City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

September 17, 2024
6:00 PM

CITY COUNCIL

CLOSED SESSION
5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Sec. 54956.9)
   Name of Case: American Civil Liberties Union of Northern California v. Woodland Police Department, (Yolo County Superior Court Case No. CV2024-2220)

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.*

2. SUBJECT: General Public Comments

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

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

3. SUBJECT: Long Range Calendar

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

H. CONSENT CALENDAR

4. SUBJECT: National Hispanic Heritage Month

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation recognizing September 15, 2024 through October 15, 2024 as National Hispanic Heritage Month in Woodland

5. SUBJECT: Renaming of the Woodland Sports Park to the Skip and Julie Davies Sports Park

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the renaming of the Woodland Sports Park to the Skip and Julie Davies Sports Park.

6. SUBJECT: Receive Fiscal Year 2024 Report on Affordable Housing Loan Portfolio and Status of City Affordable Housing Funds

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive and file the Fiscal Year 2024 report on the City's affordable housing loan portfolio and use of affordable housing funds.

7. SUBJECT: Introduce and Waive the First Reading of an Ordinance Revising Sections within Chapter 10.16, "Police Department Initiated Towing Services," to Title 10 of the Woodland Municipal Code

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council introduce and waive the first reading of an ordinance of the City Council of the City of Woodland, California revising sections within Chapter 10.16, "Police Department Initiated Towing Services," to Title 10 of the Woodland Municipal Code.

8. SUBJECT: Revised Woodland Fire Department Construction Plan Check Fee Schedule and New Cannabis Grow Facility or Dispensary Fire Operational Permit Fee

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, approving the revised Woodland Fire Department Construction Plan Check fee schedule, including the addition of a new Cannabis Grow Facility or Dispensary Fire Operational Permit Fee, to ensure clarity, transparency, and alignment with regional standards while promoting efficient development processes.

9. SUBJECT: Appointment of a Member to the Sustainability Advisory Committee

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

10. SUBJECT: Carry-Over Unencumbered Appropriations from Fiscal Year 2023/24 to Fiscal Year 2024/25

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the carry-over of unencumbered appropriations from fiscal year 2023/24 to fiscal year 2024/25, totaling $3,373,396.

11. SUBJECT: Resolution in Support of Proposition 36, The Homelessness, Drug Addiction and Theft Reduction Act

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. ____, in support of Proposition 36, The Homelessness, Drug Addiction and Theft Reduction Act.

I. PUBLIC HEARINGS

12. SUBJECT: Public Hearing and Approval of Fiscal Year 2023/24 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions: 1) Hold a public hearing to receive community input on the Fiscal Year (FY) 2023/24 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER); 2) Adopt Resolution No.______, approving the FY 2023/24 CDBG CAPER in substantially the same form presented to the City Council and incorporating public comments received at the public hearing; and 3) Authorize the City Manager or designee to finalize and submit the CAPER to the U.S. Department of Housing and Urban Development after the conclusion of the 15-day public comment period.

13. SUBJECT: Prohousing Designation Program Application Public Hearing

RECOMMENDATION FOR ACTION: Staff recommends that the City Council hold a public hearing to receive testimony regarding the City of Woodland's intention to apply to the California Department of Housing and Community Development's Prohousing Designation Program.

J. REPORTS OF THE CITY MANAGER

14. SUBJECT: W. Main and Ashley – Purchase and Sale Agreement

RECOMMENDATION: Staff recommends the City Council approve Resolution

No.____ (1) Approving an appropriation of $2,300,000 from the Affordable Housing In-Lieu Fees Fund (1327) and authorizing the Administrative Services Director to amend the Fiscal Year 2025 budget as necessary; and (2) Authorizing the City Manager to execute a Purchase and Sale Agreement (PSA) with YKI Investments for the purchase of approximately 2.6 acres of vacant property at the northwest corner of W. Main Street and Ashley Avenue (APN 064-170-053-000).

K. 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 September 17, 2024, was posted on September 13, 2024, in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Sarah Lansburgh

Sarah Lansburgh, CMC
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:	September 17, 2024
ITEM #:	F.2
SUBJECT:	General Public Comments

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

Ken Hiatt
City Manager

Attachments:
None

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	September 17, 2024
ITEM #:	G.3
SUBJECT:	Long Range Calendar

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

Staff Contact:
Sarah Lansburgh, CMC, City Clerk, (530) 661-5806, sarah.lansburgh@cityofwoodland.gov

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.

Ken Hiatt
City Manager

Attachments:
1. Council Long Range Calendar

CITY COUNCIL LONG RANGE CALENDAR

October 1st **REGULAR MEETING**

City Council Meeting Minutes for September 3 and September 17
Thriving Pink Proclamation
WRPP Ordinance Amendment – Domestic Animal Restrictions
East Beamer Way Emergency Shelter– Operating Agreement Amendment and PLHA Funding Agreement
Camping Ordinance Revisions

October 15th **REGULAR MEETING**

City Council Meeting Minutes for September 3 and September 17
Woodland Tennis Complex Fundraising Agreement
Cannabis Dispensary – Conditional Use Permits and Operating Agreements
Downtown Transit Hub Presentation

November 5th **REGULAR MEETING**

City Council Meeting Minutes for October 1 and October 15
Sac/Yolo Mosquito & Vector Control District – Appointee S Denny

November 19th **REGULAR MEETING**

Mobile Vendor Ordinance Updates
Construction and Demolition Debris Recycling Ordinance Updates – Public Hearing
PG&E Rule 20 Underground District – Public Hearing

Future Topics / Study Sessions:

Truck Route Map Modifications – Public Hearing (January)
Campaign Contribution Ordinance Update (TBD)
Job Description Updates (TBD)
Approval of Subrecipient Agreement with Fourth and Hope - 2023 Continuum of Care Program Funding

Updated 9/13/2024

CITY OF WOODLAND CALIFORNIA

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 17, 2024
ITEM #: H.4
SUBJECT: National Hispanic Heritage Month 2024

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation recognizing September 15, 2024 through October 15, 2024 as National Hispanic Heritage Month in Woodland

Staff Contact:
Sarah Lansburgh, City Clerk - 530.661.5806

Background:
Every year from September 15th to October 15th, we celebrate National Hispanic Heritage Month as a way to honor the distinctive histories and cultures of Hispanics in the U.S. and the many ways in which they have contributed to America's development.

The 2024 National Hispanic Heritage Month theme, "Pioneers of Change: Shaping the Future Together", encapsulates the spirit of innovation, resilience, and unity that define the Hispanic experience. The theme recognizes all the Hispanics/Latinos who have been trailblazers and game changers, paving the way for future generations.

During National Latino Heritage Month we recognize the many contributions made and the important presence of Latino Americans in the United States, and celebrate their heritage and culture.

Ken Hiatt
City Manager

Attachments:
1. Proclamation National Hispanic Heritage Month 2024

CITY OF WOODLAND

PROCLAMATION
HISPANIC HERITAGE MONTH 2024
PIONEERS OF CHANGE: SHAPING THE FUTURE TOGETHER

WHEREAS, Hispanic Heritage month was enacted into law on August 17, 1988 and the US celebrates from September 15 through October 15; and

WHEREAS, the term Hispanic refers to communities from Spain and other Spanish-speaking countries, excluding Brazil; Latino refers to communities from Latin America; and Chicano refers to all Spanish-speaking and original Indigenous peoples who trace their heritage to Latin America and Africa; and

WHEREAS, September 15 was selected as this celebration's start date to coincide with the Independence Day celebrations of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico, Chile, and Belize observe their independence on September 16, 18, and 21, respectively; and

WHEREAS, Chicano, Latino, and Hispanic people have had a profound and positive influence in the United States through their strong commitment to family, hard work, and public service, among many other qualities. They have enhanced our national character with traditions that reflect the diverse customs of their communities and Woodland is a more vibrant place because of them; and

WHEREAS, Chicano, Latino, and Hispanic people have and continue to serve as Civil Rights leaders, educators, public servants, business owners, activists, artists, colleagues, friends, and much more in our community and across the world; and

WHEREAS, the State of California is home to 15 million Latinos; More than half the K-12 student population in California is Latino; and roughly 49% of Woodlanders identify as Hispanic or Latino; and

WHEREAS, the City of Woodland is proud to celebrate our Chicano, Latino, and Hispanic neighbors by partnering on several activities during the month-long celebration, including; Yolo Farmworkers Festival on October 5th, Concilio of Yolo County's 36th Recognition Dinner and Scholarship Fundraiser on October 12th, and Books Across Borders book drive in support of our Sister City of La Piadad, Michoacan; and

WHEREAS, even today, Chicano, Latino, and Hispanic people persist through discrimination and prejudice to build and grow their communities undeterred, and we remember those who have long led the ongoing movement for justice and equality; and

WHEREAS, the theme for the 2024 Hispanic Heritage Month celebration is "Pioneers of Change: Shaping the Future Together". The theme encapsulates the spirit of innovation, resilience, and unity that define the Hispanic experience; and

NOW THEREFORE, BE IT RESOLVED that the City Council of Woodland proclaims the month beginning on September 15 and ending on October 15, 2024 as National Hispanic Heritage Month and encourages all Woodlanders to commemorate this occasion.

DATED: September 17, 2024

____

Tania Garcia-Cadena, Mayor

Rich Lansburgh, Mayor Pro Tempore
Mayra Vega, Council Member

Tom Stallard, Council Member
Vicky Fernandez, Council Member

CITY OF
WOODLAND
CALIFORNIA

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	September 17, 2024
ITEM #:	H.5
SUBJECT:	Renaming of Sports Park Complex

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the renaming of the Woodland Sports Park to the Skip and Julie Davies Sports Park.

Staff Contact:
Christine Engel, Community Services Director, (530) 661-2000, christine.engel@cityofwoodland.gov

Fiscal Impact:
The renaming of the Woodland Sports Park to honor Skip and Julie Davies would include the installation of a monument sign at the main entrance to the Sports Park. The approximate cost for the monument sign is $50,000 - $70,000. The City will contribute $10,000 to this effort and the remainder will come through fundraising efforts.

Background:
The Woodland Sports Park complex was built in 2008. It includes (4) multipurpose soccer/baseball fields and (1) soccer-only field. Currently, Woodland Recreation Foundation is in the process of constructing 2 fastpitch fields.

Discussion:
Throughout the years, the Community Services Department has solicited the public for potential names for future parks. During each of the park namings, the name of Skip Davies was presented as a potential name.

Mr. Davies has provided service to the community as an educator, commission member, council member, mayor, and volunteer. In these roles, he continuously shaped the lives of youth and young adults. He held administrative positions in education starting in 1966 as a teacher at Woodland High School (and a vice principal and principal within Woodland Joint Unified School District). He later served in administrative roles at Los Rios Community College District, Cosumnes River College (1983 through 1997); Los Rios Community College District (1997-2004); State of California Community College Chancellors Office (2005-2006); and Yuba College District (various years between 2005 and 2015). Skip was on the Parks & Recreation Commission for ten years. He served on the Woodland City Council in the role of Council Member, Vice-Mayor, and Mayor from 2006-2014. He currently serves on the Board of the Woodland Recreation Foundation and is leading the effort to construct two girls' fastpitch fields at the Woodland Sports Park. Notable projects related to youth that he was involved with over the years include fundraising and building the Weight Room at Woodland High School, the bleacher construction project at Woodland High School (when the bleachers were initially installed), the auxiliary building at Brooks Pool while President of the Woodland Swim Team Board, and taking a lead role in proposing and implementing a sales tax initiative in Woodland to benefit Woodland youth (initially Measure J).

Most recently, during the naming process for a park located in the Prudler development, Skip Davies name was again suggested. It was discussed that while naming the newest park in Woodland after Skip Davies would be an honor, naming a smaller park after him would not be commensurate with the contributions he has made over the last fifty years to the Woodland Community. It was raised that the Woodland Sports Park should be renamed after Skip and his wife Julie, to honor the countless hours he dedicated, with the unwavering support of his wife, to youth and the betterment of Woodland over the last several decades.

The Parks & Recreation Commission approved recommending the name change to the City Council at the July 22, 2024, Parks & Recreation Commission meeting.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, approving the renaming of the Woodland Sports Park to the Skip and Julie Davies Sports Park.

Ken Hiatt
City Manager

Attachments:
1. Proposed Resolution - Woodland Sports Park Renaming

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA TO RENAME THE WOODLAND SPORTS PARK TO HONOR SKIP AND JULIE DAVIES

WHEREAS, Skip Davies has served the community as an educator, commission member, council member, mayor and volunteer for over fifty years; and

WHEREAS, he worked as an administer for the Woodland Joint Unified School District; Los Rios Community College District, Cosumnes River College; Los Rios Community College District; State of California Community College Chancellors Office; and Yuba College District; and

WHEREAS, he served on the Parks & Recreation Commission for ten years and the Woodland City Council as Council Member, Vice-Mayor, and Mayor for eight years; and

WHEREAS, his dedication to youth in the community has been shown by his volunteerism to have participated in building a new weight room and bleachers at Woodland High School, proposing and implementing a sales tax initiative (Measure J) to support youth programs in Woodland, and endless ways in which he supported youth programming in the community; and

WHEREAS, for the last ten years he has served on the board for the Woodland Recreation Foundation where he has taken the lead in advocating for girls fastpitch and fundraising/constructing two new fastpitch fields at the Woodland Sports Park; and

WHEREAS, naming a facility after an individual for serving the community, especially youth, is a small token of appreciation for the impact on lives through his over five decades of dedication.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Woodland hereby renames the Woodland Sports Park to the Skip and Julie Davies Sports Park.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 17th day of September, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tania Garcia-Cadena, Mayor

ATTEST:

____
Sarah Lansburgh, CMC, City Clerk

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	September 17, 2024
ITEM #:	H.6
SUBJECT:	Receive Fiscal Year 2024 Report on Affordable Housing Loan Portfolio and Status of City Affordable Housing Funds

Recommendation for Action: Staff recommends that the City Council receive and file the Fiscal Year 2024 report on the City's affordable housing loan portfolio and use of affordable housing funds.

Staff Contact:
Dan Sokolow – 530-661-2019 dan.sokolow@cityofwoodland.gov

Fiscal Impact:
There is no fiscal impact.

Background:
The City's affordable housing loan portfolio dates from the late 1980s with a majority of the loans issued in the period of 2006 – 2013. The current principal loan value of the portfolio is approximately $26,881,914 and includes loans held by the Woodland Housing Successor Agency. The Successor Agency was established in 2012 to assume housing loans held by the former Woodland Redevelopment Agency. Repayment of City housing loans is deferred with a few exceptions. The City's portfolio currently consists of 141 active loans. The attached inventory details the portfolio. Street addresses and parcel numbers have been removed from the owner-occupied loans in order to not identify individual borrowers.

While the City has relied on federal/state grants and loans to support affordable housing rental projects, it has been receiving Spring Lake off site affordable housing fees and affordable housing in-lieu fees since 2005 and 2016, respectively. The use of these funds has been focused on affordable housing rental projects. Affordable housing in-lieu fees have been generated primarily from subdivisions in the Spring Lake Specific Plan. For the off-site fee, the City receives $1,100 for each market rate unit in Spring Lake prior to final map recording.

Discussion:
Affordable Housing Loan Portfolio
Management of the City's affordable housing loan portfolio includes: organization and maintenance of the physical files; maintaining electronic copies of loan agreements, promissory notes, deeds of trust, and affordability agreements; regularly updating a spreadsheet system for tracking individual loans with key borrower information (property address, borrower name, assessor parcel number, source of funds for loan, principal amount of loan, start date of loan, loan term, interest rate, and City monitoring responsibilities); monitoring affordable housing properties (owner-occupied homes and rental projects); preparing payoff notices; reviewing loan subordination requests for compliance with City loan funding sources; and working with individual City borrowers who are experiencing financial difficulties that may put them at risk of defaulting on their principal loans.

The City's ongoing responsibilities for its affordable housing portfolio vary. For example, the City is a HOME funds lender for three multifamily projects: Sycamore Pointe (11 HOME units), Terracina at Spring Lake (85 HOME units), and Rochdale Grange (43 HOME units). Pursuant to Federal HOME requirements, the City monitors each project in January, which involves inspecting a representative sample of the units, reviewing tenant files and property owner documents (insurance coverage, financials, and reserve accounts), and an overall inspection of the exterior facilities. For owner-occupied loans (first time homebuyers and rehabilitations), the City contacts the property owners on an annual basis and requires them to certify continued owner-occupancy and provide proof of homeowner insurance coverage. Currently, the City monitors 81 owner-occupied properties. In some instances, borrowers have received more than one loan from the City.

Affordable Housing In-Lieu and Spring Lake Off-Site Affordable Housing Fees
During FY 2024, the City received affordable housing in-lieu fee revenues in the amount of $1,879.194, primarily from affordable housing fees collected at building permit issuance. The City did not receive Spring Lake off-site fee revenues during the fiscal year (off-site fees are paid prior to subdivision map recording.) While the City did not expend in-lieu or off-site fees during FY 2024, the City Council approved a $900,000 loan commitment with Friends of the Mission for the FOM/Woodland Opportunity Village Freeman Garden Court affordable housing project. In July 2024, the City Council modified the loan agreement to substitute a portion of the loan commitment, approximately $50,000, with funds from the City’s State Permanent Local Housing (PLHA) grant. Currently, the affordable housing in-lieu fee fund has an uncommitted balance of approximately $4,462,647 available to support affordable housing projects. On tonight's Council agenda is an item requesting approval of a purchase and sale agreement for the acquisition of the remaining vacant land adjacent to the Vista del Robles affordable housing development (corner of West Main Street and Ashley Avenue). In-lieu fee revenues would be used to cover this purchase and the site will be acquired for the purpose of developing additional affordable rental units. For the Spring Lake off-site fee fund, the unencumbered balance is approximately $488,087 available to support affordable housing projects.

City Loans for Hotel Woodland Project
Multiple loans funded through the City’s Community Development Block Grant program and the former Woodland Redevelopment Agency with a cumulative principal value in excess of $1,000,000 were provided to nonprofit Community Housing Opportunities Corporation (CHOC) during the period of 1994 – 1996, to assist with the rehabilitation of the Hotel Woodland property and conversion of the three upper floors into a single room occupancy affordable housing development. The initial loan funded with redevelopment tax increment proceeds was due and payable in January of this year and City staff made CHOC aware of this. According to CHOC staff, the entire property which includes the first floor retail spaces and the residential development on the upper floors is being offered for sale by CHOC and three parties have expressed interest. CHOC anticipates that the property will require rehabilitation, but the scope and cost of this work is unknown.

Repayment of the City loan due this year and the remaining loans due in 2025 and 2026 is uncertain. While all the City loans contain residual receipts provisions, the residential aspect of Hotel Woodland has not generated sufficient income to trigger a residual receipts payment to the City. Furthermore, according to CHOC staff, CHOC has invested approximately $700,000 of its own funds in Hotel Woodland and has not received repayment.

<u>Conclusion</u>:
Staff recommends that the City Council receive and file the Fiscal Year 2024 report on the City’s affordable housing loan portfolio and use of affordable housing funds.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Erika Bumgardner, Deputy Community Development Director

Ken Hiatt
City Manager

Attachments:
1. Portfolio Stf Rpt Attachment

CITY OF WOODLAND

2024 Housing Loan Portfolio

(1998 HOME FTHB Units)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Abele Street		HOME	39,259	23-May-02	30 yrs	3% simple	Deferred payment.
2	West Lincoln Avenue		HOME	38,305	2-Oct-01	30 yrs	3% simple	Deferred payment.
3	Princeton Place		HOME	40,000	23-Sep-01	30 yrs	3% simple	Deferred payment.
4	Thomas Street		HOME	39,000	28-Jan-02	30 yrs	3% simple	Deferred payment.
5	Van Buren Place		HOME	40,000	17-Jun-02	30 yrs	3% simple	Deferred payment.
6	Woodland Avenue		HOME	29,070	6-Feb-02	30 yrs	3% simple	Deferred payment.
			TOTAL	**225,634**				

Ongoing City Responsibilities

Annual request for certification of owner-occupancy sent in April/May. Property owner returns signed certification and copy of homeowner insurance information. In May, City staff verifies payment of property taxes through the Yolo County Assessor's website.

CITY OF WOODLAND

2024 Housing Loan Portfolio

(CDBG Owner-Occupied Rehabilitations)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Betty Court (See Notes)		CDBG	35,000	15-Apr-98	See note	3% simple	Deferred payment.
2	Coloma Way		CDBG	42,906	22-Jan-08	30 yrs	3% simple	Deferred payment.
3	Coral Drive		CDBG	47,380	2-Sep-09	30 yrs	3% simple	Deferred payment.
4	Fourth Street		CDBG	36,000	5-Sep-01	?	3% simple	?
5	Harvard Court		CDBG	10,750	18-Aug-10	15 yrs	3% simple	Deferred payment.
6	Schuerle Street		CDBG	40,708	3-Aug-10	30 yrs	3% simple	Deferred payment.
7	Sixth Street		CDBG	72,549	23-Jan-09	30 yrs	3% simple	Deferred payment.
			TOTAL	**285,293**				

Ongoing City Responsibilities

Annual request for certification of owner-occupancy sent in April/May. Property owner returns signed certification and copy of homeowner insurance information. In May, City staff verifies payment of property taxes through the Yolo County Assessor's website.

Notes

Repayment of Betty Court loan deferred until sale or death, whichever occurs first.

CITY OF WOODLAND

2024 Housing Loan Portfolio

(Greenwood RDA Units)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Hecke Drive		RDA Tax Increment	38,320	9-May-03	45 years	See Note	Deferred payment.
2	Hecke Drive		RDA Tax Increment	40,720	21-May-03	45 years	See Note	Deferred payment.
3	Hecke Drive		RDA Tax Increment	53,920	9-Jun-03	45 years	See Note	Deferred payment.
4	Hecke Drive		RDA Tax Increment	54,800	20-May-03	45 years	See Note	Deferred payment.
5	Hershey Drive		RDA Tax Increment	38,320	18-Apr-03	45 years	See Note	Deferred payment.
			TOTAL	**226,080**				

Note: If during the 45-year term of the promissory note, the property is sold to a non-eligible household or maker then deferred contingent interest is paid. The deferred contingent interest is calculated at the lower of the highest rate then allowed by law or two percent (2%) over the prime interest rate announced by Wells Fargo Bank, N.A. (or any successor financial institution). After ten years of home ownership, the principal loan is reduced by ten percent (10%) and an additional ten percent for each subsequent five-year period of ownership. After 45 years of ownership, the principal and interest are forgiven. Loan amounts in table reflect principal reductions that have occurred to date.

Ongoing City Responsibilities

Annual request for certification of owner-occupancy sent in April/May. Property owner returns signed certification and copy of homeowner insurance information. City staff verifies payment of property taxes in May through the Yolo County Tax Collector's website.

CITY OF WOODLAND

2024 Housing Loan Portfolio

(Inclusionary/Non-Inclusionary Units)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Boyle Place		BEGIN	30,000.00	16Oct08	30 yrs	3% simple	Deferred payment.
2	Boyle Place		BMPP	29,543.00	16Oct08	30 yrs	Recapture	Deferred payment.
3	Boyle Place		CalHome	35,000.00	29-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
4	Boyle Place		BMPP	62,543.00	29-Sep-08	30 yrs	Recapture	Deferred payment.
5	Boyle Place		HOME	75,000.00	29-Sep-08	30 yrs	3% simple	Deferred payment.
6	Boyle Place		BEGIN	30,000.00	29-Sep-08	30 yrs	3% simple	Deferred payment.
7	Boyle Place		CDBG	12,863.00	29-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
8	Briscoe Court		BMPP	118,955.79	20-Mar-07	30 yrs	Recapture	Deferred payment.
9	California Street		HOME	9,000.00	4-Jun-13	30 yrs	3% simple	Deferred payment.
10	Campos Avenue		CalHome	35,000.00	16-Oct-08	30 yrs	SNA	Shared net appreciation, defer pay.
11	Campos Avenue		BMPP	37,171.00	16-Oct-08	30 yrs	Recapture	Deferred payment.
12	Campos Avenue		BEGIN	30,000.00	16-Oct-08	30 yrs	3% simple	Deferred payment.
13	Campos Avenue		HOME	45,000.00	16-Oct-08	30 yrs	3% simple	Deferred payment.
14	Campos Avenue		CalHome	35,000.00	10-Jun-08	30 yrs	SNA	Shared net appreciation, defer pay.
15	Campos Avenue		HOME	30,000.00	10-Jun-08	30 yrs	3% simple	Deferred payment.
16	Campos Avenue		BEGIN	30,000.00	10-Jun-08	30 yrs	3% simple	Deferred payment.
17	Campos Avenue		BMPP	40,171.00	10-Jun-08	30 yrs	Recapture	Deferred payment.
18	Campos Avenue		BMPP	128,955.79	20-Mar-07	30 yrs	Recapture	Deferred payment.
19	Campos Avenue		CalHome	35,000.00	31-Jan-08	30 yrs	SNA	Shared net appreciation, defer pay.
20	Campos Avenue		BMPP	45,822.00	31-Jan-08	30 yrs	Recapture	Deferred payment.
21	Campos Avenue		CDBG	20,000.00	31-Jan-08	30 yrs	SNA	Shared net appreciation, defer pay.
22	Campos Avenue		BMPP	108,955.79	20-Mar-07	30 yrs	Recapture	Deferred payment.
23	Campos Avenue		RDA TI	45,000.00	26-Oct-09	30 yrs	3% simple	Deferred payment.
24	Campos Avenue		BEGIN	30,000.00	26-Oct-09	30 yrs	3% simple	Deferred payment.
27	Harry Lorenzo Drive		BMPP	42,910.00	20-Apr-17	30 yrs	Recapture	Deferred payment.
28	Hawkins Court		BMPP	57,042.00	24-Sep-08	30 yrs	Recapture	Deferred payment.
29	Hawkins Court		HOME	70,000.00	24-Sep-08	30 yrs	3% simple	Deferred payment.
30	Holland Way		CalHome	35,000.00	21-Nov-07	30 yrs	SNA	Shared net appreciation, defer pay.
31	Holland Way		BMPP	69,832.00	21-Nov-07	30 yrs	Recapture	Deferred payment.
32	Holland Way		CDBG	25,000.00	26-Nov-07	30 yrs	SNA	Shared net appreciation, defer pay.
33	Holland Way		BMPP	118,955.79	20-Mar-07	30 yrs	Recapture	Deferred payment.
34	Knollwood Drive		HOME	120,000.00	5-Apr-24	30 yrs	3% simple	Deferred payment.

