



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

August 20, 2024
6:00 PM

CITY COUNCIL

CLOSED SESSION

5:00 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Sec. 54956.9)
Name of Case: Sierra Northern Railway v. California Department of Water Resources, et al., (Yolo County Superior Court Case No. CV2022-0479)
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Sec. 54956.9)
Name of Case: Woodland Responsible and Compliant Retail, LLC dab Embarc Woodland v. City of Woodland et al., (Yolo County Superior Court Case No. CV2024-1737)

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

D. ROLL CALL

E. PLEDGE OF ALLEGIANCE

Land Acknowledgment Statement - The City of Woodland acknowledges the land on which we live and work. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.

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.gov. 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.

3. 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.

4. 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

5. SUBJECT: Community Care Car Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation honoring Community Care Car for their 51 years of service to the Woodland community.

6. SUBJECT: Ana B. Gonzalez Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation honoring Ana B. Gonzalez for her 37 years of service to the City of Woodland.

7. SUBJECT: SMART Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation declaring August 26-30, 2024 as SMART week.

8. SUBJECT: City Council Meeting Minutes of July 2, 2024, and July 16, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of July 2, 2024, and July 16, 2024.

9. SUBJECT: Parks & Recreation Commission Meeting Minutes for April 2024

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the April 22, 2024, Parks & Recreation Commission Meeting Minutes.

10. SUBJECT: Fire Department Semi-Annual Status Report for the Period of January 1, 2024-June 30, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Semi-Annual Status Report for January 2024 through June 2024.

11. SUBJECT: Woodland Police Department Semi-Annual Report January – June 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Police Department Semi-Annual Report for January 1, 2024 – June 30, 2024.

12. SUBJECT: Public Works Semi-Annual Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Public Works Semi-Annual Status Report for the period of January 1, 2024 to June 30, 2024.

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

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

14. SUBJECT: Springlake Fire Protection District Contract

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract between the City of Woodland and the Springlake Fire Protection District for continued emergency response and prevention activities in Service Area A (Woodland Service Area) and administrative oversight for the entire district.

15. SUBJECT: Fire Apparatus Maintenance Contracts

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a Contract with Golden State Emergency Vehicle Services, Inc for the maintenance and repair of fire apparatus; Resolution No. _____, authorizing the City Manager to execute a contract with Riverview International Trucks, LLC for the maintenance and repair of fire apparatus; and Resolution No. _____, authorizing the City Manager to execute a contract with United Fleet Maintenance for the maintenance and repair of fire apparatus

I. REPORTS OF THE CITY MANAGER

16. SUBJECT: Civic Fellowship Program Presentation

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

17. SUBJECT: Community Development Department Semi-Annual Status Report for January 1 through June 30, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council

receive the Community Development Department Semi-Annual Status Report for January 1 through June 30, 2024.

J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, August 20, 2024, was posted on Friday, August 16, 2024, in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

A handwritten signature in black ink, appearing to read 'Ana B. Gonzalez', with a stylized flourish at the end.

Ana B. Gonzalez, MMC
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: August 20, 2024
ITEM #: F.3
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.



Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: G.4
SUBJECT: Long Range Calendar

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

Staff Contact:

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

Background:

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

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

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

CITY COUNCIL LONG RANGE CALENDAR

September 3rd

REGULAR MEETING

City Council Meeting Minutes for August 20, 2024

Adopt Resolution appointing person nominated to Council District 2

Woodland Tennis Complex Fundraising Agreement

Receive FY 2024 Report on Affordable Housing Loan Portfolio and Status of City Affordable Housing Funds

Public Hearing - Approval of FY 2023/24 CDBG Consolidated Annual Performance and Evaluation Report

September 17th

REGULAR MEETING

Sports Park Complex

East Beamer Way – MOU Amendment

Downtown Transit Hub Presentation

October 1st

REGULAR MEETING

City Council Meeting Minutes for September 3, 2024 and September 17, 2024

Thriving Pink Proclamation

Cannabis – CUP's and Operating Agreements

Future Topics / Study Sessions:

East Beamer Way / Homeless Update (September)

Mobile Food Ordinance Updates (TBD)

Rule 20A Undergrounding (TBD)

Approve Truck Route Map Modifications (November)

PG&E Rule 20 Underground District – Public Hearing (November)

Updated 8/16/2024



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.5
SUBJECT: Community Care Car Proclamation

Recommendation for Action: Staff recommends that the City Council adopt a proclamation honoring Community Care Car for their 51 years of service to the Woodland community.



Ken Hiatt
City Manager

Attachments:

1. Community Care Car Proclamation



**PROCLAMATION
RECOGNIZING CONTRIBUTIONS OF COMMUNITY CARE CAR**

WHEREAS, in the early 1970s, community member and businessman James R. Lawson, recognized the growing need to provide transportation for the elderly citizens of Woodland, CA;

WHEREAS, noting the need to develop a program that was independently funded without the investment of any city, county, state or federal funds, James R. Lawson supported by community members and organizations founded Community Care Car in August 1973;

WHEREAS, the primary mission of Community Care Car is to provide transportation so that the elderly of Woodland, CA are able to attend medical, dental, social and religious activities throughout the city limits of Woodland, CA;

WHEREAS, Community Care Car is registered with the California Registry of Charitable Trusts and designated as a charitable organization with the Internal Revenue Service under Section 501(c)(3);

WHEREAS, Community Care Car, with the support of many service organizations and individuals over the years has been able to sustain its unique program for 51 years;

WHEREAS, there are currently over 130 volunteers who dedicate their time and energy to ensure that the elderly members of Woodland, CA have the ability to stay active and connected to their community;

NOW, THEREFORE, BE IT RESOLVED, that the City Council commends and hereby recognizes **Community Care Car** for its outstanding contributions to the Woodland community.

DATED: August 20, 2024

Tania Garcia-Cadena, Mayor

Rich Lansburgh, Mayor Pro Tempore

Vicky Fernandez, Council Member

Tom Stallard, Council Member

Mayra Vega, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.6
SUBJECT: Ana B. Gonzalez Proclamation

Recommendation for Action: Staff recommends that the City Council adopt a proclamation honoring Ana B. Gonzalez for her 37 years of service to the City of Woodland.



Ken Hiatt
City Manager

Attachments:

1. A Gonzalez Proclamation



**PROCLAMATION
RECOGNIZING ANA B. GONZALEZ, MMC, FOR HER MANY YEARS OF PUBLIC SERVICE**

WHEREAS, Ana B. Gonzalez has led a distinguished career in public service at the City of Woodland for 37 years. She joined the City’s team on September 1, 1987 as a Human Resources Clerk. In 1998 she was promoted to Secretary to the City Manager and in October of 2010 she became the City Clerk. Ana served as the primary on Spanish bilingual certifications for City employees and served on the Emergency Operations Center. She received her Certified City Clerk designation in 2015 and later earned her Master Municipal Clerk designation in February 2024; and

WHEREAS, Ana has not only been an exemplary employee, she has continually been an example of service before self. Over the years, she has volunteered for organizations that give back to the community. These organizations include: Meals on Wheels, multiple committees for the Holy Rosary Church, California Coastal Clean Up Day formerly Beach Clean Up, Habitat for Humanity, Yolo Conflict Resolution Center, Woodland Tree Foundation, and Fourth and Hope; and

WHEREAS, Ana in her esteemed role as City Clerk, has demonstrated an unwavering commitment to her family, successfully raising two daughters while working full-time, balancing her professional responsibilities with her role as a devoted mother. Through her years of service, Ana has not only contributed professionally as City Clerk but has also enriched the community by fostering a loving and supportive environment for her family, reflecting the strong family-oriented spirit that is a cornerstone of the City of Woodland; and

WHEREAS, in her role as City Clerk, Ana has consistently provided exceptional support to the City Council, ensuring that the legislative processes of the City of Woodland run smoothly and efficiently – she has consistently gone above and beyond her duties as City Clerk. Her meticulous attention to detail and unwavering commitment to excellence have been instrumental in upholding the integrity of the City's official records and proceedings, earning the trust and respect of the City Council and the community alike.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Woodland does hereby recognize Ana B. Gonzalez for 37 years of dedicated public service to the citizens of Woodland and wish her the best in retirement.

DATED: August 20, 2024

Tania Garcia-Cadena, Mayor

Richard Lansburgh, Mayor Pro Tempore

Mayra Vega, Council Member

Vicky Fernandez, Council Member

Tom Stallard, Council Member





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.7
SUBJECT: SMART Proclamation

Recommendation for Action: Staff recommends that the City Council adopt a proclamation declaring August 26-30, 2024 as SMART week.



Ken Hiatt
City Manager

Attachments:

1. 2024 SMART WEEK PROCLAMATION-City of Woodland



**2024 SMART WEEK PROCLAMATION
DECLARING AUGUST 26-30 SMART WEEK**

WHEREAS, Guns are the number one killer of children and teens in the United States; and

WHEREAS, almost every single day, a child gets their hands on a gun and unintentionally kills or injures themselves or someone else in the United States; and

WHEREAS, [research](#) shows that one of the best ways to protect children and teens from accessing guns is to implement secure firearm storage practices; and

WHEREAS, research shows that the most effective way to prevent children from accessing firearms is making sure all guns are stored unloaded, locked, and separate from ammunition; and

WHEREAS, there are steps we can all take, gun owners and non gun owners alike, to make sure kids can't access guns and put themselves and others in danger; and

WHEREAS, an estimated 54 percent of gun owners don't lock all of their guns securely and an estimated 4.6 million children live in a home with at least one unlocked and loaded gun in the United States; and

WHEREAS, when guns aren't properly stored, tragedy can strike — whether it's a child finding a firearm and injuring or killing themselves or someone else, or someone stealing it and using it to commit crime in our communities; and

WHEREAS, protecting public safety in the communities they serve is mayors' highest responsibility; and

WHEREAS, schools, hospitals, state agencies and community organizations are committed to their crucial role in reducing injuries and deaths by promoting secure gun storage and safety; and

WHEREAS, SMART Week raises awareness and promotes efforts to educate the public about secure gun storage; the City of Woodland commends Be SMART, a program developed by the Everytown for Gun Safety Support Fund, and all involved in their endeavor to keep communities safe.

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WOODLAND is committed to creating a safe environment contributing to the safety and well-being of our children.

Dated: August 20, 2024

Tania Garcia-Cadena, Mayor

Rich Lansburgh, Mayor Pro Tempore

Vicky Fernandez, Council Member

Tom Stallard, Council Member

Mayra Vega, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.8
SUBJECT: City Council Meeting Minutes of July 2, 2024, and
July 16, 2024

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of July 2, 2024, and July 16, 2024.

Staff Contact:

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

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

Ken Hiatt
City Manager

Attachments:

1. 07.02.24 DRAFT_minutes
2. 07.16.24 DRAFT_minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, July 2, 2024

6:00 PM

City Council

CITY COUNCIL

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code §54956.8)
Properties: Yolo County Assessor's Parcel Number 064-170-053-000
Agency Negotiators: City Manager
Negotiating Parties: YKI Investors, Inc.
Under Negotiation: Price and terms of payment

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

Meeting called to order at 6:00 PM.

D. ROLL CALL

Present: Members Fernandez, Lansburgh and Mayor Garcia-Cadena

Absent: Members Stallard and Vega

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Mayor Garcia-Cadena.

***Land Acknowledgment Statement** - The City of Woodland acknowledges the land on which we live and work. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.*

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.gov. 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.

Richard Cruz, Field Representative with Carpenter's Union 46 Sacramento spoke regarding the importance of labor standards.

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.

Emails received regarding Social Media & Transparency of Government, location for Safe, Secure and Sustainable, Ceasefire Resolution, Militarization of Police Department and Item No. 9 regarding Microsoft Software Agreement Renewal.

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

3. SUBJECT: Long Range Calendar

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

H. PRESENTATION

4. SUBJECT: Sister City Delegation Visit

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receives a presentation on the Sister City Delegation visit.

Received a presentation on the Sister City Delegation visit.

I. CONSENT CALENDAR

5. SUBJECT: City Council Meeting Minutes of June 4, 2024, and June 18, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of June 4, 2024, and June 18, 2024.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of June 4, 2024, and June 18, 2024.

6. SUBJECT: Receive and File the Manufactured Home Fair Practices Commission Annual Report for the 2023 Program Year

RECOMMENDATION FOR ACTION: Staff recommends that the City Council

receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2023 program year.

Received and filed the Manufactured Home Fair Practices Commission Annual Report for the 2023 program year.

7. SUBJECT: May Sustainability Advisory Committee Minutes

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Sustainability Advisory Committee's May meeting minutes

Received the Sustainability Advisory Committee's May meeting minutes.

8. SUBJECT: Second Reading and Adoption of an Ordinance revising sections within Chapter 13.24, "Cross-Connection and Backflow Prevention," to Title 13 of the Woodland Municipal Code

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Ordinance No. 1723, an ordinance of the City Council of the City of Woodland, California revising sections within Chapter 13.24, "Cross-Connection Control and Backflow Prevention" to Title 13 of the Woodland Municipal Code.

Adopted Ordinance No. 1723, an ordinance of the City Council of the City of Woodland, California revising sections within Chapter 13.24, "Cross-Connection Control and Backflow Prevention" to Title 13 of the Woodland Municipal Code.

9. SUBJECT: Microsoft Software Enterprise Licensing Agreement Renewal

RECOMMENDATION FOR ACTION:

1. Receive the Annual Maintenance for Microsoft Enterprise Agreement; and
2. Approve Resolution No. _____, authorizing City Manager, or designee, to execute a three-year contract, and any necessary amendments, with Dell Technologies Inc., of Round Rock, TX, for furnishing and delivering Microsoft product licenses and support services, on the same terms and conditions afforded to the County of Riverside, California, through the Licensing Solution Provider Agreement Number PSA-0001524 and Riverside County Master Microsoft Enterprise Agreement No. 8084445 in an amount not to exceed \$542,329.41.

Adopted RESOLUTION NO. 8333, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE PURCHASE OF MICROSOFT SOFTWARE LICENSING THROUGH A PURCHASE ORDER WITH DELL TECHNOLOGIES INC.

10. SUBJECT: Professional Services Agreement for Housing Consultant Services with NeighborWorks Sacramento Home Ownership Center

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) approving the reprogramming of \$49,100 from a previous appropriation for the first-time homebuyer loan assistance program, (2) authorizing the Administrative Services Director to amend the budget as necessary, (3) authorizing the City Manager to execute a professional services agreement with NeighborWorks Sacramento Region Home Ownership Center in a form as prepared and approved by the City Attorney in the amount of \$49,100 to provide housing consultant services for the City's First-Time Homebuyer Loan Assistance Program through June 30, 2026, and (4)

approving a new purchase price limit of \$526,000 for new and existing homes for the City's loan assistance program.

Adopted RESOLUTION NO. 8334, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR HOUSING CONSULTANT SERVICES WITH NEIGHBORWORKS SACRAMENTO HOMEOWNERSHIP CENTER.

11. SUBJECT: Intent to Levy Assessments: Lighting and Landscaping Districts

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt ten (10) resolutions, Resolution No. _____ through Resolution No. _____ to Initiate Proceedings for the Annual Levy and Collection of Assessments; Preliminarily Approve the Engineer's Annual Levy Reports and Declare its Intention to Levy and Collect Annual Assessments for the Gibson Ranch, West Wood, North Park, Spring Lake and Gateway Lighting and Landscaping Districts, and Streng Pond Maintenance District; and Call for a Public Hearing on July 16, 2024.

Adopted RESOLUTION NO. 8335, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE GIBSON RANCH LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2024/2025; RESOLUTION NO. 8336, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, PRELIMINARILY APPROVING THE ENGINEER'S ANNUAL LEVY REPORT, AND DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR THE GIBSON RANCH LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2024/2025; RESOLUTION NO. 8337, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE NORTH PARK LIGHTING AND LANDSCAPING DISTRICT, FISCAL YEAR 2024/2025; RESOLUTION NO. 8338, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, PRELIMINARILY APPROVING THE ENGINEER'S ANNUAL LEVY REPORT, AND DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR THE NORTH PARK LIGHTING AND LANDSCAPING DISTRICT, FISCAL YEAR 2024/2025; RESOLUTION NO. 8339, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE STRENG POND LANDSCAPING MAINTENANCE DISTRICT, FISCAL YEAR 2024/2025; RESOLUTION NO. 8340, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, PRELIMINARILY APPROVING THE ENGINEER'S ANNUAL LEVY REPORT, AND DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR THE STRENG POND LANDSCAPING MAINTENANCE DISTRICT, FISCAL YEAR 2024/2025; RESOLUTION NO. 8341, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE WEST WOOD UNIT NO. 1 LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2024/2025; RESOLUTION NO. 8342, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, PRELIMINARILY APPROVING THE ENGINEER'S ANNUAL LEVY REPORT, AND DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR THE WEST WOOD UNIT NO. 1 LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2024/2025; RESOLUTION NO. 8343, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, DECLARING ITS INTENTION TO CONDUCT A PUBLIC HEARING ON THE MATTER OF ASSESSMENTS AND ORDER THE LEVY OF ASSESSMENTS FOR THE CITY OF WOODLAND GATEWAY LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2024/2025 PURSUANT TO THE PROVISIONS OF

THE LANDSCAPING AND LIGHTING ACT OF 1972; RESOLUTION NO. 8344, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND INITIATING PROCEEDINGS FOR THE CITY OF WOODLAND GATEWAY LANDSCAPING AND LIGHTING DISTRICT, AND THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2024/2025 PURSUANT TO THE PROVISIONS OF THE LANDSCAPING AND LIGHTING ACT OF 1972; RESOLUTION NO. 8345, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND PRELIMINARY APPROVING THE CITY OF WOODLAND GATEWAY LANDSCAPING AND LIGHTING DISTRICT ENGINEER'S REPORT, AND THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2024/2025; RESOLUTION NO. 8346, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND INITIATING PROCEEDINGS FOR THE CITY OF WOODLAND SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT, AND THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2024/2025 PURSUANT TO THE PROVISIONS OF THE LANDSCAPING AND LIGHTING ACT OF 1972; RESOLUTION NO. 8347, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND PRELIMINARY APPROVING THE CITY OF WOODLAND SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT ENGINEER'S REPORT, AND THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2024/2025; and RESOLUTION NO. 8348, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, DECLARING ITS INTENTION TO CONDUCT A PUBLIC HEARING ON THE MATTER OF ASSESSMENTS AND ORDER THE LEVY OF ASSESSMENTS FOR THE CITY OF WOODLAND SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2024/2025 PURSUANT TO THE PROVISIONS OF THE LANDSCAPING AND LIGHTING ACT OF 1972.

