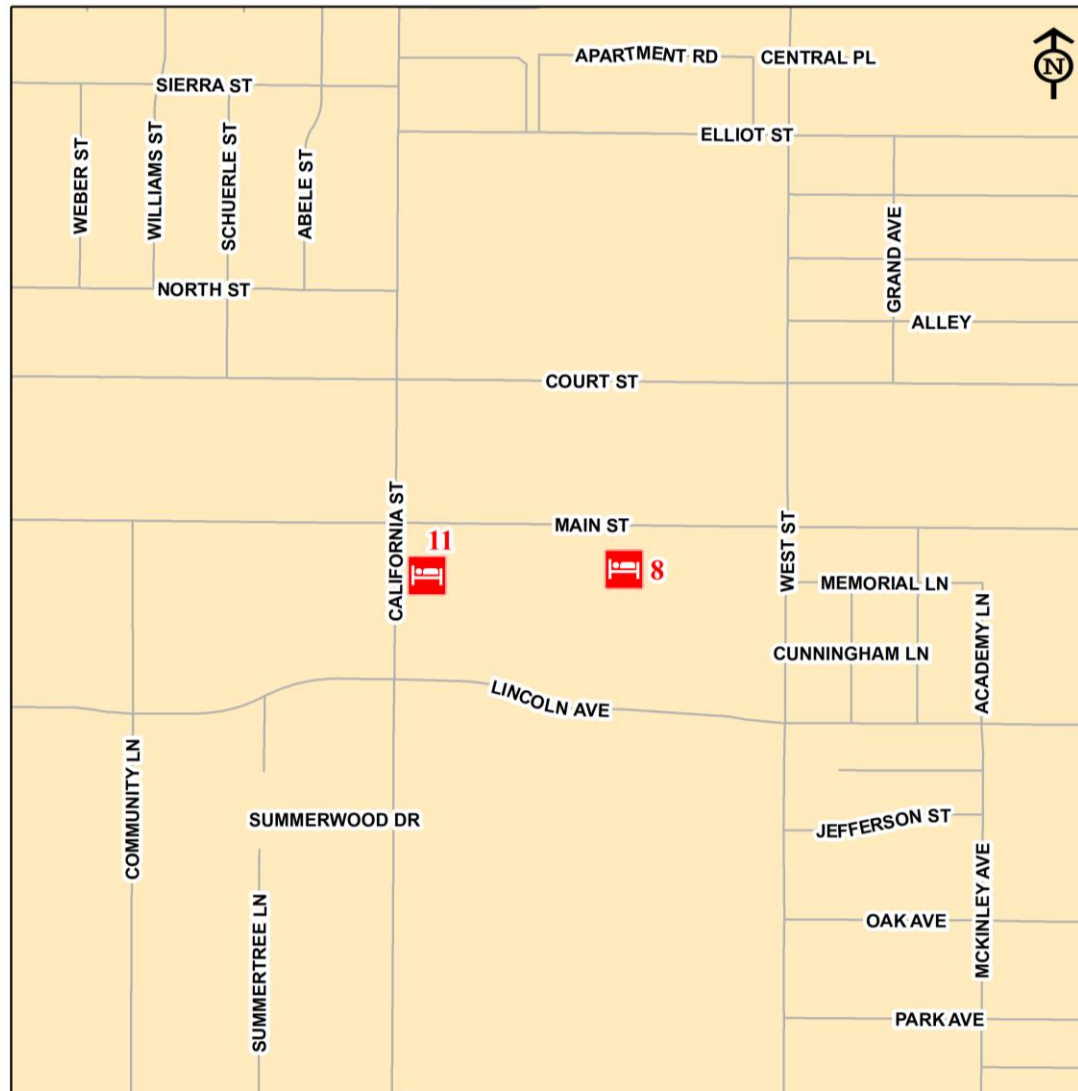
The general location of each District Hotel being assessed for Fiscal Year 2023/2024 as referenced above are identified in the following District Boundary Diagrams.

District Boundary Diagrams







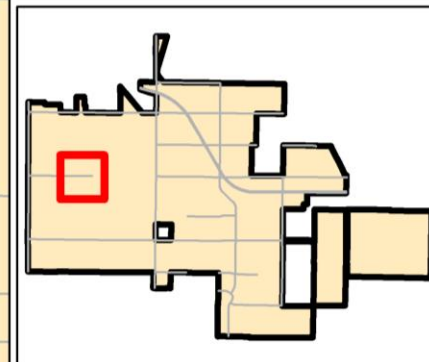


City of
Woodland

**DISTRICT BOUNDARY
DIAGRAM 4**

Legend

-  Hotel
-  Streets
-  City Boundary





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 20, 2023
ITEM #: J.24
SUBJECT: New Aquatic Facility Project Update

Recommendation for Action: Staff recommends that the City Council receive an update on the New Aquatic Center Project and:

1. Approve relocation of the project to the Community and Senior Center pending determination of suitable site conditions and authorize the City Manager to amend contracts as needed with the design consultant to prepare construction drawings for the new project location; and
2. Direct staff to continue working with the Woodland Tennis Club, Woodland Soccer Club, and Go Skate Woodland and bring back an updated Master Plan for the Community and Senior Center and Sports park that accommodates these planned facilities; and
3. Direct staff to work with WJUSD to rescind or replace the Memorandum of Understanding associated with the 2.5 acre site south of Pioneer High School.