CITY OF WOODLAND

2024 Housing Loan Portfolio

(Inclusionary/Non-Inclusionary Units)

35	Liberty Lane		BEGIN	30,000.00	30-Oct-06	30 yrs	3% simple	Deferred payment.
36	Liberty Lane		BMPP	109,536.00	10-Jul-06	30 yrs	Recapture	Deferred payment.
37	Liberty Lane		BEGIN	30,000.00	12-Jul-06	30 yrs	3% simple	Deferred payment.
38	Liberty Lane		BMPP	109,536.00	12-Jul-06	30 yrs	Recapture	Deferred payment.
39	Mack Way		CalHome	27,917.00	24-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
40	Mack Way		BMPP	25,543.00	24-Sep-08	30 yrs	Recapture	Deferred payment.
41	Mack Way		HOME	60,000.00	24-Sep-08	30 yrs	3% simple	Deferred payment.
42	Mack Way		BEGIN	30,000.00	24-Sep-08	30 yrs	3% simple	Deferred payment.
43	Mack Way		BMPP	87,413.00	2-Jul-08	30 yrs	Recapture	Deferred payment.
44	Mack Way		CalHome	35,000.00	12-Aug-08	30 yrs	SNA	Shared net appreciation, defer pay.
45	Mack Way		HOME	55,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
46	Mack Way		BMPP	82,413.00	12-Aug-08	30 yrs	Recapture	Deferred payment.
47	Mack Way		BEGIN	30,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
48	Mack Way		HOME	15,000.00	5-Mar-09	30 yrs	3% simple	Deferred payment.
49	Mack Way		BEGIN	30,000.00	5-Mar-09	30 yrs	3% simple	Deferred payment.
50	Mack Way		BMPP	6,182.00	5-Mar-09	30 yrs	Recapture	Deferred payment.
51	Mezger Drive		HOME	63,000.00	13-Jun-13	30 yrs	3% simple	Deferred payment.
52	Mezger Drive		HOME	75,000.00	12-Jun-13	30 yrs	3% simple	Deferred payment.
53	Mezger Drive		HOME	15,000.00	10-Jul-13	30 yrs	3% simple	Deferred payment.
54	Miekle Avenue		HOME	70,000.00	13-Jun-07	30 yrs	3% simple	Deferred payment.
55	Miekle Avenue		BMPP	89,508.00	13-Jun-07	30 yrs	Recapture	Deferred payment.
56	Miekle Avenue		CalHome	35,000.00	28-Oct-08	30 yrs	SNA	Shared net appreciation, defer pay.
57	Miekle Avenue		BMPP	9,171.00	28-Oct-08	30 yrs	Recapture	Deferred payment.
58	Miekle Avenue		HOME	25,000.00	28-Oct-08	30 yrs	3% simple	Deferred payment.
59	Miller Court		BMPP	86,196.00	23-Aug-07	30 yrs	Recapture	Deferred payment.
60	Miller Court		HOME	50,000.00	23-Aug-07	30 yrs	3% simple	Deferred payment.
61	Molly Avenue		HOME	69,760.82	29-Jul-13	30 yrs	3% simple	Deferred payment.
62	Neal Way		CalHome	35,000.00	17-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
63	Neal Way		HOME	27,000.00	17-Sep-08	30 yrs	3% simple	Deferred payment.
64	Neal Way		BEGIN	30,000.00	17-Sep-08	30 yrs	3% simple	Deferred payment.
65	Neal Way		BMPP	29,543.00	17-Sep-08	30 yrs	Recapture	Deferred payment.
66	Neal Way		BEGIN	30,000.00	15-Sep-08	30 yrs	3% simple	Deferred payment.
67	Neal Way		BMPP	62,413.00	15-Sep-08	30 yrs	Recapture	Deferred payment.
68	Neal Way		HOME	40,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.

69	Neal Way		BMPP	77,413.00	12-Aug-08	30 yrs	Recapture	Deferred payment.
70	Neal Way		BEGIN	30,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
71	Nicolson Circle		BEGIN	30,000.00	21-Oct-08	30 yrs	3% simple	Deferred payment.
72	Nicolson Circle		BMPP	33,171.00	21-Oct-08	30 yrs	Recapture	Deferred payment.
73	Nicolson Circle		HOME	20,000.00	21-Oct-08	30 yrs	3% simple	Deferred payment.
74	Ochoa Court		BMPP	96,196.00	23-Aug-07	30 yrs	Recapture	Deferred payment.
75	Ochoa Court		HOME	50,000.00	23-Aug-07	30 yrs	3% simple	Deferred payment.
76	Ortiz Avenue		HOME	70,000.00	7-Aug-07	30 yrs	3% simple	Deferred payment.
77	Ortiz Avenue		BMPP	63,909.00	7-Aug-07	30 yrs	Recapture	Deferred payment.
78	Rico Court		HOME	70,000.00	5-Dec-08	30 yrs	3% simple	Deferred payment.
79	Rico Court		BMPP	52,042.00	5-Dec-08	30 yrs	Recapture	Deferred payment.
80	Rominger Street		HOME	74,741.00	29-Nov-12	30 yrs	3% simple	Deferred payment.
81	Rominger Street		HOME	71,500.00	12-Dec-11	30 yrs	3% simple	Deferred payment.
82	Savala Court		BMPP	46,042.00	11-Mar-09	30 yrs	Recapture	Deferred payment.
83	Simpson Street		RDA TI	47,030.00	4-Jan-10	30 yrs	3% simple	Deferred payment.
84	Simpson Street		BMPP	12,010.00	4-Jan-10	30 yrs	Recapture	Deferred payment.
85	Simpson Street		HOME	40,000.00	15-Jun-09	30 yrs	3% simple	Deferred payment.
86	Stonehaven Loop		BMPP	112,042.00	12-Feb-08	30 yrs	Recapture	Shared net appreciation, defer pay.
87	Strong Drive		BMPP	43,029.00	23-Mar-17	30 yrs	Recapture	Deferred payment.
88	Vaca Court		BMPP	142,042.00	21-Dec-07	30 yrs	Recapture	Shared net appreciation, defer pay.
89	Village Lane		BEGIN	30,000.00	9-May-07	30 yrs	3% simple	Deferred payment.
90	Village Lane		BMPP	118,135.00	9-May-07	30 yrs	Recapture	Deferred payment.
91	Village Lane		BEGIN	30,000.00	21-May-07	30 yrs	3% simple	Deferred payment.
92	Village Lane		BMPP	108,335.00	21-May-07	30 yrs	Recapture	Deferred payment.
93	Village Lane		BEGIN	30,000.00	9-May-07	30 yrs	3% simple	Deferred payment.
94	Village Lane		BMPP	118,135.00	9-May-07	30 yrs	Recapture	Deferred payment.
95	Village Lane		HOME	60,000.00	15-May-07	30 yrs	3% simple	Deferred payment.
96	Village Lane		BEGIN	30,000.00	15-May-07	30 yrs	3% simple	Deferred payment.
97	Village Lane		BMPP	108,335.00	15-May-07	30 yrs	Recapture	Deferred payment.
98	Village Lane		BEGIN	30,000.00	9-May-07	30 yrs	3% simple	Deferred payment.
99	Village Lane		BMPP	118,135.00	9-May-07	30 yrs	Recapture	Deferred payment.
100	Village Lane		BEGIN	30,000.00	30-May-07	30 yrs	3% simple	Deferred payment.
101	Village Lane		BMPP	108,335.00	30-May-07	30 yrs	Recapture	Deferred payment.
102	Village Lane		BEGIN	30,000.00	15-May-07	30 yrs	3% simple	Deferred payment.

103	Village Lane		BMPP	118,135.00	15-May-07	30 yrs	Recapture	Deferred payment.
			TOTAL	**5,491,563.98**				

Source of Funds Legend

BEGIN = Building Equity and Growth in Neighborhoods
BMPP = Below Market Purchase Price (City and property owner share in portion of sale proceeds that exceeds initial market price - recapture provision.)
CDBG = Community Development Block Grant
HTF = Housing Trust Fund
RDA TI = Redevelopment Agency Tax Increment
SL Off-Site Fund = Spring Lake Off-Site Affordable Housing Fund

Ongoing City Responsibilities

Annual request for certification of owner-occupancy sent in April/May. Property owner returns signed certification and copy of homeowner insurance information.
In May, City staff verifies payment of property taxes through the Yolo County Tax Collector's website.

CITY OF WOODLAND

2024 Housing Loan Portfolio, Multi-Family Projects

	Street Address	APN	Project Name	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	709 East St	066-092-069	Casa del Sol	RDA Tax Increment	150,000.00	27-Dec-00	20 yrs	5% simple	In repayment, balance less than $30,000.
2	709 East St	066-092-069	Casa del Sol	CDBG Section 108	1,000,000.00	10-Nov-06	55 yrs	1.25% simple	Deferred payment, residual cash flow provision.
3	436 Main St	See below	Hotel Woodland	RDA Tax Increment	245,076.93	10-Jan-94	30 yrs	4.44% simple	Deferred payment, residual cash flow provision.
4	436 Main St	See below	Hotel Woodland	CDBG	400,000.00	11-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
5	436 Main St	See below	Hotel Woodland	CDBG	74,342.00	16-Sep-96	30 yrs	4.44% simple	Deferred payment, residual cash flow provision.
6	436 Main St	See below	Hotel Woodland	CDBG	50,000.00	18-Oct-95	30 yrs	4.44% simple	Deferred payment, residual cash flow provision.
7	436 Main St	See below	Hotel Woodland	CDBG	89,422.00	3-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
8	436 Main St	See below	Hotel Woodland	CDBG	42,000.00	3-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
9	436 Main St	See below	Hotel Woodland	CDBG	800,000.00	3-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
10	1313 E Gibson Rd	066-200-052	Leisureville	HOME & CDBG	1,227,381.00	7-Apr-95	30 yrs	3% simple	Deferred payment, residual receipts provision.
11	2170 Farmers Central Rd	042-010-062	Mutual Housing 1	Spring Lake Off-Site Affordable Hsng Fund	910,000.00	20-Dec-13	57 yrs	3% simple	Deferred payment, residual receipts provision, and maturity date December 23, 2070.
12	2170 Farmers Central Rd	042-010-062	Mutual Housing 2	Spring Lake Off-Site & Affdble Hsng In-Lieu	1,500,000.00	12-Mar-18	55 yrs	3% simple	Deferred payment, residual receipts provision, and mauturity date May 1, 2074.
13	2090 Heritage Parkway	042-580-009	Rochdale Grange	HOME	4,000,000.00	25-Feb-10	55 yrs	3% simple	Deferred payment, residual receipts provision.
14	521 Pioneer Ave	027-860-027	Sycamore Pointe	HOME	885,000.00	1-May-99	32 yrs	3% simple	Deferred payment, maturity date 31Dec31.
15	1620 Miekle Ave	042-580-018	Terracina	HOME	4,189,000.00	12-Sep-06	55 yrs	3% simple	Deferred payment, residual receipts provision.
16	1620 Miekle Ave	042-580-018	Terracina	Land & cash from mkt rate developer.	1,732,000.00	20-Dec-07	55 yrs	None	No repayment and interest accrual as long as units affordable and other obligations meet.
17	1620 Miekle Ave	042-580-018	Terracina	Cash from mkt rate developer	722,122.00	20-Dec-07	35 yrs	3.4% simple	Deferred payment.
18	310 W Main St	064-170-049	Vista del Robles	Affordable Housing In-Lieu	500,000.00	28-Mar-22	55 yrs	3% simple	Deferred payment and residual receipts provision.
				TOTAL	**18,516,343.93**				

Notes

1. Hotel Woodland (436 Main St) APNs are 006-620-009, 010, 011, 012, 013, 014, 015, 016, and 017.

2. Loans for Items 6-8 are covered under one promissory note.

Ongoing City Responsibilities

1. Casa del Sol (709 East St) - Loan assisted borrower with demolition of Dana Motel site. Ongoing City responsibilities limited to servicing loan.

2. Casa del Sol (709 East St) - Review of annual audit for residual cash flow calculation. Loan becomes fully amortized between years 40 and 55.

3 through 9. Hotel Woodland (436 Main St) - Review of annual audit for project and residual cash flow calculation and review of annual tax credit project status report.

10. Leisureville (1313 E. Gibson Rd) - Review of annual audit, residual receipts calculation, proposed annual budget, and semi-annual reports. Also, income verify new residents applying for CDBG-funded low-income loan share program.

11. Mutual Housing 1- Affordable housing monitoring addressed by covenants recorded by senior lenders (State of California and USDA) and California Tax Credit Allocation Committee. Staff reviews annual audit for residual cash flow calculation.

12. Review of proposed annual budget, annual audit, annual residual receipts calculation, and annual tax credit project status report.

13 - 17. Affordable housing monitoring conducted on annual basis through unit inspections and unit file reviews. The results of the monitoring reported to California Department of Housing and Community Development (HOME program).

18. Review of annual tax credit project status report and annual residual receipts calculation.

WOODLAND HOUSING SUCCESSOR AGENCY
2024 Housing Loan Portfolio

	Street Address/Borrower	APN	Project Name	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	709 East St/Community Housing Opportunities Corporation	066-092-069	Casa del Sol	HELP (CalHFA)	1,000,000	18-Dec-01	8 yrs	3% simple	Deferred payment, due 17-Dec-09.
2	186 Muir St/Heritage Oaks, L.P.	064-271-011	Heritage Oaks	HELP (CalHFA)	N/A	N/A	N/A	N/A	See Note
3	35 West Clover St/Fair Plaza Senior Apartments, L.P.	064-242-006	Fair Plaza East	HELP (CalHFA), Redevelopment Tax increment	1,317,000	3-Apr-08	32 yrs	3.5% simple	Deferred payment, due 1-Apr-40.
				TOTAL	**2,317,000**				

Note

Heritage Oaks loan was paid off in 2019 and affordability covenant remains in effect through at least February 1, 2060.

Ongoing Successor Agency Responsibilities

Borrowers for Heritage Oaks and Fair Plaza East required to submit annual report to the Housing Successor Agency in order for staff to verify compliance with affordability covenants. Staff reviews annual audits of Casa del Sol and Fair Plaza to determine whether residual receipts payments to the City are triggered.

CITY OF WOODLAND CALIFORNIA

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	September 17, 2024
ITEM #:	H.7
SUBJECT:	Introduce and Waive the First Reading of an Ordinance Revising Sections within Chapter 10.16, “Police Department Initiated Towing Services,” to Title 10 of the Woodland Municipal Code

Recommendation for Action: Staff recommends that the City Council introduce and waive the first reading of an ordinance of the City Council of the City of Woodland, California revising sections within Chapter 10.16, “Police Department Initiated Towing Services,” to Title 10 of the Woodland Municipal Code.

Staff Contact:
Derrek Kaff, Chief of Police, 530-661-7865 Derrek.Kaff@cityofwoodland.gov

Background:
The purpose of this agenda item is to present proposed changes and revisions to the Police Department Initiated Towing Services City Ordinance that was identified by a tenured Police Sergeant during a comprehensive review of the application process for the Tow Rotation List. During this review, it was determined that provisions for a renewal application were missing. The revisions aim to simplify renewal applications for tow companies that are in good standing on the past year’s tow rotation list. The current process creates extensive work for the tow company, driver, Police Department personnel and the City Attorney. The new renewal process will continue to uphold the City's commitment to upholding the highest standards of legal compliance, accountability, and effective governance.

Discussion:
The review revealed that Section 1016.070 allows the Police Chief to create a renewal application for tow companies to continue participating on the Tow Rotation List. The Ordinance currently does not provide guidance for a renewal application.

To address these inconsistencies, Police Department staff propose adding Section G:

10.16.70 G. Renewal applications shall include the following:

- Updated City business license
- Updated liability and workers' compensation insurance certificates
- An updated employee roster and employee information forms
- Updated fee schedule for review and approval by the Chief of police
- Updated CHP inspection forms for tow vehicles
- Any additional pertinent documentation requested by the Chief of Police

Conclusion:
Staff recommends that the City Council introduce and waive the first reading of an ordinance of the City Council of the City of Woodland, California revising sections within Chapter 10.16, "Police

Department Initiated Towing Services."

Prepared by: Victoria Danzl, Lieutenant

Reviewed by: Derrek Kaff, Chief of Police

Ken Hiatt
City Manager

Attachments:

1. Proposed Ordinance Amending Ch 10.16

ORDINANCE NO. _______

AN ORDINANCE OT THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA AMENDING CHAPTER 10.16 OF TITLE 10 OF THE WOODLAND MUNICIPAL CODE RELATING TO OFFENSES-MISCELLANEOUS

WHEREAS, the City of Woodland, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City's Police Department ("Department") desires to amend Chapter 10.16 of the Woodland Municipal Code relating to "Police Department Initiated Towing Services"; and

WHEREAS, the Department recently reviewed Chapter 10.16 and found inconsistencies in Chapter 10.16.070, specifically as it relates to renewal application. Although, the section notes that renewal applications can be submitted there is no guideline for what should be in a renewal application.

NOW, THEREFORE, the City Council of the City of Woodland does hereby ordain as follows:

Section G. Chapter 10.16 of the Woodland Municipal Code is hereby added to provide what should be included in a renewal application as provided in Exhibit "A", attached hereto and incorporated herein by reference. The additions are summarized as follows:

10.16.70 G. Renewal applications shall include the following:

- Updated City business license
- Updated liability and workers compensation insurance certificates
- An updated employee roster and employee information forms
- Updated fee schedule for review and approval by the Chief of police
- Updated CHP inspection forms for tow vehicles
- Any additional pertinent documentation requested by the Chief of Police

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Woodland, California on the 17th day of September 2024, and **PASSED, APPROVED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the ___________, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tania Garcia-Cadena, Mayor

ATTEST:

Sarah Lansburgh, CMC, City Clerk

APPROVED AS TO FORM:

Ethan Walsh, City Attorney

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	September 17, 2024
ITEM #:	H.8
SUBJECT:	Revised Woodland Fire Department Construction Plan Check Fee Schedule and New Cannabis Grow Facility or Dispensary Fire Operational Permit Fee

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the revised Woodland Fire Department Construction Plan Check fee schedule, including the addition of a new Cannabis Grow Facility or Dispensary Fire Operational Permit Fee, to ensure clarity, transparency, and alignment with regional standards while promoting efficient development processes.

Staff Contact:
Matt Flint, Fire Marshal, 530-661-5855, Matt.Flint@cityofwoodland.gov

Fiscal Impact:
Fire Plan Review: The current fee schedule is based on square footage, which can be inconsistent and less transparent. The revised schedule introduces a flat rate based on individual fire suppression systems, ensuring a more straightforward and predictable fee structure. This approach does not result in significant fee increases but rather provides a more transparent and consistent method for assigning fees.

Fire Operational Permit: The addition of a new Fire Operational Permit fee for Cannabis Grow Facility or Dispensary will generate an annual fee per establishment location in the amount of $354.00 in line with our current Fire Fee Schedule.

Background:
Fire Plan Review: The current fee schedule, last comprehensively revised nearly a decade ago, has only seen annual adjustments to align with FEMA's fee schedule. This revision is the result of a thorough comparison with neighboring and regional jurisdictions, ensuring that the fees are both competitive and fair.

The proposed adjustment to the Woodland Fire Department Construction Plan Check fee schedule is designed to enhance clarity and transparency for all stakeholders involved in the construction and development process. The revised fee structure more accurately reflects the actual costs incurred by the Fire Department during the plan review process. This adjustment aims to streamline and improve the efficiency of the review process, ultimately benefiting applicants by allowing for expedited project approvals.

By implementing reasonable and predictable fees, the revised schedule is expected to increase development interest in the community, foster growth and benefit the local economy. Overall, the adjustments will contribute to a more efficient review process, aligning fees with actual review costs, and promoting a more favorable environment for development.

Fire Operational Permit: Council previously approved the addition of Cannabis Dispensaries in Woodland. Due to this change, the Fire Department will require a Fire Operational Permit for all Cannabis Grow Facilities or Dispensaries. A fire operational permit is issued by a fire department to authorize specific activities, operations, or uses of facilities that may pose a fire hazard or require fire safety oversight. The permit ensures that these activities comply with fire safety regulations, allowing the fire department to inspect and monitor conditions to prevent fires, mitigate risks, and ensure public safety. The proposed fee reflect the costs to the Department of administering and issuing this permit.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, approving the revised Woodland Fire Department Construction Plan Check fee schedule, including the new Cannabis Grow Facility or Dispensary Fire Operational Permit Fee to ensure clarity, transparency, and alignment with regional standards while promoting efficient development processes.

Prepared by: Trista Kennedy, Community Risk Reduction Specialist

Reviewed by: Matt Flint, Fire Marshal / Eric Zane, Fire Chief

Ken Hiatt
City Manager

Attachments:
1. Proposed Resolution - Approve Updated Fee Schedule-C1
2. Revised WFD Plan Check Inspection Fee Schedule

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN UPDATED AND REVISED WOODLAND FIRE DEPARTMENT PLAN CHECK FEE SCHEDULE, INCLUDING THE ADDITION OF A NEW CANNABIS GROW FACILITY OR DISPENSARY FIRE OPERATIONAL PERMIT FEE

WHEREAS, the Fire Department for the City of Woodland provides a variety of services related to development projects and ongoing operations including plan check/review and inspection services to ensure compliance with all applicable fire safety codes and regulations; and

WHEREAS, the City of Woodland has an existing schedule of Woodland Fire Department Plan Check and Inspection Fees that has not been updated in nearly a decade, and the City desires to update the existing fee schedule to ensure a straightforward and predictable fee structure that provides clarity and transparency for all stakeholders involved in the construction and development process; and

WHEREAS, the proposed fees as set forth in the proposed fee schedule accurately reflects the actual costs incurred by the Fire Department during the plan review process and do not exceed the estimated cost of the services and/or regulatory activities for which the fees are imposed; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby resolves that the updated Schedule of Woodland Fire Department Plan Check and Inspection Fees, attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved and adopted. The updated Fee Schedule as approved herein shall be effective on October 1, 2024.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 17th day of September, 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

____
Tania Garcia-Cadena

Attest:

____
Sarah Lansburgh, CMC, City Clerk

Exhibit "A"

Woodland Fire Department Plan Check and Inspection Fee Schedule

[Attached behind this cover page]

WOODLAND FIRE DEPARTMENT
COMMUNITY RISK REDUCTION DIVISION

1556 SPRINGLAKE COURT
WOODLAND, CA 95776

(530) 661-5857
RISK.REDUCTION@CITYOFWOODLAND.GOV

WOODLAND FIRE DEPARTMENT
PLAN CHECK AND INSPECTION FEES

INTERNAL DOCUMENT ONLY
Last Modified: 7/24/2024, **Effective 10/1/2024**

PLAN CHECK / REVIEW FEES

CIVIL ENGINEERING

Engineering Site Plan with 3 or Less Hydrants (Commercial)	$1,560
Engineering Site Plan with 4 or More Hydrants (Commercial)	$1,713
Engineering Site Plan Perimeter – Onsite or Offsite Improvements/Fencing/Gates/Architectural Site Plan	$805
Residential Single Family Dwelling Gate Plan and Inspection (Private Dwelling)	$618
Design Review / Consultation ***Per Hour***	$232
Alternate Means and Method Request (AMMR)	$844

NEW BUILDING

New Construction – Commercial – 1 - 10,000 sq. ft.	$1,742
New Construction – Commercial – 10,001 - 20,000 sq. ft.	$2,694
New Construction – Commercial – 20,001 – 50,000 sq. ft.	$3,798
New Construction – Commercial – 50,001+ sq. ft. - ***$3,798 + $0.10 Per Square Foot***	$0.10

TENANT IMPROVEMENT

Demolition Permit - No TI	$565
Tenant Improvement - 1-10,000 sq. ft.	$1,026
Tenant Improvement - 10,001 - 20,000 sq. ft.	$1,428
Tenant Improvement - 20,001 - 50,000 sq. ft.	$2,480
Tenant Improvement - 50,001+ sq. ft. - ***$2,480 + $0.07 Per Square Foot***	$0.07

FIRE SUPPRESSION SYSTEMS

Stationary Fire Pump - Add-on or Stand-Alone Review with Inspection	$1,908
Clean Agent Extinguishing System or Equal	$1,589
Commercial Kitchen Hood System – ***Per system***	$912
Residential Sprinkler System (Custom)	$1,001
Residential Sprinkler System (Production / Subdivision) ***Per plan***	$704
Residential Sprinkler System Remodel	$794
Water Supply Tank - Commercial	$955
Existing Fire Sprinkler System Minor Modifications (Add/Modify) - 10 or Less Fire Sprinklers	$297
Fire Sprinklers - Commercial - 1-99 heads	$1,421
Fire Sprinklers - Commercial - 100-199 heads	$1,790
Fire Sprinklers - Commercial - 200+ heads	$2,742

Fire Sprinklers - Commercial - TI - 1-99 heads	$1,386
Fire Sprinklers - Commercial - TI - 100-199 heads	$1,570
Fire Sprinklers - Commercial - TI - 200+ heads	$1,754
Fire Standpipe System	$1,710
Riser Connection Stub-In	$491

FIRE ALARM SYSTEMS

Fire Alarm - 1-25 devices	$1,212
Fire Alarm - 26-50 devices	$1,384
Fire Alarm - 51-100 devices	$2,514
Fire Alarm - 100+ devices	$3,175
Fire Alarm System Panel Swap Out	$561
Fire Alarm Control Panel Communication Conversion	$831
Fire Alarm System (Existing) Minor Modifications (Add/Modify 10 or Less Devices)	$591
Gas Detection System – Stand Alone (CO2 Monitoring)	$1,196
Smoke Control or Smoke Exhaust System	$3,195

TANKS AND HAZMAT

Aboveground Tank Install - Commercial (Flammable & Combustible Liquids)	$982
Medical Gas Systems	$1,009
Enhanced Vapor Recovery Systems	$557
Hazardous Materials Review - Per Hour	$315
Hazardous Materials Inspection - Per Hour	$185
LPG Propane Tank Install Over 1,000 Gallons (with/without generator)	$994
LPG Propane Tank Install Under 1,000 Gallons (with/without generator)	$684
Commercial Tank Removal Permit	$528
Underground Combustible Tank	$1,177

RACK/SHELVING/HIGH PILED STORAGE

Rack/Shelving/High Piled Storage: 1 - 10,000 Square Feet	$1,283
Rack/Shelving/High Piled Storage: 10,001 - 20,000 Square Feet	$1,536
Rack/Shelving/High Piled Storage: 20,001 - 50,000 Square Feet	$1,941
Rack/Shelving/High Piled Storage: 50,000 Square Feet - ***$1,942 + $0.03 pre sq. ft. over 50,000***	$0.03