On a motion by Council Member Fernandez, seconded by Mayor Pro Tem Lansburgh and carried on a 3-0 vote, Council Members approved Consent Calendar Items No. 5 through 11.

AYES: Members Fernandez, Lansburgh and Mayor Garcia-Cadena

NOES: None

ABSENT: Members Stallard and Vega

J. PUBLIC HEARINGS

12. SUBJECT: PUBLIC HEARING - Fiscal Year 2024/2025 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) 2024/2025 Community Development Block Grant (CDBG) Action Plan (Attachment A);
2. Adopt Resolution No. _____, to approve the Fiscal Year FY 2024/2025 CDBG Action Plan with the funding allocations as recommended by the CDBG Review Panel;
3. Direct staff to complete the FY 2024/2025 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 2024/2025 Action Plan once completed;
5. Authorize the City Manager to execute any agreements, contracts or other documents with the appropriate entities to carry out the CDBG funded activities; and
6. Authorize the Administrative Services Director to make the budget allocations as specified.

On a motion by Council Member Lansburgh, seconded by Council Member Fernandez and carried on a 3-0 vote, Council Members held a public hearing and adopted RESOLUTION NO. 8349, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO HOLD A PUBLIC HEARING TO RECEIVE COMMUNITY INPUT ON THE FISCAL YEAR 2024/2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN AND APPROVE THE ACTION PLAN.

AYES: Members Fernandez, Lansburgh and Mayor Garcia-Cadena

NOES: None

ABSENT: Members Stallard and Vega

13. SUBJECT: PUBLIC HEARING - Waste Management Liens

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct a Public Hearing to receive input from property owners and adopt Resolution No. _____, "A Resolution Requesting Collection of Charges on Tax Roll".

On a motion by Council Member Fernandez, seconded by Council Member Lansburgh and carried on a 3-0 vote, Council Members adopted RESOLUTION NO. 8350, A RESOLUTION REQUESTING COLLECTION OF CHARGES ON TAX ROLL.

AYES: Members Fernandez, Lansburgh and Mayor Garcia-Cadena

NOES: None

ABSENT: Members Stallard and Vega

K. REPORTS OF THE CITY MANAGER

14. SUBJECT: Military Equipment Use Annual Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council review the Police Department's Military Equipment Policy and adopt Resolution No. _____, approving the Military Equipment Use Annual Report for the Period of January 1, 2023, through December 31, 2023.

On a motion by Council Member Fernandez, seconded by Council Member Lansburgh and carried on a 3-0 vote, Council Members adopted RESOLUTION NO. 8351, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE MILITARY EQUIPMENT USE ANNUAL REPORT FOR THE PERIOD OF JANUARY 1, 2023 THROUGH DECEMBER 31, 2023.

AYES: Members Fernandez, Lansburgh and Mayor Garcia-Cadena

NOES: None

ABSENT: Members Stallard and Vega

L. ADJOURN

Meeting adjourned at 07:01 PM.

Respectfully submitted,

**Ana B. Gonzalez, MMC
City Clerk**

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, July 16, 2024

6:00 PM

City Council

CITY COUNCIL

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

A. CALL TO ORDER

Meeting called to order at 6:00 PM.

B. ROLL CALL

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

Absent: Member Vega

NOTE: Member Vega arrived after roll call.

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Valley Clean Energy General Manager Mitch Sears.

***Land Acknowledgment Statement** - The City of Woodland acknowledges the land on which we live and work. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachiil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.*

D. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.gov. 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.

Alan Hirsch spoke regarding I-80 Freeway, Alison and Angel Borkowska, Laura Martinez, LeAnn Herigstad, Tonia Macneil, Payman Alemi, Elise S., Jamie Seibel, Ayesha Noreen, Hannah Snyder, Katie Seybold, Angela Espinosa, Khadijah Sadaf, Anna Christina Burke spoke regarding genocide in Palestine and a ceasefire resolution.

1. SUBJECT: General Public Comments

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

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

2. SUBJECT: Long Range Calendar

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

F. PRESENTATIONS

3. SUBJECT: Valley Clean Energy Presentation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation from Valley Clean Energy General Manager Mitch Sears on the efforts and programs of Valley Clean Energy.

Received a presentation from Valley Clean Energy General Manager Mitch Sears on the efforts and programs of Valley Clean Energy.

G. CONSENT CALENDAR

4. SUBJECT: Community Services Department Quarterly Status Report for the Fourth Quarter FY24

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the Fourth Quarter of FY24.

Received the Community Services Department Quarterly Status Report for the Fourth Quarter of FY24.

5. SUBJECT: Appointment of Library Board Member

RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint a member to the Library Board.

Appointed Carol Beckham as a member of the Library Board.

6. SUBJECT: Amendment of Resolution No. 8118 pertaining to Membership on the Sustainability Advisory Committee

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, amending Resolution No. 8118 pertaining to membership on the Sustainability Advisory Committee.

Adopted RESOLUTION NO. 8352, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING RESOLUTION NO. 8118 REGARDING MEMBERSHIP ON THE SUSTAINABILITY ADVISORY COMMITTEE.

7. 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) 2024/25 Appropriations Limit.

Adopted RESOLUTION NO. 8353, 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 2024/25.

8. SUBJECT: Salary Schedule Effective July 1, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Salary Schedule effective July 1, 2024.

Approved the Salary Schedule effective July 1, 2024.

9. SUBJECT: Special Assessment Tax Roll Collections

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Requesting Collection of Charges on the Tax Roll for the Lighting and Landscaping Districts, Special Assessment Districts and Community Facilities Districts described herein.

Adopted RESOLUTION NO. 8354, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND REQUESTING COLLECTION OF CHARGES ON TAX ROLL.

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 2024/2025.

Adopted RESOLUTION NO. 8355, 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 2024/25.

11. SUBJECT: Opt into Settlement Agreement with opioid distributor Kroger Company

RECOMMENDATION FOR ACTION: Staff recommends the City Council approve Resolution No. _____, to opt into the settlement agreement with opioid distributor Kroger Company ("Kroger"), direct the City Manager to execute any documents necessary to implement the action, and further authorize the City Manager to enter into future class action settlements related to the nation-wide opioid epidemic.

Adopted RESOLUTION NO. 8356, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS NECESSARY TO OPT INTO THE KROGER OPIOID SETTLEMENT, APPROVING SECOND SUPPLEMENTAL AGREEMENT FOR ADDITIONAL FUNDS AND DELEGATING AUTHORITY TO THE CITY MANAGER TO ENTER INTO FUTURE CLASS ACTION SETTLEMENTS IN CONNECTION WITH THE OPIOID EPIDEMIC.

12. SUBJECT: Approval of Sole Source Finding and Award Construction Contract for the Replacement of Raw Sewage Pump #2 at WPCF Headworks, CIP 14-02

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, 1. Making a finding designating certain

products, things, or services by Evoqua Water Technologies LLC to be required for the continued functionality of the existing raw sewage headwork pumps; and
2. Authorizing the City Manager to award a construction contract with Evoqua Water Technologies LLC for construction services in the amount of \$1,061,459 for the Water Pollution Asset Replacement (Headworks Screw Pump #2) Project, CIP 14-02 and authorize a contingency of up to 10% (\$106,145).

Adopted RESOLUTION NO. 8357, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DESIGNATING CERTAIN PRODUCTS, BRANDS, OR SERVICES PURUANT TO PUBLIC CONTRACT CODE SECTION 3400 AND APPROVING A CONSTRUCTION CONTRACT FOR CIP 14-02, WATER POLLUTION ASSET REPLACEMENT (HEADWORKS SCREWPUMP #2).

13. SUBJECT: Resolution Accepting the Public Improvements for Subdivision Final Map 5162 and 5206 Pioneer Village Phase 1 and 2.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, a Resolution of the City Council of the City of Woodland Accepting the Public Improvements For Subdivision Final Map 5162 and 5206, Pioneer Village Phase 1 and 2 (in-tract improvements only).

Adopted RESOLUTION NO. 8358, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ACCEPTING THE PUBLIC IMPROVEMENTS FOR SUBDIVISION FINAL MAP 5162 AND 5206, PIONEER VILLAGE PHASE 1 AND 2 (IN-TRACT IMPROVEMENTS ONLY).

14. SUBJECT: Construction Contract for the Pacific Flyway Pond Enhancement Project, CIP 24-10

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving a construction contract for the Pacific Flyway Pond Enhancement Project, CIP 24-10; awarding the construction contract in the amount of \$645,030 to RJ Gordon Construction, Inc.; authorizing a contract contingency up to 15% of the base bid amount (\$53,475); and authorizing the City Manager to execute the construction contract and change orders.

Adopted RESOLUTION NO. 8359, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT WITH RJ Gordon Construction, Inc. FOR THE PACIFIC FLYWAY POND ENHANCEMENT PROJECT, CIP 24-10.

15. SUBJECT: Emergency Preparedness and Disaster Planning Services Contract

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the five-year contract with Howell Consulting with an annual not-to-exceed amount of \$30,000 and a total not-to-exceed amount of \$150,000 for Emergency Preparedness and Disaster Planning Services.

Adopted RESOLUTION NO. 8360, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT WITH HOWELL CONSULTING IN THE AMOUNT OF \$150,000 OVER FIVE YEARS.

16. SUBJECT: Approval to Execute a Second 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 second 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, 2025.

Adopted RESOLUTION NO. 8361, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE CITY MANAGER TO EXECUTE A 1-YEAR EXTENSION TO THE 3-YEAR COOPERATIVE FUEL SERVICES AGREEMENT WITH INTERSTATE OIL.

17. SUBJECT: Approval of Application for Grant Funds from the 2024 US Bureau of Reclamation WaterSMART: Planning and Project Design Grant in cooperation with the Woodland-Davis Clean Water Agency

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving submittal of a grant application to the US Bureau of Reclamation (USBR) WaterSMART: Planning and Project Design Grant Program on behalf of the Woodland-Davis Clean Water Agency (WDCWA) for the Distributed Energy Resources (DERs) Integration Design Project.

Adopted RESOLUTION NO. 8362, A RESOLUTION OF THE CITY OF WOODLAND CITY COUNCIL APPROVING THE CITY MANAGER, OR DESIGNEE, TO APPLY FOR, RECEIVE, AND ENTER INTO A COOPERATIVE AGREEMENT FOR THE 2024 US BUREAU OF RECLAMATION WATERSMART: PLANNING AND PROJECT DESIGN GRANT FOR THE DISTRIBUTED ENERGY RESOURCES (DERS) INTEGRATION DESIGN.

18. SUBJECT: City of Woodland Prohousing Application & Participation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ authorizing application to and participation in the Prohousing Designation program.

Adopted RESOLUTION NO. 8363, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING APPLICATION TO AND PARTICIPATION IN THE PROHOUSING DESIGNATION PROGRAM.

19. SUBJECT: Amendment to Deferred Payment Loan to Friends of the Mission for Freeman Garden Court Project

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) approving an amendment to the deferred payment loan to Friends of the Mission to a revised amount of \$400,202.20 from the Affordable Housing In-Lieu Fees Fund and \$49,797.80 from 2019-2020 PLHA funds for the development of the Freeman Garden Court project, (2) appropriating \$49,797.80 of PLHA funds in the Housing Assistance Grant Fund (Fund 1324), and (3) authorizing the City Manager to execute amendments to the loan documents and regulatory agreement in a form as prepared and approved by the City Attorney and take such other actions and execute such documents as necessary to make the City loan and ensure the affordability and restrictions of the project have a term of fifty-five (55) years commencing on the date the Certificate of Occupancy is issued by the City.

Adopted RESOLUTION NO. 8364, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AMENDMENT TO THE DEFERRED PAYMENT LOAN TO FRIENDS OF THE MISSION TO INCLUDE \$49,797.80 FROM PERMANENT LOCAL HOUSING ALLOCATION TO ASSIST WITH THE CONSTRUCTION OF THE FREEMAN

GARDEN COURT AFFORDABLE HOUSING PROJECT AND TO APPROPRIATE SAID FUND IN FISCAL YEAR 2024/25.

20. SUBJECT: Establish official intent relating to qualification for reimbursement of costs for the planning, design, and construction of the Spring Lake Recycled Water improvements

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No.____, establishing official intent relating to qualification for reimbursement of costs for the planning, design, and construction of Spring Lake Recycled Water improvements.

Adopted RESOLUTION NO. 8365, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ESTABLISHING OFFICIAL INTENT RELATING TO QUALIFICATION FOR REIMBURSEMENT OF COSTS FOR THE PLANNING, DESIGN, AND CONSTRUCTION OF SPRING LAKE RECYCLED WATER PROJECT IMPROVEMENTS.

21. SUBJECT: Matmor Road and E. Gum Avenue Rehabilitation Project, CIP 19-05; Final Acceptance and Notice of Completion

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, 1.) Authorizing a \$30,449.33 increase to the construction contract contingency bringing the total contract contingency to \$1,221,915.37; 2) approving Amendment #2 for construction management and inspection in the amount of \$35,572.53; 3) Reallocating \$1,500,000.00 of Fund 507 (Measure F) from CIP 19-05 to CIP 25-02 2025 Road Maintenance Project; and 4) Accepting the Matmor Road and E. Gum Avenue Improvement Project, CIP 19-05 construction contract as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 8366, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT INCREASE AND CONSULTANT AMENDMENT AND ACCEPT THE MATMOR ROAD AND E. GUM AVENUE REHABILITATION PROJECT, CIP 19-05 CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

22. **SUBJECT:** Woodland Joint Unified School District MOU for Waste Reduction Program

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute an MOU with Woodland Joint Unified School District (WJUSD) to implement a Waste Reduction Program.

Adopted RESOLUTION NO. 8367, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE WOODLAND JOINT UNIFIED SCHOOL DISTRICT (WJUSD) TO IMPLEMENT A WASTE REDUCTION PROGRAM.

On a motion by Council Member Stallard, seconded by Council Member Fernandez and carried unanimously on a 5-0 vote, Council Members approved Consent Calendar Items No. 4 through 22.

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

NOES: None

H. PUBLIC HEARINGS

23. SUBJECT: PUBLIC HEARING - Weed Abatement Program Parcels not in Compliance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, to hear and approve the list of parcels that were out of compliance for weed abatement requirements for the year 2024 and direct the Tax Collector of Yolo County to assess liens against real property to reimburse the City for the cost of removal of weeds, refuse, and dirt from the property.

On a motion by Council Member Stallard, seconded by Mayor Pro Tem Lansburgh and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 8368, A RESOLUTION REQUESTING COLLECTION OF CHARGES ON TAX ROLL.

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

24. SUBJECT: PUBLIC HEARING: Gateway Lighting & Landscaping District

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2024/2025 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Gateway Lighting and Landscaping District.

On a motion by Mayor Pro Tem Lansburgh, seconded by Council Member Vega and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 8369, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE FISCAL YEAR 2024/2025 ENGINEER'S REPORT REGARDING THE GATEWAY LANDSCAPING AND LIGHTING DISTRICT and RESOLUTION NO. 8370, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE GATEWAY LANDSCAPING AND LIGHTING DISTRICT FOR FISCAL YEAR 2024/2025.

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

25. SUBJECT: PUBLIC HEARING: Gibson Ranch Lighting & Landscaping District

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2024/2025 annual levy report and order the levy and collection of the assessment within the Gibson Ranch Lighting and Landscaping District.

On a motion by Council Member Stallard, seconded by Mayor Pro Tem Lansburgh and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 8371, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ENGINEER'S ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE GIBSON RANCH LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2024/2025

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

26. SUBJECT: PUBLIC HEARING: North Park Lighting and Landscaping District

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2024/2025 annual levy report and order the levy and collection of the assessment within the North Park Lighting and Landscaping District.

On a motion by Council Member Stallard, seconded by Council Member Fernandez and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 8372, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ENGINEER'S ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE NORTH PARK LIGHTING AND LANDSCAPING DISTRICT, FISCAL YEAR 2024/2025.

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

NOES: None

27. SUBJECT: PUBLIC HEARING: Spring Lake Lighting & Landscaping District

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2024/25 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Spring Lake Lighting and Landscaping District.

On a motion by Mayor Pro Tem Lansburgh, seconded by Council Member Fernandez and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 8373, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT FOR FISCAL YEAR 2024/2025 and RESOLUTION NO. 8374, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE FISCAL YEAR 2024/2025 ENGINEER'S REPORT REGARDING THE SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT.

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

NOES: None

28. SUBJECT: PUBLIC HEARING: Streng Pond Landscape Maintenance District

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2024/2025 annual levy report and order the levy and collection of the assessment within the Streng Pond Landscape Maintenance District.

On a motion by Council Member Stallard, seconded by Council Member Vega and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 8375, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ENGINEER'S ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE STRENG POND LANDSCAPING MAINTENANCE DISTRICT, FISCAL YEAR 2024/2025.

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

NOES: None

29. SUBJECT: PUBLIC HEARING: West Wood Lighting and Landscaping District

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2024/2025 annual levy report and order the levy and collection of the assessment within the West Wood Lighting and Landscaping District.

On a motion by Council Member Fernandez, seconded by Council Member Vega and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 8376, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ENGINEER'S ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE WEST WOOD UNIT NO. 1 LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2024/2025.

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

NOES: None

30. SUBJECT: Setting aside and vacating approval of the Woodland Flood Risk Management Project

RECOMMENDATION FOR ACTION: Staff recommends that City Council adopt Resolution No. _____, setting aside and vacating approval of the Woodland Flood Risk Management Project.

On a motion by Council Member Stallard, seconded by Mayor Pro Tem Lansburgh and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 8377, A RESOLUTION OF THE CITY OF WOODLAND CITY COUNCIL SETTING ASIDE AND VACATING APPROVAL OF THE WOODLAND FLOOD RISK MANAGEMENT PROJECT.