Staff Contact:

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

Fiscal Impact:

It is estimated that the cost to mitigate the soil conditions at the current Aquatic Facility location would be close to \$1,000,000. Soil analysis is being conducted on the proposed new location for the project and will be completed in the coming weeks. Assuming the soil test results do not show any extraordinary conditions, the construction cost will be unchanged from the existing estimate of just under \$14,000,000. There will be added consultant costs to shift the project design to the new location of approximately \$245,000, substantially less than the cost to address the soil issues at the current site. Furthermore, the \$250,000 paid to the school district for use of the current site will be requested to be refunded, off-setting the consultant cost increase. To date, the City has set aside \$11,066,905 and received an additional \$780,000 in private funding commitments toward the New Aquatic Facility.

With Council approval of the recommendation, staff will work with the user groups to refine the location and scope of their projects as well as any funding needs to help support their efforts. Funding plans for these projects will be incorporated as part of the future Council item formally amending the Master Plan for the Community & Senior Center and Sports Park.

City Council Priority Goals:

The project is identified as a priority quality of life initiative within the 2023-2024 City Council Priority Goals.

Background:

The City currently operates one municipal pool, the Charles Brooks Community Swim Center, located adjacent to Woodland High School. This facility includes a 50-meter pool and a small youth

pool. In 2017, an aquatics feasibility study was conducted, to include a series of public meetings, and draft design concepts were presented at a public workshop in March of 2018. In September, 2018, the City Council authorized the City Manager to execute a Joint Use Agreement with WJUSD to reserve 2.5 acres of property on Pioneer Avenue, adjacent to Pioneer High School, for a future aquatic facility. Execution of the Joint Use Agreement committed the City to an up-front payment of \$250,000 (Measure J funds) for the reservation of the land.

In July 2019, the City Council provided feedback and direction on the features to be included with the project. Subsequently, at its April 19, 2022 meeting, the City Council approved a consultant contract with LPA, Inc. to prepare the construction plans and bid documents for the project. As part of the initial phase of work on the construction plans, soil sampling was conducted to inform the structural requirements for the building, pool, and pool deck. The soil analysis revealed that the soil consisted primarily of highly expansive clay with a layer of softer material ranging from 4-8 feet below the surface. Staff requested the consultants present an approach and preliminary cost to address the soil conditions and mitigate against future stress and cracking of the concrete. The consultant's proposal was to excavate the unsuitable soil and recompact the site. The cost to perform and inspect this work was estimated at over \$1,000,000.

Discussion:

Concerned with the budget implications, staff evaluated alternative locations to consider moving the project and concluded that the preferred alternative would be at the Community and Senior Center. This location was the primary site considered as an alternative to the Pioneer High School site back in 2018. The Pioneer site was selected due to its convenience for high school athletics use and the shared parking benefits. The proposed relocation would still allow use by the high school teams, albeit not as conveniently. However, the relocation would offer improved convenience for other user groups such as seniors due to adjacency to the Community & Senior Center and Sport Park facilities. Additionally, it has advantages for oversight and maintenance, being proximate to the Community Services Department staff and their main facility.

Since determining that the Community and Senior Center location could serve as the best alternative location, staff has been in contact with the various sports user groups that have had facilities identified on the Master Plan since 2018 to discuss possible relocation of their planned facilities. Attachments 1 and 2 show the proposed alternative locations and configurations of these facilities in comparison to the current Master Plan. Woodland Tennis Club, the Woodland Soccer Club, and SorD Boardshop (Go Skate Woodland) have all provided input on the revised locations shown and expressed support, if not preference toward the changes. Each expressed continued willingness to work collaboratively with the City to evaluate the proposed revisions to the Master Plan needed to accommodate the Aquatic Facility along with each of their uses.

Additionally, staff has informed the school district of the challenges with the planned location for the Aquatic Center and its intention to propose moving the project to the Community and Senior Center. Staff further assured the Superintendent that the City would work with the District to provide use of the pool for Pioneer High School athletics. If the recommendation is approved, staff will engage with the District to discuss rescission or amendment to the current Memorandum of Understanding and return to Council with any actions needed.

Conclusion:

Staff recommends that the City Council receive an update on the Southeast Area Aquatic Facility and:

1. Approve relocation of the project to the Community and Senior Center pending determination of suitable site conditions and authorize the City Manager to amend contracts as needed with the design consultant to prepare construction drawings for the new project location; and
2. Direct staff to continue working with the Woodland Tennis Club, Woodland Soccer Club, and Go Skate Woodland Skate Park and bring back an updated Master Plan for the Community and Senior Center and Sports park that accommodates these planned facilities; and
3. Direct staff to work with WJUSD to rescind or replace the Memorandum of Understanding associated with the 2.5 acre site south of Pioneer High School.

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. Com Ctr Master Plan Conceptual - June 20.2023
2. Community Center and Sports Park Master Plan - Existing 2018



Woodland Community Sports Park

Master Plan
02/14/2018

1. Tennis Courts, 11

2. Possible Pickleball Courts, 2 (60' X 30' EA)

3. Parking, Typ.

4. Softball Field (200' Outfield)
5. Possible Restroom/Concessions/Storage Building

6. Optional Softball Field (150' Outfield)

7. Shade Structure
8. Skate Park

9. Geothermal Soccer Field

10. Soccer Field

11. Detention Basin (Top of Slope)

12. Future Parking
13. Future Clubhouse (2,350 sf)

14. Mini Tennis Courts/Possible Pickleball court location

15. Temporary/Mobile Office (Dashed line)
16. Possible Parking

17. Maintenance Drive