SPRAY BOOTH

Spray Booth with Extinguishing System	$1,275

SOLAR & ESS

Commercial Solar (Rooftop)	$763
Commercial Solar (Ground)	$763
Residential Solar (Ground)	$376
Commercial ESS	$2,281
ESS Masterplan Subdivision Homes – ***Per Home***	$456
ESS Production Homes – ***Per Home***	$304
ESS Residential	$634

OTHER

Combustible Dust Collection System	$403
Temporary Certificate of Occupancy (up to 90 Days) - New Building	$904
Temporary Certificate of Occupancy (Model Homes with Sales Offices, Design Studios, or the like)	$912
Emergency Responder Radio Coverage (ERRC)	$1,700
Plant Extraction Systems	$1,136
Cell Tower (Outside Roof, Pole, Etc.) (Site Equipment Only - No Hazmat or Generator)	$683
Temporary Sales Trailer - ***Per Trailer***	$752
Temporary Building Use - Existing Building Seasonal Use/Special Circumstance	$752
CO2 Beverage System	$677
Inspection, testing and maintenance report fee	$30

***The purpose of this fee is to cover all costs incurred by the City for processing, reviewing, and drafting all kinds of major development-related documents. These costs include, but are not limited to, attorney, engineering, environmental, planning, and financial costs. Moreover, these costs may result from the work of employees or independent contractors and consultants to the city. City staff hourly fees cover costs for direct labor, maintenance, operation, and overhead.*

GENERAL/MISCELLANEOUS

Failure to Prepare/Cancel/Reinspection	$209
Administrative Citation Ordinance Fee – Citation #1	$100
Administrative Citation Ordinance Fee – Citation #2	$200
Administrative Citation Ordinance Fee – Citation #3 (per additional citation)	$500
Weed Abatement Non-Compliance Administrative Fee (1 Hour Minimum in Addition to Cost of Abatement)	$355

NO CHARGE SERVICES

Addressing Consultation
Public Hearing Notice, Capital Improvement Projects Preplanning
Evacuation Plan Review/Fire Drill Monitoring
Pre-Planning Application Consultation Meeting
Speed Control Reviews
Street Closure Reviews
Environmental Impact Reviews

INSPECTION / OPERATIONAL PERMIT FEES

GENERAL INSPECTION SERVICES

Note: All re-inspections will be charged at a minimum of one hour; and in quarter-hour increments thereafter

INSPECTION TYPE	FEE
Residential Resale Fire Sprinkler System Inspection (includes initial inspection and one re-inspection)	$209
State Licensed Care Facility (7 to 100 Units/Beds)	$419
State Licensed Care Facility (100+ Units/Beds)	$612
Hospital (1 to 100 Units/Beds)	$419
Hospital (100+ Units/Beds)	$612
Residential Based State Licensed Care Facility	$209

Engine Company Safety Inspections (up to 1,000 sq. ft.)	$36
Engine Company Safety Inspections (1,001 to 5,000 sq. ft.)	$73
Engine Company Safety Inspections (5,001 to 10,000 sq. ft.)	$109
Engine Company Safety Inspections (10,001 to 20,000 sq. ft.)	$218
Engine Company Safety Inspections (20,001 to 50,000 sq. ft.)	$271
Engine Company Safety Inspections (50,001+ sq. ft.)	$435
Apartment Buildings, Hotels, Motels & Boarding Homes (3 to 9 units)	$218
Apartment Buildings, Hotels, Motels & Boarding Homes (10 to 49 units)	$266
Apartment Buildings, Hotels, Motels & Boarding Homes (50 to 100 units)	$315
Apartment Buildings, Hotels, Motels & Boarding Homes (101 to 200 units)	$412
Apartment Buildings, Hotels, Motels & Boarding Homes (201 to 300 units)	$508
Apartment Buildings, Hotels, Motels & Boarding Homes (301 to 400 units)	$555
Apartment Buildings, Hotels, Motels & Boarding Homes (401 to 500 units)	$653
Apartment Buildings, Hotels, Motels & Boarding Homes (501+ units)	$750
School Inspections (Nurseries and Commercial Daycare 6+ children)	$209
Public and Private School Inspection	$209
Unclassified Inspection (per hour)	$209
Business License Inspection	$145

FIRE OPERATIONAL PERMIT FEES

(These fees are for the fire operational permit only. Inspection is not required, but may occur on an annual, bi-annual or tri-annual basis. If an inspection occurs, there is no additional fee in addition to the fire operational permit).

Fees Effective 7/1/24- 6/30/25

PERMIT TYPE	PRIMARY PERMIT	ADDITIONAL PERMIT
Aerosol Products	$258	$134
Amusement Buildings	$258	$134
Aviation Facilities	$258	$134
Cannabis Grow Facility or Dispensary	$354	$231
Carbon Dioxide Systems Used in Beverage Dispensing (100 Lbs. +)	$258	$134
Carnivals and Fairs	$258	$134
Cellulose Nitrate Storage	$258	$134
Combustible Dust Producing Operations	$354	$231
Combustible Fiber Storage	$258	$134
Compressed Gases	$258	$134
Covered Mall	$354	$231
Cryogens	$258	$134
Dry Cleaning Plant	$258	$134
Exhibits and Trade Shows	$354	$231
Explosives / Blasting Agents	$354	$231
Fireworks Booths / Stands	$226	N/A
Flammable Combustible Liquids	$354	$231
Flammable Liquids – Spraying and Dipping	$258	$134
Floor Finishing	$258	$134
Fruit and Crop Ripening	$258	$134
Fumigation and Thermal Insecticide Fogging	$258	$134
Hazardous Materials	$258	$134

Hazardous Production Materials	$354	$231
High Piled Combustible Storage	$354	$231
Hot Work Welding	$258	$134
Industrial Ovens / Baking and Drying	$258	$134
Liquid Petroleum Gas (LPG)	$258	$134
Liquid or Gas Fueled Vehicles in Assembly Buildings	$258	$134
Lumber Yard	$354	$231
Magnesium Working	$258	$134
Miscellaneous Combustible Material Storage	$354	$231
Miscellaneous Permits	$354	$231
Motor Vehicle Fuel Dispensing	$258	$134
Open Flames and Candles	$258	$134
Organic Coatings	$258	$134
Places of Assembly (50+ persons)	$258	$134
Plant Extraction Systems	$354	$231
Private Fire Hydrants	$258	$134
Pyrotechnic Special Events (**plus hourly standby rate)	N/A	N/A
Pyroxylin Plastics	$258	$134
Radioactive Material	$354	$231
Refrigeration Equipment	$258	$134
Repair Garage	$258	$134
Rooftop Heliports	$258	$134
Storage of Scrap Tires and Tire Byproducts	$354	$231
Temporary Tents, Canopies, Membrane Structures	$258	$134
Tire Rebuilding Plants	$354	$231
Waste Handling (Wrecking Yards)	$258	$134
Wood Products	$354	$231

INCIDENT RESPONSE AND INVESTIGATION FEES

RESPONSE / INVESTIGATION TYPE	FEE
Engine**	$173 / hour
Ladder Truck**	$220 / hour
Rescue**	$119 / hour
HazMat**	$68 / hour
Chief Officer / Investigator	$385 / hour
Captain	$340 / hour
Engineer	$298 / hour
Firefighter	$239 / hour
Fire Marshal	$315 / hour
Community Risk Reduction Specialist	$185 / hour
Management Analyst	$87 / hour
Administrative Clerk	$61 / hour
Dry Absorbent	At Cost
Absorbent Pads	At Cost
Other Disposables	At Cost

****Rates will be adjusted to coincide with FEMA's fee schedule**

Note: All incident responses the Woodland Fire Department is legally permitted to charge for will be subject to the following fees. Incident response fees are per hour or part thereof by unit. There is a minimum of one-hour charge on all responses. After the first hour, the charges will be in 15-minute increments. Personnel beyond the normal company complement are charged at hourly rates. Incident response fees include but are not limited to, Mitigation of Hazardous Materials, False Alarms due to "Failure to Notify" when working on or testing system, Trouble Alarms due to "Failure to Notify" when working on or testing system, 3 or more false alarms within the calendar year.

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	September 17, 2024
ITEM #:	H.9
SUBJECT:	Appointment of Member to the Sustainability Advisory Committee

Recommendation for Action: Staff recommends that the City Council appoint Kimberly Cazares as a member of the Sustainability Advisory Committee.

Staff Contact:
Spencer Bowen, Communication & Strategic Policies Manager, (530) 661-5808, spencer.bowen@cityofwoodland.gov
Sarah Lansburgh, CMC, City Clerk, (530) 661-5806, sarah.lansburgh@cityofwoodland.gov

Background:
Sustainability Advisory Committee member Robert Ullrey resigned, effective immediately, with an email to Mayor Tania Garcia-Cadena, current SAC Chair Catalina Munoz, and City staff member Spencer Bowen on Friday, August 23, 2024. This created a vacancy on the Committee's nine-person roster. To fill this vacancy, the advisory body Council subcommittee of Mayor Tania Garcia-Cadena and Mayor Pro Tempore Rich Lansburgh recommended Kimberly Cazares for the open spot. Kimberly recently applied to serve on the SAC during the last round of advisory recruitment and has been identified as a strong candidate for this position.

At this time, staff requests that the City Council appoint Kimberly Cazares as a member of the Sustainability Advisory Committee for the remainder of Mr. Ullrey's current term, which began July 1, 2023 and runs through June 30, 2027.

Ken Hiatt
City Manager

Attachments:
1. Cazares K_SAC Application

CITY OF
WOODLAND
CALIFORNIA

City Clerk 300 First Street Woodland, California 95695 (530) 661-5806
FAX (530) 661-5813

APPLICATION
BOARD / COMMISSION / ADVISORY COMMITTEE

Board/Commission/Committee applying for: Sustainability Advisory Committee

☑ **NEW APPOINTMENT** ☐ **RE-APPOINTMENT**

Name: Kimberly Cazares Address: [redacted]
Woodland, CA 95695

Home Phone Number: [redacted]
Work/Cell Number:
E-Mail Address:

This information is a public record and applications are available to the public upon request.

I reside within the City limits of the City of Woodland. X Yes ___ No

Are you currently serving on a City Board or Commission? ___ Yes X No

If yes, please state which: ______________________

I have economic interests that may result in a conflict of interest. ___ Yes X No

(Selected members of Boards and Commissions are required to file annual FPPC Form 700.)

Why are you interested in serving on a City Board/Commission/Committee? ______________________

~~As a new resident of Woodland, I would really like to become involved in the community.~~

If you are not selected for appointment to your preferred Board, Commission or Advisory Committee, would you consider another appointment? ___ Yes x ___ No

Second Choice: ______________________

Employment experience:

~~Recently ended my internship period with Stupski Foundation, a nonprofit based in the Bay Area and Hawaii.~~

Educational background and other training:

SJSU BA Anthropology and BA Political Science class of 2023

Organization and community activity experience:

Sierra Club, Young Adult Advisory Board & YAAB Environmental Summit 2022

Other background information that you believe adds to your qualifications to serve on this Board, Commission or Advisory Committee:

~~As a young adult, I would love to bring in a younger perspective into the committee.~~

(You may include a resume or supplemental information to support your application.)

Please provide two personal or professional references:

Name	Address	Phone No.
[redacted]		

Kimberly Cazares-Maravilla
Signature of Applicant

July 3, 2023
Date

City Use: **Received** ___________ **Eligibility** ___________ **Dispostion** ___________

Notes:

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	September 17, 2024
ITEM #:	H.10
SUBJECT:	Carry-Over Unencumbered Appropriations from FY2023/24 to FY2024/25

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the carry-over of unencumbered appropriations from fiscal year 2023/24 to fiscal year 2024/25, totaling $3,373,396.

Staff Contact:
Karie Farnham, Financial Services Manager (530) 661-5846, Karie.Farnham@cityofwoodland.gov

Fiscal Impact:
Approval of the staff recommendations will authorize an amendment to the FY2024/25 budget in the amount of $3,373,396. Funding for carry-over items was previously approved as part of the FY2023/24 budget for specific projects and program expenditures and is available for re-appropriation in FY2024/25.

The following table summarizes the recommended appropriations by fund source:

Fund Summary		Amount
General Fund	$	460,020
Internal Service Funds	$	522,140
Enterprise Funds	$	319,604
Capital Funds	$	1,250
Special Revenue Funds	$	1,386,123
Measure F	$	458,567
Measure R	$	225,692
	$	3,373,396

Background:
In general, annual budget appropriations that are not expended or encumbered (set-aside to cover costs of existing contractual obligations) by year-end revert back to fund balance and are subsequently available for reappropriation in future budgets. However, each year, selected funding allocations in the preceding annual budget that support specific projects and/or priority needs may be requested for reappropriation. Reappropriation of unexpended and unencumbered funding is typically limited to funding needed to continue multi-year projects as well as funding allocated in the budget for a specific purpose that was unable to be completed prior to year-end. Carry-over requests submitted by each department have been reviewed by Finance staff and the City Manager, with recommendations to the City Council based on the following criteria:

1. The fund paying for the carry-over, overall, is in good health.

2. Revenue was analyzed at a fund and department level to ensure that revenues received were consistent with anticipated fiscal year results.

3. Expenditures were analyzed at a fund and department level to ensure expenditure budgets were not in excess of anticipated levels and that adequate savings exist to fund carry-over requests.

4. Consistency of carry-over request with intent of original appropriation.

Departments submitted a total of $3,663,490 in carry-over requests for the funds described herein. Due to the criteria outlined above and budget appropriation authority, staff is recommending that $3,373,396 be carried-over from FY2023/24 to FY2024/25. The detailed carry-over requests that are recommended for approval are attached to this staff report as Exhibit A.

Carryover of unexpended budgets for ongoing capital improvement projects is automatic at the end of each fiscal year, as authorized in the annual budget adoption resolution. Because of this automatic carryover, none of the budgets assigned to projects are included or discussed herein.

Discussion:
The carry-over recommendation consists of funding requests across seven (7) fund types: General (includes Measure J), Internal Service Funds, Enterprise Funds, Capital Funds, Special Revenue Funds, Measure F, and Measure R.

General Fund
General Fund expenditure budgets include activities for regular General Fund operations totaling $395,105 and another $64,915 for Measure J activities. Staff's recommendations within the General Fund carry-overs include items that have been noted as high priority by the City Council, such as funding for downtown improvement efforts, and appropriations in support of economic development and code enforcement abatement. Other carry-overs are for funding that was committed but not spent in the previous fiscal year, such as the funding for the Comprehensive Zoning Code Update costs, special events, parking lot upkeep, and other annual operations and maintenance expenses, as well as various building improvement upgrades.

Measure J's carry-over item of $64,915 in User Group Seed Funding was identified and committed by the City Council as seed money to assist various community groups with fundraising for the build-out of the Sports Park at the Community Center; this continues to be carried forward until the user groups submit the required information.

Internal Service Fund
Various appropriations are being requested from Internal Service Funds totaling $522,140. Such requests include an appropriation of $45,500 for concrete replacement at the entrance of the Public Library, an appropriation of $74,321 to finalize equipment installation on police vehicles purchased in FY24, and an appropriation of $100,000 for a variety of facility maintenance needs. The majority request for funding of $225,000 is to implement a new citywide Document Management System. This implementation was delayed due to staffing resources being used for the implementation of a separate citywide enterprise resource planning (ERP) project.

Enterprise Funds
Enterprise Funds carry-over requests are largely a continuation of environmental/sustainability funded activities to satisfy the requirements of Senate Bill (SB) 1383, specialized staff training and certification costs, and a variety of facility maintenance needs.

Capital Funds
Capital Funds carry-over item of $1,250 is to fund the Professional Growth & Development/Education Incentive program available to current full-time employees outlined per respective bargaining units.

Special Revenue Funds
Special Revenue Funds carry-over requests are largely funding grant programs that can span multiple fiscal years. Such requested carry-overs include funding for First-Time Homebuyer Assistance and environmental/sustainability grant funds. Also Included is funding for special investigations, a concrete replacement project located in Sping Lake, and assistance with purchasing a variety of books and materials for the Library's Bookmobile.

Measure F
Measure F includes carry-over requests mainly for various park projects continuing into FY2024/25. Part of this funding is identified each year to carry out citywide park improvement projects. These are priority projects that include deferred maintenance and replacement of structures and amenities. Other requests include funding for various patrol equipment for the Police Department as well as the Community Enhancement Team.

Measure R
Measure R includes a carry-over request of $200,000 for Advance Peace as well as unused Utility Assistance Program funds to be used in FY25.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, authorizing the carry-over of unencumbered appropriations from fiscal year 2023/24 to fiscal year 2024/25, totaling $3,373,396.

Prepared by: Karie Farnham, Financial Services Manager

Reviewed by: Kim McKinney, Administrative Services Director

Ken Hiatt
City Manager

Attachments:
1. Proposed Resolution - FY24-25 Carry-Over Budget
2. Exhibit A - Carryover Items

RESOLUTION NO. _____
A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF WOODLAND, CALIFORNIA APPROVING AMENDMENTS
TO THE FISCAL YEAR 2024-2025 ANNUAL BUDGET

WHEREAS, a balanced annual budget for the City of Woodland was prepared for fiscal year 2024-2025 and adopted by the City Council on June 18, 2024; and

WHEREAS, the adopted budget also includes the fiscal year 2024-2025 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2024-2025 has been prepared; and

WHEREAS, an amended annual budget has been prepared for fiscal year 2024-2025; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2024-2025 and any remaining amounts shall be credited against their respective fund balances, except for:

a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
b. Any appropriations for incomplete capital projects at the end of fiscal year 2024-2025; and

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

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

SECTION 1. The 2024-2025 Annual Amended Budget is hereby adjusted to include supplemental appropriations totaling $3,373,396 shown in Exhibit A.

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

SECTION 3. The City Manager and Administrative Services Director are hereby authorized to implement this resolution, including issuing the 2024-2025 Amended Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 17th day of September, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Tania Garcia-Cadena, Mayor

ATTEST:

______________________________________,
Sarah Lansburgh, CMC, City Clerk

APPROVED AS TO FORM

____
Ethan Walsh, City Attorney

EXHIBIT A

2023/24 BUDGET CARRYOVERS TO 2024/25
UNEMCUMBERED DEPARTMENT REQUESTS (DEPARTMENT DISCRETIONARY ITEMS)

Department	Carry-over Item	Description/Rationale	Staff Recommendation	Fund Name
Administrative Services	Finance Department Building Improvements	Remaining budget from FY24 to be used in FY25	$ 56,586.97	Water Enterprise Fund
Administrative Services	Finance Department Building Improvements	Remaining budget from FY24 to be used in FY25	$ 68,252.03	Sewer Enterprise Fund
Administrative Services	Annual Audits (Government, Cannabis, Other)	Audits to be completed in FY25 (Annual Government, Cannabis, Other)	$ 169,663.34	General Fund
Administrative Services	Utility Assistance Program Unspent Funds FY24	Remaining budget from FY24 to be used in FY25	$ 3,179.21	Measure R
Administrative Services	Document Management System Funding	Due to staff resources being diverted to ERP project, there was a delay in implemenation of the Document Management System.	$ 225,000.00	Information Systems Fund
Administrative Services	Horizon View Maintenance	VMWare was puchased by Broadcom who sold off Horizon which delayed renewal requests.	$ 10,904.64	Information Systems Fund
Administrative Services	City Hall Facility Upgrades	Funds budgeted for upgrades to City Hall	$ 23,275.11	General Fund
Administrative Services	City Hall Facility Upgrades	Funds budgeted for upgrades to City Hall	$ 100,000.00	Facilities Replacement Fund
Administrative Services	Senate Bill (SB) 1383 Appropriation	Funding appropriated by Council in FY22 for Senate Bill 1383 implementation	$ 92,126.39	Recycling Fund
Administrative Services	Senate Bill (SB) 1383 Grant	OWR4: Year 2 of 2-yr grant for Senate Bill 1383 implementation	$ 142,552.90	State Grants Fund
Administrative Services	Beverage Container Grant	RBC34: Year 2 of 2-yr grant for School Recycling implementation	$ 169,837.46	State Grants Fund
Community Development	Comprehensive Zoning Code Updates	Comprehensive Zoning Code updates to be completed in FY24; due to delay, work to be completed in FY25	$ 23,771.76	General Fund
Community Development	Planning Conference Budget	Funds appropriated in FY24 to be used in FY25	$ 9,915.00	General Fund
Community Development	Building Plan Check	Funds appropriated in FY24 to be used in FY25	$ 10,574.27	General Fund
Community Development	Code Enforcement Abatement	Funding to be used for clean-up and demolition of blighted properties	$ 15,240.96	General Fund
Community Development	Economic Development Funding	Funding for special projects including business attraction and retention	$ 64,306.87	General Fund
Community Development	PG&E Encroachment Funds	Cover costs associated with PG&E encroachments	$ 15,000.00	General Fund
Community Development	Grant	Ongoing grant for EPL implementation	$ 47,246.51	State Grants Fund
Community Development	Community Development Building Improvements	Remaining budget from FY24 to be used in FY25	$ 56,579.27	Sewer Enterprise Fund
Community Development	Community Development Building Improvements	Remaining budget from FY24 to be used in FY25	$ 27,181.84	General Fund
Community Services	Downtown Improvements	Downtown projects to continue in FY25	$ 5,120.41	General Fund
Community Services	Parking Lot Maintenance	Maintenance of downtown parking lots will continue into FY25	$ 9,564.06	General Fund
Community Services	Special Events	Special Events to take place in FY25	$ 3,899.00	General Fund
Community Services	Measure J - User Group Seed Money	Remaining budget from FY24 to be used in FY25	$ 64,915.00	General Fund
Community Services	First-Time Homebuyer Assistance	First time homebuyer loan assistance program to continue in FY25; Funds cover loans for low-income households and costs of homebuyer consultant (income determinations, loan underwriting, and other services)	$ 529,250.00	Home Grant Fund
Community Services	Park Improvement Projects	Parks projects funded in FY24 to continue in FY25	$ 311,652.00	Measure F

Department	Carry-over Item	Description/Rationale	Staff Recommendation	Fund Name
Community Services	First-Time Homebuyer Assistance	First time homebuyer loan assistance program to continue in FY25; Funds cover loans for low-income households and costs of homebuyer consultant (income determinations, loan underwriting, and other services)	$ 210,000.00	Housing Assistance Grants
Police Department	Advance Peace Contract	Balance of Advance Peace contracts to be paid in FY25	$ 200,000.00	Measure R
Police Department	Special Investigations	Funding to assist in gathering additional evidence that could lead to an arrest in two separate suspicious death cases (operations still pending)	$ 8,000.00	Prop 172
Police Department	Various Patrol Equipment	One-time funding received in FY24 for gas mask filters, trunk lock boxes and ballistic shields; due to delays, equipment to be purchased in FY25	$ 26,668.00	Measure F
Police Department	Drone Upgrade	Upgrade Police Department Drone in order to comply with changes in Federal regulations	$ 4,982.00	Measure F
Police Department	Community Enhancement Team Supplies and Training	Funding to be used for purchasing of necessary blight equipment as well as training for new staff	$ 35,265.38	Measure F
Police Department	Police Department Vehicle Purchases	Vehicles purchased in FY24 to be completed in FY25	$ 74,321.40	Equipment Replacement Fund
Police Department	Motorola Radio Maintenance	Funding to pay final invoices from Motorola from FY24	$ 65,788.62	Self Insurance Fund
Police Department	OTS STEP Grant	4th Quarter of Federal grant which expires on 09/30/2024	$ 77,186.85	State Grants Fund
Police Department	JAG Grant	Federal grant for the funding of LPR cameras	$ 27,265.00	Other Federal Grants Fund
Police Department	BHJIS Grant	State grant awarded in FY24 to be used in FY25	$ 80,644.00	Other Federal Grants Fund
Fire	Alternate Response Pilot Program OT Funding	Due to delays, apparatus for this program was not received in FY24 but expected to be in FY25	$ 80,000.00	Measure F
Library	Books and Materials	Funding to be used for books and other materials for the Bookmobile in FY25	$ 19,232.75	Measure R
Library	Books and Materials	Funding to be used for books and other materials for the Bookmobile in FY25	$ 49,796.25	Library Trust Fund
Library	Grant	Grant received to funded temporary staff wages for FY24 and FY25	$ 10,035.33	Library Trust Fund
Public Works	Concrete Replacement Project	Funds identified in FY24 to be used in FY25 on Concrete Replacement Project	$ 31,500.00	Spring Lake LLD Fund
Public Works	Concrete Replacement Entry at Library	Funds identified in FY24 to be used in FY25	$ 45,500.00	Facilities Replacement Fund
Public Works	Professional Certifications	Funds identified in FY24 to help cover FY25 certification costs for staff	$ 9,346.90	Water Enterprise Fund
Public Works	FY24 Shred-it Invoice Payment	Funds identified in FY24 for payment of Shred-it Invoice in FY25	$ 2,500.00	Water Enterprise Fund
Public Works	FY25 Staff Training	Funds identified in FY24 for trainings to take place in FY25	$ 9,632.18	Water Enterprise Fund
Public Works	FY25 Staff Training	Funds identified in FY24 for trainings to take place in FY25	$ 15,117.69	Sewer Enterprise Fund
Public Works	FY25 Staff Training	Funds identified in FY24 for trainings to take place in FY25	$ 622.69	Wastewater Pre-Treatment Fund
Public Works	Employees Certification & Training Costs - New Staff	Funds identified in FY24 to help cover FY25 certification costs for new staff	$ 3,015.00	Storm Drain Enterprise Fund
Public Works	Conference Expenses for Project Presentations	Funds identified in FY24 to be used in FY25	$ 810.00	Wastewater Pre-Treatment Fund
All Departments	Professional Growth & Development/Education Incentive	Carryover balance for unused $625 in FY24 to be carried over in FY25 per citywide MOUs	$ 30,570.80	Various

	TO:	THE HONORABLE MAYOR AND CITY COUNCIL
	AGENDA:	City Council Regular Meeting
	DATE:	September 17, 2024
	ITEM #:	H.11
	SUBJECT:	Resolution in Support of Proposition 36, The Homelessness, Drug Addiction and Theft Reduction Act

Recommendation for Action: Staff recommends that the City Council approve Resolution No. ______, in support of Proposition 36, The Homelessness, Drug Addiction and Theft Reduction Act.

Staff Contact:
Derrek Kaff, Chief of Police, 530-661-7865, Derrek.Kaff@cityofwoodland.gov

Background:
In November 2014, California voters approved Proposition 47, which reclassified certain non-violent felonies as misdemeanors. While the intent of Proposition 47 was to reduce the state's prison population and promote rehabilitation, it has led to unintended consequences, particularly in terms of repeat offenders and crimes involving narcotics.