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

NOES: None

I. REPORTS OF THE CITY MANAGER

31. SUBJECT: Southeast Area Aquatic Center Project, CIP 19-18 - Award Construction Contract

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

1. Appropriate \$1,484,000 in General Capital Funds (Fund 1501) to the Southeast Area Aquatic Center Project (CIP 19-18) to cover community donations previously committed to the project, but not yet received in full; and
2. Appropriate \$3,850,000 in general purpose development fees (Fund 1501) collected through various subdivision development agreements to the Southeast Area Aquatic Center Project (CIP 19-18); and
3. Approve a construction contract for the Southeast Area Aquatic Center Project (CIP 19-18) and award the construction contract in the amount of \$11,981,383 to DG Granade, Inc., with both approval and award contingent on the expiration of the bid protest period for the project; authorize a contract contingency up to 5% (\$599,069); and authorize the City Manager to execute the construction contract and change orders; and
4. In the event the City receives a valid, complete protest prior to the expiration of the protest period, authorize the City Manager to make a

- determination on the bid protest and award a construction contract to the lowest responsible bidder providing a responsive bid in an amount not to exceed \$12,300,000 (the final amount will depend on the bid amount of the lowest responsible bidder providing a responsive bid), and approve a 5% construction contract contingency; and
5. Approve a professional services agreement for construction management and inspection services with Kitchell, Inc. in the amount of \$862,977, authorize a contract contingency up to 15% (\$129,447), and authorize the City Manager to execute the agreement and amendments.

Council Member Fernandez requested that the resolution be amended to include Southeast area development agreements. On a motion by Council Member Fernandez, seconded by Council Member Stallard and carried unanimously on a 5-0 vote, Council members adopted amended RESOLUTION NO. 8378, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT, APPROPRIATION OF FUNDS, AND CONSULTANT AGREEMENT FOR THE SOUTHEAST AREA AQUATIC CENTER PROJECT, CIP 19-18, amending the third whereas in the resolution to include southeast area development agreements.

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

J. ADJOURN

Meeting adjourned at 8:16 PM in memory of Doug Peyton and Megan Duncanson.

Respectfully submitted,

**Ana B. Gonzalez, MMC
City Clerk**



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.9
SUBJECT: Parks & Recreation Commission Meeting Minutes for April 2024

Recommendation for Action: Staff recommends the City Council receive the April 22, 2024, Parks & Recreation Commission Meeting Minutes.

Staff Contact:

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

Discussion:

At the last Parks & Recreation Commission meeting on July 22, 2024, the minutes from the April 22, 2024, Parks & Recreation Commission Meetings were approved.

Conclusion:

Staff recommends the City Council receive the April 22, 2024, Parks & Recreation Commission Meeting Minutes.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director

Attachments:

1. Parks & Recreation Commission Minutes April 22, 2024

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, April 22, 2024

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 pm

B. ROLL CALL

Parks & Recreation Commissioners Present: Commissioner Chair Magalean Martin, Commissioner Carla White-Snyder, Vice Chair Henry Murrieta, Commissioner Jon-Paul Valcarenghi

Absent:

Excused: Commissioner Rashid Ali

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF MINUTES

On a motion by Vice Chair Henry Murrieta, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, Parks & Recreation Commissioners approved the March 25, 2024 Parks & Recreation Commission Meeting Minutes.

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

Noes: None

Absent: Rashid Alid

1. SUBJECT: Approve Parks & Recreation Commission Meeting Minutes for March 25, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Parks & Recreation Commission approve the meeting minutes from the March 25, 2024 meeting.

E. 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 the time available for the rest of the agenda. If 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: Public members are welcome to submit written comments before the meeting. Comments should be submitted by email to WoodlandCSD@cityofwoodland.gov. Written Comments received at least two (2) hours before 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.

F. 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.

G. BUSINESS ITEMS

2. Standing Committee Report

- Facilities Committee
- Program & Department Evaluation
- Budget & Finance Committee
- Urban Forest Committee
- Volunteerism Committee

Verbal committee updates provided by Parks & Recreation Commissioners.

3. Approve Commissioner Absence Request

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Vice Chair Henry Murrieta and carried unanimously on a roll call vote, Parks & Recreation Commissioners approved Commissioner Martin's Commissioner White-Snyder's, and Commission Murrieta's absences for May 20, thus resulting in no quorum for the May 20 meeting.

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

Noes: None

Absent: Rashid Ali

H. REPORT OF THE STAFF

4. Subject: Community Services Department Staff report for April 22, 2024

Recommendation for Action: Staff recommends the Parks & Recreation Commission receive the Community Services staff report for April 22, 2024

Verbal updates provided by Staff.

I. NEXT MEETING

5. The next meeting of the Parks & Recreation Commission is scheduled for June 24, 2024.

J. ADJOURN

On a motion by Vice Chair Henry Murrieta, seconded by Commissioner Carla White-Snyder and carried unanimously on a roll call vote, Parks & Recreation Commissioners adjourned the meeting at 6:55 pm

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

Noes: None

Absent: Rashid Ali



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.10
SUBJECT: Fire Department Semi-Annual Status Report for the
Period of January 1, 2024-June 30, 2024

Recommendation for Action: Staff recommends that the City Council accept the Fire Department Semi-Annual Status Report for January 2024 through June 2024.

Staff Contact:

Eric Zane, Fire Chief (530) 661-5861, eric.zane@cityofwoodland.gov

Background:

The Fire Department Semi-Annual Status Report includes a summary of all activity within the Department. In lieu of providing comprehensive monthly or quarterly status reports to the City Council, the City Council now receives status reports on a semi-annual basis.

Discussion:

From January 1st to June 30th, 2024, the Woodland Fire Department navigated a dynamic and demanding half-year, marked by significant advancements and strategic initiatives across its three primary divisions: Administrative, Operations, and Community Risk Reduction.

Administrative Division

The Administrative Division has been at the forefront of several key developments. The Department welcomed a new Fire Marshal, whose expertise greatly enhanced the Community Risk Reduction Division. Alongside this new addition, the Department promoted a Captain and an Engineer, acknowledging their exceptional service and leadership. Additionally, two firefighter recruits were hired and now actively serve the community, bolstering the Department's capacity to effectively respond to emergencies. With these hires, the Department currently has no vacancies for the first time in several years.

A significant upgrade came with the transition to a new records management and staffing system. While this process is ongoing, the end goal is to create a more efficient system for staffing and report writing. This will ultimately streamline operations and improve efficiencies. Complementing this upgrade, the Department purchased a tethered drone funded by a grant. This drone, equipped with advanced infrared technology, offers continuous aerial surveillance without the need for a human operator, due to its tethered power source.

The Administrative Division also played a critical role in negotiating the new ambulance service contract and overseeing the FEMA reimbursement process for previous winter storms. A notable achievement was the completion of a station location analysis presented to the City Council by Chief Zane. The analysis has since led to several station tours throughout the region, reviewing design considerations and potential architects.

The Division continued its work on evaluating the best replacement radio system for Citywide public safety use. The rewriting of the Citywide host ordinance, designed to further curb illegal firework activity, represents a proactive approach to community safety. The transition from funding the County Joint Emergency Management System (JEMS) to a contract with a third-party emergency

management consultant has been a move to enhance our Citywide emergency management capabilities.

The Division also played a role in regional and countywide initiatives, hosting the regional company officers' assessment center and assisting with the implementation of Genesys, an alert and warning system for emergency notifications and evacuations. The new addition of Tablet Command improved countywide fire service incident and apparatus management, reflecting the department's commitment to integrating advanced technology into its operations.

Operations Division

In the first half of 2024, the Woodland Fire Department's Operations Division was characterized by a commitment to many responsibilities, extending beyond emergency response to include a range of collateral assignments essential to maintaining the Department's high operational standards.

Personnel within the Operations Division took on diverse roles, demonstrating their versatility and dedication. These collateral assignments include managing personal protective equipment (PPE), conducting repairs on self-contained breathing apparatus (SCBA), overseeing training programs, and handling fleet management. In addition to these, the team has been engaged in facility maintenance, power tool repair and replacement, hose management, and specialty operations. Emergency medical services, wellness initiatives, public relations, ladder testing and repair, and map management are also critical aspects of their responsibilities.

The depth of these assignments underscores the Department's commitment to not only responding effectively to emergencies but also ensuring that all aspects of fire and rescue operations are well maintained and managed. This approach is vital for maintaining operational readiness and providing comprehensive emergency services for the community.

The Operations Division has been actively involved in significant projects and training efforts. Notably, personnel contributed to the construction of new training props at Station 3. These props are designed to enhance training exercises, providing realistic scenarios that better prepare firefighters for actual emergency situations.

The Department also hosted several important training events, including a major symposium sponsored by the California State Firefighters Association. This symposium brought together fire service professionals from across the state, offering a platform for knowledge exchange, professional development, and the latest updates in fire safety and emergency response.

These efforts reflect the Operations Division's dedication to maintaining high standards of performance and ensuring that all aspects of fire service operations are continuously improved. By balancing essential duties with ongoing training and professional development, the personnel within this Division play a crucial role in the Woodland Fire Department's ability to effectively serve and protect the community.

Community Risk Reduction Division

The Community Risk Reduction (CRR) Division of the Woodland Fire Department has experienced a notably busy and productive first half of 2024, driven by significant developments and an increased workload. The addition of a new Fire Marshal has been instrumental in steering the Division through a period of heightened activity and efficiency improvements.

One of the major accomplishments has been the consolidation of plan reviews in-house. This move has significantly streamlined processes, enhancing the efficiency of services provided to customers and allowing for quicker turnaround times on plan reviews. This change is particularly impactful given

the growing volume of construction in the City.

The Division's workload has been further intensified by a surge in construction activity, including numerous residential developments and several new hotels. Each of these projects requires thorough construction inspections to ensure compliance with fire safety codes and regulations. The CRR Division diligently managed this increased demand, maintaining high standards of safety and regulatory adherence, while collaborating with our developers and business owners.

Additionally, the CRR Division has taken on the responsibility for reviewing and inspecting Energy Storage Systems, such as Tesla Walls. These systems, which are increasingly common, require expedited review processes due to state regulations mandating a 48-hour turnaround. The Division has successfully managed this critical task, ensuring that these installations meet all necessary safety requirements in a timely manner.

A noteworthy collaboration involved working closely with the County Fair Mall to facilitate a safe and orderly closure. This effort required careful planning and coordination to ensure that safety standards were upheld throughout the process, reflecting the Division's commitment to proactive risk management and community safety.

Overall, the first six months of 2024 have highlighted the CRR Division's crucial role in enhancing public safety and improving service delivery. The new Fire Marshal's leadership, coupled with the Division's efficient handling of plan reviews, inspections, and regulatory compliance, underscores a period of significant achievement and progress for the Woodland Fire Department.

In summary, the first half of 2024 has been a period of growth and transformation for the Woodland Fire Department. The Department reinforced its dedication to protecting and serving the community through many advancements in administrative processes, operational enhancements, and community engagement. The ongoing efforts and initiatives set the stage for continued progress and innovation in the months ahead. The attached infographics highlight some of the Department's key performance metrics. The implementation of a new records management program began in May 2024 and is ongoing, resulting in certain data that can only be reported from January through April.

Conclusion:

Staff recommends that the City Council accept the Fire Department Semi-Annual Status Report for January 2024 through June 2024.

Prepared by: Jeran Scruggs, Management Analyst

Reviewed by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. Semi Annual Report- Jan-Jun 2024



SEMI-ANNUAL REPORT

JANUARY 1 - JULY 1, 2024

Total Calls for Service

4.7 % decrease
from July-Dec 2023 **4,344**

Average Response Time

2 second increase
from Jan-Jun 2023 **4:55**

Automatic
Aid

Aid Received

71

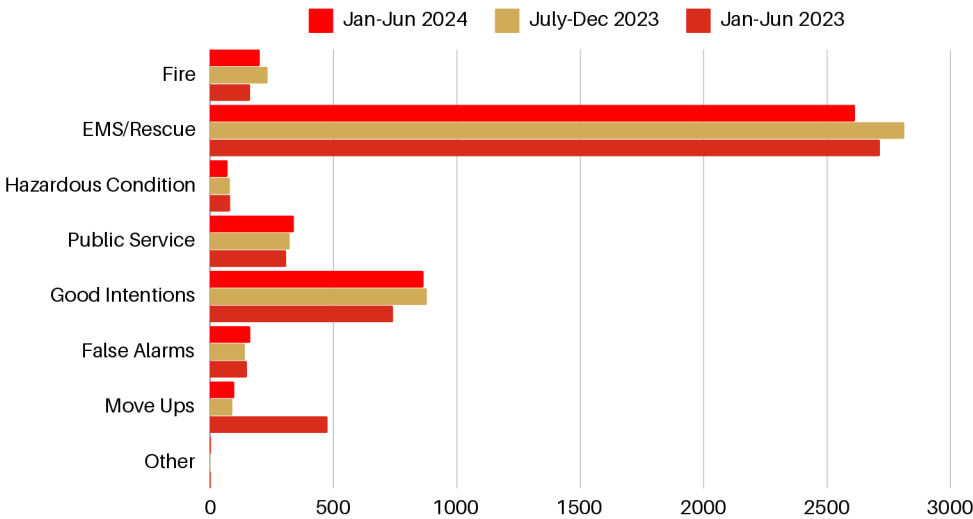
Aid Given

75

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

What types of calls did we run?

Calls for Service Comparison



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

STRUCTURE FIRE*

100%

Goal:
4 minutes 90% of the time

Average: 3:05

FIRE- OTHER*

46%

Goal:
4 minutes 90% of the time

Average: 6:33

FULL FIRST ALARM*

50%

Goal:
8 minutes 90% of the time

Average: 7:18

EMS*

55%

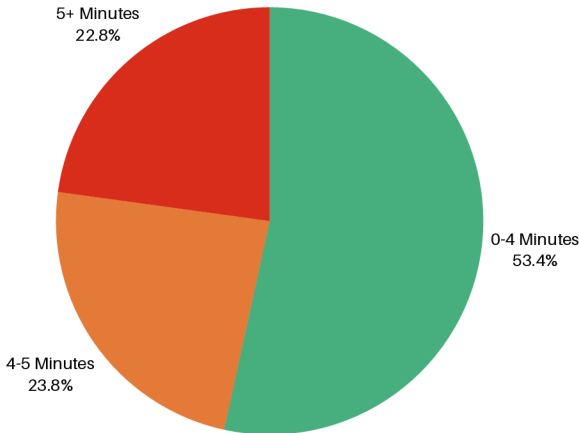
Goal:
4 minutes 90% of the time

Average: 5:59

*Data represents calls from January 1-April 30, 2024

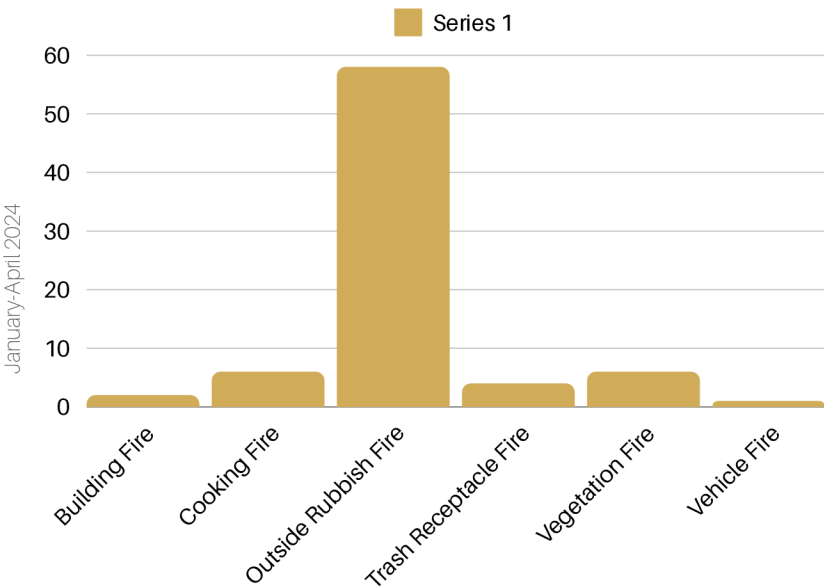
Priority Calls

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



Data represents calls from January 1-April 30, 2024

Intentional Fires



Total CPR
Calls

64

CPR Preformed
on Scene

27

Transported
with Pulse

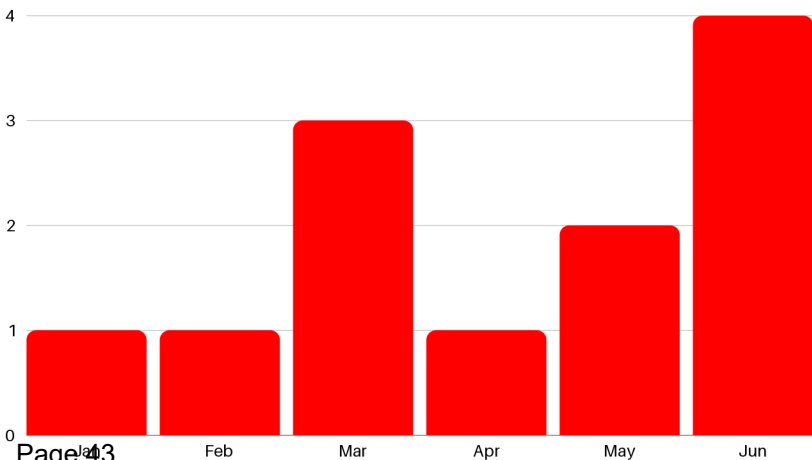
12

Citizens Who
Survived CPR
and Went Home

7

49% above national average

CPR Patients Transported to Hospital





SEMI-ANNUAL REPORT

JANUARY 1 - JULY 1, 2024

Total Hours
Committed

1,412

Total Work Hours

2,000

Uncommitted
Work Hours per Week

09



2

CRR
Specialists

Formal Training
Hours

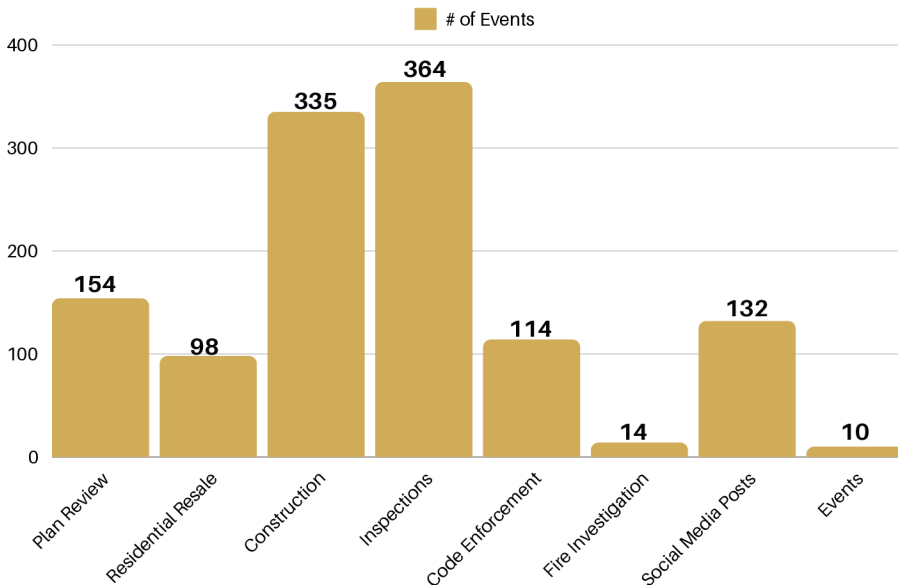
CRRS Kennedy

240

CRRS II Sanchez

110

What types of duties did we complete?