Proposition 36, a newly proposed initiative, seeks to address these issues by ensuring accountability for repeat offenders and those committing drug-related crimes while still maintaining a focus on rehabilitation and diversion programs. Proposition 36 would provide a balanced approach to public safety, justice, and rehabilitation. Proposition 36 also received a support position by the League of California Cities.

Proposition 47, also known as the Safe Neighborhoods and Schools Act, was passed by California voters in 2014. The proposition reclassified certain non-violent felonies, such as drug possession and theft under $950, as misdemeanors. The intent behind Proposition 47 was to reduce the state's prison population, save taxpayer dollars, and allocate savings to mental health services, drug treatment, and crime prevention programs.

While the goals of Proposition 47 were well-intended, several negative impacts have arisen since its implementation. Law enforcement agencies across the state have reported an increase in repeat offenders, as the reduced penalties have diminished the deterrent effect of the law. Additionally, crimes involving narcotics have surged, and there is a growing concern that the reclassification of drug-related offenses has led to a lack of accountability for those repeatedly engaging in illegal drug activities.

A particularly troubling consequence of Proposition 47 has been the significant rise in retail thefts. By raising the threshold for felony theft to $950, the proposition inadvertently encouraged a surge in petty theft and shoplifting incidents, as offenders have recognized that the consequences for such crimes have been substantially reduced. This has placed a strain on local businesses, law enforcement, and the community as a whole, as retail thefts have become more frequent and brazen.

Discussion:
Proposition 36, the Homelessness, Drug Addiction, and Theft Reduction Act, aims to refine the approach established by Proposition 47 by addressing the gaps that have emerged. The proposed initiative focuses on: Council Agenda 9-3-2024 12.B-11.

1. Accountability for Repeat Offenders: Proposition 36 will impose stricter penalties on individuals who repeatedly commit crimes, particularly those involving narcotics, while maintaining the reclassification of first-time, non-violent offenses as misdemeanors.

2. Narcotics-Related Crimes: The proposition seeks to ensure that crimes involving the use or sale of narcotics are met with appropriate consequences to deter further criminal behavior, particularly for repeat offenders, while also addressing the growing fentanyl crisis by providing stricter penalties and mandatory treatment options for those involved with this deadly substance.

3. Retail Thefts: Proposition 36 addresses the increase in retail thefts by lowering the felony threshold for theft offenses, ensuring that individuals who repeatedly engage in shoplifting or other forms of retail theft face more serious consequences. This measure is intended to restore a sense of security to businesses and the community.

4. Rehabilitation and Diversion Programs: Proposition 36 is not advocating for a return to mass incarceration but rather emphasizes the importance of diversion programs for individuals convicted of drug-related crimes. These programs will focus on treatment and rehabilitation, offering offenders a chance to break the cycle of addiction and crime.

The overall intent of Proposition 36 is to strike a balance between public safety, accountability, and rehabilitation. By ensuring that repeat offenders and those engaged in drug-related, or retail theft crimes face appropriate consequences, the proposition aims to reduce recidivism and enhance community safety. At the same time, by promoting diversion and rehabilitation programs, Proposition 36 offers a pathway for individuals to receive the help they need to overcome addiction and reintegrate into society as productive members.

Proposition 36 is sponsored by Californians for Safer Communities, a coalition advocating for more stringent law enforcement measures to ensure community safety. Key endorsements come from influential figures and organizations, including:

- Major city mayors such as London Breed of San Francisco and Matt Mahan of San José.
- California District Attorneys Association
- League of California Cities
- CalAsian Chamber of Commerce
- California Black Chamber of Commerce
- California Delivery Association
- California Hispanic Chamber of Commerce
- California Small Business Association
- California Peace Officers Association
- California Police Chiefs Association
- America’s Homeless Veterans
- Veterans In Business Network
- Women’s Veteran Alliance
- Coalition of Small and Disabled Veteran Businesses
- Large retailers affected by thefts, including Walmart and Home Depot, highlighting the broad base of support from both public officials and the business community.

Conclusion:

Staff recommends that the City Council approve Resolution No. ____ in support of Proposition 36, The Homelessness, Drug Addiction and Theft Reduction Act.

Prepared by: Dallas Hyde, Deputy Chief

Reviewed by: Derrek Kaff, Police Chief

Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Support of CA Prop 36

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA IN SUPPORT OF PROPOSITION 36: THE HOMELESSNESS, DRUG ADDICTION, AND THEFT REDUCTION ACT

WHEREAS, while Proposition 47 aimed to make California's justice system more equitable, it has led to unintended consequences in the past decade; and

WHEREAS, since passage of Proposition 47 Woodland has observed increases in repeat and often organized retail theft, resulting in millions of dollars of loss to Woodland businesses and challenging efforts to encourage individuals to seek drug and mental health treatment; and

WHEREAS, these challenges faced by Woodland and similar communities statewide can be addressed through targeted amendments to Proposition 47 via the ballot; and

WHEREAS, Proposition 36, the Homelessness, Drug Addiction, and Theft Reduction Act, is a bipartisan measure offering targeted reforms to Proposition 47 that surpass what legislative proposals alone have achieved; and

WHEREAS, rampant retail theft has undermined the safety and economic stability of businesses and residents in Woodland, diminishing the deterrent capabilities of local law enforcement; and

WHEREAS, Proposition 36 aims to enhance community safety by ensuring repeat offenders are held accountable, rather than being prematurely released back into the community; and

WHEREAS, the escalating fentanyl crisis, which now accounts for 20 percent of youth fatalities in California, has profoundly affected Woodland, necessitating decisive action; and

WHEREAS, under Proposition 36, fentanyl will be classified distinctly as a hard drug, traffickers will face appropriate accountability, and judges will have greater discretion in sentencing; and

WHEREAS, addressing the root causes of retail theft is essential for breaking the cycle of repeat offenses, which includes providing robust mental health and drug treatment services, and job training for those affected by homelessness and substance abuse; and

WHEREAS, the City of Woodland's existing state legislative platform does not cover the issues addressed by Proposition 36, highlighting the need for this supportive resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby takes a legislative support position for Proposition 36, the Homelessness, Drug Addiction, and Theft Reduction Act and the benefit that it provides for the community's safety.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 17th day of September, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tania Garcia-Cadena, Mayor

ATTEST:

____
Sarah Lansburgh, CMC, City Clerk

	TO:	THE HONORABLE MAYOR AND CITY COUNCIL
	AGENDA:	City Council Regular Meeting
CITY OF WOODLAND CALIFORNIA	DATE:	September 17, 2024
	ITEM #:	I.12
	SUBJECT:	Public Hearing and Approval of Fiscal Year 2023/24 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

Recommendation for Action: Staff recommends that the City Council take the following actions: 1) Hold a public hearing to receive community input on the Fiscal Year (FY) 2023/24 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER); 2) Adopt Resolution No.______, approving the FY 2023/24 CDBG CAPER in substantially the same form presented to the City Council and incorporating public comments received at the public hearing; and 3) Authorize the City Manager or designee to finalize and submit the CAPER to the U.S. Department of Housing and Urban Development after the conclusion of the 15-day public comment period.

Staff Contact:
Dan Sokolow, Senior Planner (530) 661-2019, dan.sokolow@cityofwoodland.gov

Fiscal Impact:
There is no fiscal impact.

Background:
Each year the City's Community Development Block Grant Program (CDBG) is required to submit the Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). The CAPER is a mandated report for all CDBG grantees and summarizes the City of Woodland's progress towards meeting its community development needs and objectives in one program year. The City's community needs and objectives are outlined in its Consolidated Plan, also known as the Strategic Plan; the current five-year plan covers the period from July 1, 2020 – June 30, 2025. The Consolidated Plan is an additional document required by HUD, which coordinates all elements of community development, housing, neighborhood development, and economic development planning into a single plan and vision of activities and strategies to be undertaken during a three-to-five-year time period. The programs and activities budgeted each year to meet these community development goals are outlined in the City's Annual Action Plan for the CDBG program, as approved by the City Council each spring. The CAPER is completed following each program year as a financial summary and a narrative of the accomplishments of the prior CDBG fiscal year's Annual Action Plan.

The contents of the CAPER are summarized below:

Summary of Resources:
The CAPER contains a summary of the financial resources that the City has at its disposal to address identified community needs and objectives. CDBG, Federal Continuum of Care Program, City resources including the general fund, and other housing grant funds and programs are all among the sources utilized by the City to accomplish the stated goals of the Consolidated Plan.

Narrative Assessment of Strategic Plan Goals and Objectives:
An assessment of the City's effort to address its community development needs and objectives is

provided in the CAPER, with particular focus given to the areas of affordable housing, fair housing, and homeless services. One purpose of the CAPER is to allow jurisdictions the opportunity to self-evaluate the effectiveness of policies, programs, and activities utilized to achieve Consolidated Plan goals.

Discussion:
The following information provides an overview of CDBG-funded activities during FY 2023/24, prior year CDBG-funded activities, and related actions.

Fiscal Year 2023-24

1. City of Woodland ADA Accessibility Project – The project will be combined with the FY 2024-25 project and constructed in 2025. While the project was bid out in 2024, the low bidder was unable to start and complete construction prior to the start of the 2024-25 school year and a number of the ramp locations are adjacent to a school. As a result, all the bids were rejected.
2. Public Services - 66% of the CDBG public service funds were used for food/shelter programs: Meals on Wheels (meals for senior citizens), Yolo Wayfarer Center (emergency shelter), and Yolo Food Bank (food). Other public service activities included Legal Services of Northern California (fair housing) and Northern California Children's Therapy Center (therapy for young children).

Fiscal Year 2022-23

1. City of Woodland ADA Accessibility Project – Construction was completed in September 2023 and resulted in the installation of fourteen ADA accessible sidewalk ramps with FY 2021-22 and 2022-23 funding allocations.
2. New Hope Community Development Corporation Cottonwood Meadows Phase S-3 – New Hope has nearly completed 90 percent plans for a major rehabilitation of Cottonwood and partnered with the City to apply for State HOME funds to construct the improvements. HOME funding will allow New Hope to address a number of systems that have reached the end of their useful lives. This covers siding for the entire complex (including any dry rot issues), replacing the roof and elevator, and replacing any HVAC units not replaced recently to improve the overall comfort and efficiency of Cottonwood for residents.
3. Yolo Community Care Continuum Haven House Interim Care Program – YCCC in 2024 completed a wheelchair ramp installation and other improvements to a program that provides interim care for homeless individuals discharged from the hospital.

Fiscal Year 2021-22

1. Friends of the Mission Affordable Housing Security Gates – FOM revised the scope of work because the construction bids exceeded the available CDBG funds and the work will be completed by December 2024.

There are a number of non-CDBG activities funded with City resources that were completed in FY 2023/24. These activities are included in the CAPER because they support the City's CDBG action plan and consolidated plan (five-year planning period).

Youth Camperships for Summer Programs – Camperships were available for income-qualified families of youth participants of Swim Lessons, Summertime Fun Club, Summer Teen Pack, and

Lifeguard Training. Camperships are scholarships, resulting in a fee reduction for the program. The Woodland Kiwanis Club and the City partnered to fund Camperships for 156 youths participating in swim lessons. For the Summertime Fun Club and Teen Pack, 65 participants in the programs received Camperships.

Homeless Coordinator – In 2018, the City established a homeless coordinator position to address citywide needs for individuals and families that are homeless or at risk of becoming homeless. The position is funded through the City's general fund and grant funds. The homeless coordinator engages homeless residents, provides referrals for services, and collaborates closely with social service agencies and Yolo County Health and Human Services Agency (HHSA) to coordinate services and housing options whenever possible. The individual in this position also holds weekly office hours at the emergency shelter, transports homeless individuals to local service providers for coordination of care when needed, and served as one of the two organizers for the 2024 point-in-time count of homeless individuals in Woodland.

Countywide Homeless Coordination Project – The City partnered with Yolo County/other cities to support the emergency shelter during winter and Yolo County Homeless Coordinator position.

Utility Assistance Program – A total of 520 low income households benefited from the utility assistance program funded through Measure R during the program year.

After School Teen Pack Program – Operated by the City, the program takes place at the Douglass and Lee Middle Schools during the school year, Monday-Thursday, immediately after school until 5 p.m. Designed for drop-in visits by students to participate any time after school, the program provides supervised activities. During the 2023/24 school year, Douglass's Teen Pack received 1,098 student visits and Lee's Teen Pack received nearly 932 student visits.

Permanent Supportive Housing Land Dedication - The City deeded a 2.923-acre parcel at no cost for the land to the nonprofit Friends of the Mission for the East Beamer Way 60-unit permanent supportive housing development. As part of the parcel conveyance, the City also approved parking and storm drainage easement deeds over adjacent City property for the benefit of the overall East Beamer Way Campus, which includes the PSH units, emergency shelter, and treatment facility (under construction).

Woodland Police Activities League – WPAL is a non-profit organization associated with the Woodland Police Department. WPAL is primarily funded through donations and did receive City general fund support during the program year. WPAL ran the Junior Giants baseball program during Summer 2023 with 361 children participating. Approximately 60 – 65 percent of the participants were from low-income households.

Timely Expenditure Requirements
HUD each year reviews the timely expenditure ratio (expenditure of CDBG funds) for CDBG grantees. A grantee cannot have a balance (ratio) in its line of credit that exceeds 1.5 times its annual entitlement grant and available program income (repaid CDBG loans). The City's timeliness ratio was 1.16 when HUD reviewed it on May 2, 2024.

Public Outreach/Citizen Participation
Public outreach/citizen participation efforts for the CAPER included: (1) noticing tonight's public hearing and a 15-day public comment period for the CAPER in the September 4, 2024 edition of the Woodland Daily Democrat in English and Spanish; (2) posting the CAPER and public hearing notice on the City's website; (3) emailing a copy of the draft CAPER and public hearing notice to the email distribution list for the Yolo County Homeless and Poverty Action Coalition; (4) making paper copies

of the draft CAPER available at the public counters of the Community Development Department (300 First Street) and Community Services Department (2001 East Street); and (5) holding tonight's public hearing. City staff will update the City Council at tonight's meeting on any public comments received. The public comment period for the CAPER began on September 4, 2024, and ends on September 19, 2024.

Conclusion:
Staff recommends that the City Council take the following actions: 1) Hold a public hearing to receive community input on the Fiscal Year (FY) 2023/24 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER); 2) Adopt Resolution No.______, approving the FY 2023/24 CDBG CAPER in substantially the same form presented to the City Council and incorporating public comments received at the public hearing; and 3) Authorize the City Manager or designee to finalize and submit the CAPER to the U.S. Department of Housing and Urban Development after the conclusion of the 15-day public comment period.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Christine Engel, Community Services Director

Ken Hiatt
City Manager

Attachments:
1. Proposed Resolution - FY 23-24 CDBG CAPER
2. CAPER Draft

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA APPROVING THE FISCAL YEAR 2023/24 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

WHEREAS, the City is required to submit its CDBG CAPER to the U.S. Department of Housing and Urban Development (HUD) each year to summarize the City's progress towards meeting it community development needs and objectives in one program year.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Woodland hereby approves the City's FY2023/24 CDBG CAPER in substantially the same form presented to Council and incorporating public comments received at the public hearing and authorize the City Manager or designee to finalize and submit the CAPER to HUD after the conclusion of the 15-day public comment period.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland as its regular meeting of the City Council held on the 17th day of September, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tania Garcia-Cadena, Mayor

ATTEST:

____
Sarah Lansburgh, CMC, City Clerk

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Program Year 2023

1. City of Woodland ADA Accessibility Project – The project will be combined with the PY 2024 project and constructed in 2025.
2. Public Services - 66% of the CDBG public service funds were used for food/shelter programs: Meals on Wheels (meals for senior citizens), Yolo Wayfarer Center (emergency shelter), and Yolo Food Bank (food). Other public service activities included Legal Services of Northern California (fair housing) and Northern California Children's Therapy Center (therapy for young children).

Program Year 2022

1. City of Woodland ADA Accessibility Project – Fourteen ADA accessible sidewalk ramps were installed with PY 2021 and 2022 funding.
2. New Hope Community Development Corporation Cottonwood Meadows Phase S-3 – New Hope has nearly completed plans for rehabilitation of Cottonwood and partnered with the City to apply for HOME funds to construct the rehabilitation work.
3. Yolo Community Care Continuum Haven House Interim Care Program – YCCC completed a wheelchair ramp installation and other improvements for a program that provides interim care for homeless individuals discharged from the hospital.

Program Year 2021

1. Friends of the Mission Affordable Housing Security Gates – FOM reduced the scope of work because the bids exceeded the available funding for the affordable housing rental complex and expects to complete the improvements by December 2024.

OTHER ACTIVITIES

Use of City Hall Annex – The City leased the annex to the Woodland Opera House at a cost of $1 for youth theatre/dance programs. Leasing the annex would have generated estimated revenue of $5,000 per month.

Youth Camperships for Summer Programs – Camperships were available for income-qualified families of youth participants of Swim Lessons, Summertime Fun Club, Summer Teen Pack, and Lifeguard Training. Camperships are scholarships resulting in a fee reduction for the program. The Woodland Kiwanis Club and the City partnered to fund Camperships for 156 youths participating in swim lessons. For the Summertime Fun Club and Teen Pack, 65 participants in the programs received Camperships.

Homeless Coordinator – In 2018, the City established a homeless coordinator position to address citywide needs for individuals and families that are homeless or at risk of becoming homeless. The position is funded through the City's general fund and a grant received by the City. The homeless coordinator who is a licensed mental health professional with more than 20 years of experience working in the mental health field engages homeless residents, provides referrals for services, and collaborates closely with social service agencies and Yolo County Health and Human Services Agency (HHSA) to coordinate services and housing options whenever possible. The individual in this position also holds weekly office hours at the emergency shelter, transports homeless individuals to local service providers for coordination of care when needed, and served as one of the two organizers for the 2024 point-in-time count of homeless individuals in Woodland.

Countywide Homeless Coordination Project – The City partnered with Yolo County/other cities to support the emergency shelter during winter and Yolo County Homeless Coordinator position.

Utility Assistance Program – A total of 520 low income households benefitted from the utility assistance program funded through Measure R during the program year.

After School Teen Pack Program – Operated by the City, the program takes place at the Douglass and Lee Middle Schools during the school year Monday-Thursday immediately after school until 5 p.m. Designed for drop-in visits by students to participate any time after school, the program provides supervised activities. During the 2023/24 school year, Douglass's Teen Pack received 1,098 student visits and Lee's Teen Pack received nearly 932 student visits.

Permanent Supportive Housing Land Dedication - The City deeded over a 2.923-acre parcel at no cost for the land to nonprofit Friends of the Mission for the East Beamer Way 60-unit permanent supportive housing development. As part of the conveyance of the parcel, the City also approved parking and storm drainage easement deeds over adjacent City property for the benefit of the overall East Beamer Way Campus which include the PSH units, emergency shelter, and treatment facility (under construction).

Woodland Police Activities League – WPAL is a non-profit organization associated with the Woodland Police Department. WPAL is primarily funded through donations and did receive City general fund support during the program year. WPAL ran the Junior Giants baseball program during Summer 2023 with 361 children participating. Approximately 60 – 65 percent of the participants were from low income households. WPAL also held a separate summer activities program with 55 children taking part in activities that allowed them to learn new skills, play sports, and build mentorships with law enforcement. A majority of the participants were from low income households and the participants included children who are at-risk and/or homeless/with foster families.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Update Public Facilities and Improvements (includes ADA) Goal when data for number of beneficiaries for Program Year 2021 and 2022 City of Woodland ADA Accessibility Projects is submitted. Actual Strategic Plan number is an estimate.

Column marked **Actual Strategic Plan** shows the City's progress for the Strategic Plan period of July 1, 2020 – June 30, 2025 while the column marked **Actual Program Year** shows the City's results for the 2023/24 Program Year (July 1, 2023 – June 30, 2024).

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing Monitoring	Affordable Housing Monitoring	CDBG: $ / General Fund: $10,000	Other	Other	2500	1990	80%	700	460	66%
Employment Training		CDBG: $ / General Fund: $50,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0%	0	0	0%
Fair Housing Services (Subject to PS Cap)	Fair Housing Services	CDBG: $10,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	518	104%	102	244	239%

Health Services		CDBG: $ / Private, State, and Local Funds Used by CDBG Subrecipients: $14,500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	250	542	217%	255	265	104%
Multi/Single Family Affordable Units Construction	Affordable Housing	CDBG: $	Rental units constructed	Household Housing Unit	136	72	53%	0	72	N/A
Parks, Recreational Facilities	Parks, Recreational Facilities	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1600	0	0%	0	0	N/A
Public Facilities & Improvements (includes ADA)	Non-Housing Community Development	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	400	40%	444	0	0%

Public Services (Other: Emergency Food & Shelter)	Homeless Individuals At-Risk	CDBG: $ / General Fund: $100,000 / Private, State, and Local Funds Used by CDBG Subrecipients: $118677	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	1637	65%	225	549	244%
Public Services (Other: Emergency Food & Shelter)	Homeless Individuals At-Risk	CDBG: $ / General Fund: $100,000 / Private, State, and Local Funds Used by CDBG Subrecipients: $118,677	Homeless Person Overnight Shelter	Persons Assisted	0	1005	N/A	297	250	84%
Public Services (Other: Emergency Food & Shelter)	Homeless Individuals At-Risk	CDBG: $ / General Fund: $10,0000 / Private, State, and Local Funds Used by CDBG Subrecipients: $118,677	Homelessness Prevention	Persons Assisted	0	555	N/A	0	0	N/A
Rehabilitation Administration	Rehabilitation Administration	CDBG: $	Other	Other	5	0	0%	0	0	N/A

Rehabilitation, Multi-Unit Residential	Affordable Housing Rehabilitation, Multi-Unit Residential	CDBG: $	Rental units rehabilitated	Household Housing Unit	60	0	0%	0	0	N/A
Rehabilitation, Single Unit Residential		CDBG: $	Homeowner Housing Rehabilitated	Household Housing Unit	5	0	0%	0	0	N/A
Youth Centers	Non-Homeless Special Needs	CDBG: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150	0	0%	0	0	N/A
Youth Services	Youth Services	CDBG: $ / General Fund: $120,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	250	518	207%	450	418	93%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The following CDBG public service activities addressed Consolidated Plan high priority area of emergency food and shelter for the homeless and at risk homeless: Meals on Wheels (senior citizen meals), Yolo Wayfarer Center (emergency shelter), and Yolo Food Bank (food). Legal Services of Northern California (fair housing services) addressed the high priority area of fair housing counseling while Northern California Children's

Therapy Center (therapy for young children) addressed the high priority area of health services.

The following CDBG construction activities addressed the Consolidated Plan high priority area of public facilities and improvements (general, including accessibility for physically disabled – ADA): City of Woodland (ADA Accessibility Project, funded in PY 2021 and 2022 with construction completed in Summer 2023), New Hope Community Development Corporation (Cottonwood Meadows Phase S-3), and Yolo Community Care Continuum (Haven House Interim Care Program).

Other activities that addressed the Consolidated Plan high priority area of emergency food and shelter.

The City participated with Yolo County and other cities in the Countywide Homeless Coordination Project to provide funding assistance for a countywide homeless coordinator and operation of Woodland's emergency shelter (Yolo Wayfarer Center) during the winter.

In 2018, the City established a homeless coordinator position to address citywide needs for individuals and families that are homeless or at risk of homelessness. The position is funded through the City's general fund and a grant received by the City. The homeless coordinator who is a licensed mental health professional with more than 20 years of experience working in the mental health field engages homeless residents, provides referrals for services, and collaborates with social service agencies and Yolo County to coordinate services and housing options. The homeless coordinator holds weekly office hours at the emergency shelter, transports homeless individuals to local service providers when needed for coordination of care, and served as one of the two organizers for the 2024 point-in-time count of homeless individuals in Woodland.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	856
Black or African American	107
Asian	95
American Indian or Alaskan Native	51
Native Hawaiian or Other Pacific Islander	29
American Indian/Alaskan Native & White	19
Asian & White	19
Black or African American & White	12
Balance/Other	119
Total	1307
Hispanic	474
Not Hispanic	833

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The table accounts for the five CDBG-funded public service activities: Meals on Wheels (meals for senior citizens), Yolo Wayfarer Center (emergency shelter), and Yolo Food Bank (food). Other public service activities included Legal Services of Northern California (fair housing) and Northern California Children's Therapy Center (therapy for young children). Data from activities funded through City resources is not included in the table. These activities include City Hall Annex use for youth theatre and dance programs, Youth Camperships, Homeless Coordinator, Countywide Homeless Coordination Project, Utility Assistance Program, After School Teen Pack Program, and Permanent Supportive Housing site land dedication.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG (PY 23 Entitlement)	public - federal	452,510	563,561
Competitive McKinney-Vento Homeless Assistance Act	public - federal	339,702	339,702
City of Woodland Resources	public - local	673,000	673,000
Homeless Housing Assistance and Prevention Grant (HHAP)	public - state	355,660	355,660
CDBG Subrecipients	donations	40,000	40,000

Table 3 - Resources Made Available

Narrative

CDBG resources made available includes the Program Year entitlement amount of $452,510 and $793,482 from CDBG funds carried over from previous years, remaining CDBG-CV3 (CARES Act) funds, and program income funds. The $339,702 in Competitive McKinney-Vento Homeless Assistance Act represents actual expenditures. City of Woodland Resources of $673,000 covers City support through the general fund, Measure R funding, lease revenue foregone, and land donation for activities not funded through CDBG (Use of City Hall Annex, Youth Camperships, Homeless Coordinator, Countywide Homeless Coordination Project, Utility Assistance Program, After School Teen Pack Program, and Permanent Supportive Housing site land dedication.) The HHAP grant was awarded the Yolo Wayfarer Center for its emergency shelter and a portion of the grant was included in the table above to cover Woodland clients who received shelter services. Donations are covered under the CDBG Subrecipients category.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City did not designate target areas during the program year.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

CDBG funds were leveraged with approximately $1,068,660 in local, state, and private funds. City of Woodland resources covers the following non-CDBG activities: Use of City Hall Annex for youth theatre/dance programs, Youth Camperships, Homeless Coordinator, Countywide Homeless Coordination Project, Utility Assistance Program, After School Teen Pack Program, and Permanent Supportive Housing site land dedication. The Yolo Wayfarer Center, Meals on Wheels, and Northern California Children's Therapy Center leveraged their CDBG funds with donations.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	**0**	**0**

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	72
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	**0**	**72**

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting

these goals.