PLAN REVIEW HOURS

154

Average time spent per plan set:

1 Hour

INSPECTION HOURS

364

Average time spent per inspection:

1 Hour

CONSTRUCTION HOURS

251

Average time spent per inspection:

45 Minutes

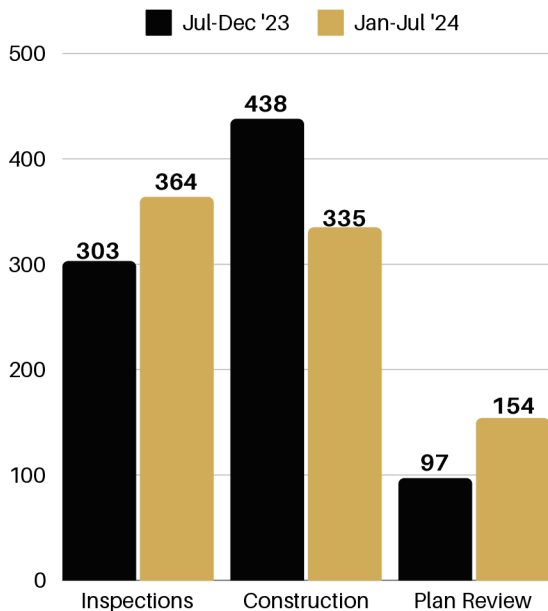
RES. RESALE HOURS

73.5

Average time spent per inspection:

45 Minutes

Inspection & Plan Review



Community Outreach
January - July 2024



Social Media Posts

132 Posts
66 Hours Total
30 minute average time

Community Events

10 Events
40 Hours Total
4 hour average time



COMMUNITY RISK REDUCTION

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



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.11
SUBJECT: Woodland Police Department Semi-Annual Report
January – June 2024

Recommendation for Action: Staff recommends that the City Council accept the Police Department Semi-Annual Report for January 1, 2024 – June 30, 2024.

Staff Contact:

Derrek Kaff, Chief of Police, 530-6617-865, Derrek.Kaff@cityofwoodland.gov

Background:

The Police Department Semi-Annual Report includes a summary of all activity within the Department. In lieu of providing comprehensive monthly status reports to the City Council and Department heads via e-mail communication, the City Council will receive Status Reports on a semi-annual basis.

Conclusion:

Staff recommends that the City Council accept the Police Department Semi-Annual Report for January 1, 2024 – June 30, 2024.

Prepared by: Dominique Bonino, Chief's Assistant

Reviewed by: Derrek Kaff, Police Chief

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

Ken Hiatt
City Manager

Attachments:

1. Attachment A - Council Comm - Woodland Police Department 2024 Semi-Annual Report 2024-08-20



WOODLAND POLICE DEPARTMENT

2024 SEMI-ANNUAL REPORT

1/01/2024 - 06/30/2024

DEPARTMENT STAFF

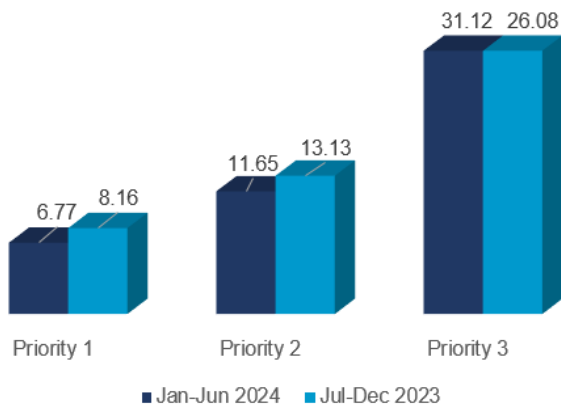
SWORN	PROFESSIONAL **	PART-TIME	TOTAL
66*	17	5	88
BUDGETED FOR 72	BUDGETED FOR 18	BUDGETED FOR 8	BUDGETED FOR 98

*Includes (3) who are academy recruits expected to graduate in November 2024.

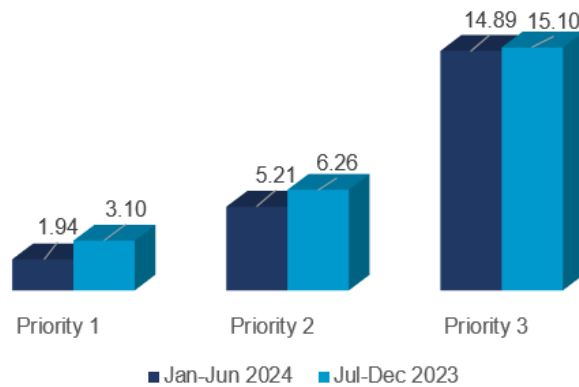
**The City's Community Enhancement Unit (C.E.U.) has (2) full-time employees (Homeless Services Coordinator and Community Enhancement Specialist) who are housed at the WPD and work in partnership with the Homeless Outreach Street Team (H.O.S.T.). These (2) full-time employees are not included in the PD staffing levels.

CALLS FOR SERVICE

Average Response Times in Minutes

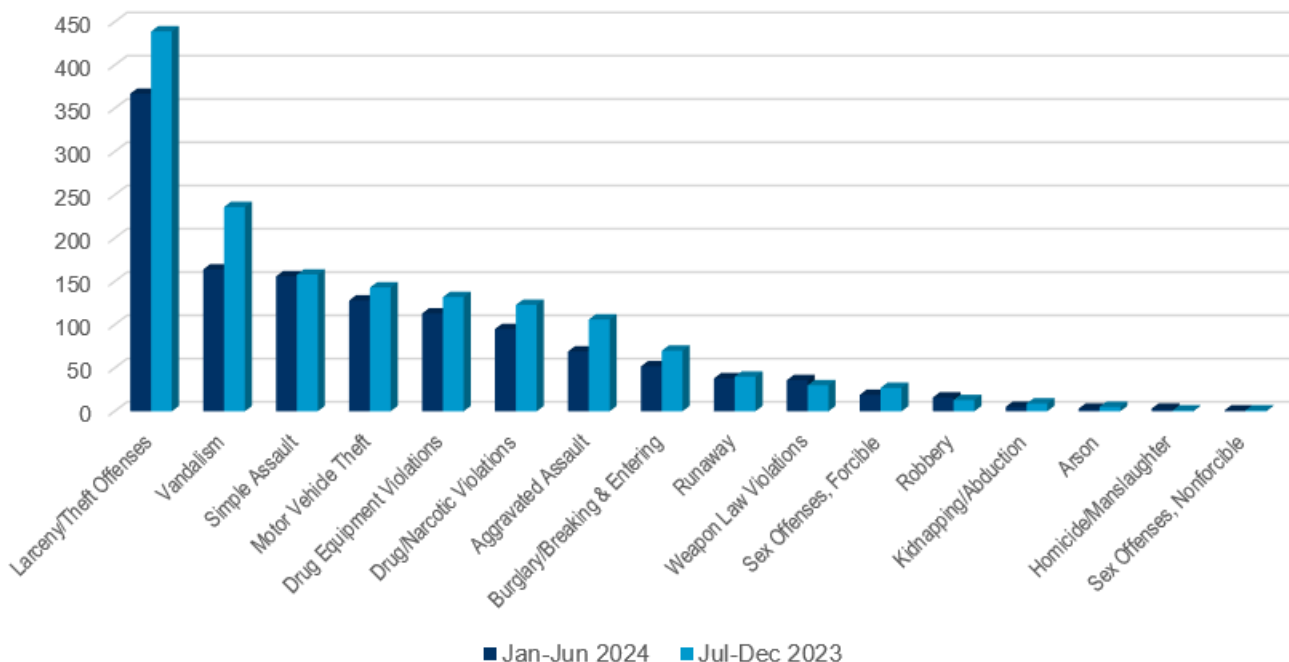


Time in Queue in Minutes



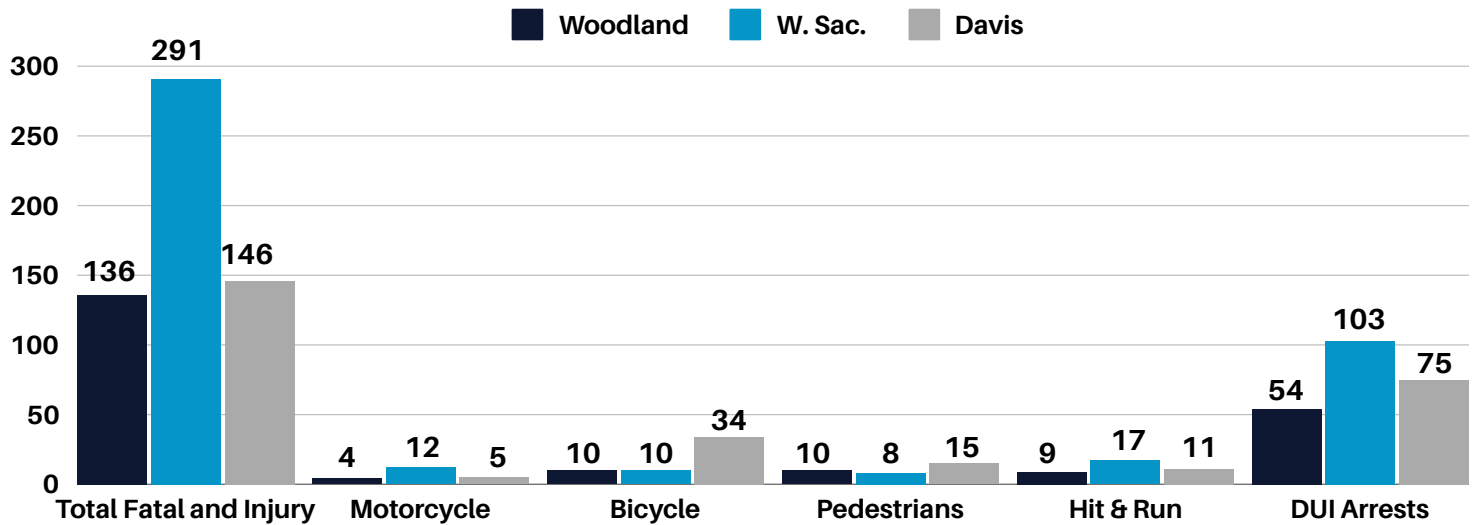
*Time in Queue = Waiting for an officer to become available to dispatch to call.

CRIME STATISTICS

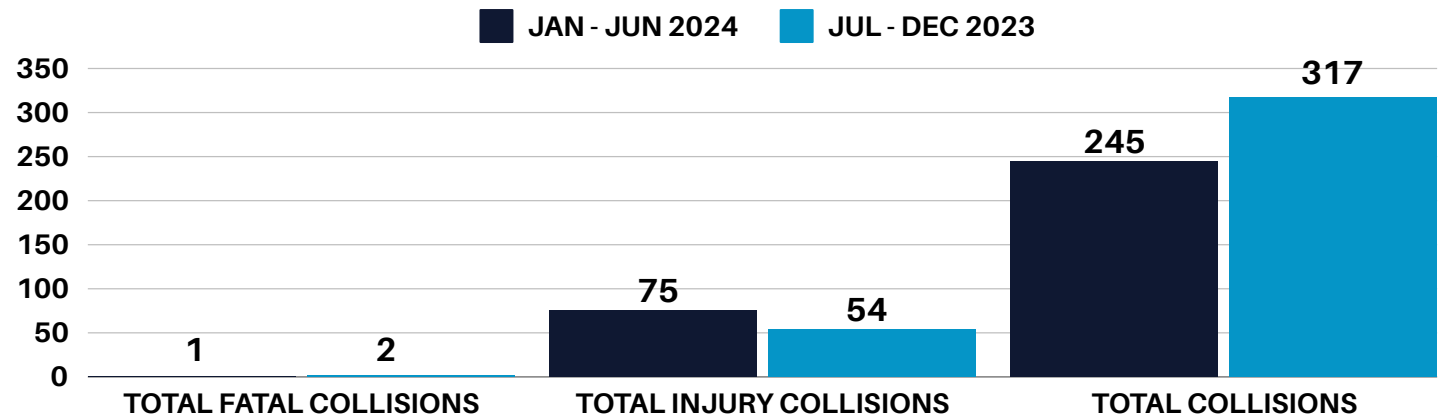


2021 OFFICE OF TRAFFIC SAFETY (OTS) STATS FOR COUNTYWIDE COMPARISON

*The most recent statistics available from the Office of Traffic Safety (OTS) are from 2021

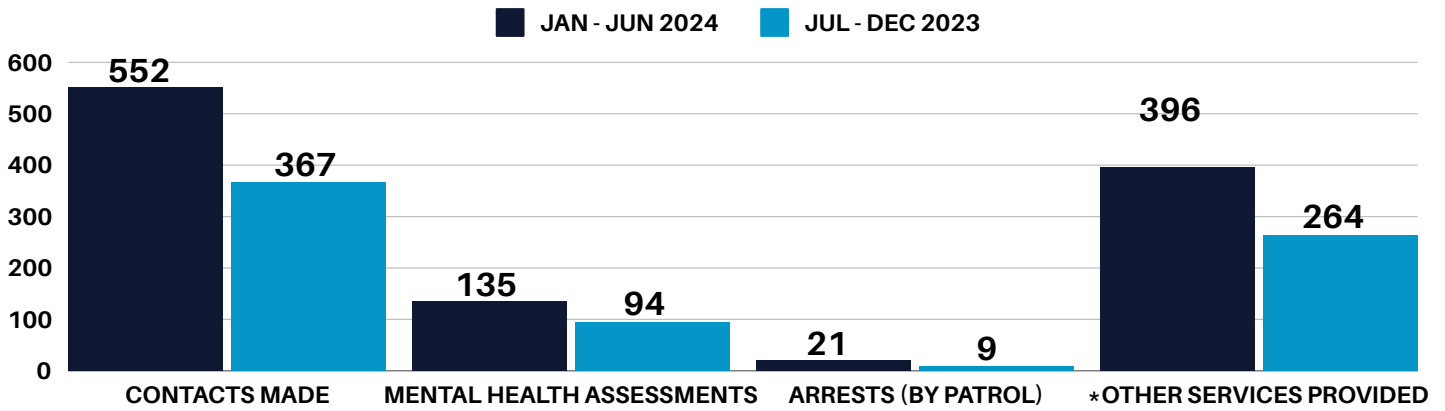


TRAFFIC DIVISION



	JAN - JUN 2024	JUL - DEC 2023
DUI Arrests	71	117
Total Stops	3,000	2,834
OTS Grant Funded Operation Hours (DUI Checkpoint, Saturation Patrols, etc.)	138.75	336

CO-RESPONDER PROGRAM



*Calls for service are diverted from law enforcement and handled by co-responders



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.12
SUBJECT: Public Works Semi-Annual Status Report

Recommendation for Action: Staff recommends that the City Council receive a presentation and accept the Public Works Semi-Annual Status Report for the period of January 2024 through June 2024.

Staff Contact:

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

Background:

This Semi-Annual report covers the period from January 2024 through June 2024. The report presents a summary of Service Requests and Work Orders received, and also contains a narrative description of major work performed and notable department highlights.

Discussion:

The Public Works Department has accomplished a variety of new endeavors over the last 6 months. On the first of January 2024, Public Works (PW) went live with an innovative new backflow testing program to better serve the business community in Woodland. Where previously annual backflow testing was performed by contractors working for customers, backflow devices are now tested by City staff. This results in a more efficient and streamlined process, and less expense for the customer.

Responding to the storms in February required numerous work hours and teamwork. Every division in PW pitched in on storm response and made an antiquated collection system function to the best of its abilities.

Following the rains, the collections division took on replacing some of the City's covered gutters. This is the first time these have been overhauled since their initial installation over 70 years ago.

Staff also undertook the task of relocating one of the portable generators staging area to a more accessible location at the Municipal Service Center (MSC). In recent years, PW has acquired equipment to become more efficient, which requires yard space. Moving the generator staging area to a more accessible location in front of the MSC frees up a double space in the yard and allows for more rapid deployment. To accomplish this in house required the efforts of all divisions in PW and the assistance of Urban Forestry.

Crews had a break from their usual duties in May for Public Works Week, which is historically celebrated by a lunch for all staff. This year the administrative staff spent some time assembling bags of goodies with candy, electrolyte drinks, sunscreen, can coolers and other helpful items donated by local businesses.

The Department also started a program called 'Lunch with the Director'. This takes staff from different divisions and brings them together for lunch with the Director and another Division Head. Not only does this improve communication between line staff and management, it works to help staff develop relationships across divisions.

Another innovation is the new vehicle telemetry system, installed by Fleet Maintenance this Spring. Samsara units were installed in most city vehicles, and they provide information directly from the vehicle's computer via the OBDII port. As a result, maintenance is performed based on run time and error codes rather than mileage, a somewhat faulty barometer for PW and Public Safety vehicles. Fleet Maintenance also instituted a bulk purchasing program of frequently replaced parts which reduces administrative time, streamlines repairs, and saves money.

One project that required the efforts of all of PW and Urban Forestry and Parks was reorganizing the MSC yard to accommodate a new electric vehicle charging location. California law requires that municipalities begin transitioning towards an electric fleet. While Woodland has been ahead of the State mandates and anticipates purchasing four additional electric Ford Lightning pickups this year. The first phase to be completed by year's end will see the installation of 6 chargers dedicated for fleet use, with expansion available to accommodate up to 20 chargers.

City crews also installed the infrastructure for a charging site at the Woodland Hotel parking lot. By doing this work in-house, the City was able to save thousands of dollars on the installation. Many departments within PW contributed - including water, streets, signs and markings and electrical. The charging site is scheduled to be completed this Fall pending PG&E's final installation and power connection.

After several years of turnover at the Management Analyst position, an internal candidate was promoted to fill this critical position. In her short time in the role, Courtney Morgan has demonstrated her capability, willingness, and enthusiasm for the position. Under her leadership, the admin staff positions in PW are now fully filled.

One of Courtney's first accomplishments was finding a new uniform provider. The previous provider did not adequately rotate garments to ensure a safe level of reflectivity, and was unable to adequately serve our female staff. The new vendor is much more responsive, and comes highly recommended by other municipalities in the region.

One final program of note was selecting a Civic Fellow this summer. Staff determined the door hangers used for Utility and Right-of-Way projects could provide two-way communication rather than just informing the public of upcoming work. The door hanger, developed by the Civic Fellow over the summer will include a QR code that links to a survey on the City website. This will include questions about how the crews did, how courteous they were and what the Department could do better. PW hopes this program will help convey to the public our desire to continue to strive to provide the best service possible.

Conclusion:

Staff recommends that the City Council receive a presentation and accept the Public Works Semi-Annual Status Report for the period of January 2024 through June 2024.

Prepared by: Craig Locke, Public Works Director



Ken Hiatt
City Manager

Attachments:

1. Public Works Jan-June 2024 Semi-Annual Report

Semi-Annual Status Report
January 2024 through June 2024
Public Works Department
Service and Work Order Requests

For the Months of Jan '24 – June '24		
Division	Service Requests	Work Orders
Electrical	165	224
Facilities	183	185
Fleet	281	805
Pretreatment	-	257
Sewer	71	802
Signs & Markings	14	191
Storm Drain	10	138
Streets	149	94
USAs	-	22
Water	1434	797
WPCF	-	154
Grand Total	2306	3669

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 2024

Through 06/30/2024

Service Requests

2306

Work Orders

3669

130 Working Days first half of 2024 =

~18 Requests for Service per Day

Right-of-Way Division

- **Fleet Services:** Installed an additional 75 vehicle management devices into units of all City departments. These devices allow fleet to pull real time data on the health of a vehicle before it comes to the shop. In total, 125 units have been installed across the City.
- **Fleet Services:** Identified several Grants and vouchers to assist the City in purchasing Zero Emission Vehicles (ZEVs) with the assistance of a former Civic Fellow turned intern, Lydia Rice.
- **Fleet Services:** Performed Generator Maintenance on all Facility assets to ensure City Buildings have reliable power during Power outages and storm Events
- **Fleet Services:** Fleet stocked over \$100,000 in parts to become more proactive in maintenance. Traditionally Fleet had been a reactionary shop, only fixing vehicles when they had an issue. By maintaining a healthy stock of parts, Fleet actively schedules vehicles to be serviced and detects issues before they become problems.

- Fleet Services: Repaired over 15 Accident Claims of City vehicles and are in process of completing another six.
- Fleet Services: Identified and repaired over 500 independent vehicle issues by performing additional maintenance checks. For reference this does not include the 200 plus service request generated by customers.
- Fleet Services: Took annual inventory count of city vehicles and equipment totaling over 180 vehicles and 100 pieces of equipment
- Facilities Services: HVAC Units at Library, City Hall, and CSD Scheduled for replacement.
- Facilities Services: Facility Staff in process of renovating sections of City Hall.
- Facilities Services: HVAC Controls at Library in process of upgrading to allow 24/7 Monitoring, unit output, and notifications/alarms to assist in overall health of HVAC units.
- Facilities Services: Hired New full Time FMW III, to assist in general maintenance of the City as well as upgrade the Facilities.
- Facilities Services: Procured new Booster pump system for the Police department to help mitigate water pressure and boiler issues at the Facility.
- Facilities Services: Identified and repaired 3 Safety issues at the Woodland Public Library.

- Electrical - CIP/Development Projects:
 - ROW Electrical - Prudler Project is 100% inspected and accepted.
 - ROW Electrical - Pioneer Village Project - 100 % Inspected, awaiting acceptance.
 - ROW Electrical - Matmor & Gum – 100% Inspected, and accepted.

- Electrical – Traffic Signals:
 - ROW Electrical – Assisted ACE Construction / Saint Francis Electric with completing signal interconnect conduit damage / cable repairs on Main St. during Staybridge Hotel Project.
 - ROW Electrical - Completed 8 upgrades of 170 traffic signal controller units, with new 2070 Controller Units, and approved converted timing charts. Included with the new controllers were new 2010ECL Conflict Monitor Units,
 - ROW Electrical - Completed Annual Traffic Signal Conflict Monitor Testing in quarter 3.
 - ROW Electrical - Experienced 13 pole, pole flanges, signal framework knockdowns between traffic signals and street lights.
 - ROW Electrical - Completed 210 bi-monthly maintenance checks of traffic signals over the past 6 months.
 - ROW Electrical - Completed 7 replacements of Traffic Signal Battery Back-up Units, together with 68 battery replacements.
 - ROW Electrical - Completed replacement of inoperative inductive in-roadway loop sensors at 4 traffic signal locations.
 - ROW Electrical – Completed repairs to Light Guard in-pavement crosswalk lighting mid-block Farmer Central east of Pioneer, west of Co.Rd.102
 - ROW Electrical - Installed 15 Opticom Emergency Vehicle GPS Pre-Emption (EVP) Antenna's, together with new pre-emption modules within controller cabinets. Locations utilizing Infrared EVP detectors had detectors tested for activation

distance and were cleaned, with location failures noted and schedule for replacement(s).

EVP GPS (White) Antenna with
Inferred Detector on signal mast arm



EVP GPS Antenna on
signal mast arm shaft



ROW Electrical - Began replacing 96 traffic signal 8" heads throughout the City with new 12" signal heads, and are expected to complete the remaining 85 by end of 2027.

Old 8" Signal



New 12" Signal



ROW Electrical -Installed 2 locations of Iteris vehicle video detection allowing for bicycle detection at all travel lane stop-bars, thus allowing the controller to provide a larger minimum green time when a bike is detected and outside the normal bike lane zones.

ROW Electrical – Installed concrete electrical Safety Pads at 4 traffic signal locations where only bare soil was present on both sides of the electrical controller cabinet.

ROW Electrical – Completed reactivation following signal modifications at Matmor & Gum, East & Gum, Gibson & Matmor, and new signal turn-ons of Main St. & Woodland Plaza (Hazel Ct.), Gibson & Harry Lorenzo.

ROW Electrical – Completed repairs to existing 332 traffic signal controller cabinet following major internal electrical short.

- Electrical - Street Lights:

ROW Electrical - Annual Streetlight Service Pedestal Maintenance of 131 pedestals was completed in 4th quarter.

ROW Electrical – Completed 2 streetlight pole knockdowns.

ROW Electrical - MSC Streetlight Pole Inventory of 39 poles were relocated to Sutter St. Yard.

ROW Electrical – Completed 22 decorative streetlight pole retro-fits HPS to LED along Co.Rd.102 between I-5 Northbound Ramp to Maxwell.

ROW Electrical - Retrofitted 14 City Park Tennis Court lights from HPS / Mercury Vapor fixtures to energy efficient LED. Retrofitted 18 Crawford Park lights from Mercury Vapor fixtures to energy efficient LED. Retrofitted 10 Brooks Pool lights from HPS fixtures to energy efficient LED.

ROW Electrical - Repaired Series Circuit Lighting involving splicing at Homewood & Coloma, and assisted with a PG&E mis-wired Photocell at Keystone Loop along with assisting a contractor near Woodland & Coloma involving 2 series circuit conduit hits.

ROW Electrical – Completed annual re-lamping of approximately 60 Series Lighting fixtures.

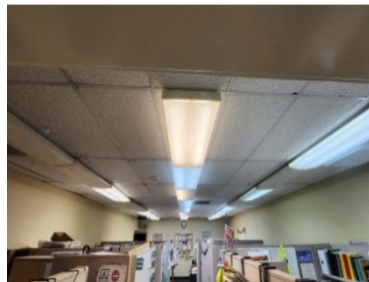
ROW Electrical - Provided necessary research and maps of specific conduit runs to assisted PG&E with reactivation of streetlights at and near Beamer & Matmor following a 10-month delay on repairs.

ROW Electrical – Completed repairs to streetlight conduit which contained 900' of streetlight wire and was damage by Argonaut Construction during installation of the current Springlake Purple Pipe project.

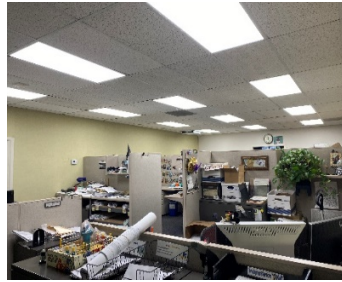
- Electrical- Industrial Electrical:

Completed LED lighting upgrades at City Hall.

Before



After



Woodland Hotel Electric Vehicle charging project near completion.



Electric Vehicle chargers were upgraded to fee-based charging at Library overflow and City Hall parking lots.



The 900 MHz radios for wastewater and storm were upgraded.
Assisted contractor with replacing Grinder #1 at the WPCF.
Wired up new scoreboards at Klenhard Park.
Automated Well 28 (Freeman Park) pump to waste to increase efficiency.
Upgraded Well 28 (Freeman Park) cameras and installed cages to protect them.
Completed survey on the cathodic protection of our water infrastructure.
Completed MSC generator pad and fence.



Completed electrical upgrades for key card access security at the library.
Automated the pumps at the Ground Level Tank to shut off when flow is low to reduce power and wear on the pumps.

Upgrading Library to LED lighting.

Before



After



- Signs & Markings- Sign Knockdowns: The Signs Group repaired / replaced 21 knocked down signs in last 6 months
- Signs & Markings: The Signs Group removed 4 temporary Warning signs “Path Closed” on the new Pedestrian Overcrossing.
- Signs & Markings: Removed 21 No Cruising Signs city wide per change in state law.
- Signs and Markings: The Signs Group replaced 126 locations of Stop Bars totaling 3149 liner feet at the following locations: Ashley Ave, W.Beamer St. Cottonwood St., Farnham Av, Brannigan Ave, Wallace Dr., Walker St., Ogden St., and Homestead Way.
- Signs and Markings: Started replacing Yellow Crosswalks at W. Beamer St., and California St., W. Beamer Ave, and Ashley Ave, Ashley Ave at Maxwell School, Mariposa St. and W. Woodland Ave. Sunset Ave and Yolo St., Sunset Ave. and Collage St., Oak Ave at College St. totaling 2048 SQFT.
- Signs & Markings: The Sign Group replace 6 broken parking bumpers in parking lot behind Steve’s Pizza.
- Signs & Markings: The Sign Group completed Raised Pavement Markers (RPM) maintenance by replacing missing RPMs and replacing all reflectors this spring on Santa Anita Dr, Lemen Ave, Olivera Dr., Leo Way, Mariposa St., Kentucky Ave, E. Kentucky Ave, W. Kentucky Ave, West St., and Harter Ave.
- Signs & Markings: Replaced 21 Stop Signs, 55 No Parking Signs, 8 School Signs, 4 Yields signs, 28 Street Name Signs, and 9 Advance Street Name Signs
- Signs & Markings: Re-banded all Banner hangers attached to light poles on Main St. 26 locations.

- Streets - Sidewalk Replacement Project: The Streets Crew started the sidewalk replacement project 7/8/24 and completed work the week of 8/12/24. The project removed and replaced 11 sidewalk panels on E Gibson Road by Pioneer High School and 7 residential sidewalks with three of the locations having the approach removed. A total of 5415 square feet of sidewalk was replaced.
- Streets – Pothole Repair: The Streets Crew filled 910 pot holes using 44.54 tons of hydro.
- Streets - Trash and Debris Clean Up: The Street Crew cleaned up 44 homeless camps working with HOST and took 38.5 tons of trash to the Yolo Landfill.
- Streets Skin Patching: Upcoming skin patch project are E Kentucky Ave from N Pioneer Ave to the overpass. A total of 84,000 sf with an estimated 1015 tons of asphalt.
- Streets Trench Repair and Sink Holes: Six water and collections trenches have been repaired using a total of 26.61 tons of asphalt. Five sink holes within the city limits have been repaired using a total of 36.65 tons of asphalt. 18 other sink holes have been identified and will be repaired.
- Streets – Crack Seal: The Streets crew continued to crack seal the Spring Lake area where 223 boxes of Maxwell crack seal were used, covering 63,168 linear feet. That project will continue in the fall. Crews also completed Main Street from West St to Cleveland St., using 232 boxes and covering 81,312 linear feet. E Gibson was completed at the new intersection at Bourn Dr and Harry Lorenzo, where 120 boxes were used to cover 40,320 linear feet.
- Streets – Mastic: The Streets Crew applied mastic to Main St from West St to Cleveland St. The project required 185 boxes of Maxwell mastic to cover 39,378 linear feet. Upcoming mastic projects include Beamer underpass and various locations in the city limits.
- Streets -Special Events: Streets crew has set up traffic control for 16 special events.
- Streets – Service request: The Streets Crew has responded to 126 service requests.

Public Works Admin

- Courtney Morgan promoted to an Administrative Clerk III in January 2024, and then promoted to Management Analyst I in April 2024.
- Hired new Administrative Clerk II, Jasmin Flores and started process for hiring second Administrative Clerk II, to have a fully staffed PW front office in order to properly support all PW groups.
- The PW Civic Fellow, Eliana Villanueva, worked with PW managers to create a customer feedback survey, accessible via QR code, that is printed on PW door hangers for crews to leave doing work in the field.
- Julisa Pedroza, Admin Clerk III, successfully passed probation.
- Staff processed around 2800 invoices and 535 Cal Card receipts

- Admin staff assisted with the successful transition to inhouse Citywide backflow testing and data collection.

Utilities Collections - Sewer and Storm Divisions

- The Collection Division has responded to 81 Service Requests with an average response time under 23 minutes.
- Collections crews performed routine inspection/maintenance on City Storm Lift Stations and inspected 15 miles of Storm Ditch.
- Utility Maintenance Worker I/II hired 3 new employees so far this year.
- Weed/abatement/management was performed at City Storm response areas.
- Preventive Maintenance crews cleaned 134,235 feet of mainline pipe using High Velocity Vacuum Cleaning (HVVC) and CCTV crews inspected 102,250 feet of sewer mains this year so far.
- Crews have also inspected 37,687 feet of sewer lower laterals and rodded 1,819 feet of root intrusion in City owned service.
- Operation & Maintenance replaced 430 feet of sewer service laterals. Staff also installed 18 sewer clean outs.
- Lateral lining project renewed the pipes on 42 lower sewer service laterals.
- Luis Ramirez, Robert Macias, & David Ruvalcaba successfully passed probation.
- Crews responded to 77 county communication calls for flooding in February.
- Inspection performed at Beeghly Ranch, Prudler, Oyang South phase 1 & 2, Ruby

Utilities - Water Production and Distribution Division

- Wells: The City stopped injecting on 12-21-23 after storing approximately 2.71 billion gallons to date using all three ASR wells. The City is currently receiving approx. 13.5 Million Gallons a Day (MGD) from WDCWA reaching as high as 21 MGD during peak demand (5am – 9am). The City just completed the annual State Inspection from the SWRCB on 6-19-24 with only minimal comments; the final report should be received within the next 30 days. Term 91 went into effect on July 3rd limiting how much water could be taken from the Sacramento River. Despite these limits, the City has ample water supply through the end of the year.
- Distribution Division: The City hired three new fulltime employees (Utility Maintenance Worker I's) in March and a UMWI temporary worked started July 15th making the department fully staffed. Crews continue working on system maintenance, emergency repairs and improvements, new water laterals installations, and abandonments of 2" back of walk (BOW) water mains. All program expectations and deadlines are being met.

- Preventive Maintenance: Crews continue to work towards the 20% per year goal of our valve-exercising and hydrant maintenance program. They continue to coordinate with contractors for water main shutdowns, handle all service tech calls, fire flow requests and mitigate water quality calls.
- Projects: CIP #23-02 Third St & Homewood Dr project is nearing completion with 4,420 ft of 8" water main (WM) installed together with all the fire hydrants and appurtenances. Once all water laterals have been installed the hydro-static and bacteriological testing will take place. Recycled Water Project CIP #17-07 is progressing nicely, with approx. 400 ft of fusible 8" WM recently laterally bored in place. Staff continues to provide helpful plan review comments on development projects like Ruby Estates, Holy Rosary, and the New Pool/Parking Lot. Warranty punch lists such as Beeghly Ranch D & G, Oyang South Phase 1 & 2 and the Backbone continue to be completed on time.
- Meter Department: Staff recently completed the replacement of approx. 135 water meters in the "Bird Area" streets that were roughly 30 plus years old and reading in 100 cu/ft. In addition to their daily responsibilities, they've been working on investigating a comprehensive meter list of various sizes for State reporting.
 - Water Main Breaks Repaired: 16
 - Water Main Valves, Fire Hydrants Replaced: 11
 - Water Main Valves Exercised: 1967
 - Water Mains Abandoned: 1305 ft by Operations
 - Fire Hydrants Maintained: 319
 - Water Main Shutdowns: 76
 - Fire Flows Completed: 13
 - New Water Laterals Installed: 37
 - Delinquent Accts Shutoff/On: 520
 - Meters Tested: 1279
 - Meters Replaced: 366
 - Backflow Devices Tested: 732

Wastewater Operations Division

Laboratory:

- The Laboratory staff has continued to work on TNI certification analyses and completed the ELAP/TNI audit in May 2024.
- The Laboratory staff collects hundreds of samples to monitor the influent and effluent water quality to make sure we stay within our NPDES permit requirements.
- Michael Schultz was promoted to Laboratory Supervisor and we are currently conducting interviews to back fill his position and fill a current vacancy in the lab.