Goals for the construction of new affordable units were not included in the action plan; however, there are a number of opportunities in the near term including the following: market rate rental project near the downtown area that will include low income units, multi-family site in the downtown, an affordable senior citizen project in the Spring Lake Specific Plan Area, an affordable project adjacent to Kentucky Avenue in the northwest section of the City, and a potential second phase of an affordable rental project that opened during the program year on West Main Street with 72 lower income units. The City during the program year approved a $900,000 loan for a project adjacent to Kentucky Avenue (Woodland Opportunity Village development). This project will result in the construction twelve low income units. WOV has secured project based vouchers for all units and this will allow residents to pay only 30 percent of gross monthly income towards rent. Future action plans will reflect City efforts to support the development and construction of affordable housing.

Discuss how these outcomes will impact future annual action plans.

While affordable housing goals were not included in the action plan, future action plans will reflect City efforts to support the development and construction of affordable housing.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	906	0
Low-income	303	0
Moderate-income	98	0
Total	**1,307**	**0**

Table 7 – Number of Households Served

Narrative Information

The table covers the beneficiaries of the CDBG-funded public services: Meals on Wheels (meals for senior citizens), Yolo Wayfarer Center (emergency shelter), Yolo Food Bank (food), Legal Services of Northern California (fair housing), and Northern California Children’s Therapy Center (therapy for young children).

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:
Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City provided funding assistance for the Yolo Wayfarer Center's emergency shelter (CDBG and City contribution to Countywide Homeless Coordination Project.) The clients of the shelter received case management and were connected with services and housing whenever possible. HUD awarded the City a HUD Continuum of Care renewal grant (Reallocation project) in 2023 in the amount of $334,193 for permanent supportive housing to assist homeless families and individuals. The funds are being used to provide permanent supportive housing for homeless individuals and families at facilities operated by the Yolo Wayfarer Center.

In 2018, the City established a homeless coordinator position to address citywide needs for individuals and families that are homeless or at risk of becoming homeless. The position is funded through the City's general fund and a grant received by the City. The homeless coordinator who is a licensed mental health professional with more than 20 years of experience working in the mental health field engages homeless residents, provides referrals for services, and collaborates closely with social service agencies and Yolo County Health and Human Services Agency (HHSA) to coordinate services and housing options whenever possible. The individual in this position also holds weekly office hours at the emergency shelter, transports homeless individuals to local service providers for coordination of care when needed, and served as one of the two organizers for the 2024 point-in-time count of homeless individuals in Woodland.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City provided funding assistance for the Yolo Wayfarer Center's emergency shelter (CDBG and City contribution to Countywide Homeless Coordination Project.) The clients of the shelter received case management and were connected with services and housing whenever possible. The City's Homeless Coordinator and Homeless Outreach Street Team worked with non-profit service providers and the Yolo County Health Human Services Agency to connect homeless families and individuals to services and shelter whenever possible.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

City CDBG funds were awarded to Legal Services of Northern California for fair housing services. LSNC's work in some instances assists individuals and families remain in their rental units.

Helping homeless persons (especially chronically homeless individuals and families, families

with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City provided funding assistance for the Yolo Wayfarer Center's emergency shelter (CDBG and City contribution to Countywide Homeless Coordination Project.) The clients of the shelter received case management and were connected with services and housing whenever possible. HUD awarded the City a HUD Continuum of Care renewal grant (Reallocation project) in 2023 in the amount of $334,193 for permanent supportive housing to assist homeless families and individuals. The funds are being used to provide permanent supportive housing for homeless individuals and families at facilities operated by the Yolo Wayfarer Center.

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CR-30 - Public Housing 91.220(h); 91.320(j)
Actions taken to address the needs of public housing

Yolo County Housing serves as the public housing authority for Yolo County and operates two public housing facilities in Woodland - Yolano Village (60 units) and Donnelly Circle (72 units). While the City's Program Year Action Plan did not include activities that directly address the needs of public housing, residents of Yolano and Donnelly may have benefitted from services funded through the CDBG program (Meals on Wheels, Northern California Children's Therapy Center, and Yolo Food Bank) and City resources (Use of City Hall Annex for youth theatre/dance programs, Youth Camperships, and After School Teen Pack Program).

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City of Woodland does not have oversight or governance jurisdiction over the local public housing authority (Yolo County Housing or YCH). However, YCH has taken a number of actions to facilitate resident involvement. YCH is governed on a day-to-day basis by a seven-member housing commission, which includes two resident commissioners. In addition, YCH staff facilitates Yolo County Housing Quarterly Resident Meetings for the residents of the Yolano Village (60 units) and Donnelly Circle (72 units) which are public housing developments located in Woodland. YCH provides opportunities for public housing residents to apply their housing choice voucher assistance to a home mortgage (monthly mortgage payments). The City operates a first time homebuyer loan assistance program for low income households and maintains an interest list for the program. When loan funding is available, the City contacts families on the interest list and invites them to participate in the City's program. Public housing residents are welcome to participate in the City's homebuyer loan assistance program.

Actions taken to provide assistance to troubled PHAs

Not applicable, the local public housing authority (Yolo County Housing) is not designated as troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City completed a Comprehensive Zoning Code (CZC) update in June 2024. 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 reduce the front-end design/development costs particularly for new housing projects. Other highlights of CZC including increasing the density of the Duplex Residential Zone from 1-8 to 5-15 dwelling units/acre and permitting residential units in the Community Commercial Zone at a range of 15-35 du/acre.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

During the program year, the City approved a $900,000 loan to assist Woodland Opportunity Village with the construction of a twelve-unit housing development for low income households. WOV has secured project based vouchers for all units and this will permit residents to pay only 30 percent of gross monthly income towards rent. Vista del Robles, a 72-unit development for low and very low income households, opened during the program year after receiving City loan assistance in the previous program year. The City deeded over a 2.923-acre parcel at no cost for the land to nonprofit Friends of the Mission for the East Beamer Way 60-unit permanent supportive housing development. As part of the conveyance of the parcel, the City also approved parking and storm drainage easement deeds over adjacent City property for the benefit of the overall East Beamer Way Campus which include the PSH units, emergency shelter, and treatment facility (under construction).

In 2018, the City established a homeless coordinator position to address citywide needs for individuals and families that are homeless or at risk of becoming homeless. The position is funded through the City's general fund and a grant received by the City. The homeless coordinator who is a licensed mental health professional with more than 20 years of experience working in the mental health field engages homeless residents, provides referrals for services, and collaborates closely with social service agencies and Yolo County Health and Human Services Agency (HHSA) to coordinate services and housing options whenever possible. The individual in this position also holds weekly office hours at the emergency shelter, transports homeless individuals to local service providers for coordination of care when needed, and served as one of the two organizers for the 2024 point-in-time count of homeless individuals in Woodland.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In order to reduce lead-based paint hazards, the City of Woodland provides information and technical assistance to individuals undertaking home improvement projects. CDBG-funded construction activities that occurred during the program year did not involve the abatement of lead-based paint.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

City actions include supporting the construction of new affordable housing units, monitoring of affordable housing developments, and aiding service providers with programs that address the needs of low income households. During the program year, the City approved a $900,000 loan to assist Woodland Opportunity Village with the construction of a twelve-unit housing development for low income households. WOV has secured project based vouchers for all units and this will permit residents to pay only 30 percent of gross monthly income towards rent. Vista del Robles, a 72-unit development for low and very low income households, opened during the program year after receiving City loan assistance in the previous program year. Finally, the City deeded over a 2.923-acre parcel at no cost for the land to nonprofit Friends of the Mission for the East Beamer Way 60-unit permanent supportive housing development. As part of the conveyance of the parcel, the City also approved parking and storm drainage easement deeds over adjacent City property for the benefit of the overall East Beamer Way Campus which include the PSH units, emergency shelter, and treatment facility (under construction).

Affordable housing monitoring is conducted at projects that received City loan assistance to ensure the tenants are charged the correct rents and for owner-occupied affordable units to confirm they continue to be owner-occupied. Onsite monitoring is also conducted at three HOME projects which includes a review of overall site conditions and inspecting a sample of units to verify the satisfaction of housing conditions requirements. Approximately 460 units (rental and owner-occupied units) were monitoring during the program year.

The City aided a number of services providers that assist lower income households including the Yolo Wayfarer Center (emergency shelter), Meals on Wheels (meals for senior citizens), Yolo Food Bank (food) Legal Services of Northern California (fair housing services), and the Northern California Children's Therapy Center (therapy for young children).

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City participated with Yolo County and the cities in the county on the Countywide Homeless Coordination Project during the program year. This program provides funding assistance for a countywide homeless coordinator and the operation of a cold weather shelter (Yolo Wayfarer Center) in Woodland during the winter months. In addition, a City staff member represents the City at meetings of the local continuum of care, Yolo County Homeless and Poverty Action Coalition (HPAC) and City staff participated in approximately 15 HPAC meetings during the program year.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Yolo County Homeless and Poverty Action (HPAC) serves as the continuum of care for Yolo County. A City staff member represents the City on HPAC's board of directors. HPAC has a number of responsibilities including the coordination of services and housing resources for the homeless and overseeing the local selection process for the annual Continuum of Care funding competition. City staff participated in approximately 15 HPAC meetings during the program year.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

A majority of the city is considered low resource according to the California Tax Credit Allocation Committee (TCAC). Generally, the low resource areas are south of Kentucky Avenue, north of Gibson

Road, and west of Bourn Drive. TCAC and the California Department of Housing and Community Development and HCD define these as areas where there are fewer opportunities to access jobs, education, and lower home values in addition to other economic, environmental, and educational indicators. The City's Housing Element which was adopted in 2023 includes a policy to invest in historically underserved areas in order to transform low resource areas into areas of opportunity. For a number of years, the City has made and continues to make significant infrastructure investments in low resource areas to address water, sewer, road, and parks infrastructure. For example, the majority of the ADA accessible ramps installed for the City's ADA Accessibility Project during the program year (PY 2021 and 2022 funding) occurred in low resource areas. While the City does not have the ability to address all the factors contributing to a low resource area, it has been able to make considerable infrastructure investments in low resource areas.

The City completed a Comprehensive Zoning Code (CZC) update in June 2024. 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 reduce the front-end design/development costs particularly for new housing projects. Other highlights of CZC including increasing the density of the Duplex Residential Zone from 1-8 to 5-15 dwelling units/acre and permitting residential units in the Community Commercial Zone at a range of 15-35 du/acre. It is anticipated that the CZC will help facilitate additional investments in Woodland including housing for a variety of income ranges.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City requires subrecipients to submit quarterly and annual reports on the progress and results of their activities. Subrecipients provided written narratives on the progress/results of their activities as well as ethnicity and income data on the beneficiaries of the CDBG-funded activities. Onsite subrecipient monitoring did not occur during the program year. City staff was responsible for monitoring construction activities during the program year for contract, labor (Davis-Bacon and Related Acts), and other Federal overlay compliance. This included running debarment checks through the System for Award Management, reviewing draft construction contracts to verify inclusion of Federal overlay language, assisting subrecipients with the preparation bid notices (notice to contractors), conducting field wage interviews, and reviewing certified payrolls.

While the City of Woodland ADA Accessibility Project (with Program Year 2023 CDBG funding) will not be constructed until 2025, the initial bidding process which occurred during this program year resulted in the project plans and specifications being made available to the following bid houses and other sources of construction bid opportunity information. A similar process will occur next year when the project is bid out a second time.

1. Construction Bidboard, Inc.
2. Dodge Data & Analytics
3. Sacramento Regional Builders Exchange
4. Placer County Contractors Association and Builders Exchange
5. Marin Builders Association
6. El Dorado Builders Exchange
7. Peninsula Builders Exchange
8. Valley Contractors Exchange
9. Shasta Builders Exchange
10. Construction Data Company
11. BidAmerica
12. Bay Area Builders Exchange

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City's CDBG Public Participation Plan requires that the CAPER be available for public comment for a minimum period of 15 days. The City published a notice (in English and Spanish) on September 4, 2024 in the local newspaper (Woodland Daily Democrat) on the availability of the CAPER and that public comments would be accepted through September 19, 2024. In addition, notification was provided that a public hearing would be held on September 17, 2024 before the Woodland City Council to receive public comments on the CAPER. The notice included the phone number and email for the City staff contact. On September DATE, 2024 email was sent to the members of the local continuum of care (HPAC) and HPAC's distribution list (NUMBER individuals who work for service providers that provide programs in Woodland and/or Yolo County) to inform the community about the CAPER public comment period and public hearing. On September DATE, 2024 the CAPER notice was posted in the front entrance of City Hall (300 First Street, Woodland, CA 95776) and the lobby of the Community and Senior Center (2001 East Street, Woodland, CA 95776).

Copies of the CAPER were made available at the Woodland Community and Senior Center, Community Services public counter (2001 East Street, Woodland, CA 95776, Woodland City Hall, Community Development public counter (300 First Street, Woodland, CA 95695) and through the City's website (Community Services Department, CDBG section) starting on September 4, 2024.

The agenda packet for the September 17, 2024 City Council meeting was posted to the City's website starting on September DATE, 2024 and the meeting agenda was posted to the City Hall outdoor display case on the same day. On September 17, 2024, the City Council approved the CAPER after holding a public hearing. Update with public comments submitted by the September 19, 2024 closing date for CAPER comments.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City has not changed its CDBG program objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not applicable.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City has not changed its CDBG program objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not applicable.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0				
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0				
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0				
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0				
Outreach efforts to identify and secure bids from Section 3 business concerns.	0				
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0				
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0				
Held one or more job fairs.	0				
Provided or connected residents with supportive services that can provide direct services or referrals.	0				
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0				
Assisted residents with finding child care.	0				
Assisted residents to apply for, or attend community college or a four year educational institution.	0				
Assisted residents to apply for, or attend vocational/technical training.	0				
Assisted residents to obtain financial literacy training and/or coaching.	0				
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0				
Provided or connected residents with training on computer use or online technologies.	0				
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0				
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0				
Other. City human resources staff participated in job fairs, including two at Woodland Community College in conjunction with Yolo Works.	3				

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

The City of Woodland ADA Accessibility Project was completed during the Program Year with PY 2022 and 2021 funding. While the contractor awarded the bid for the project was not a Section 3 business and did not employee Section 3 workers, the City bid documents stated that the project is subject to Section 3 requirements. As part of the bid notification process, the City made the project plans and specifications available to the following bid houses and other sources of bid opportunity information for construction projects.

1. Construction Bidboard, Inc.
2. Dodge Data & Analytics
3. Sacramento Regional Builders Exchange
4. Placer County Contractors Association and Builders Exchange
5. Marin Builders Association
6. El Dorado Builders Exchange
7. Peninsula Builders Exchange
8. Valley Contractors Exchange
9. Shasta Builders Exchange
10. Construction Data Company
11. BidAmerica
12. Bay Area Builders Exchange

CITY OF WOODLAND CALIFORNIA	TO:	THE HONORABLE MAYOR AND CITY COUNCIL
	AGENDA:	City Council Regular Meeting
	DATE:	September 17, 2024
	ITEM #:	I.13
	SUBJECT:	Prohousing Designation Program Application Public Hearing

Recommendation for Action: Staff recommends that the City Council hold a public hearing to receive testimony regarding the City of Woodland's intention to apply to the California Department of Housing and Community Development's Prohousing Designation Program.

Staff Contact:
Spencer Bowen, Communication & Strategic Policies Manager, (530) 661-5808, spencer.bowen@cityofwoodland.gov
Amanda Portier, Marketing & Business Relations Specialist, (530) 661-5920, amanda.portier@cityofwoodland.gov

Background:
The State of California's 2019-2020 Budget Act and Government Code section 65589.9 provided for the establishment of the Prohousing Designation Program. This Program created incentives for jurisdictions that are compliant with state housing element requirements and that have enacted policies to facilitate housing production.

Discussion:
Jurisdictions that are determined to be "Prohousing" will receive additional points or other preference during the scoring of competitive applications for specified housing and infrastructure funding from the State of California. Since adoption of Woodland's new Comprehensive Zoning Code, staff members believe that the City will be a competitive applicant and has identified this opportunity to better position Woodland for future funding and programming. The application does not require an ordinance or policy change; rather, it requires City staff to articulate many of the "prohousing" policies that Woodland has already adopted.

On July 16, 2024, City Council approved Resolution No. 8363 authorizing staff to proceed with the Prohousing Designation Program application. The program requires that the City's application undergo a public participation process through a public hearing and other engagement methods. The Public Hearing notice was published in the Daily Democrat on September 7, 2024. The draft application document will be available for public review both online and in-person for at least 30 days as required by the program guidelines. Staff will incorporate any comments received during the public hearing and public review process into the final application.

Conclusion:
Staff recommends that the City Council hold a public hearing to receive testimony regarding the City of Woodland's intention to apply to the California Department of Housing and Community Development's Prohousing Designation Program.

Prepared by: Amanda Portier, Marketing & Business Relations Specialist

Ken Hiatt
City Manager

Attachments:
1. Public Hearing Notice - Daily Democrat Proof of Publication
2. City of Woodland Prohousing Application Draft

Daily Democrat

DailyDemocrat.com · Woodland, CA
c/o Legals 57 Commerce Place, Suite A
Vacaville, CA 95687
530-406-6223
legals@dailydemocrat.com

2130710

WOODLAND, CITY OF - LEGALS
ATTN: ACCOUNTS PAYABLE
300 FIRST ST
WOODLAND, CA 95695

Account Number:	[redacted]
Ad Order Number:	0006851020
Customer's Reference / PO Number:	Notice City of Woodland Prohousing Application / 24-26
Publication:	Woodland Daily Democrat
Publication Dates:	09/07/2024
Amount:	$156.31
Payment Amount:	$0.00

Invoice Text: **CITY OF WOODLAND**
NOTICE OF PUBLIC HEARING

NOTICE IS GIVEN HEREWITH that the City Council of the City of Woodland, as its regularly scheduled meeting to be held on **Tuesday, September 17, 2024 at 6:00 PM**, or as soon thereafter as the matter may be heard, in the City Council Chambers, 300 First Street, City Hall, Woodland, CA will hold the following public hearing:

City of Woodland Prohousing Application - Hold a public hearing to receive testimony regarding the City of Woodland's intention to apply to the California Housing and Community Development Department's Prohousing Designation Program.

Staff Contact: Spencer Bowen, Communications & Strategic Policies Manager, spencer.bowen@cityofwoodland.gov; (530) 661-5808

Public Comments: All interested persons are invited to attend the hearing and express opinions. Forms to express opposition or support of the project are available from the Community Development Department. All comments received will be given to the City Council for their consideration. Please note, City does not transcribe its hearings, however, summary minutes are prepared and are publicly available once approved by the hearing body. Please contact the Community Development Department at (530) 661-5820, if you have questions about these items or the public hearing.

In addition to live in person public comment, members of the public may submit their comments prior to 4:00 PM via 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.

Pursuant to section 65009 (b) (2), the State Government Code "If you challenge any of the above projects in court, you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice or in written correspondence delivered to the City Council at, or prior to, this public hearing".

Dated: September 3, 2024 Sarah Lansburgh, CMC, City Clerk

Woodland Daily Democrat
c/o Legals 57 Commerce Place, Suite A
Vacaville, CA 95687
530-406-6223
legals@dailydemocrat.com

2130710

WOODLAND, CITY OF - LEGALS
ATTN: ACCOUNTS PAYABLE
300 FIRST ST
WOODLAND, CA 95695

PROOF OF PUBLICATION
(2015.5 C.C.P.)

STATE OF CALIFORNIA
COUNTY OF YOLO

FILE NO. 24-26

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above-entitled matter. I am the Legal Advertising Clerk of the printer and publisher of The Daily Democrat, a newspaper published in the English language in the City of Woodland, County of Yolo, State of California.

I declare that the Daily Democrat is a newspaper of general circulation as defined by the laws of the State of California as determined by this court's order dated June 30, 1952 in the action entitled In the Matter of the Ascertainment and Establishment of the Standing of The Daily Democrat as a Newspaper of General Circulation, Case Number 12659. Said order states "The Daily Democrat" has been established, printed and published in the City of Woodland, County of Yolo, State of California; That it is a newspaper published daily for the dissemination of local and telegraphic news and intelligence of general character and has a bona fide subscription list of paying subscribers; and...THEREFORE, IT IS ORDERED, ADJUDGED AND DECREED:...That "The Daily Democrat" is a newspaper of general circulation for the City of Woodland, County of Yolo, California. Said order has not been revoked.

I declare that this notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

09/07/2024

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Woodland, California, this
9th day of September 2024

[redacted]

(Signature) Melanie Irmer

r.BP16-07/03/17

Legal No. **0006851020**

CITY OF WOODLAND NOTICE OF PUBLIC HEARING

NOTICE IS GIVEN HEREWITH that the City Council of the City of Woodland, as its regularly scheduled meeting to be held on **Tuesday, September 17, 2024 at 6:00 PM**, or as soon thereafter as the matter may be heard, in the City Council Chambers, 300 First Street, City Hall, Woodland, CA will hold the following public hearing:

City of Woodland Prohousing Application - Hold a public hearing to receive testimony regarding the City of Woodland's intention to apply to the California Housing and Community Development Department's Prohousing Designation Program.

Staff Contact: Spencer Bowen, Communications & Strategic Policies Manager, spencer.bowen@cityofwoodland.gov; (530) 661-5808

Public Comments: All interested persons are invited to attend the hearing and express opinions. Forms to express opposition or support of the project are available from the Community Development Department. All comments received will be given to the City Council for their consideration. Please note, City does not transcribe its hearings, however, summary minutes are prepared and are publicly available once approved by the hearing body. Please contact the Community Development Department at (530) 661-5820, if you have questions about these items or the public hearing.

In addition to live in person public comment, members of the public may submit their comments prior to 4:00 PM via 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.

Pursuant to section 65009 (b) (2), the State Government Code "If you challenge any of the above projects in court, you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice or in written correspondence delivered to the City Council at, or prior to, this public hearing".

Dated: September 3, 2024
Sarah Lansburgh, CMC, City Clerk

Prohousing Designation Program Application

State of California
Governor Gavin Newsom

Melinda Grant, Undersecretary
Business, Consumer Services and Housing Agency

Gustavo Velasquez, Director
Department of Housing and Community Development

Megan Kirkeby, Deputy Director
Division of Housing Policy Development

2020 West El Camino, Suite 500
Sacramento, CA 95833

Website: https://www.hcd.ca.gov/community-development/prohousing
Email: ProhousingPolicies@hcd.ca.gov

January 2024

Prohousing Designation Program Application Package Instructions

The applicant is applying for a Prohousing Designation under the Prohousing Designation Program (“**Prohousing**” or “**Program**”), which is administered by the Department of Housing and Community Development (“**Department**”) pursuant to Government Code section 65589.9.

The Program creates incentives for Jurisdictions that are compliant with State Housing Element Law and that have enacted Prohousing Policies. These incentives will take the form of additional points or other preference in the scoring of applications for competitive housing and infrastructure programs. The administrators of each such program will determine the value and form of the preference.

In order to be considered for a Prohousing Designation, the applicant must accurately complete all sections of this application, including any relevant appendices. The Department reserves the right to request additional clarifying information from the applicant.

This application is subject to Government Code section 65589.9 and to the regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) adopted by the Department in promulgation thereof (“**Regulations**”). All capitalized terms in this application shall have the meanings set forth in the Regulations.

All applicants must submit a complete, signed application package to the Department, in electronic format, in order to be considered for a Prohousing Designation. Please direct electronic copies of the completed application package to the following email address: ProhousingPolicies@hcd.ca.gov.

A complete application will include all items identified in the Application Checklist.

In relation to **Appendix 1**, the Formal Resolution for the Prohousing Designation Program, please use ~~strikethrough~~ and underline if proposing any modifications to the text of the Resolution. Please be aware, any sustentative deviations from the Formal Resolution may result in an incomplete application and will likely be subject to additional internal review and potential delays.

Appendix 2, the Proposed Policy Completion Schedule, applies only if an application includes proposed policies.

Appendix 3, Project Proposal Scoring Sheet and Sample Project Proposal Scoring Sheet, includes a blank template to be completed by the applicant as part of the application, as well as a Sample Project Proposal Scoring Sheet with an example of how this template may be completed.

Appendix 4 lists examples of Prohousing Policies with enhancement factors to aid applicants in understanding how enhancement factors may be applied.

Appendix 5 is where the applicant will include any additional information and supporting documentation for the application.

If you have questions regarding this application or the Program, or if you require technical assistance in preparing this application, please email ProhousingPolicies@hcd.ca.gov.

Application Checklist

	Yes	No
Application Information	☒	☐
Certification and Acknowledgement	☒	☐
The Legislative Information form is completed.	☐	☐
The Threshold Requirements Checklist is completed.	☐	☐
A duly adopted and certified Formal Resolution for the Prohousing Designation Program is included in the application package. (See **Appendix 1** for the Formal Resolution for the Prohousing Designation Program form.)	☐	☐
If applicable, the Proposed Policy Completion Schedule is completed. (See **Appendix 2**.)	☐	☐
The Project Proposal Scoring Sheet is completed. (See **Appendix 3** for the Project Proposal Scoring Sheet and the Sample Project Proposal Scoring Sheet.)	☐	☐
Additional information and supporting documentation (Applicant to provide as **Appendix 5**)	☐	☐

Application Information

Applicant (Jurisdiction):	City of Woodland
Applicant Mailing Address:	300 First St
City:	Woodland
ZIP Code:	95695
Website:	cityofwoodland.gov
Authorized Representative Name	Ken Hiatt
Authorized Representative Title:	City Manager
Phone:	(530) 661-5800
Email:	Ken.Hiatt@cityofwoodland.gov
Contact Person Name:	Spencer Bowen
Contact Person Title:	Communication & Strategic Policies Manager
Phone:	(530) 661-5808
Email:	Spencer.Bowen@cityofwoodland.gov
Proposed Total Score (Based on Appendix 3):	38

CERTIFICATION AND ACKNOWLEDGMENT

As authorized by the Formal Resolution for the Prohousing Designation Program (Resolution No. 8363), which is attached hereto and incorporated by reference as if set forth in full, I hereby submit this full and complete application on behalf of the applicant.

I certify that all information and representations set forth in this application are true and correct.

I further certify that any proposed Prohousing Policy identified herein will be enacted within two (2) years of the date of this application submittal.

I acknowledge that this application constitutes a public record under the California Public Records Act (Gov. Code, § 6250 et seq.) and is therefore subject to public disclosure by the Department.