Pretreatment:

1/2024 thru 6/2024		
Inspections	Permitting/Outreach	Sampling
212	58	4

Pretreatment Staff continues to conduct residential public outreach door-to-door distributing “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. Pretreatment has conducted two local limits sample events, assisted with pyrethroid sampling, sampled rags and grit for monitoring and meeting testing requirements to ensure our continued ability to dispose of the rags and grit at the yolo county landfill.

Regulatory Compliance:

- Completed monthly and quarterly reports and submitted to the state.

Water Pollution Control Facility:

- Plant Operations: maintenance projects; Ultra Violet (UV) Preventative Maintenance (PMs) completed, 2 bank of lamps have been replaced and one bank of hydraulic hoses. Aeration Basin #2 was cleaned inspected and repairs made to the diffuser system. It is now ready to go back in service. The treatment plant generator is receiving some much need repairs (long lead times on parts). PM's have been completed at both lift station.
- Process Flows: During this reporting period, the Water Pollution Control Facility (WPCF) treated a total of 732 million gallons of influent, discharging 704 million gallons of effluent. About 30 million gallons of that effluent was distributed as recycled water. There was an additional 28 million gallons of sludge sent to the south ponds for further processing.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.13
SUBJECT: Conflict of Interest Code Amendment Pursuant to the Political Reform Act of 1974

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

Staff Contact:

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

Background:

Pursuant to the Political Reform Act (the "Act"), the City Council directed staff to conduct a review of the City's Conflict of Interest Code ("Code") to determine if a change in the Code was necessary, to revise the Code as necessary based upon such review and submit the amended Code to the City Council for adoption and approval, in accordance with Section 87303 of the Act.

During the review process, staff found that updates and amendments to the City's Conflict of Interest Code are necessary. A redlined version of the proposed amended Code is attached.

Discussion:

The Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), requires all public agencies to adopt and maintain a Conflict of Interest Code. The Act further requires that agencies regularly review and update their conflict of interest codes as necessary as directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5). The City Council is the City's code-reviewing body. As the code-reviewing body, the City Council directed that the Code be reviewed and, if a change in the Code was necessary, that a revised Code be prepared and submitted to the City Council for adoption and approval. During this review, staff found that amendments to the Code are necessary.

Attached is a (redlined) version of the proposed amended Code. The proposed revisions are based on the establishment and recognition of new positions that must be designated, the revision of titles of existing positions, the deletion of titles that have been abolished, the revision of disclosure categories, revision of the assignment of disclosure categories based on the duties of various positions, the incorporation of FPPC Reg. 18730 as the provisions of the Code (known as FPPC Standard), and clarifying and declaring of positions to file disclosure statements under Section 87200 of the Act.

Conclusion:

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

Prepared by: Ana B. Gonzalez, MMC, City Clerk

Attachments:

1. Conflict of Interest Code Resolution_Aug 2024
2. DRAFT COIC - Redline Copy 2024
3. FINAL COIC - AUGUST 2024

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
CALIFORNIA, ADOPTING AN AMENDED CONFLICT OF INTEREST CODE
PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Woodland (“City”) and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the City Council adopted a Conflict of Interest Code (the “Code”) in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the City’s Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the City being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the City; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on August 20, 2024, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland:

SECTION 1. The City Council does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto.

SECTION 2. The amended Conflict of Interest Code shall be on file with the City Clerk and available to the public for inspection and copying.

SECTION 3. The amended Code shall become effective 30 days after the City Council adopts and approves the amended Code as submitted.

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 August, 2024, by the following vote:

AYES:

NOES:

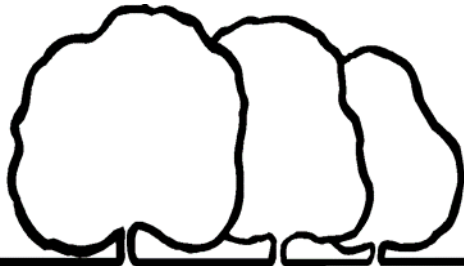
ABSENT:

ABSTAIN:

Tania Garcia-Cadena, Mayor

ATTEST:

Ana B. Gonzalez, MMC, City Clerk



City of Woodland



CITY OF

WOODLAND

CALIFORNIA

Conflict of Interest Code

(Amended ~~December 20, 2022~~ August 20, 2024)

CONFLICT OF INTEREST CODE FOR THE

CITY OF WOODLAND

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **City of Woodland (the "City")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The **City Clerk** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF WOODLAND

(Amended December 20, 2022)

EXHIBIT “A”

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all Other City Officials who manage public investments as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the City’s Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments.¹ These positions are listed here for informational purposes only.

Finance Officer
Financial Consultants

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accountant I/II	4
Assistant City Manager	1, 2
Assistant City Manager/Director of Community and Economic Development	1, 2
Assistant Engineer	2, 3, 5
Assistant/Associate Civil Engineer	2, 3, 5
Assistant/Associate Planner	2, 3, 5
Associate Engineer	2, 3, 5
Building Inspection Services Manager	5
Building Inspector I/II	2, 3, 6
Business Relations and Resource Conservation Program Manager	1, 2
Chief Building Official	2, 5, 6
Chief Collection Systems Operator	2, 4, 5
Chief Information Officer	5
Chief Water Systems Operator	1, 2, 4, 5
City Clerk	5
City Engineer	2, 3, 5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Code Compliance Officer I/II	2, 6, 3
Communications and Strategic Policy Manager	1,2
Community Development Director	1, 2
<i>Community Development Deputy Director</i>	<i>1, 2</i>
Community Services Director	2, 5
Community Services Program Manager	5
Construction Project Manager/Senior Construction Project Manager	2, 3, 5
Data Services Manager	5
Deputy Director of Community Development	1, 2
Deputy Fire Chief	5
<i>Deputy Police Chief</i>	<i>5</i>
Director of Administrative Services	4
Economic Development Manager	1
Electrical/Signs & Marking Supervisor	4, 5, 6
Engineering Assistant/Senior Engineering Assistant	2, 3, 5
Engineering Technician I/II/III	2, 3, 5
Environmental Compliance Specialist	5, 6
Environmental Resource Analyst/Senior	2, 5, 6
Environmental Sustainability Manager	2, 4, 5, 6
Financial Services Manager	2, 3, 4, 5
Fire Battalion Chief	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

APP. A – 3 –

APP. A – 3 –

Fire Chief	5
Fire Marshal	2, 5, 6
Fleet and Facilities Manager	2, 3, 4, 5
GIS Coordinator	5
Housing Analyst I/II	1
Human Resources Analyst I/II/Senior	5
Human Resources Manager	5
Infrastructure Operations and Maintenance Superintendent <u>Administrator</u>	4, 5
Junior Engineer	2, 3, 5
Laboratory & Environmental Compliance Manager	4, 5, 6
Librarian III – <u>Library Program Manager II</u>	5
Library Program Manager II	5
Library Services Director	5
Management Analyst II/Senior	4, 5
<u>Marketing and Business Relations Specialist</u>	<u>1,2</u>
Operations and Maintenance Superintendent	4, 5
Park Superintendent	2, 4, 5, 6
Police Captain	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Police Chief

5

Police Lieutenant

5

APP. A – 4 –

Principal Civil Engineer

1, 2

Principal Planner

2, 3, 5

Principal Utilities Civil Engineer

2, 3, 5

Programmer Analyst/Senior

5

Public Works Director

1, 2

~~Public Works Operations and Maintenance~~
~~Infrastructure Administrator~~

~~4, 5~~

Senior Accountant

1, 2

Senior Associate Civil Engineer

2, 3, 5

Senior Building Inspector

2, 3, 5, 6

Senior Building Plans Examiner

2, 3, 5, 6

Senior Civil Engineer

1, 2

Senior Planner

1, 2

Social Services Manager

5

Technical Services Manager

5

Transportation Engineer

2, 3, 5

Treatment Plant Superintendent

2, 4, 5, 6

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Utilities Administrator	2, 4, 5
Wastewater Systems Administrator	2, 4, 5, 6
Water Pollution Control Facility Superintendent	2, 4, 5, 6

APP. A – 5 –

<i>Water Quality Specialist II/Senior</i>	<i>2, 3, 5</i>
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Water Systems Administrator	2, 4, 5, 6
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MEMBERS OF BOARDS,
COMMITTEES AND COMMISSIONS

Library Board	5
Manufactured Homes Fair Practices Commission	1, 2
Successor Agency	1, 2

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

APP. A – 6 –

EXHIBIT “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, which engage in land development, construction, or acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the department, unit or division.

Category 7: All Investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)



Conflict of Interest Code

(Amended August 20, 2024)

CONFLICT OF INTEREST CODE FOR THE

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APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF WOODLAND

(Amended December 20, 2022)

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Finance Officer
Financial Consultants

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accountant I/II	4
Assistant City Manager	1, 2
Assistant Engineer	2, 3, 5
Assistant/Associate Civil Engineer	2, 3, 5
Assistant/Associate Planner	2, 3, 5
Associate Engineer	2, 3, 5
Building Inspection Services Manager	5
Building Inspector I/II	2, 3, 6
Business Relations and Resource Conservation Program Manager	1, 2
Chief Building Official	2, 5, 6
Chief Collection Systems Operator	2, 4, 5
Chief Information Officer	5
Chief Water Systems Operator	1, 2, 4, 5
City Clerk	5
City Engineer	2, 3, 5
Code Compliance Officer I/II	2, 6, 3
Communications and Strategic Policy Manager	1,2

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Community Development Director	1, 2
Community Development Deputy Director	1, 2
Community Services Director	2, 5
Community Services Program Manager	5
Construction Project Manager/Senior Construction Project Manager	2, 3, 5
Data Services Manager	5
Deputy Fire Chief	5
Deputy Police Chief	5
Director of Administrative Services	4
Economic Development Manager	1
Electrical/Signs & Marking Supervisor	4, 5, 6
Engineering Assistant/Senior Engineering Assistant	2, 3, 5
Engineering Technician I/II/III	2, 3, 5
Environmental Compliance Specialist	5, 6
Environmental Resource Analyst/Senior	2, 5, 6
Financial Services Manager	2, 3, 4, 5
Fire Battalion Chief	5
Fire Chief	5
Fire Marshal	2, 5, 6
Fleet and Facilities Manager	2, 3, 4, 5
GIS Coordinator	5

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Housing Analyst I/II	1
Human Resources Analyst I/II/Senior	5
Human Resources Manager	5
Infrastructure Administrator	4, 5
Junior Engineer	2, 3, 5
Library Program Manager II	5
Library Services Director	5
Management Analyst II/Senior	4, 5
Marketing and Business Relations Specialist	1, 2
Operations and Maintenance Superintendent	4, 5
Park Superintendent	2, 4, 5, 6
Police Chief	5
Police Lieutenant	5
Principal Civil Engineer	1, 2
Principal Planner	2, 3, 5
Principal Utilities Civil Engineer	2, 3, 5
Programmer Analyst/Senior	5
Public Works Director	1, 2
Senior Accountant	1, 2
Senior Associate Civil Engineer	2, 3, 5
Senior Building Inspector	2, 3, 5, 6

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Senior Building Plans Examiner	2, 3, 5, 6
Senior Civil Engineer	1, 2
Senior Planner	1, 2
Social Services Manager	5
Technical Services Manager	5
Transportation Engineer	2, 3, 5
Treatment Plant Superintendent	2, 4, 5, 6
Utilities Administrator	2, 4, 5
Wastewater Systems Administrator	2, 4, 5, 6
Water Pollution Control Facility Superintendent	2, 4, 5, 6
Water Quality Specialist II/Senior	2, 3, 5
Water Systems Administrator	2, 4, 5, 6

MEMBERS OF BOARDS,
COMMITTEES AND COMMISSIONS

Library Board	5
Manufactured Homes Fair Practices Commission	1, 2
Successor Agency	1, 2

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

APP. A – 5 –

EXHIBIT “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, which engage in land development, construction, or acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the department, unit or division.

Category 7: All Investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.14
SUBJECT: Springlake Fire Protection District Contract

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract between the City of Woodland and the Springlake Fire Protection District for continued emergency response and prevention activities in Service Area A (Woodland Service Area) and administrative oversight for the entire District.

Staff Contact:

Eric Zane, Fire Chief- (530) 661-5861, eric.zane@cityofwoodland.gov

Fiscal Impact:

The Springlake Fire Protection District is responsible for paying the City of Woodland the ad valorem property tax and associated Proposition 218 assessment for all real properties within the Service Area "A" portion of the District. In Fiscal Year 2023/24, the District paid the City of Woodland a total of \$303,816.50.

Background:

The Springlake Fire Protection District covers the unincorporated areas surrounding Woodland, extending south to the City of Davis and a portion of the UC Davis Campus. Established in 1942, the District operated independently until 1982 when the City of Woodland assumed responsibility, taking ownership of all capital assets in exchange for contractual fire protection services.

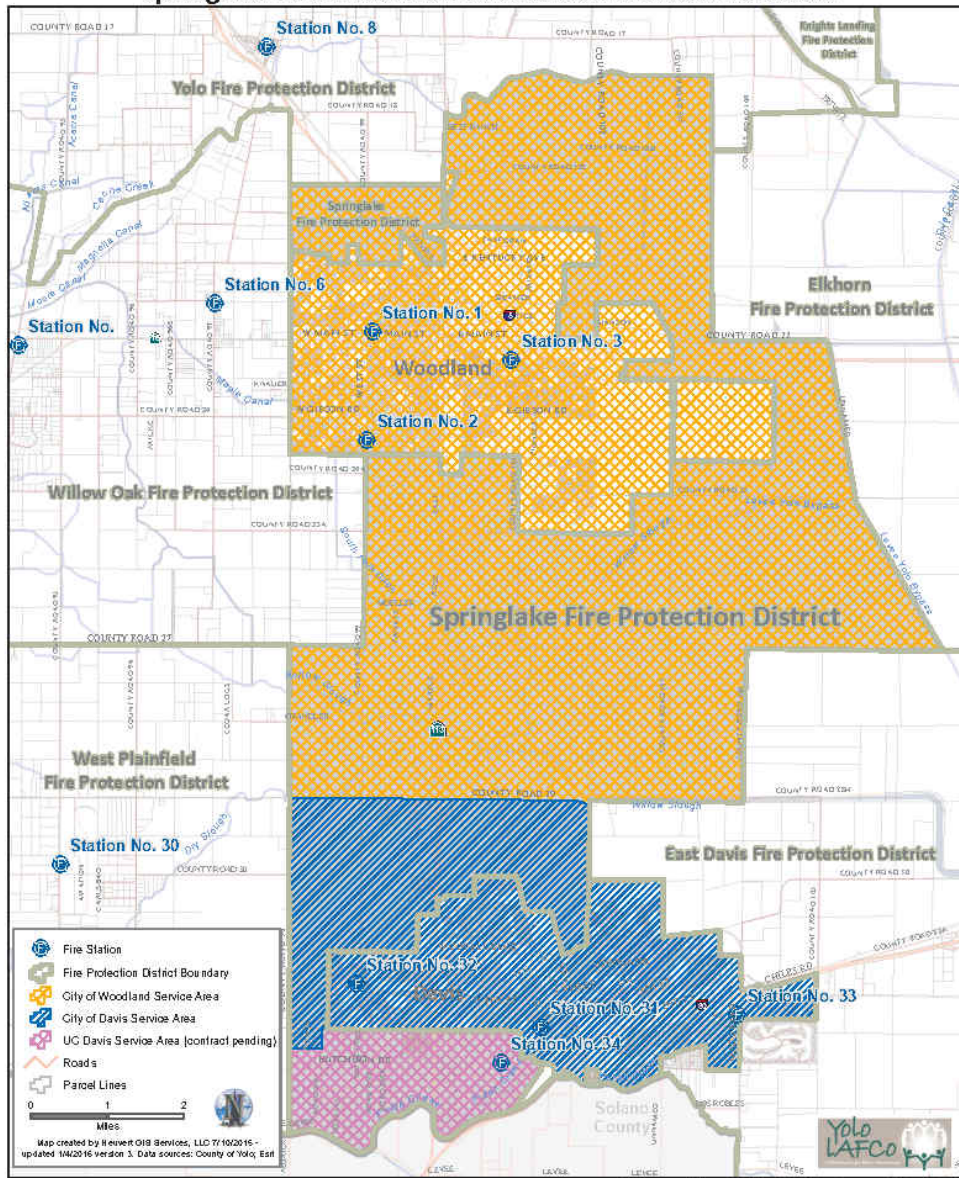
In 1985, Service Area "B" was established, leading to a contract with the Davis Fire Department to provide services in the areas south of County Road 29.

The most recent contract was a 20-year contract that was signed in 2004.

Currently, the District serves over 6500 residents and approximately 713 residential and 10 commercial properties. In 2023, the Woodland Fire Department responded to 326 calls for service in the Woodland portion of the District.

The contract stipulates that the City of Woodland Fire Chief will act as Fire Chief for the District, while the City of Woodland Management Analyst will act as the Board Clerk.

Springlake Fire Protection District Contract Service Areas



Adopted by Yolo LAFCo June 23, 2016

Discussion:

This agenda item presents a successor agreement to the 2004-2024 contract, drafted and approved by the Springlake Fire Protection District Board of Commissioners at the June 2024 meeting. The Springlake Fire Protecting District agreement with the Cities of Woodland and Davis is recognized by the Yolo Local Agency Formation Commission (LAFCo) as a model for all contract-for-service Districts. As a result, the agreement has been adjusted to incorporate the following provisions:

Fee Schedule Utilization: Each city will use its approved fee schedule for inspections, plan reviews, and emergency responses in cases of negligence. The fee schedule will be reviewed and approved annually by the District Board.

- **Administrative Services Charge:** The City of Woodland will charge the District \$1,000 per month for administrative services, an increase from the previous rate of \$1,000 per quarter. Additionally, the Woodland Fire Department may request further adjustments if the workload or costs of administrative services increase beyond the agreed-upon amount.

- Reserve for Prop 218 Study: The District will establish a reserve fund to cover the future costs associated with a Proposition 218 engineers' study. Currently, the District operates under a Prop 218 supplemental tax approved in 1997. Yolo County has committed to supporting the Fire Districts with one-time funding for the costs of an updated Prop 218 study. Springlake Fire Protection District study is scheduled for completion in 2025. The reserve fund will be used for future Prop 218 processes that may be required.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract between the City of Woodland and the Springlake Fire Protection District for continued emergency response and prevention activities in Service Area A (Woodland Service Area) and administrative oversight for the entire District.

Prepared by: Jeran Scruggs, Management Analyst

Reviewed by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. Resolution- SLFPD Contract
2. SFPD Agreement with Cities of Woodland and Davis

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
CALIFORNIA APPROVING THE CONTRACT BETWEEN THE CITY OF
WOODLAND AND THE SPRINGLAKE FIRE PROTECTION DISTRICT FOR
CONTINUED EMERGENCY RESPONSE AND PREVENTION ACTIVITIES IN THE
DISTRICT’S SERVICE AREA A AND ADMINISTRATIVE OVERSIGHT FOR THE
ENTIRE DISTRICT**

WHEREAS, the Springlake Fire Protection District wishes to continue to engage the City of Woodland Fire Department for emergency response and prevention activities within Springlake Fire Protection District (“District”) Area A; and

WHEREAS, the Springlake Fire Protection District wishes to continue to engage the City of Woodland Fire Department to provide administrative oversight for the District; and

WHEREAS, the Springlake Fire Protection District agrees to continue to pay the City of Woodland Fire Department the ad valorem property tax and associated Proposition 218 assessment for all real properties within the Service Area A portion of the District; and

WHEREAS, this agreement has been mutually beneficial for the City and the District for 40 years;

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

The City Council hereby approves the contract between the City of Woodland and the Springlake Fire Protection District. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as they are not substantive to the agreement. A copy of the Agreement is available and on file in the City Clerk’s office, and is incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this 20th day of August, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tania Garcia-Cadena, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

AGREEMENT BETWEEN THE SPRINGLAKE FIRE PROTECTION DISTRICT AND THE CITIES OF DAVIS AND WOODLAND FOR THE PROVISION OF FIRE PROTECTION SERVICES

This Agreement ("Agreement") is entered into this _____ day of _____, 20____ between the Springlake Fire Protection District ("Springlake"), the City of Davis ("Davis"), and the City of Woodland ("Woodland").

RECITALS

- A. Areas A and B of the Springlake Fire Protection District may be generally described as follows. Fire Service Area "A" is the properties within the boundaries of the Springlake Fire Protection District of Yolo County lying north of the northern right-of-way line of County Road 29 as of January 1, 1989 as depicted in Exhibit A. Fire Service Area "B" is the properties within the boundaries of the Springlake Fire Protection District of Yolo County lying south of the northern right-of-way line on County Road 29 which lies between County Road 98 and County Road 102 as of January 1, 1989 as depicted in Exhibit B.
- B. Previously, Springlake entered into service agreements with the City of Woodland on November 19, 1985 and the City of Davis on November 30, 1988 for fire protection, fire suppression, emergency medical services, and other related services within Springlake boundaries. Over time, those agreements were amended and eventually replaced by a June 30, 2004 agreement between all three entities. This Agreement will supersede and replace the latter agreement as of the date first set forth above.
- C. Throughout the term of the agreements between Springlake and Davis and Woodland, the property owners of Springlake have significantly benefitted through the prompt and effective delivery of fire protection services, fire suppression services, emergency medical services, and other services required to be provided under these agreements.
- D. The parties hereto now have determined that it is appropriate to enter in this Agreement to reaffirm the relationships between Springlake, Davis, and Woodland and set forth the services provided by Davis and Woodland to Springlake and the compensation for such services. Woodland shall provide services for Area A and Davis shall provide services for Area B.

TERMS

- 1. Services To Be Provided by Woodland to Springlake
 - a. Through its fire department, Woodland shall provide all administrative services required under applicable laws and necessary for the effective operation of Springlake subject to the direction and approval of the Board of Commissioners of the Springlake Fire Protection District ("Board of Commissioners") and (for any matters not delegated to the Board of

Commissioners or if the Board of Commissioners is eliminated) the Board of Supervisors for the County of Yolo. Included in these administrative services are the following:

- i. The provision of all services necessary to properly conduct meetings of the Board of Commissioners in compliance with the Brown Act and the attendance by the Woodland Fire Chief, and his or her designee, at all Board of Commissioners meetings;
 - ii. The preparation and preservation of all records of services and administration of Springlake except for those records directly related to services provided by Davis under this Agreement;
 - iii. The provision of annual reports of the operations of Springlake to the Springlake Board of Commissioners no later than March 1 of each year unless the Springlake Board of Commissioners establishes a different date;
 - iv. The quarterly submission to the Springlake Board of Commissioners of all invoices, and other demands for payment, for actual expenses incurred for the administration of Springlake's day-to-day operations, which invoices and demands for Springlake's actual expenses shall be received, approved, and paid by the Springlake Board of Commissioners; and
 - v. The provisions of such other administrative services as may be reasonably requested by the Springlake Board of Commissioners.
- b. For Area A, through its Fire Department, Woodland shall provide all fire protection services, fire suppression services, and emergency medical services as required by applicable laws and of the same quality as the services provided to property owners within Woodland, to the extent reasonably possible given geographic and land use differences.
- c. For Area A, to the extent permitted under applicable laws and subject to the direction and approval of the Board of Commissioners, Woodland, through its Fire Department, shall undertake to perform each the following:
- i. Review building plans for all commercial, industrial, public assembly, and single- and multi-family structures for compliance with all applicable fire regulations, fire codes, and ordinances utilized for similar structures within Woodland;
 - ii. Perform weed abatement enforcement, fire code enforcement, fire code inspections of commercial and industrial structures, and conduct fire prevention programs consistent with similar inspections and programs within Woodland;
 - iii. Investigate causes of fires;
 - iv. Provided limited inspections of existing rural water systems and maintain records of these inspections as may be required by Springlake's insurer(s), and;

- v. Such other services directly related to the services required of Woodland under this Agreement as may be reasonably requested by the Board of Commissioners or the Board of Supervisors for the County of Yolo
- d. In providing the services required under this Agreement, Woodland shall not be required to duplicate those efforts or services provided by other governmental agencies or to provide any services which are required by law to be provided by another governmental agency.
- e. To the extent permitted by applicable laws, in performing fire code inspections required by Section c.ii. above, it is understood that the Woodland Fire Department will be utilizing and applying Woodland's modifications to the California Fire Code. However, in the event that these modifications are less restrictive than Yolo County's modifications to the California Fire Code concerning residential and commercial sprinkler system requirements, then Yolo County's modifications shall be utilized by the Woodland Fire Department in performance of the Fire Code inspections required by Section c.ii. above with regard to residential and commercial sprinkler system requirements.

2. Services To Be Provided by Davis to Springlake

- a. For Area B, through its Fire Department, Davis shall provide all fire protection services, fire suppression services, and emergency medical services as required by applicable laws and of the same quality as the services provided to property owners within Davis, to the extent reasonably possible given geographic and land use differences.
- b. For Area B, to the extent permitted under applicable laws and subject to the direction and approval of the Board of Commissioners, or the Board of Supervisors for the County of Yolo, Davis, through its Fire Department, shall undertake to perform each the following:
 - i. Review building plans for all commercial, industrial, public assembly, single- and multi-family structures for compliance with all applicable fire regulations, fire codes and ordinances utilized for similar structures within Davis;
 - ii. Perform weed abatement enforcement, fire code enforcement, fire code inspections of commercial and industrial structures, and conduct fire prevention programs consistent with similar inspections and programs within Davis;
 - iii. Investigate causes of fires;
 - iv. Provide limited inspections of existing rural water systems and maintain records of these inspections as may be required by Springlake's insurer(s);
 - v. Require the Davis Fire Chief, or her or his designee, to attend Springlake District Board of Commissioners' meetings when required

to do so by the Springlake Board of Commissioners; the Davis Fire Chief shall receive notice of all Springlake District Board of Commissioners; meetings and shall attend all meetings that the Davis Fire Chief decides to attend, in addition to all meetings that the Davis Fire Chief is required to attend;

- vi. Prepare and preserve all records of services directly related to services provided by Davis under this Agreement;
 - vii. Provide annual reports on the operations of the Springlake District for Area B by March 1 of each year, to the Springlake Board of Commissioners unless a different date is established by the Springlake Board of Commissioners (this information may be consolidated with the annual report prepared by Woodland for Area A); and
 - viii. Provide such other services directly related to the services required of Davis under this Agreement as may be reasonably requested by the Springlake Board of Commissioners of.
- c. In providing the services required under this Agreement, Davis shall not be required to duplicate those efforts or services provided by other governmental agencies or to provide any services which are required by law to be provided by another governmental agency.
 - d. To the extent permitted by applicable laws, in performing the Fire Code inspections required by Sections b.ii. above, it is understood that the Davis Fire Department will be utilizing and applying the Davis' modifications to the California Fire Code. However, in the event that these modifications are less restrictive than Yolo County's modifications of the California Fire Code concerning the residential and commercial sprinkler system requirements, then Yolo County's modifications shall be utilized by the Davis Fire Department in the performance of the Fire Code inspections required by Sections b.ii. above with regard to the requirement of residential and commercial sprinkling systems.
 - e. Notwithstanding Woodland's responsibilities under this Agreement for administration of Springlake, Woodland will not supervise or provide operational oversight on any services or operations performed by Davis in Area B or otherwise. Davis will be solely responsible for the services and operations performed by Davis under this Agreement.

3. Compensation to be paid by Springlake

- a. For the services provided by Woodland pursuant to this Agreement, Springlake shall pay Woodland a portion of the real property taxes that Springlake annually receives. The portion shall be determined as follows: the percentage derived by taking the total assessed value of Area A divided by the total assessed value of Springlake. That percentage will then be multiplied by the total amount to be distributed. In addition, Springlake shall pay Woodland the fire suppression assessments on real property located in Area A that

Springlake annually receives. Springlake shall also pay Woodland any development impact fees received by Springlake for real property located in Area A. Administrative service fees shall be paid to Woodland in the amount of \$1,000 per month, allocated exclusively from the real property tax revenues received by Springlake. When Woodland's annual budget is brought forward for approval, the administrative fees may be increased or decreased dependent upon changes and/or reasonably anticipated changes in Woodland's actual costs of performing administrative services covered herein, subject to approval of the Board of Commissioners.

- b. For the services provided by Davis pursuant to this Agreement, Springlake shall pay Davis a portion of the real property taxes that Springlake annually receives. The portion to be paid shall be determined as follows: the percentage derived by taking the total of assessed value of Area B divided by the total assessed value of Springlake. That percentage will then be multiplied by the total amount to be distributed, minus the administrative service fees paid to Woodland under the preceding subsection. In addition, Springlake shall pay Davis the fire suppression assessments on real property located in Area B that Springlake annually receives. Springlake shall also pay Davis the development impact fees received by Springlake for real property located in Area B.
- c. Payment of the property taxes, fire suppression assessments, and development impact fees to be paid by Springlake to Davis and Woodland under this Agreement shall be made to the cities at the same time as property taxes and/or fire suppression assessments from within the cities are paid to the cities, but in no event later than the payment of such taxes, assessments, and fees to other fire protection districts in Yolo County. Development impact fees shall be paid to the cities within 60 days of receipt of the fees by Springlake.

4. Fees for Service

- a. Woodland and Davis shall utilize each city's schedule of fees to charge for operational/ life safety permits and/or inspections, associated with businesses located within Springlake. These fees will be charged to the business by the cities directly.
- b. The Springlake Board of Commissioners shall vote to approve any increase in fees brought forth by either Woodland Davis.

5. Supplemental Property Tax

- a. The Springlake Board of Commissioners will participate in a study or meetings as needed to ensure the Proposition 218 approved supplemental property tax, together with other funding provided by Springlake pursuant to this Agreement, is sufficient to cover the cost of services provided by Woodland and Davis.

6. District Reserves

- a. Annually the Springlake Board of Commissioners will set aside a minimum of \$2,000, in its reasonable discretion, to offset the cost of future Proposition 218 engineers' reports.

7. Term

- a. The term of this Agreement shall begin on July 1, 2024 and shall, unless otherwise terminated in accordance with its terms, end on midnight, June 30, 2044.
- b. Any party to this Agreement may terminate this agreement for any reason upon the provision of one year's advance written notice to the other parties, provided, however, that Springlake's failure to pay property taxes and fire suppression assessments within sixty (60) days of the due date, shall be grounds for early termination of this Agreement. In the event of non-payment, either city may make a demand to pay to Springlake and the Yolo County Auditor-Controller. Such notice shall provide that failure to pay the full amount owed within thirty (30) days of the notice shall be grounds for termination of this Agreement. If the amounts due are not paid within this thirty (30) day period, either city or both may withdraw from or terminate their participation in this Agreement, and all services to be provided under this Agreement shall cease sixty (60) days from the end of the thirty (30) day period. In the event of termination for non-payment, Springlake shall remain obligated to and shall pay the cities for services provided up to the date of termination in the amounts specified in this Agreement.

8. Entire Agreement

This Agreement represents the entire agreement of the parties with respect to the subject of this Agreement, and no representations have been made or relied upon except as set forth herein. This Agreement supersedes all other agreements between the parties hereto. This Agreement may be amended or modified only by written, fully executed agreement of the parties.

IN WITNESS WHEREOF, the parties have hereto set their signature as of the date first above named herein.

Springlake Fire Protection District

Wes Arvin, Chair, Board of Fire Commissioners

Attest:

Jeran Scruggs, Clerk, Board of Fire Commissioners

City of Davis

Michael Webb, City Manager

Attest:

Zoe S. Mirabile, City Clerk

City of Woodland

Ken Hiatt, City Manager

Attest:

Ana Gonzalez, MMC, City Clerk

Exhibit A

Area A

Exhibit B

Area B



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: H.15
SUBJECT: Fire Apparatus Maintenance Contracts

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract with Golden State Emergency Vehicle Services, Inc for the maintenance and repair of fire apparatus; Resolution No. _____, authorizing the City Manager to execute a contract with Riverview International Trucks, LLC for the maintenance and repair of fire apparatus; and Resolution No. _____, authorizing the City Manager to execute a contract with United Fleet Maintenance for the maintenance and repair of fire apparatus

Staff Contact:

Eric Zane, Fire Chief- (530) 661-5861, eric.zane@cityofwoodland.org

Fiscal Impact:

The cost of the proposed service contracts are as follows:

- \$200,000- Golden State Emergency Vehicle Services, Inc.
- \$100,000- Riverview International Trucks, LLC
- \$100,000- United Fleet Maintenance

Funding for these contracts is provided in the Vehicle Maintenance Fund (Fund 2010) as part of the annual budget appropriation, plus an additional \$50,000 that was carried over from FY2023-24.

All contracts are for Fiscal Year 2024-25, with the option to extend twice for additional one-year terms (maximum total contract length- 3 years) with written approval from both parties. For each additional year, if applicable, the contract will include a 3% contract increase to account for increased parts and labor costs.

Background:

The Fire Department primarily utilizes Golden State Emergency Vehicle Services, Inc., Riverview International Trucks, LLC, and United Fleet Maintenance for the maintenance and repair of apparatus. Pierce Manufacturing, the builder of all the Fire Department's frontline apparatus, has limited Pierce-approved and certified repair facilities on the West Coast. The closest facility is Golden State Emergency Vehicle Services, Inc. in Sacramento. Because of this, all Pierce frontline apparatus are sent to Golden State Emergency Vehicle Services, Inc. under the sole source option allowed under the City's purchasing ordinance.

Discussion:

The Fire Department operates and maintains several reserve or backup apparatus manufactured by other companies. Over the last year, due to extended lead time for parts and supplies, Golden State has become inundated, leading to a decrease in availability for repairs and maintenance. The Department has worked with Riverview International Trucks, LLC and United Fleet Maintenance for non-Pierce manufactured apparatus or repairs that do not require a Pierce-certified repair facility. Through the Department's use of various vendors, the appropriate number of proposals were received to satisfy the informal bid process. Riverview International Trucks, LLC has continually been found to offer competitive rates, prompt customer service, and short turnaround times, making them

a preferred vendor. United Fleet Maintenance is local to Woodland, allowing for quick response for onsite and emergency repairs while offering competitive rates, also making them a preferred vendor.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract with Golden State Emergency Vehicle Services, Inc for the maintenance and repair of fire apparatus; Resolution No. _____, authorizing the City Manager to execute a contract with Riverview International Trucks, LLC for the maintenance and repair of fire apparatus; and Resolution No. _____, authorizing the City Manager to execute a contract with United Fleet Maintenance for the maintenance and repair of fire apparatus

Prepared by: Jeran Scruggs, Management Analyst

Approved by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. Resolution - Golden State
2. Resolution - Riverview
3. Resolution - United Fleet

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
CALIFORNIA AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT
WITH GOLDEN STATE EMERGENCY VEHICLE SERVICES, INC FOR THE
MAINTENANCE AND REPAIR OF FIRE APPARATUS**

WHEREAS, the City of Woodland wishes to enter into an agreement with Golden State Emergency Vehicle Service, Inc. for maintenance and repair services for fire apparatus; and

WHEREAS, Golden State Emergency Vehicle Service, Inc., is a certified Pierce repair facility in the Sacramento Valley; and

WHEREAS, the proposed contract results in the annual cost of TWO HUNDRED THOUSAND DOLLARS (\$200,000), for the maintenance and repair of fire apparatus; and

WHEREAS, funding in support of this contract is identified in the adopted FY24-25 budget.

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

The City Council hereby authorizes the City Manager to execute the FY24-25 contract with Golden State Emergency Vehicle Service Inc. not-to-exceed the amount of two hundred thousand dollars (\$200,000) for FY24-25 with the option of two, one-year extensions for fire apparatus maintenance and repair, including an additional 3% contract increase per year that the contract is in effect. The City Attorney is hereby authorized to make clarifying and conforming changes to the Agreement provided that the total contract amount does not change.