Signature: ______________________________

Name and Title: Ken Hiatt, City Manager

Date: 08/20/2024

Legislative Information

District	Number	Legislators Name(s)
State Assembly District	4	Cecilia Aguiar-Curry
State Senate District	3	Bill Dodd

Applicants can find their respective State Senate representatives at https://www.senate.ca.gov/, and their respective State Assembly representatives at https://www.assembly.ca.gov/

Threshold Requirements Checklist

The applicant meets the following threshold requirements in accordance with Section 6604 of the Regulations:

	Yes	No
The applicant is a Jurisdiction.	☒	☐
The applicant has adopted a Compliant Housing Element.	☒	☐
The applicant has submitted or will submit a legally sufficient Annual Progress Report prior to designation.	☒	☐
The applicant has completed or agrees to complete, on or before the relevant statutory deadlines, any rezone program or zoning that is necessary to remain in compliance with Government Code sections 65583, subdivision (c)(1), and 65584.09, subdivision (a), and with California Coastal Commission certification where appropriate.	☒	☐
The applicant is in compliance, at the time of the application, with applicable state housing law, including, but not limited to those included in Government Section 65585, subdivision (j); laws relating to the imposition of school facilities fees or other requirements (Gov. Code, § 65995 et seq.); Least Cost Zoning Law (Gov. Code, § 65913.1); Permit Streamlining Act (Gov. Code, § 65920 et seq.); and provisions relating to timeliness of CEQA processing by local governments in Public Resources Code sections 21080.1, 21080.2, and 21151.5(a).	☒	☐
The applicant further acknowledges and confirms that its treatment of homeless encampments on public property complies with and will continue to comply with the constitutional rights of persons experiencing homelessness and that it has submitted a one-page summary to the Department demonstrating how the applicant has enacted best practices in their jurisdiction related to the treatment of unhoused individuals camping on public property, consistent with United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments," (June 17, 2022 update), hereby incorporated by reference.	☒	☐
The applicant has duly adopted and certified, by the applicant's governing body, a Formal Resolution for the Prohousing Designation Program, which is hereby incorporated by reference. (A true and correct copy of the resolution is included in this application package.)	☒	☐
The applicant has demonstrated that they engaged in a diligent public participation process that included 1) outreach through a variety of methods and languages; 2) specific efforts to engage all segments of the community, including individuals or representatives of lower-income and special needs households, for-profit and non-profit developers and special needs service providers; 3) availability of the draft document to the public, including notification to interested parties and all segments of the community for 30 days and subsequent versions for 7 days; 4) public hearings and informative meetings; and 5) consideration of comments, including incorporation of comments into a jurisdiction's application and Prohousing Policies, as appropriate. The applicant has submitted documentation of comments received during this process.	☐	☐

Project Proposal
Category 1: Favorable Zoning and Land Use

Category	Prohousing Policy Description	Points
1A	Sufficient sites, including rezoning, to accommodate 150 percent or greater of the current or draft RHNA, whichever is greater, by total and income category. These additional sites must be identified in the Jurisdiction’s housing element adequate sites inventory, consistent with Government Code section 65583, subdivisions (a)(3) and (c)(1).	3
1B	Permitting missing middle housing uses (e.g., duplexes, triplexes, and fourplexes) by right in existing low-density, single-family residential zones in a manner that exceeds the requirements of SB 9 (Chapter 162, Statutes of 2021, Gov. Code, §§ 65852.21, 66411.7).	3
1C	Sufficient sites, including rezoning, to accommodate 125 to 149 percent of the current or draft RHNA, whichever is greater, by total and income category. These points shall not be awarded if the applicant earns three points pursuant to Category (1)(A) above. These additional sites must be identified in the Jurisdiction’s housing element adequate sites inventory, consistent with Government Code section 65583, subdivisions (a)(3) and (c)(1).	2
1D	Density bonus programs that allow additional density for additional affordability beyond minimum statutory requirements (Gov. Code, § 65915 et seq.).	2
1E	Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit Law, (Gov. Code, §§ 65852.2, 65852.22) (e.g., permitting more than one converted ADU; one detached, new construction ADU; and one JADU per single-family lot), and in a manner that exceeds the requirements of SB 9 (Chapter 192, Statutes of 2021, Gov. Code, §§ 65852.21, 66411.7). These policies shall be separate from any qualifying policies under Category (1)(B).	2
1F	Eliminating minimum parking requirements for residential development as authorized by Government Code section 65852.2; adopting vehicular parking ratios that are less than the relevant ratio thresholds at subparagraphs (A), (B), and (C) of Gov. Code section 65915, subdivision (p)(1); or adopting maximum parking requirements at or less than ratios pursuant to Gov. Code section 65915, subdivision (p).	2
1G	Zoning or incentives that are designed to increase affordable housing development in a range of types, including, but not limited to, large family units, Supportive Housing, housing for transition age foster youth, and deep affordability targeted for Extremely Low-Income Households in all parts of the Jurisdiction, with at least some of the zoning, other land use designation methods, or incentives being designed to increase affordable housing development in higher resource areas shown in the TCAC/HCD Opportunity Map, and with the Jurisdiction having confirmed that it considered and addressed potential environmental justice issues in adopting and implementing	2

	this policy, especially in areas with existing industrial and polluting uses.	
1H	Zoning or other land use designation methods to allow for residential or mixed uses in one or more non-residential zones (e.g., commercial, light industrial). Qualifying non-residential zones do not include open space or substantially similar zones.	1
1I	Modification of development standards and other applicable zoning provisions or land use designation methods to promote greater development intensity. Potential areas of focus include floor area ratio, height limits, minimum lot or unit sizes, setbacks, and allowable dwelling units per acre. These policies must be separate from any qualifying policies under Category (1)(B) above.	1
1J	Establishment of a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a Housing Sustainability District, as defined in Government Code section 66200.	1
1K	Establishment of an inclusionary housing program requiring new developments to include housing affordable to and reserved for low- and very low-income households, consistent with the requirements of AB 1505 (Chapter 376, Statutes of 2017, Gov. Code, § 65850.01).	1
1L	Other zoning and land use actions not described in Categories (A)-(K) of this section that measurably support the Acceleration of Housing Production.	1

Project Proposal
Category 2: Acceleration of Housing Production Timeframes

Category	Prohousing Policy Description	Points
2A	Establishment of ministerial approval processes for multiple housing types, including, for example, single-family, multifamily and mixed-use housing.	3
2B	Acceleration of Housing Production through the establishment of streamlined, program-level CEQA analysis and certification of general plans, community plans, specific plans with accompanying Environmental Impact Reports (EIR), and related documents.	2
2C	Documented practice of streamlining housing development at the project level, such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law, (e.g., Pub. Resources Code, §§ 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, § 65457; Cal Code Regs., tit. 14, §§ 15303, 15332; Pub. Resources Code, §§ 21094.5, 21099, 21155.2, 21159.28).	2
2D	Establishment of permitting processes that take less than four months to complete. Policies under this category must address all approvals necessary to issue building permits.	2
2E	Absence or elimination of public hearings for projects consistent with zoning and the general plan.	2
2F	Priority permit processing or reduced plan check times for homes affordable to Lower-Income Households.	1
2G	Establishment of consolidated or streamlined permit processes that minimize the levels of review and approval required for projects, and that are consistent with zoning regulations and the general plan.	1
2H	Absence, elimination, or replacement of subjective development and design standards with objective development and design standards that simplify zoning clearance and improve approval certainty and timing.	1
2I	Establishment of one-stop-shop permitting processes or a single point of contact where entitlements are coordinated across city approval functions (e.g., planning, public works, building) from entitlement application to certificate of occupancy.	1
2J	Priority permit processing or reduced plan check times for ADUs/JADUs or multifamily housing.	1
2K	Establishment of a standardized application form for all entitlement applications.	1
2L	Documented practice of publicly posting status updates on project permit approvals on the internet.	1
2M	Limitation on the total number of hearings for any project to three or fewer. Applicants that accrue points pursuant to category (2)(E) are not eligible for points under this category.	1
2N	Other policies not described in Categories (2)(A)-(M) of this section that quantifiably decrease production timeframes or promote the streamlining of approval processes.	1

Project Proposal
Category 3: Reduction of Construction and Development Costs

Category	Prohousing Policy Description	Points
3A	Waiver or significant reduction of development impact fees for residential development with units affordable to Lower-Income Households. This provision does not include fees associated with the provision of housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable housing impact fees, and commercial linkage fees).	3
3B	Adoption of policies that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22 to reduce barriers for property owners to create ADUs/JADUs. Examples of qualifying policies include, but are not limited to, development standards improvements, permit processing improvements, dedicated ADU/JADU staff, technical assistance programs, and pre-approved ADU/JADU design packages.	2
3C	Adoption of other fee reduction strategies separate from Category (3)(A), including fee deferrals and reduced fees for housing for persons with special needs. This provision does not include fees associated with the provision of housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable impact fees and commercial linkage fees).	1
3D	Accelerating innovative housing production through innovative housing types (e.g., manufactured homes, recreational vehicles, park models, community ownership, and other forms of social housing) that reduce development costs.	1
3E	Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand sidewalks or protect bike/micro-mobility lanes, creation of on-street parking for bikes, transit-related improvements, or establishment of carshare programs.	1
3F	Adoption of universal design ordinances pursuant to Health and Safety Code section 17959.	1
3G	Establishment of pre-approved or prototype plans for missing middle housing types (e.g., duplexes, triplexes, and fourplexes) in low-density, single-family residential areas.	1
3H	Adoption of ordinances that reduce barriers, beyond existing law, for the development of housing affordable to Lower-Income Households.	1
3I	Other policies not described in Categories (3)(A)-(H) of this section that quantifiably reduce construction or development costs.	1

Project Proposal
Category 4: Providing Financial Subsidies

Category	Prohousing Policy Description	Points
4A	Establishment of a housing fund or contribution of funds towards affordable housing through proceeds from approved ballot measures.	2
4B	Establishment of local housing trust funds or collaboration on a regional housing trust fund, which include the Jurisdiction’s own funding contributions. The Jurisdiction must contribute to the local or regional housing trust fund regularly and significantly. For the purposes of this Category, “regularly” shall be defined as at least annually, and “significant” contributions shall be determined based on the impact the contributions have in accelerating the production of affordable housing.	2
4C	Demonstration of regular use or planned regular use of funding (e.g., federal, state, or local) for preserving assisted units at-risk of conversion to market rate uses and conversion of market rate uses to units with affordability restrictions (e.g., acquisition/rehabilitation). For the purposes of this category, “regular use” can be demonstrated through the number of units preserved annually by utilizing this funding source.	2
4D	Provide grants or low-interest loans for ADU/JADU construction affordable to Lower- and Moderate-Income Households.	2
4E	A comprehensive program that complies with the Surplus Land Act (Gov. Code, § 54220 et seq.) and that makes publicly owned land available for affordable housing, or for multifamily housing projects with the highest feasible percentage of units affordable to Lower Income Households. A qualifying program may utilize mechanisms such as land donations, land sales with significant write-downs, or below-market land leases.	2
4F	Establishment of an Enhanced Infrastructure Financing District or similar local financing tool that, to the extent feasible, directly supports housing developments in an area where at least 20 percent of the residences will be affordable to Lower-Income Households.	2
4G	Prioritization of local general funds to accelerate the production of housing affordable to Lower-Income Households.	2
4H	Directed residual redevelopment funds to accelerate the production of affordable housing.	1
4I	Development and regular (at least biennial) use of a housing subsidy pool, local or regional trust fund, or other similar funding source sufficient to facilitate and support the development of housing affordable to Lower-Income Households.	1

4J	Prioritization of local general funds for affordable housing. This point shall not be awarded if the applicant earns two points pursuant to Category (4)(G).	1
4K	Providing operating subsidies for permanent Supportive Housing.	1
4L	Providing subsidies for housing affordable to Extremely Low-Income Households.	1
4M	Other policies not described in Categories (4)(A)-(L) of this section that quantifiably promote, develop, or leverage financial resources for housing affordable to Lower-Income Households.	1

Project Proposal
Enhancement Factors

The Department shall utilize enhancement factors to increase the point scores of Prohousing Policies. An individual Prohousing Policy may not use more than one enhancement factor. Each Prohousing Policy will receive extra points for enhancement factors in accordance with the chart below.

Category	Prohousing Policy Description	Points
1	The policy represents one element of a unified, multi-faceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, housing affordable to Lower-Income Households, climate change solutions, and/or hazard mitigation.	2
2	Policies that promote development consistent with the state planning priorities pursuant to Government Code section 65041.1.	1
3	Policies that diversify planning and target community and economic development investments (housing and non-housing) toward place-based strategies for community revitalization and equitable quality of life in lower opportunity areas. Such areas include, but are not limited to, Low Resource and High Segregation & Poverty areas designated in the most recently updated TCAC/HCD Opportunity Maps, and disadvantaged communities pursuant to Health and Safety Code sections 39711 and 39715 (California Senate Bill 535 (2012).	1
4	Policies that go beyond state law requirements in reducing displacement of Lower-Income Households and conserving existing housing stock that is affordable to Lower-Income Households.	1
5	Rezoning and other policies that support intensification of residential development in Location Efficient Communities.	1
6	Rezoning and other policies that result in a net gain of housing capacity while concurrently mitigating development impacts on or from Environmentally Sensitive or Hazardous Areas.	1
7	Zoning policies, including inclusionary housing policies, that increase housing choices and affordability, particularly for Lower-Income Households, in High Resource and Highest Resource areas, as designated in the most recently updated TCAC/HCD Opportunity Maps.	1
8	Other policies that involve meaningful actions towards Affirmatively Furthering Fair Housing outside of those required pursuant to Government Code sections 65583, subdivision (c)(10), and 8899.50, including, but not limited to, outreach campaigns, updated zoning codes, and expanded access to financing support.	1

Project Proposal Scoring Sheet Instructions

The Department shall validate applicants' scores based on the extent to which each identified Prohousing Policy contributes to the Acceleration of Housing Production. The Department shall assess applicants' Prohousing Policies in accordance with statutory requirements and the Regulations.

The Department shall further assess applicants' Prohousing Policies using the following four scoring categories: Favorable Zoning and Land Use, Acceleration of Housing Production Timeframes, Reduction of Construction and Development Costs, and Providing Financial Subsidies. Applicants shall demonstrate that they have enacted or proposed at least one policy that significantly contributes to the Acceleration of Housing Production in each of the four categories. A Prohousing Designation requires a total score of 30 points or more across all four categories.

<u>Instructions</u>

Please utilize one row of the Scoring Sheet for each Prohousing Policy.

- **Category Number**: Select the relevant category number from the relevant Project Proposal list in this application. Where appropriate, applicants may utilize a category number more than once.
- **Concise Written Description of Prohousing Policy**: Set forth a brief description of the enacted or proposed Prohousing Policy.
- **Enacted or Proposed**: Identify the Prohousing Policy as enacted or proposed. For proposed Prohousing Policies, please complete **Appendix 2: Proposed Policy Completion Schedule**.
- **Documentation Type**: For enacted Prohousing Policies, identify the relevant documentary evidence (e.g., resolution, zoning code provisions). For proposed Prohousing Policies, identify the documentation which shows that implementation of the policy is pending.
- **Web Links/Electronic Copies**: Insert the Web link(s) to the relevant documentation or indicate that electronic copies of the documentation have been attached to this application as **Appendix 5**.
- **Points**: Enter the appropriate number of points using the relevant Project Proposal list in this application.
- **Enhancement Category Number (optional)**: If utilizing an enhancement factor for a particular Prohousing Policy, enter the appropriate category number using the relevant Project Proposal list in this application.
- **Enhancement Points (optional)**: If utilizing an enhancement factor for a particular Prohousing Policy, enter the point(s) for that Prohousing Policy.
- **Total Points**: Add the enhancement point(s) to the Prohousing Policy's general point score.

Appendix 1: Formal Resolution for the Prohousing Designation Program

Formal Resolution for the PROHOUSING Designation Program

RESOLUTION NO. **[INSERT RESOLUTION NUMBER]**

A RESOLUTION OF THE GOVERNING BODY OF
[INSERT THE NAME OF THE CITY OR COUNTY] AUTHORIZING APPLICATION TO AND PARTICIPATION IN THE PROHOUSING DESIGNATION PROGRAM

WHEREAS, Government Code section 65589.9 established the Prohousing Designation Program ("Program"), which creates incentives for jurisdictions that are compliant with state housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive Applications for specified housing and infrastructure funding; and

WHEREAS, the California Department of Housing and Community Development ("Department") has adopted regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program ("**Program Regulations**"), as authorized by Government Code section 65589.9, subdivision (d); and

WHEREAS, the **[INSERT THE NAME OF THE CITY OR COUNTY]** ("Applicant") desires to submit an Application for a Prohousing Designation ("Application").

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department.

2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.

3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and actions include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that the Prohousing Policies in its Application comply with its duty to Affirmatively Further Fair Housing pursuant to Government Code sections 8899.50 and 65583. Applicant further acknowledges and confirms that its general plan is in alignment with an adopted sustainable communities strategy pursuant to Public Resources Code sections 21155-21155.4. Applicant further acknowledges and confirms that its policies for the treatment of homeless encampments on public property comply do and will continue to comply with the Constitution and that it has enacted best practices in its jurisdiction

that are consistent with the United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments" (June 17, 2022, update).

4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the "Program Documents").

5. Applicant acknowledges and agrees that it shall be subject to the Application, the terms and conditions specified in the Program Documents, the Program Regulations, and any and all other applicable law.

6. [**INSERT THE TITLE OF THE APPLICANT'S AUTHORIZED SIGNATORY**] is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

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

AYES: [Insert #] NOES: [Insert #] ABSENT: [Insert #] ABSTAIN: [Insert #]

The undersigned, [INSERT NAME AND TITLE OF SIGNATORY] of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Applicant's governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.

SIGNATURE: DATE:

NAME: TITLE:

Appendix 2: Proposed Policy Completion Schedule

Category Number	Concise Written Description of Proposed Policy	Key Milestones and Milestone Dates	Anticipated Completion Date	Notes

Appendix 3: Project Proposal Scoring Sheet and Sample Project Proposal Scoring Sheet

Project Proposal Scoring Sheet

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents **or** Indicate that Electronic Copies are Attached as **Appendix 5**	Points	Enhancement Category Number	Enhancement Points	Total Points
1B	Permitted missing middle housing uses by allowing duplexes by right in all residential zones, including low density zones, and triplexes and fourplexes by right in the Residential Low-Medium zones beyond what is required by SB 9.	E	Zoning code Section 17.24.020 Use Regulations (Residential zones)	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId=	3	8	1	4

1C	Sufficient sites to accommodate 129% of the current RHNA. As identified in the Housing Element, the City's total capacity with annexation of Research and Technology Park Specific Plan (annexed in March 2024) is 3,994 sites and the RHNA is 3,087 sites.	E	Zoning code, Housing Element	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId= Zoning Map: https://www.cityofwoodland.gov/Documehttps://www.cityofwoodland.gov/DocumentCenter/View/11358/Zoning-Map?bidId=ntCenter/View/11358/Zoning-Map?bidId= Housing Element: https://www.cityofwoodland.gov/DocumentCenter/View/9719/Woodland-6th-Cycle-Adopted-Housing-Element_March-21-2023?bidId=	2			2

1H	Residential or mixed use-residential development allowed in one or more non-residential zones, including community commercial, neighborhood commercial, downtown mixed-use, corridor mixed-use, and business park zones.	E	Zoning code Section 17.28.020 Use Regulations (Downtown, DX zones); Section 17.32.020 Use Regulations (Corridor Mixed Use zones including Community Commercial and Neighborhood Mixed Use)	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId=	1	2	1	2

1I	Modified development standards by using objective design standards (modified floor area ratio, setbacks, and lot coverage) to promote greater development density and clarity. New (as of June 2024) Small Lot Subdivision guidelines allow waiver of minimum lot size and width, as well as increased setback flexibility to encourage a variety of single and multi-family product types and configurations in all residential zones, including low density zones. Further, as part of the city's recent zoning code update (adopted June 2024), the maximum density in the Residential Low-Medium zone (formerly R-2 duplex zone) was increased from 8 to 15 dwelling units per acre and multi family product types are now permitted.	E	Zoning code Section 17.24.020 Use Regulations; Section 17.24.030 Development Standards (Residential); Section 17.56.040 Small Lot Subdivision Design Standards	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId=	1			1

2A	Ministerial approval processes established for multiple housing types, including, for example, single-family, multifamily, and mixed-use. Following the city's 2035 General Plan update in May 2017, the city updated its zoning code to permit multifamily and residential mixed-use development by-right (ministerial approval) in four commercial corridor mixed-use zones. More recently in June 2024, the city adopted a comprehensive zoning code update which allows for by-right, ministerial approval of single family, duplex, and/or multifamily development in several zones including low, medium and high density residential zones and in nearly all commercial zones.	E	Zoning code Section 17.24.020 Use Regulations (Residential zones); Section 17.28.020 Use Regulations (Downtown, DX zones); Section 17.32.020 Use Regulations (Corridor Mixed Use zones including Community Commercial and Neighborhood Mixed Use)	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId=	3			3

2B	Pre-approved CEQA and EIR analysis on the 350-acre Woodland Research & Technology Park (WRTP) Specific Plan which will allow for the accelerated production of up to 1600 housing units including low, medium and high-density product types. Further, the city's 2035 General Plan and Climate Action Plan, updated and adopted in 2017, include a certified EIR, allowing for CEQA tiering exemptions for projects consistent with the EIR. The most recently comprehensive zoning code update tiered from the General Plan EIR for its CEQA analysis, providing CEQA coverage and steamlining for future residential and mixed use projects that may entail some level of discretionary review.	E	WRTP Specific Plan WRTP EIR General Plan EIR	WRTP Specific Plan: https://www.cityofwoodland.gov/DocumentCenter/View/10461/FINAL-WRTP-SPECIFIC-PLAN-ADOPTED-952023-FULL-VERSION WRTP EIR: https://www.cityofwoodland.gov/DocumentCenter/View/9672/WRTP-Specific-Plan-Final-EIR General Plan EIR: https://www.cityofwoodland.gov/DocumentCenter/View/1175/2035-General-Plan-and-Climate-Action-Plan-Final-Environmental-Impact-Report-PDF	2			2

2C	Documented practice of streamlining housing development at the project level. For example, Vista Del Robles, a 72-unit affordable housing development that opened earlier this year, was given by-right approval in a corridor mixed-use zone. Another example is the by-right, ministerial approval of an 83-unit, four story apartment complex located at the gateway to the city's historic downtown, and which included the proposed demolition of several hazardous buildings, in approximately 4 months.	E	Zoning code Section 17.32.020 Use Regulations (Corridor Mixed Use zones)	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId= Vista Del Robles https://www.cityofwoodland.gov/civicalerts.aspx?aid=849	2			2

2D	Established permit processes take less than four months. Through an agreement with the city's third-party plan check consultant, applicants are guaranteed to receive first round plan check comments with 15 days, and within 5-10 days for subsequent submittals, allowing for building permit issuance in less than 4 months. Planning staff frequently process permits in less than four months (see example above). ADU or JADU permit application must be approved or denied within 60 days.	E	Administrative Process as documented on the City's Building FAQ Page, Question 7	Building FAQ Page: https://www.cityofwoodland.gov/Faq.aspx?TID=20	2			2
2E	No public hearings are required for projects consistent with comprehensive zoning code and allowed either by-right or through a staff level Zoning Administrator Permit. This includes single family, multifamily and residential mixed-use projects in several residential, downtown and commercial zones.	E	Zoning Code Section 17.100.020 Planning Permits and Approval; Section 17.24.020 Use Regulations (Residential zones); Section 17.28.020 Use Regulations (Downtown, DX zones); Section 17.32.020 Use Regulations (Corridor Mixed Use zones including Community Commercial and Neighborhood Mixed Use)	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId=	2			2

2G	Established consolidated permit processes to minimize levels of review and approval for projects that are consistent with the zoning code and general plan. The city requires a single planning application for all aspects of entitlement review which can be submitted to staff electronically. The application requirements are clearly provided in a matrix form. Established objective design and development standards, performance standards and clearly articulated use standards for specific use types allow housing as well as job generating projects to be reviewed ministerially or through a staff level review, not requiring public hearings. Certified EIRs associated with the Woodland Research and Technology Park as well as the 2035 General Plan created CEQA streamlining opportunities as well.	E	Zoning Code Section 17.100.020 Planning Permits and Approval; Section 17.24.020 Use Regulations (Residential zones); Section 17.28.020 Use Regulations (Downtown, DX zones); Section 17.32.020 Use Regulations (Corridor Mixed Use zones including Community Commercial and Neighborhood Mixed Use); Chapter 17.56 Building and Site Design Standards; Section 17.24.030 Development Standards (Residential zones); Section 17.28.030 Development Standards (Downtown zones); Section 17.32.030 Development Standards (Mixed Use zones) Planning Application Form WRTP EIR GP EIR	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId= Planning Application: https://www.cityofwoodland.gov/DocumentCenter/View/3715/Planning-Submittal-Requirements-Complete-Packet WRTP EIR: https://www.cityofwoodland.gov/DocumentCenter/View/9672/WRTP-Specific-Plan-Final-EIR General Plan EIR: https://www.cityofwoodland.gov/DocumentCenter/View/1175/2035-General-Plan-and-Climate-Action-Plan-Final-Environmental	1			1

				-Impact-Report-PDF				
2H	Absence of subjective development and design standards. Established objective development and design standards. The recently adopted (June 2024) comprehensive zoning code update establishes clear and concise objective design standards and development regulations for all development types, including residential and residential mixed-use product types. This allows for by-right or staff level review of most residential projects in a streamlined and efficient manner.	E	Zoning Code Chapter 17.56 Building and Site Design Standards; Section 17.24.030 Development Standards (Residential zones); Section 17.28.030 Development Standards (Downtown zones); Section 17.32.030 Development Standards (Mixed Use zones)	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId=	1			1
2I	Community Development Department's Development Liaison staff person and Planning Staff serve as a single points of contact where entitlements are coordinated across city approval functions and various departments from initial application to project development completion.	E	City Website Business Resources Page	Business Resources Page: https://www.cityofwoodland.gov/402/Business-Resources	1			1

3A	Reduced and/or scaled fees for infill housing. The city has an adopted policy which sets the development impact fees for residential units up to 1,200sf in size at a lessor rate (approximately $10,000 less per unit).	E	Administrative guidelines Section III. A. 2	Electronic copy attached "May 2022 Administrative Guidelines"	3	3	1	4
3B	Dedicated ADU/JADU staff filled by our Junior Planner position. Dedicated ADU webpage includes a step-by-step guide on ADU/JADU requirements. Streamlined pre-approved design packages are in progress.	E & P	City ADU Webpage	ADU Webpage: https://www.cityofwoodland.gov/1374/Accessory-Dwelling-Unit-ADU	2			2
3C	Fee deferral program allows developers to defer a portion of their development impact fees to Certificate of Occupancy by-right, reducing barriers to housing development.	E	Fee Deferral Program Guidelines	Fee Deferral Program Guidelines: https://cityofwoodland.gov/DocumentCenter/View/907/Development-Impact-Fee-Deferral-Program-Guidelines-PDF	1	3	1	2

3D	Accelerating innovative housing production through promoting small lot subdivision in zoning code; partnering on 61-unit manufactured home permanent supportive housing community. These 61 modular units were fabricated locally in Woodland and come fully-furnished to help vulnerable folks get on their feet.	E	Zoning code East Beamer Neighborhood Campus Project (Permanent Supportive Housing)	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId= East Beamer Neighborhood Campus: https://www.cityofwoodland.gov/1248/East-Beamer-Campus	1	6	1	2

3E	Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Examples include partnering on point-to-point microtransit program, BeeLine, constructing new Bike and Pedestrian Overcrossing. Creation and promotion of Woodland Bike Loop to promote safe and active transit. Parklet grant program and permitting to allow for increased bike parking downtown.	E	Project pages linked	BeeLine: https://yolobus.com/beeline/ Bike and Pedestrian Overcrossing: https://www.cityofwoodland.gov/245/CIP-17-22-Sports-Park-Pedestrian-Overcro Woodland Bike Loop: https://geoportal-cityofwoodland.hub.arcgis.com/apps/87e10fa064ae44beab7b06cf18faeef4 Parklet Grant Program: https://www.cityofwoodland.gov/1271/Citywide-Parklet-Permit-Grant	1	2	1	2
3F	Adoption of universal design requirements as part of comprehensive zoning code update (adopted June 2024) pursuant to Health and Safety Code section 17959.	E	Zoning code Section 17.56.010.G Universal Design	Zoning Code: https://www.cityofwoodland.gov/DocumentCenter/View/11351/FINAL-COMBINED-CODE-61024?bidId=	1	8	1	2

4I	Regular use of housing trust fund to support the development of housing affordable to Lower-Income households.	E	Annual Housing Progress Report – May 21, 2024	Staff Report: https://woodlandca.portal.civicclerk.com/event/2061/files/report/4986 Report Summary: https://woodlandca.portal.civicclerk.com/event/2061/files/attachment/11241	1			1
TOTAL					31		7	38

Sample Project Proposal Scoring Sheet

Note: This is a Sample Project Proposal Scoring Sheet; an actual submission may include more specificity when an applicant completes the "Concise Written Description of Prohousing Policy."