PASSED AND ADOPTED this 20th day of August, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tania Garcia-Cadena, Mayor

ATTEST:

Ana B. Gonzalez, MMC, City Clerk

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
CALIFORNIA AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT
WITH RIVERVIEW INTERNATIONAL TRUCKS, LLC FOR THE MAINTENANCE
AND REPAIR OF FIRE APPARATUS**

WHEREAS, the City of Woodland wishes to enter into an agreement with Riverview International Trucks, LLC, for maintenance and repair services for fire apparatus; and

WHEREAS, Riverview International Trucks, LLC has continually been found to offer competitive rates, prompt customer service, and short turnaround times, making them a preferred vendor; and

WHEREAS, the proposed contract results in the annual cost of ONE HUNDRED THOUSAND DOLLARS (\$100,000), for the maintenance and repair of fire apparatus; and

WHEREAS, funding in support of this contract is identified in the adopted FY24-25 budget.

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

The City Council hereby authorizes the City Manager to execute the FY24-25 contract with Riverview International Trucks, LLC not-to-exceed the amount of one hundred thousand dollars (\$100,000) for FY24-25 with the option of two, one-year extensions for fire apparatus maintenance and repair, including an additional 3% contract increase per year that the contract is in effect. The City Attorney is hereby authorized to make clarifying and conforming changes to the Agreement provided that the total contract amount does not change.

PASSED AND ADOPTED this 20th day of August, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tania Garcia-Cadena, Mayor

ATTEST:

Ana B. Gonzalez, MMC, City Clerk

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
CALIFORNIA AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT
WITH UNITED FLEET MAINTENANCE FOR THE MAINTENANCE AND REPAIR
OF FIRE APPARATUS**

WHEREAS, the City of Woodland wishes to enter into an agreement with United Fleet Maintenance, for maintenance and repair services for fire apparatus; and

WHEREAS, United Fleet Maintenance is local to Woodland, allowing for quick response for onsite and emergency repairs while offering competitive rates, making them a preferred vendor; and

WHEREAS, the proposed contract results in the annual cost of ONE HUNDRED THOUSAND DOLLARS (\$100,000), for the maintenance and repair of fire apparatus; and

WHEREAS, funding in support of this contract is identified in the adopted FY24-25 budget.

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

The City Council hereby authorizes the City Manager to execute the FY24-25 contract with United Fleet Maintenance not-to-exceed the amount of one hundred thousand dollars (\$100,000) for FY24-25 with the option of two, one-year extensions for fire apparatus maintenance and repair, including an additional 3% contract increase per year that the contract is in effect. The City Attorney is hereby authorized to make clarifying and conforming changes to the Agreement provided that the total contract amount does not change.

PASSED AND ADOPTED this 20th day of August, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tania Garcia-Cadena, Mayor

ATTEST:

Ana B. Gonzalez, MMC, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: I.16
SUBJECT: Civic Fellowship Program Presentation

Recommendation for Action: Staff recommends that the City Council receive a presentation on the Civic Fellowship Program.

Staff Contact:

Amanda Portier, Marketing & Business Relations Specialist, (530) 661-5920

Fiscal Impact:

The costs for the 2024 Civic Fellowship Program total \$39,766.45. Program costs were allocated as part of the City's American Rescue Plan Act (ARP) Spending Plan and funded by General Fund revenue recovery funds.

Background:

The City of Woodland 2024 Civic Fellowship Program was the second year of the City's formal, paid program to engage adults early in their professional career with public service opportunities. One aspect of the City Council's goals is prioritizing local recruitment for public service jobs across all sectors. The City's Equity Action Plan identified the establishment of a Civic Fellowship Program as a strategic action to help further this goal. The City Manager's Office of Equity, Engagement, Economy, and Environment led this initiative with support from all City departments.

Discussion:

During the 2024 Civic Fellowship Program, eight fellows completed important projects across the City and participated in weekly program-wide activities for eight weeks. In Spring 2024, staff completed recruitment, hiring, and onboarding, and the program ran from June 17 to August 9.

Recruitment & Hiring

In Spring 2024, staff opened applications for eight fellow positions. Staff communicated with several community workforce and educational institutions to reach a diverse population of potential candidates. The program received 140 applications.

Staff worked with Human Resources (HR) to facilitate application review, interviews, hiring, and onboarding. Staff coordinated with each department to create a scoring rubric tailored to each fellow position and scored applications accordingly. 58 applicants were invited to interview with each department they qualified for. Department leads selected a top candidate and HR completed the hiring and onboarding process.

Program

The program ran from June 17 – August 9. During the eight weeks, fellows primarily worked within their department. The respective accomplishments of the fellows are detailed below:

- ***Brittany Joe, Geographic Information Systems Technician, Administrative Services:*** Brittany conducted field survey work and data validation at the City Cemetery to create a GIS dashboard that details historical figures in the Woodland Cemetery.

- **Jennifer Manseau, *Climate and Equity Analyst, Office of Equity, Engagement, Economy, & Environment*:** Jennifer created a Sustainability Dashboard to articulate the City's Climate Action Plan progress, an American Rescue Plan (ARP) Community Hub to highlight the City's ARP investments, and a Housing Policies and Projects page to showcase the City's housing progress.
- **Jesus Rodriquez, *Utilities Engineering Assistant, Community Development – Engineering Division*:** Jesus supported water quality test result analysis and regulatory compliance, the Sewer System Management Plan, and the Recycled Water Project.
- **Eduardo Velasquez-Solorio, *Community Outreach Specialist, Fire*:** Eduardo created an inventory of automated external defibrillators (AEDs), designed and distributed educational materials on Hands-only CPR and AEDs to the public, and watched several Fire building inspections and Fire investigations.
- **Monika Lepe, *Community Services Program Specialist, Community Services Department*:** Monika helped support program development for Spanish-speaking seniors by developing a survey for the Woodland Senior Center, forming partnerships with key regional organizations, and laying the groundwork for a Spanish-speaking senior social group.
- **Jessica Rodriguez-Soto, *Parking Enforcement and Public Safety Fellow, Police Department*:** Jessica helped address abandoned vehicles by enforcing parking codes, issuing warnings, and responding to vehicle complaints and inquiries, and helped receive, process, and store property and evidence.
- **Evelyn Mandujano & Barbara Silver, *STEAM Maker Camp Co-Leaders, Library*:** Evelyn & Barbara prepared for and ran the day-to-day operations of the 6-week STEAM (Science, Technology, Engineering, Arts, & Mathematics) Maker Camp in Square One, a summer camp focused on STEM activities for youth.
- **Eliana Villanueva, *Outreach Coordinator, Public Works*:** Eliana developed a survey for customer outreach following fieldwork by public works staff.

Weekly activities introduced fellows to different aspects of local government and advanced their professional development skills. Staff coordinated with various departments and local partners to facilitate the activities, which included: weekly lunches with department heads, a panel discussion with local elected officials, visits to local nonprofits, community programs, and community assets, and a professional development workshop led by YoloWorks!.

Next Steps

Staff will review results from program evaluations completed by both the fellows and department leads. Staff will begin preparing for the 2025 Civic Fellowship Program in December 2025.

Conclusion:

Staff recommends that the City Council receive a presentation on the Civic Fellowship Program.

Prepared by: Amanda Portier, Marketing & Business Relations Specialist

Reviewed by: Spencer Bowen, Communication & Strategic Policies Manager



Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: August 20, 2024
ITEM #: I.17
SUBJECT: Community Development Department Semi-Annual Status Report for January 1 through June 30, 2024

Recommendation for Action: Staff recommends that the City Council receive the Community Development Department Semi-Annual Status Report for January 1 through June 30, 2024.

Staff Contact:

Erika Bumgardner, Deputy Community Development Director, (530) 661-5886,
erika.bumgardner@cityofwoodland.gov

Discussion:

This Semi-Annual Community Development Department Status Report covers the period from January 1 through June 30, 2024. The report presents a summary of work performed during this time period, including notable Department highlights.

Conclusion:

Staff recommends that the City Council receive the Community Development Department Semi-Annual Status Report for January 1 through June 30, 2024.



Ken Hiatt
City Manager

Attachments:

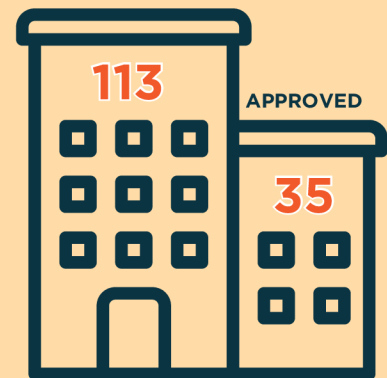
1. CDD Semiannual Report January - June 2024

PLANNING & BUILDING

- **35** planning entitlements completed or in process
- **10** pre-application reviews
- **Advanced planning** on Citywide Annexations, Retail Cannabis, Housing Element updates and implementation, and annual reporting
- Adoption of **Comprehensive Zoning Code**
- **Annexation** of 350 acre Woodland Research & Technology Park
- Heritage Home & Historic Preservation Awards
- Density Bonus Fact Sheet Created

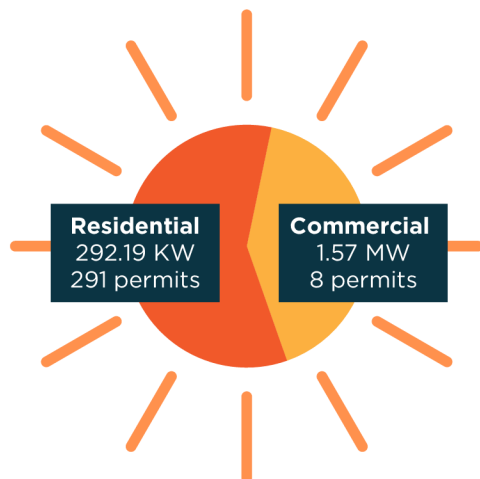
INFILL HOUSING UNITS

UNDER REVIEW



SOLAR PERMITS

BY MEGAWATTS - 1.86 MW TOTAL



ISSUED BUILDING PERMITS VALUATION

\$67.4 M



- **96** new residential building permits issued (Spring Lake 80 & ADU 16)
- **8** new commercial buildings
- **1,076** other permit types (tenant improvements, pools, HVAC, electrical, plumbing, etc.)

DEVELOPMENT IMPACT FEES COLLECTED

\$9,122,508

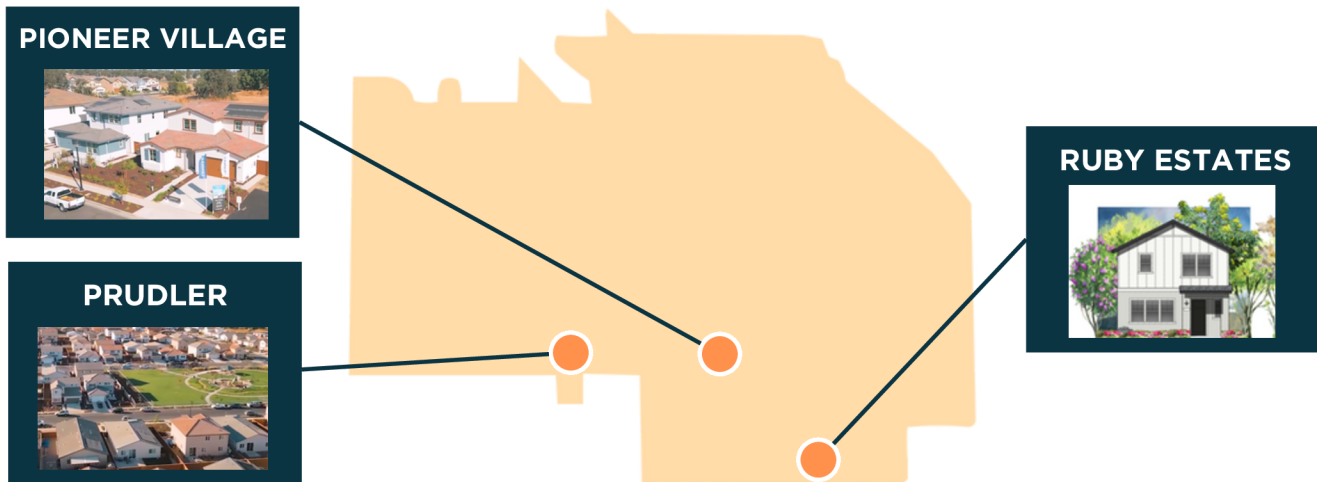
AVERAGE DAILY INSPECTIONS

51

6,417 TOTAL

DEVELOPMENT & ENGINEERING

COMPLETED PUBLIC RIGHT OF WAY IMPROVEMENTS ASSOCIATED WITH DEVELOPMENT PROJECTS



127
**ENCROACHMENT
PERMITS ISSUED**

VALUATION OF PUBLIC IMPROVEMENTS

SUBDIVISION

- **\$2.35M** initiated
- **\$26.1M** in progress
- **\$8.6M** accepted

COMMERCIAL & INFILL

- **\$1.9M** in progress (Vista del Robles, Staybridge, Hilton Home2Suites, Courtyard by Marriott, Woodland Mosque, Woodland Ford)
- **\$2.1M** accepted (Yolo Cold Storage, Woodland Depot, Sprouts)

UTILITY ENGINEERING HIGHLIGHTS

- Installed **9,900 linear feet** of recycled water main in Spring Lake area; replacing **200,000 gallons** of potable water per day
- Installed **4,600 linear feet** of potable water main in Coloma and Homewood area
- Completed Water Pollution Control Facility Master Plan & Pacific Flyway Pond Habitat Enhancement Project Design

AQUIFER STORAGE & RECOVERY PROGRAM

- **254.76 million gallons** injected; 0 gallons pumped from ASR wells
- Target storage volume of **2.8 billion gallons** achieved on March 7, 2024



CODE ENFORCEMENT



COMMON CASE TOPICS

- Junk/debris
- Cars on lawns
- Cars & trailers
- Vehicle repair
- Visual blight
- Overgrown vegetation
- Substandard housing
- Unpermitted work

209
CALLS FOR SERVICE

131
CASES CLOSED

*Does not account
for ongoing or
uncompleted case
carry-over from
previous periods

TRANSPORTATION

TRAFFIC SERVICE REQUESTS*

	Traffic Calming & Speeding	Stop Sign	Traffic Signal	Parking	Data Request
Received	12	2	0	3	2
Completed	3	1	0	2	2

*Requests completed do not always match requests received because uncompleted requests carry-over

YoloTD COLLABORATION

beeLine
On-Demand Transit by YoloBus

122 per day

weekday Woodland riders in June 2024



MAJOR PROJECTS UNDERWAY

- **2024 Road Maintenance Project** from El Dorado CR98 to Sixth Street
 - Completion est. Fall 2024
- Hotel Woodland and First Street **Parking Lot Rehabilitation** Projects
 - Construction est. Spring/Summer 2025
- East Street/E. Main Street **Signal Improvement** Project Design
 - Construction est. Summer 2025
- **Active Transportation Plan** adopted

KEY GRANTS

Staff submitted a **\$7.6M Statewide Active Transportation Program grant** application. If awarded, the grant would fund improvements on College from Kentucky to Gibson, Beamer from Cottonwood to East and Cross from West to East.

COMPREHENSIVE ZONING CODE UPDATE

FIGURE 17.56.030.D-2: BUILDING ARTICULATION



On June 4, 2024, the Woodland City Council approved and adopted the updated Comprehensive Zoning Code (CZC). The prior Zoning Code was comprehensively updated through a complete re-write that incorporated elements of the current code, interim zoning ordinance, Downtown Specific Plan, and the Community Design Guidelines.

The goal of the CZC update is to facilitate new desired development through the provision of clear and understandable standards, guidelines, and procedures. The CZC includes an updated development review process to assist residents, development partners, staff and decision makers to allow qualified development proposals expedited review, thereby helping to reduce the front-end design/development costs particularly for new housing projects and for new or expanding businesses.

The Zoning Ordinance is one of the most important tools for implementing the General Plan. While the General Plan provides broad land use classifications, zoning is more specific and may allow multiple zones per single general plan land use category as long as the intensity and density of development are consistent with the General Plan. Zoning translates general policies into more specific regulations and standards.

FIGURE 17.56.070.J-1: SHADED PATHWAYS

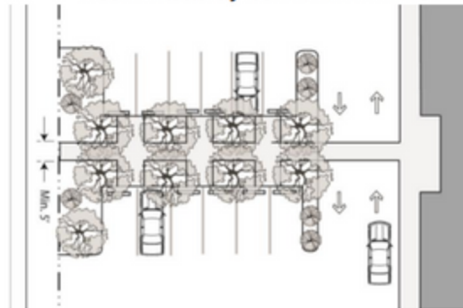
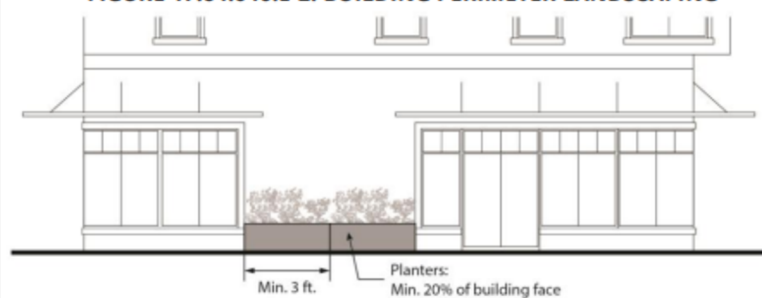


FIGURE 17.64.040.E-2: BUILDING PERIMETER LANDSCAPING



EAST MAIN STREET NEIGHBORHOOD LIVABILITY PROJECT

In partnership with Congressman Mike Thompson, the City was awarded \$1.05M to continue work on the East Main Street Neighborhood Livability Project (AKA the I-5/SR 113 direct connector project). In March, the City was notified that this funding was included in the congressional transportation funding authorization. This funding will help the City advance the project through the next phase of project development. City staff has several cost reduction proposals that need to be documented in a Caltrans Project Report in order to be recognized by Caltrans and SACOG. The City also needs to update the project's environmental document. This funding will help complete these tasks and better position the project to compete for State and Federal funding.

The East Main Street Neighborhood Livability Project will deliver economic, safety, sustainability, and livability benefits to Woodland and the entire region. The project will construct crucial freeway-to-freeway connectors between Interstate 5 and State Route 113 in Woodland. Currently, traffic must exit the freeway and use City streets to travel between northbound I-5 and southbound SR 113 as well as northbound SR 113 and southbound I-5. The project will help complete the only east-west freeway route within the region aside from I-80 and an increasingly relied-upon alternative as congestion increases through the urban core of Sacramento. Additionally, the connector project will separate freeway to freeway traffic from East Main Street and allow other modes of transportation to safely use the local street system.