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents **or** Indicate that Electronic Copies are Attached as **Appendix 5**	Points	Enhancement Category Number	Enhancement Points	Total Points
1B	Permitted missing middle housing uses by allowing duplexes and triplexes by right in existing low-density, single-family residential zones beyond what is required by SB 9.	E	Zoning code	Electronic copy attached	3	6	1	4
1C	Sufficient sites to accommodate 131	P	Resolution	Electronic copy attached	2	1	2	4

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents **or** Indicate that Electronic Copies are Attached as **Appendix 5**	Points	Enhancement Category Number	Enhancement Points	Total Points
	percent of the current RHNA with rezoning by total or income category.							
1D	Density bonus program exceeds statutory requirements by 12 percent.	E	Zoning code	Electronic copy attached	2			2
1F	Eliminated parking requirements for residential development as authorized by Government Code section 65852.2.	E	Zoning code	Electronic copy attached	2			2
1G	Zoning that that is designed to increase affordable housing for a range of types and for extremely low-income households.	E	Zoning code	Electronic copy attached	1	1	2	3
1H	Modified development standards/other applicable zoning provisions to allow for residential uses in non-residential zones (light industrial).	E	Zoning code	Electronic copy attached	1	1	2	3
1L	Other zoning and land use actions that measurably support the Acceleration of Housing Production.	P	Resolution	Electronic copy attached	1			1
2B	Streamlined program-level CEQA analysis	E	Zoning code	Electronic copy attached	2			2

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents **or** Indicate that Electronic Copies are Attached as **Appendix 5**	Points	Enhancement Category Number	Enhancement Points	Total Points
	and certification of general plans, community plans, specific plans with accompanying Environmental Impact Reports (EIR), and related documents.							
2G	Consolidated permit processes that minimize the levels of review and approval required for projects.	E	Zoning code	Electronic copy attached	1			1
2I	Established a one-stop-shop permitting process.	P	Resolution	Electronic copy attached	1	1	2	3
2N	Other actions that quantifiably decrease production timeframes.	E	Zoning code	Electronic copy attached	1			1
3A	Waiver of residential development impact fees.	E	Zoning code	Electronic copy attached	3			3
3B	Adopted policies that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22.	P	Resolution	Electronic copy attached	2	1	2	4
3E	Measures that reduce costs for transportation-related infrastructure.	E	Zoning code	Electronic copy attached	1			1
3I	Other actions that quantifiably reduce	E	Zoning code	Electronic copy attached	1			1

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents **<u>or</u>** Indicate that Electronic Copies are Attached as **Appendix 5**	Points	Enhancement Category Number	Enhancement Points	Total Points
	construction or development costs.							
4A	Local housing trust funds.	E	Zoning code	Electronic copy attached	2			2
4C	Regular use of funding for preserving assisted units at-risk of conversion to market-rate uses.	E	Zoning code	Electronic copy attached	2	2	1	3
4E	Establishes a program that complies with the Surplus Land Act and offers below-market land leases for affordable housing.	E	Zoning code		2			2
4G	Prioritization of local general funds for affordable housing.	E	Zoning code		2			2
4M	Other actions that leverage financial resources for housing.	E	Zoning code		1			1
TOTAL					33		12	45

Appendix 4: Examples of Prohousing Policies with Enhancement Factors

If a Prohousing Policy incorporates any of the enhancement factors specified in the Project Proposal Enhancement Factors chart, it will receive extra points as indicated therein. Examples of such qualifying Prohousing Policies include the following:

Category 1: Favorable Zoning and Land Use

- Rezoning sufficient sites to accommodate 150 percent or greater of the Regional Housing Needs Allocation by total or income category, including sites in Location Efficient Communities.
- Rezoning sufficient sites to accommodate 150 percent or greater of the Regional Housing Needs Allocation by total or income category, including sites in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Rezoning to accommodate 125 to 149 percent of the Regional Housing Needs Allocation in downtown commercial corridors or other infill locations.
- Expanding density bonus programs to exceed statutory requirements by 10 percent or more in Location Efficient Communities.
- Reducing or eliminating parking requirements for residential development as authorized by Government Code section 65852.2 in Location Efficient Communities.
- Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit Law in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Modification of development standards and other applicable zoning provisions to promote greater development intensity in downtown commercial corridors or other infill locations.
- Coupling rezoning actions with policies that go beyond state law requirements in reducing displacement of lower-income households and conserving existing housing stock that is affordable to lower-income households.

Category 2: Acceleration of Housing Production Timeframes

- Ministerial approval processes for multifamily housing in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Streamlined, program-level CEQA analysis and certification of specific plans in Location Efficient Communities.
- Documented practice of streamlining housing development at the project level in downtown commercial corridors and other infill locations.
- Expedited permit processing for housing affordable to lower-income households in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).

Category 3: Reduction of Construction and Development Costs

- Fee waivers for affordable housing in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).

- Fee waivers or reductions for higher density housing in downtown commercial corridors or other infill locations.
- Measures that reduce costs and leverage financial resources for transportation-related infrastructure or programs in Low Resource and High Segregation & Poverty areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Adoption of universal design ordinances to increase housing choices and affordability for persons with disabilities in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Permitting innovative housing types, such as manufactured homes, recreational vehicles or park models, in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).

Category 4: Providing Financial Subsidies

- Targeting local housing trust funds to acquisition or rehabilitation of existing affordable units, or to affordable units at risk of converting to market rate uses, in Low Resource and High Segregation & Poverty areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Marketing grants and other financial products for ADUs/JADUs in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Utilizing publicly owned land for affordable housing in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Establishment of an Enhanced Infrastructure Financing District or similar local financing tool in a Low Resource or High Segregation & Poverty area (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Directing residual redevelopment funds or general funds to conservation or preservation of affordable housing in areas at high risk of displacement.

Appendix 5: Additional Information and Supporting Documentation

RESOLUTION NO. 8363

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING APPLICATION TO AND PARTICIPATION IN THE PROHOUSING DESIGNATION PROGRAM

WHEREAS, Government Code section 65589.9 established the Prohousing Designation Program ("Program"), which creates incentives for jurisdictions that are compliant with state housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive Applications for specified housing and infrastructure funding; and

WHEREAS, the California Department of Housing and Community Development ("Department") has adopted regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program ("Program Regulations"), as authorized by Government Code section 65589.9, subdivision (d); and

WHEREAS, the City of Woodland desires to submit an Application for a Prohousing Designation ("Application").

THEREFORE, BE IT RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department.

2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.

3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and actions include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that the Prohousing Policies in its Application comply with its duty to Affirmatively Further Fair Housing pursuant to Government Code sections 8899.50 and 65583. Applicant further acknowledges and confirms that its general plan is in alignment with an adopted sustainable communities strategy pursuant to Public Resources Code section 21155- 21155.4. Applicant further acknowledges and confirms that its policies for the

treatment of homeless encampments on public property comply with and will continue to comply with the Constitution and that it has enacted best practices in its jurisdiction that are consistent with the United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments" (June 17, 2022, update).

4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the "Program Documents").

5. Applicant acknowledges and agrees that it shall be subject to the Application; the terms and conditions specified in the Program Documents; the Program Regulations; and any and all other applicable law.

6. City Manager Ken Hiatt is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 16th day of July 2024, by the following vote:

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

Tania Garcia-Cadena, Mayor

ATTEST:

Ana B. Gonzalez, MMC, City Clerk

PUBLIC FACILITIES FEE PROGRAM
ADMINISTRATIVE GUIDELINES
REVISION DATED APRIL 2022

I. Introduction

These Public Facilities Fee Program Administrative Guidelines ("Guidelines") replace in their entirety the Public Facilities Fee Program Administrative Guidelines dated July 2019. These Guidelines primarily apply to the Major Projects Financing Plan ("MPFP") development impact fees adopted by the City Council of the City of Woodland on April 16, 2019, by Resolution No.7256 pursuant to the authority in Section 15.04.030 of the City of Woodland Municipal Code, which authorizes the imposition of Capital Improvement Facilities Fees on development. These Guidelines also address implementation of the water capacity fee adopted by the City Council on April 16, 2019, by Resolution 7258. When applicable, these Guidelines also apply to the implementation and administration of all other code sections that impose fees on new development.

Should a situation arise that is not covered by these Guidelines, the City Manager or the City Manager's designee shall be authorized to make a written decision as to how the fees at issue are to be administered provided that the fees imposed do not change the amount approved by the City Council.

Any applicant dissatisfied with the decision of the City Manager may appeal such decision to the City Council by filing written notice thereof with the City Manager within ten (10) days of receipt of the City Manager's decision.

II. Definitions

For purposes of these Guidelines and the MPFP fee schedule, certain terms and words are herewith defined as follows:

"Development Fees" shall consist of the following:

General City Facilities Fee
Fire Facilities Fee
Library Facilities Fee
Park and Recreation Facilities Fee
Police Facilities Fee
Wastewater Facilities Fee
Storm Drainage Facilities Fee
Road Improvements Fee
Administration Fee

"Capacity Fees" shall consist of the water capacity fee adopted by the City Council on April 16, 2019 by Resolution No. 7258.

"Existing Development" means a building(s) that has been in existence prior to any current request for a building permit or connection to City utilities.

"E-commerce" refers to commercial transactions that are conducted through the internet.

"Floor Area Ratio" The square footage of a building on site divided by the size of the lot.

"Improvements to Existing Development" shall consist of additional square footage to any existing building, any new building(s) on a previously developed property, or the connection to City utilities of a previously developed property.

"Non-Residential" means any retail, service, office, or industrial uses.

"Land Use" is used as an indicator of service needs and hence as a basis for all non-residential development fees. A land use table is attached. The City Manager or the City Manager's designee shall interpret the appropriate zone for any land use not specifically listed in the table.

"New Development" means vacant parcels of land that are proposed to be improved with buildings, parking lots, outdoor storage areas, or landscaping.

"Infill Development" is depicted in the attached map. Any development within Spring Lake or within any specific plan approved after June 18, 2019 is not considered infill development.

"Greenfield Development" is any residential land use outside of the infill area, as depicted in the Infill Development map.

"Corridor" as used in the MPFP nexus study refers to areas along the following corridor streets for the purposes of calculating impact fees:

- Main Street from Cleveland to CR 98
- Court Street from Cleveland to its western terminus
- Lincoln Ave from Cleveland to CR 98
- Any north to south street between Lincoln Avenue and Court Street outside of the Downtown Specific Plan.
- East Street from the County Fair Mall to Woodland Avenue (if it were extended to East Street)
- East Main Street from East Street to Thomas Street.

"Downtown" refers to properties located within the Downtown Specific Plan.

"Square Footage" means the gross floor area of all stories of a building or structure, including basements, above ground stories, interior balconies and mezzanines. Square footage is calculated by measuring to the outside of exterior walls.

"Single Family" refers to residential development with a density of 8 units per acre or less and generally refers to stand-alone units that are 1,201 square feet or more.

"Multi-Family" refers to residential development with a density greater than 8 units per acre and unless defined otherwise within these Guidelines generally refers to a building that has three or more distinct living units that are 1,200 square feet or smaller.

"Small Multi-Family" means any multi-family residential unit up to 700 square feet.

"Accessory Dwelling Unit" ("ADU") has the same definition as set forth in Section 17.104.010 of the City of Woodland Municipal Code, namely an attached or detached independent living facility accessory to the main dwelling, and less than 1,200 square feet.

"Junior Accessory Dwelling Unit" ("JADU") as set forth in Section 17.104.010 of the City of Woodland Municipal Code means a residential unit that is no more than 500 square feet in size; is contained entirely within an existing or proposed single-family structure; includes its own separate sanitation facilities or shares sanitation facilities with the exiting or proposed single-family structure; and includes an efficiency kitchen.

III. Fee Applicability

A. New Construction

1. Residential

a. Single Family Dwelling Units (SFD) –

(1) First Structure on a Lot (8 units per acre or less). Units shall be subject to development fees on a per dwelling unit basis at the single family rate. The first structure on a single family lot shall be charged the single family rate regardless of size.

(2) Multiple Units on One Lot (8 units per acre or less). The City recognizes that smaller dwelling units have fewer impacts than larger dwelling units and that multiple

smaller units on one lot will generally have fewer impacts than the same number of larger dwelling units. For any lot that has not previously been developed, any new construction creating two to three units will be charged impact fees based on square footage of dwelling space (but excluding garage square footage) as follows:

- For units 1,201 square feet and larger, the City will charge the Single Family rate.
- For units 701 square feet to 1,200 square feet, the City shall charge the Multi-Family rate.
- For units 700 square feet and less, the City shall charge 80% of the small Multi-Family rate for the first unit and the small Multi-Family rate for any additional units smaller than 700 square feet.

(3) Accessory dwelling units (maximum 1,200 square feet per City Code 17.104.010).

- No impact fee is required for an ADU or JADU that is less than 750 square feet in size.
- Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit. (E.g., floor area of the ADU divided by the floor area of the primary dwelling, times the typical fee amount charged for a new dwelling.) Pursuant to Section 17.104.010 B.4 of the City's Municipal Code, accessory dwelling units shall not be considered new residential for the purposes of calculating local agency connection fees or capacity charges for water and sewer service. Water and sewer impact and capacity fees for ADU's may be charged in conformance with California Government Code Section 65852.2 under certain circumstances. Only one ADU is allowed per lot. Any additional residential unit on the same lot shall not be considered an ADU and shall pay utility impact fees and capacity charges.

California Government Code Sections: *65852.2* *65852.22*

(4) Residential Accessory Buildings that do not meet the criteria of an ADU (such as a shed or workshop), as set forth in Section 17.104.010 of the City of Woodland Municipal Code, and are 700 square feet or less will not be charged impact fees.

b. Multi-Family Dwelling Units –

(1) Development Impact Fees. Projects with more than 8 units per acre shall be subject to development fees on a per dwelling unit basis at the multi-family rate. Multi-family dwelling units that are larger than 1,500 square feet have a similar impact as a single family residence and, therefore, shall pay the Single Family rate.

(2) Water Capacity Fee.

i. Multi-Family Dwelling Units shall be charged the water capacity fee per new meter based on meter size. If a development has multiple meters it will be charged the water capacity fee for each meter (e.g. if there is a 1" Landscape service meter and a 2" domestic meter for each building in the complex, the total water capacity fee will be for one 1" meter fee plus one 2" meter fee for each building in the complex).

ii. For individually metered Multi-Family Dwelling Units less than 1200 square feet but equal to or larger than 700 square feet, the water rate shall be 75% of the 1" meter rate.

iii. For individually metered Small Multi-Family Units less than 700 square feet, the water rate shall be 50% of the 1" meter rate.

2. Non-Residential

a. Development Impact Fees. Retail, service, office, and industrial uses will be subject to development fees on a square footage basis using the land use categories found on the attached land use table.

b. Water Capacity Fees. Water capacity fees shall be charged per each new additional meter. If a development has multiple meters it will be charged the water capacity fee for each meter (e.g. if there is a 1" Landscape service meter and a 2" domestic meter, the fee will be for one 1" meter fee plus one 2" meter fee).

c. Storage Areas. When a non-residential property has storage or sales areas that are not under a defined building, the area will be subject to fees on a square footage basis for the applicable land use type.

B. Improvements to Existing Development

1. Residential –

Development Impact Fees. Improvements or additions to existing dwelling units that do not create an additional dwelling unit are not subject to payment of impact fees.

Water Capacity Fee. When a parcel map is used to separate individual houses that were previously all or both on one lot, or to create a split lot duplex from a duplex, a new meter and service may be required. However, the existing site shall be credited with one existing service. If a separate meter is added for a duplex (without a parcel map), then a water capacity fee must be paid for the new meter.

2. Non-residential –

Development Impact Fees. Additions to existing buildings or new buildings on partially developed properties will be subject to development impact fees, on a per square foot basis for the applicable land use type, based on the additional square footage.

Water Capacity Fee. Expansion of commercial or office facilities that do not require a new service or meter will not be charged a Water Capacity Fee. Expansion of a facility that replaces an existing meter with a larger meter shall be charged the differential between the larger meter fee amount less a credit for the current cost of the existing service.

C. Auto Dealerships

Any auto dealership, with the exception of dealerships that primarily operate as an e-commerce business, shall pay 50% of the applicable development impact fees for General City, Fire, Police and Roads to account for the reduced impacts comparative to other industrial users that generally operate multiple shifts over a 24-hour period. This fee is only applicable for auto dealerships that develop within the City limits from and after June 2019.

D. Light Industrial Flex Overlay Zone

Any use that meets the industrial classification and expansion size limits, and is located within the Light Industrial Flex Overlay district bounded by East Street, I-5 and E Main Street, shall pay 50% of the applicable development impact fees for General City, Fire, Police, and Roads to account for the reduced impacts from these facilities due to the more limited operation these uses will have compared to those allowed within the Industrial Zone. In order to meet this fee category, the development must consist of a new building that is less than 25,001 square feet or an expansion that is less than 25,001 square feet.

E. Outdoor Storage, Canopied Areas, Pole Barns

When a non-residential property has storage or sales areas that are not under a defined building, and the enclosure or cover requires a building permit, the area will be subject to fees on a square footage basis for the applicable land use type.

F. Utility Connections

When a property owner only requests connection to City utilities, development impact fees will be due for the affected services only. City water (for domestic use, fire protection, or irrigation, or any combination) or sewer will not be provided individually if both are readily available to a property. A request for either water or sewer service will require a connection to both water and sewer and payment of the development fee for each. The property owner will be charged only the meter installation fee if the water connection is for landscaping only, there is no building, and there is no septic or waste facility servicing the property.

G. Change in Use

When a business license is requested for a new business that is going to occupy an existing building, the City shall evaluate the proposed new land use. If the proposed use will be more intense than the prior use, the City shall calculate the fee to be paid based on, as applicable, trip generation, storm water impact, dwelling unit equivalent (DUE) water usage, and sewer impact.

H. Structure Exempt From Building Permits

Fees will be imposed to the extent permitted by law on any development that does not require a building permit from the City of Woodland (refer to Government Code 54999 regarding public entities). Such development will often be required to apply to the City for a permit other than a building permit, for example, when requests are made for a use permit, encroachment, water or sewer connection permit. Any such permit shall be conditioned to include development fees on a per square foot basis at a rate appropriate for the proposed use.

IV. Exemptions from Payment of Fees.

A. Interior alterations that do not increase the gross square footage of a building and do not result in a more intense land use will not be subject to development fees.

B. Water services that serve fire flow shall not be charged a water capacity fee. Usually fire flow is served through a separate unmetered service. If fire flow is served through a metered service; the applicant may request a reduction in fees by submitting calculations prepared by a licensed professional engineer, or fire suppression engineer, or other licensed individual approved by the Community Development Director. The Community Development Director may then approve a reduction in fees.

C. Buildings that are constructed, owned and maintained by the City of Woodland will not be subject to development impact fees.

V. <u>Credits</u>

Any applicant requesting a credit shall submit a written request to the Community Development Department. Credits may be applied for demolition of existing or previous structures. The amount of credit will be calculated using the then current fees (as if a building permit for the prior building were pulled simultaneously with the permit for the new building). Credit shall not exceed fees due by both fee category and net overall. The amount of credits will be determined by the City Engineer.

A. Structures that were both located within the City limits and demolished prior to August 15, 1991 (the date of approval of the original MPFP program) will receive a credit of 50% of the impact fees for all categories except roads. No credit will be allowed for the roads category. The applicant will need to provide adequate documentation regarding the size and use of the structure in order to receive the credit.

B. Any structure demolished after August 14, 1991 but more than eight years from the date of building permit issuance will receive a full credit of all fees except the roads category. There will be no credit allowed for the roads category. The applicant will need to provide adequate documentation regarding the size and use of the demolished structure in order to receive the credit.

C. Structures that have been demolished within the eight years from building permit issuance will receive full credit for all impact fees, including the road fee. The applicant will need to provide adequate documentation regarding the size and use of the demolished structure in order to receive the credit.

VI. Adjustments

A. The development fees have been established using certain averages for water use, sanitary sewer flow, storm water runoff, and trip generation. Any proposed non-residential project that exceeds these averages will be subject to a case by case analysis by the City Engineer and may be required to pay additional fees if they exceed the averages in this section, which in some cases may be higher than the averages used to establish the development impact fees. The averages that each project will be compared with are as follows:

1. Water - domestic and irrigation

a.	Retail	>	317 gal/1000 sq. ft./day
b.	Service	>	346 gal/1000 sq. ft./day
c.	Office	>	244 gal/1000 sq. ft./day
d.	Industrial	>	317 gal./1000 sq. ft./day

2. Sanitary Sewer: Note that for excessive BOD or TSS it is typically more economical for businesses to pretreat the waste water prior to discharge into the City system. Likewise there is a quantitative limit to how much waste water the City system can take. Excessive flows would require either expansion of the City treatment capability or pre-treatment. The timing of expansions of the Wastewater Treatment Plant is planned to accommodate normal build out of the City. Because expansions can take 4-5 years to plan and construct, abnormal demands on the system may not be able to be accommodated without significant lead time. Fees for development with abnormal flows are based on equivalent dwelling unit cost calculations by the City Engineer and approved by the Community Development director.

a.	Retail	>	110.2 gal/1000 sq. ft./day
b.	Service	>	137.7 gal/1000 sq. ft./day
c.	Office	>	91.8 gal/1000 sq. ft./day
d.	Industrial	>	103.3 gal./1000 sq. ft./day
e.	BOD	>	235 ppm or mg/L

3. Storm Drainage
   Non-Residential Building size < 25% or > 45% of property.

4. Roads. For land uses that generate more than 10 peak hour trips/1,000 square feet, a special calculation will be required to determine their road impact fee. Examples of land uses that generate more than 10 peak hour trips/1,000 square feet are as follows: gas station, fast food, car wash, convenience market,

projects including a drive through. This is not a comprehensive list.

No credits or reduction of fees are allowed for projects falling below these averages.

B. Fee Deferral for Development

Should a developer wish to request a fee deferral, the request shall be in writing and in conformance with the City's adopted fee deferral program.

C. Development Fee Waiver

In no event shall any development fees be waived unless the City is able to determine and secure an alternative source of funding to replace the fees.

VII. Fee Calculation

Upon receipt of an application for a building permit, the Community Development Department (CDD) shall determine the number of single family dwelling units, multi-family dwelling units, or the square footage and proposed use in the case of commercial/industrial projects, and will then add this information to the application.

A. Community Development will determine if any development fees have been previously paid.

B. Any fee categories that were previously paid on an acreage basis, and included in the land of the currently proposed project, shall be considered paid in full. Fee categories that were established after the prior payment will be charged at the time of the building permit application.

C. Community Development will next determine if the project qualifies for any credits or adjustments and will indicate such on the form. When a single industrial building is divided for the purpose of leasing to separate users, the development fees will be calculated based on the separate uses. For example, if a 40,000 sq. ft. building in an industrial area is divided into two 20,000 sq. ft. spaces, with one side occupied by a small warehouse type operation and the other strictly for office use, the development impact fees will be calculated for 20,000 square feet of industrial use and 20,000 square feet of office use.

D. No differentiation will be made for mixed uses of a single user, such as the internal office area of an industrial building. The development impact fee will be calculated based on the primary use of the building.

E. Storm drain impact fees will be calculated on a per acre basis, to allow for collection at time of building permit. The fees collected will be based on a storm water shed zone (See Map in Appendix B) specific acreage basis:

1. New Residential: Calculated at Final Map as the fee/acre multiplied by the number of acres divided by the total number of units and collected on an average cost per lot basis per the Map. When the project consists of multiple units grouped in building clusters, and only one building permit per cluster is needed (e.g. apartment complex), the multi-family residential storm water fee is due in its entirety at the pulling of the first building permit.
2. Infill Residential: Calculated as either the lot size divided by infill acreage or lot size divided by the number of units divided by infill acreage.
3. Commercial: Collected on the size of the lot unless the lot is not being fully developed. Fully developed means that all portions of the lot are developed as within the building footprint, hardscape or landscape, or the developed property is at the maximum floor area ratio FAR). For prior development infill or additions, the fee is calculated as the square footage of the building footprint divided by the floor area ratio of 0.4 divided by 43,560 sf. (building footprint s.f./0.4)/43,560 sf/acre

F. The fee calculations are performed by Community Development staff and then approved by a senior engineer or designee. Discretionary interpretations/credits/and deferrals are approved by the Development Services Senior Engineer or City Engineer. Applicants may appeal to the Community Development Director.

G. Community Development will complete its final computation of the total development fees due. The form will be attached to the building permit, and the development fees due are included in the cost of the building permit unless otherwise deferred consistent with the City's fee deferral ordinance.

The applicant shall then pay all Development Fees in effect at the time of building permit issuance.

VIII. <u>Developer In-Lieu Improvements</u>

Whenever a developer is required as a condition of approval of a development project, or permitted in the City's discretion, to construct a public facility described in the MPFP, the City and developer shall execute a reimbursement or credit agreement. Credits will be capped at the amount that is in the fee program plus CCI since the last update.

The timing and method of payment (credit or reimbursement) will be negotiated and included as part of the reimbursement agreement and approved by the City Council prior to construction of the improvements. If the improvements are to be financed by an assessment district (including Mello-Roos), credits may be given to the individual property owner and/or reimbursement shall be made to the district. The proposed spread of credits/reimbursement must also be approved by the City Council prior to construction of the improvements. Reimbursement shall be limited to costs specified in the fee program plus CCI since the last update.

In order to receive any reimbursement or credit for constructing a project identified in the MPFP, the developer must submit evidence that this work was secured through a competitive bidding process and certify that prevailed wages were paid appropriately.

If the developer has pulled building permits and paid public facility fees prior to the credits/reimbursement agreement being approved by the City Council, the developer will only receive credits/reimbursements on future permits. No refunds will be processed for the fees paid prior to the credit agreement being approved by the City Council.

A credit may only be taken by the developer to offset the development fee in the category that would normally pay for the constructed improvement. In other words, a street improvement cost will only be subject to credit against the road improvement fee.

IX. Methods of Financing

Fees payable pursuant to Section 15.040.030(C.) of the Woodland Municipal Code may, in the discretion of the City, be financed through the formation of a special benefit assessment district, a Mello-Roos Community Facilities District, or analogous financing mechanism. In the event such debt financing is authorized by the City, the City shall apply an in-lieu credit against the fee which otherwise would be charged. In the event a financing mechanism is approved to finance public facilities listed in the MPFP, the City may agree to reimburse the developer to the extent the developer has paid special taxes or assessments for such oversized public improvements or has otherwise provided advance funding for such public improvements and has not otherwise been reimbursed.

X. Annual Adjustment of Fees

The amount of development impact fees approved in the Resolution setting or increasing such fees shall be increased annually, on January 1 of each year, in the amount of the percentage increase in the Engineering News Record construction cost index, or any successor index that may be selected by the City Council. Fees may also be adjusted at other times during the year in conjunction with adoption of an updated Major Projects Financing Plan. Fees charged shall be based on the fees in effect at the time they are paid.

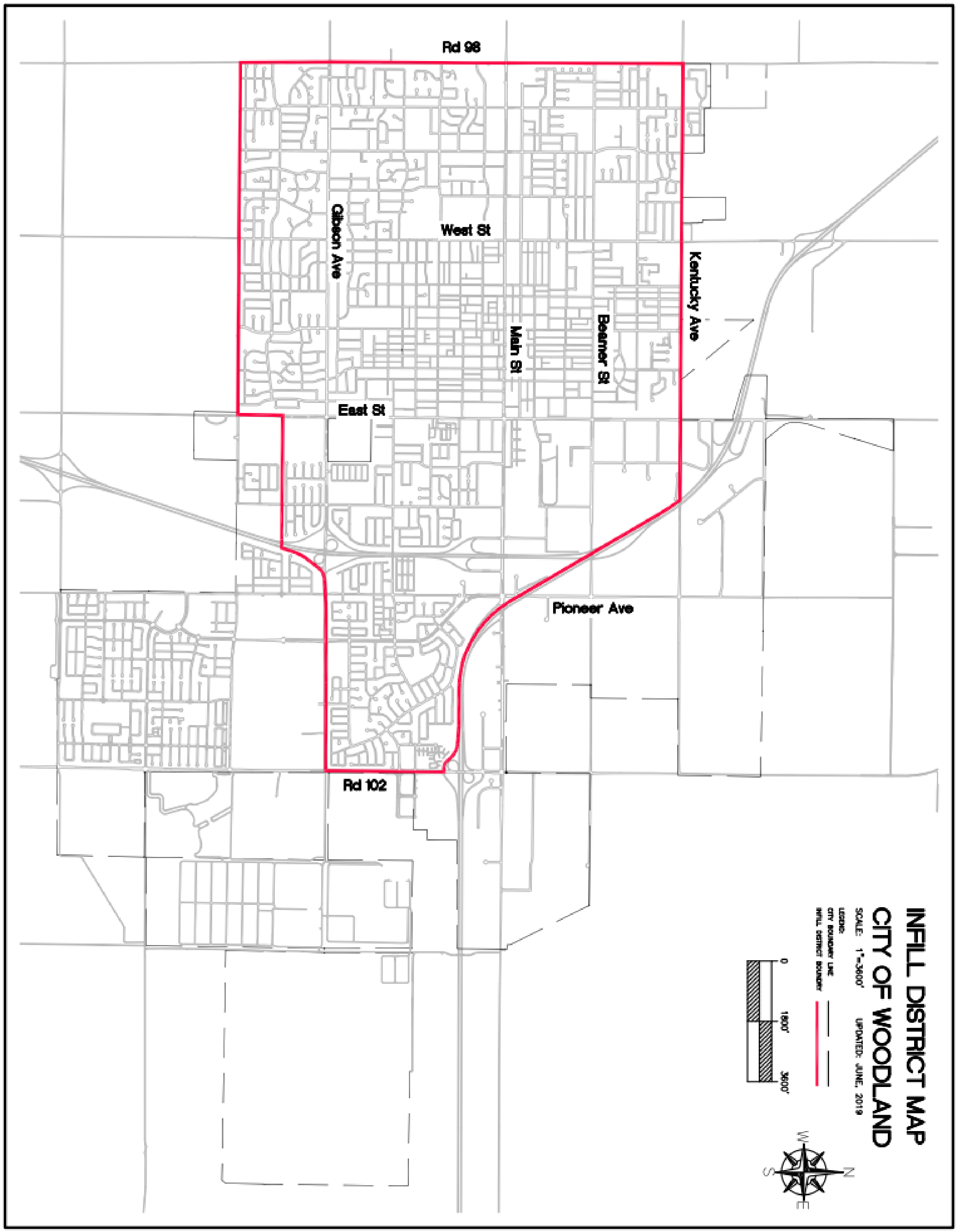
Land Use Table

Land Use Type	Retail	Service	Office	Indust.[1]
Ambulance Services		X		
Animal and Food Processing				X
Appliance Sales, Service and Supply		X		
Auto - Lube Shop		X		
Auto - Major Service and Repair		X		
Auto - Minor Service and Repair		X		
Auto – Fueling Stations	X			
Auto and Truck Service Stations		X		
Auto Parts and Accessory Stores	X			
Auto Rental and Lease Agency		X		
Auto Sales, New and Used[2]				X
Bakeries (Retail)	X			
Bakeries (Production)				X
Barber and Beauty Shops		X		
Bars, Cocktail Lounges, and Taverns		X		
Bowling Alleys		X		
Breweries, Distilleries, and Wineries				X
Building Materials Sales (Wholesale)				X
Cabinet, Carpenter & Woodworking Shops		X		
Cafes, Coffee Shops, and Restaurants		X		
Cannabis – Dispensary	X			
Cannabis – Processing and Distribution				X
Cannabis – Testing			X	
Card Rooms		X		
Carwashes		X		
Churches with School or Daycare		X		
Churches without School or Daycare		X		
Clothes Cleaning and Laundry Pickup Stations		X		
Commercial Recreation Facilities		X		
Communication & Pub. Utility Service Facilities		X		
Dance Halls		X		
Drive-In Theaters		X		
Drive-in, Fast Food, Self-Service, Take-Out Restaurants	X			
Drug Stores and Pharmacies	X			
E-commerce and Fulfillment Centers	X			
Electrical Sales, Service and Supply		X		
Equipment Rental		X		
Farm Supply & Implement Sales and Service		X		
Financial Institutions			X	
Flea Markets	X			
Florists	X			
Food and Grocery Stores	X			

[1] See Section III D regarding Flex overlay zone
[2] See Section III C regarding esales vs normal sales

Land Use Type	Retail	Service	Office	Indust.
Food processing				X
Fortunetelling		X		
Gift Shops	X			
Glass Sales and Service		X		
Hardware Stores	X			
Heating and AC Sales and Service and Supply		X		
Hospitals		X		
Hotels and Motels		X		
Hydraulic Equip, Well Drilling Sales, Service and Supply		X		
Institutional and Schools		X		
Laundromats		X		
Laundry, Dry Cleaning Plants		X		
Liquor Sales, On and Off Sales	X			
Locksmiths		X		
Machine Shops		X		
Manufacturing and Assembly				X
Medical and Dental Clinics			X	
Medical Laboratories			X	
Mini Marts	X			
Mini Storage Facilities		X		
Miniature Golf		X		
Offices			X	
Opticians			X	
Pipe Sales, Service and Supply		X		
Plant Nurseries and Greenhouses	X	X		
Plumbing Sales, Service and Supply		X		
Pool Halls		X		
Pool Service and Supply		X		
Prescription Pharmacies	X			
Produce Stands	X			
Public and Quasi-Public Building Uses		X		
Pump Sales, Service, and Supply		X		
Recycling Service Centers		X		
Research and Development Facilities			X	
Retail Stores and Shops Providing a Convenience Service	X			
Rice Storage		X		
RV and Boat Storage				X
Shopping Centers	X			
Skating Rinks		X		
Social Halls, Lodges, Fraternal Organizations		X		
Swimming, Tennis, Racquetball, and Health Clubs		X		
Taxi Cab Service		X		
Technical, Trade, Craft Schools, and Studios		X		
Theaters		X		
Travel Trailer Parks, and Overnight Campgrounds		X		
Upholstery		X		

Land Use Type	Retail	Service	Office	Indust.
Variety Stores	X			
Veterinary Offices and Clinics			X	
Video Game Centers		X		
Warehousing				X
Welding Shops		X		
Wholesale and Distributing Business		X		


Rd 98
Gibson Ave
West St
Kentucky Ave
Main St
Beamer St
East St
Pioneer Ave
Rd 102
INFILL DISTRICT MAP
CITY OF WOODLAND
SCALE: 1"=3600'
UPDATED: JUNE, 2019
LEGEND:
CITY BOUNDARY LINE
INFILL DISTRICT BOUNDARY
0
1800'
3600'
W
N
S
E

CITY OF WOODLAND CALIFORNIA	TO:	THE HONORABLE MAYOR AND CITY COUNCIL
	AGENDA:	City Council Regular Meeting
	DATE:	September 17, 2024
	ITEM #:	J.14
	SUBJECT:	W. Main and Ashley - Purchase and Sale Agreement

Recommendation for Action: Staff recommends the City Council approve Resolution No._____ (1) Approving an appropriation of $2,300,000 from the Affordable Housing In-Lieu Fees Fund (1327) and authorizing the Administrative Services Director to amend the Fiscal Year 2025 budget as necessary; and (2) Authorizing the City Manager to execute a Purchase and Sale Agreement (PSA) with YKI Investments for the purchase of approximately 2.6 acres of vacant property at the northwest corner of W. Main Street and Ashley Avenue (APN 064-170-053-000).

Staff Contact:
Ken Hiatt, City Manager, (530) 661-5930, ken.hiatt@cityofwoodland.gov

Fiscal Impact:
No General Fund impact. The entirety of the purchase price will be funded through the City's Affordable Housing Fund. These funds are generated primarily through affordable housing in-lieu fees paid by new housing developments and are restricted for use in creating or preserving affordable housing within Woodland. The Affordable Housing Fund has a current uncommitted fund balance of $4,462,647. If the purchase is approved the fund would have a remaining uncommitted balance of $2,262,647 with additional revenues anticipated in the coming several years as housing projects in the southeast area built out.

Background:
The subject property is approximately 2.6 acres of vacant land at the northwest corner of W. Main Street and Ashley Avenue (APN 064-170-053-000). The property is a remnant portion of a larger parcel that was recently subdivided to allow for the development of the first phase of two phases of affordable rental housing on the site. Vista Del Robles was completed earlier this year and is a 72-unit affordable housing apartment project developed and owned by Chelsea Investment Corporation. The 2.6 acre remaining vacant property was retained by YKI Investments but under a purchase option by Chelsea in anticipation of building a second phase consisting of up to 96 additional affordable units. Due to concerns with the limited affordable housing funding available from the State over the coming years, Chelsea decided not to proceed with the purchase of the property.

YKI Investments put the property back on the market this spring. Over the past several months, staff has been in negotiations with the sellers to reach agreement on a potential purchase of the property by the City. The City's interest in acquiring the site would be to preserve the property for future housing. The property is one of the best infill housing opportunity sites available due to its proximity to services and transit. Additionally, the site is necessary to meet the City's Regional Housing Needs Allocation (RHNA) requirements and is listed as an approved and entitled housing site within the City's current Housing Element that has been certified by the State of California office of Housing and Community Development.

If acquired by the City, the City would then issue a request for proposals for housing developers interested in ultimately acquiring the property from the City and developing new affordable housing. This approach would allow the City to select a preferred housing development partner to deliver the specific type and target affordability level of housing on the site.

Discussion:

Purchase and Sale Agreement

The attached Purchase and Sale Agreement (PSA) outlines the terms and conditions for the City's acquisition of the property that have been negotiated with the sellers. The following is a summary of the key terms of the PSA recommended for approval. A full copy of the Agreement is attached to this report as Attachment 2.

Summary of Terms

- City agrees to purchase the site in as-is condition for $2,300,000
- City shall provide initial deposit of $20,000 into Escrow withing 10 business days after effective date followed by an additional $20,000 deposit within 3 days after the expiration of the due diligence period
- City shall have a 30-day due diligence period to conduct its investigation and inspection of the physical condition and documents associated with the property
- Unless otherwise agreed to, escrow closing date shall be 30 days after expiration of the due diligence period

Conclusion:

Staff recommends the City Council approve Resolution No._____ (1) Approving an appropriation of $2,300,000 from the Affordable Housing In-Lieu Fees Fund (1327) and authorizing the Administrative Services Director to amend the Fiscal Year 2025 budget as necessary; and (2) Authorizing the City Manager to execute a Purchase and Sale Agreement (PSA) with YKI Investments for the purchase of approximately 2.6 acres of vacant property at the northwest corner of W. Main Street and Ashley Avenue (APN 064-170-053-000).

Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Purchase Agreement W Main and Ashley
2. Purchase and Sale Agreement
3. Location Map
4. Parcel Map

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA APPROVING THE PURCHASE OF APPROXIMATELY 2.6 ACRES OF PROPERTY AT THE NORTHWEST CORNER OF W. MAIN STREET AND ASHLEY AVENUE OWNED BY YKI INVESTMENTS, LLC.

WHEREAS, the YKI Investments, LLC ("Seller") is the owner of certain property located at the northwest corner of W. Main Street and Ashley Avenue (APN 064-170-053) in the City of Woodland, County of Yolo, State of California (the "Property"); and

WHEREAS, the City wishes to acquire the Property for the purpose of developing housing to help address the shortage of affordable housing available to residents within Woodland; and

WHEREAS, the City has an obligation to provide housing opportunity sites sufficient to meet its state mandated Regional Housing Needs Allocation (RHNA); and

WHEREAS, the site is necessary to meet the City's RHNA requirements and is listed as an approved and entitled housing site within the City's current Housing Element that has been certified by the State of California office of Housing and Community Development; and

WHEREAS, the Seller and the City have negotiated that certain Purchase and Sale Agreement by and between the City of Woodland and YKI Investments, LLC ("Agreement") attached hereto as Exhibit 1; and

WHEREAS, the Property is zoned Corridor Mixed Use West Main within which housing is a listed permitted use; and

WHEREAS, approval of the Agreement and the conveyance are categorically exempt from the California Environmental Quality Act ("CEQA") because the Agreement and conveyance are intended to allow the City to dispose of the property for an in-fill development project meeting the conditions described in State CEQA Guidelines Section 15332; and

WHEREAS, pursuant to the foregoing, the City Council has determined that a Notice of exemption for sale of the Property should be filed pursuant to CEQA, the State CEQA Guidelines and the Agency's Local CEQA Guidelines.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Woodland does hereby resolve and find as follows:

SECTION 1. Recitals: The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

SECTION 2. Approval of Purchase and Sales Agreement: The City Council does hereby approve the Agreement, in substantially the form on file with the City Clerk of the City of

Woodland together with non-substantive changes and amendments as may be approved by both the City Manager and City Attorney.

SECTION 3. Appropriation of Affordable Housing In-Lieu Fees Fund: The City Council hereby authorizes the appropriation of $2,300,000 from the Affordable Housing In-Lieu Fees Fund (1327) and the Administrative Services Director to amend the Fiscal Year 2025 budget as necessary to satisfy the City's obligations under the Purchase and Sales Agreement by and between the City of Woodland and YKI Investments, LLC ("Agreement)" attached hereto as Exhibit 1, subject to the successful performance of the terms of the Agreement.

SECTION 4. Severability: If any provision of this Resolution of the application of any such provision to any person of circumstance is held invalid, such invalidity shall not affect other provisions of applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable.

SECTION 5. Implementation of Agreement: The City Manager is hereby authorized and directed to take any actions and execute any and all necessary documents to implement the Agreement.

SECTION 6. Effective Date: This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 17th day of September, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tania Garcia-Cadena, Mayor
City of Woodland

ATTEST:

____
Sarah Lansburgh, CMC, City Clerk
City of Woodland

PURCHASE AND SALE AGREEMENT
AND JOINT ESCROW INSTRUCTIONS

This Purchase and Sale Agreement and Joint Escrow Instructions (this "**Agreement**") is made as of September 18, 2024 (the "**Effective Date**"), between YKI INVESTMENTS, LLC ("**Seller**"), and CITY OF WOODLAND, a California municipal corporation ("**Buyer**").

ARTICLE 1. AGREEMENT OF SALE.

Subject to and on the terms and conditions of this Agreement, Seller shall sell to Buyer and Buyer shall purchase from Seller the following (the "**Property**"):

1.1 Land. The real property consisting of a single parcel located at the north west corner of Ashley Avenue and W. Main Street in Woodland, California containing approximately 2.6 acres of vacant land (APN 064-170-053-000), more particularly described in Exhibit A, together with (a) all privileges, rights, easements and appurtenances belonging to the real property, including without limitation all minerals, oil, gas and other hydrocarbon substances on and under the real property, (b) all development rights, air rights, water, water rights and water stock relating to the real property, and (c) all right, title and interest of Seller in and to any streets, alleys, passages, other easements and other rights-of-way or appurtenances included in, adjacent to or used in connection with such real property, before or after the vacation thereof.

1.2 Other Assets. To the extent owned by Seller, all tangible and intangible assets of any nature relating to the Property, including without limitation (a) all license agreements, copyrights, logos, designs, trademarks, trade names, service marks and all goodwill associated with the Property, (b) all other intellectual or intangible property used by Seller in connection with the Property; and (c) all claims and causes of action arising out of or in connection with the Property.

ARTICLE 2. PURCHASE PRICE.

2.1 Amount. The purchase price (the "**Purchase Price**") for the Property shall be Two Million Three Hundred Thousand and 00/100 Dollars ($2,300,000.00).

2.2 Deposit/Purchase Price. Within 10 business days after the Effective Date, Buyer shall deposit Twenty Thousand and 00/100 Dollars ($20,000.00) into Escrow (as defined below) into an interest bearing account on behalf of Buyer (the "**Initial Deposit**"). Buyer shall make a second deposit of Twenty Thousand and 00/100 Dollars ($20,000.00) (the "**Second Deposit**") within 3 business days after the expiration of the Due Diligence Period (as defined below); at which time both the Initial Deposit and Second Deposit (collectively, the "**Deposit**") shall become non-refundable to the Buyer, subject to: the performance of this Agreement by Seller and satisfaction of all conditions precedent set forth in Section 4.1, below. If the Closing of the transaction contemplated by this Agreement occurs, the Deposit shall be disbursed to Seller and applied to the Purchase Price at Closing. If the Closing of the transaction contemplated by this Agreement does not occur due to Seller's breach or default hereunder or due to the failure of any of the conditions precedent set forth in Section 4.1, below, the Deposit shall be refunded to Buyer. Buyer shall pay the Purchase Price to Seller through escrow at the Closing described in Section 9.1. On or before the Closing Date (as defined below), Buyer shall deposit into Escrow the Purchase Price, subject to adjustment by reason of any applicable prorations and the allocation of closing costs described below. The Deposit and Purchase Price shall be made by wire transfer of federal funds, cashiers' check or in another immediately available form. Notwithstanding anything herein to the contrary, One Hundred Dollars ($100.00) of the Initial Deposit (the "**Independent Consideration**") shall not be refundable to Buyer, but shall represent consideration for this Agreement and shall be paid to Seller. The Independent Consideration shall be paid to Seller within 3 days of the Effective Date. The Independent Consideration shall serve as consideration for the granting of the time periods herein contained for Buyer to exercise Buyer's right to satisfy and approve all of Buyer's conditions herein contained. If the Deposit is refunded to Buyer for any reason pursuant to this Agreement, the Independent Consideration shall be subtracted from the Deposit pursuant to this Section.

ARTICLE 3. DUE DILIGENCE.

3.1 Due Diligence Period; Inspection and Access.

3.1.1 Due Diligence Period. The "**Due Diligence Period**" means the period beginning on the Effective Date and ending at 5:00 p.m. on the date thirty (30) days later. Buyer shall have the unilateral right to extend the Due Diligence Period for an additional fifteen (15) days by delivering notice to Seller on or before the expiration of the Due Diligence Period.

3.1.2 Access to Information and the Property. Buyer shall conduct its investigation of the Property during the Due Diligence Period at no cost to Seller. This investigation ("**Due Diligence Investigation**") may include, at Buyer's option: a physical inspection of the Land and all Improvements thereon, including soil, geological and other tests; review of all governmental matters affecting the Property, including zoning, and environmental matters; review and verification of all financial and other information previously provided by Seller relating to the operation of the Property; review of the condition of title to the Property, and review of such other matters pertaining to an investment in the Property as Buyer deems advisable. In addition to the Preliminary Documents delivered to Buyer pursuant to Section 3.2, Buyer and its representatives shall have the right of access during reasonable business hours to all files, books and records maintained by Seller or its agents (including, without limitation, all of the Additional Documents to be made available to Buyer at the Property pursuant to Section 3.3), wherever located, relating to the Property, including the right to copy the same. Buyer and its representatives shall also have the right of access to the Property during reasonable business hours to conduct its investigation of the physical condition of the Property. Seller agrees that the rights granted to Buyer herein and the results of its Due Diligence Investigation shall not relieve Seller of any obligations Seller may have under any other provisions of this Agreement, or under other documents entered into concurrently herewith, or implied by law, nor shall they constitute a waiver by Buyer of the right to enforce any of the same. Seller shall cooperate with Buyer in its due diligence activities and provide access to the Property, its records, or provide information so long as it is within Seller's control.

3.2 Delivery of Preliminary Documents. To the extent not completed prior to the Effective Date, within 5 business days after the Effective Date, Seller shall deliver to Buyer, at Seller's expense, all of the documents described in the remaining subsections of this Section 3.2 (collectively, the "**Preliminary Documents**") in Seller's possession or control.

3.2.1 Title Report and Survey. A preliminary title report or commitment for title insurance (the "**Preliminary Title Report**"), dated no earlier than 10 days before the Effective Date, covering the Property and issued by a title insurance company or companies acceptable to Buyer (the "**Title Company**"), together with a legible copy of each document, map and survey referred to in the Preliminary Title Report. Buyer, at Buyer's sole cost, may obtain an as-built survey of the Property (the "**Survey**") prepared by a certified land surveyor in accordance with the most recent American Land Title Association standards, certified by such surveyor to Buyer and the Title Company in a form acceptable to the Title Company for the purpose of deleting any survey exception from the Title Policy described in Section 4.1.3.

3.2.2 Soils Report. Any soils report on the Land prepared at Seller's request or in the possession or control of Seller, including (if available) a report on compliance with any soils work recommended to be done prior to construction of the Improvements;

3.2.3 Engineers' Reports. Any environmental or geological reports concerning the Property which have been prepared at Seller's request or which are within Seller's possession or control;

3.2.4 Licenses, Etc. Copies of any licenses, permits or certificates required by governmental authorities in connection with the operation of the property including, without limitation, environmental permits and licenses;

3.2.5 Inspection Reports. Copies of all written reports received by Seller within three (3) years prior to the Effective Date from Seller's insurance companies, any governmental agency or any other person or entity, which requires or demands correction of any condition, or requests modification in or termination of any uses of the Property, accompanied by Seller's summary of (a) any oral reports from such insurance companies or governmental agencies, and (b) the present status of any matter noted in any oral or written report.

3.3 Additional Documents and Information. From the Effective Date through the Closing Date, Seller shall make available to Buyer at the Property in accordance with Section 3.1, the documents and information described in this Section 3.3 (collectively, the "**Additional Documents**"):

3.3.1 Agreements. Copies of written, and written descriptions of oral, easements, covenants, restrictions, agreements, contracts and other documents, whether existing or, to the knowledge of Seller, proposed as of the Effective Date, including without limitation any agreements relating to the insurance, service, operation, repair, supply, advertising, promotion, sale, leasing or management of the Property, which (a) affect the Property, (b) are not disclosed by the Preliminary Title Report, and (c) have not been delivered to Buyer pursuant to Section 3.2. If no such documents exist, Seller shall furnish its certification to that effect;

3.3.2 Insurance Policies. Copies of certificates evidencing the insurance carried by Seller of the Property;

3.3.3 Other Documents. All data, correspondence, documents, agreements, waivers, notices, applications and other records with respect to the Property relating to transactions with taxing authorities, governmental agencies, utilities, vendors and others with whom Buyer may be dealing from and after the Closing Date; and

3.3.4 Requested Information. Such other documents and information concerning the Property as Buyer may reasonably request.

3.4 Approval/Disapproval of Due Diligence Investigations. Buyer shall approve or disapprove the results of Buyer's Due Diligence Investigation, in the exercise of Buyer's sole discretion, by written notice delivered to Seller no later than the expiration of the Due Diligence Period. Buyer's disapproval shall terminate this Agreement unless, at the time Buyer gives notice of its disapproval, Buyer also notifies Seller of Buyer's desire to enter into negotiations with Seller for the purpose of reaching an accommodation concerning the disapproval. If Buyer so notifies Seller and the parties have not reached a written agreement satisfactory to both of them regarding the disapproval within 10 days after the date of the disapproval notice, Buyer, at its option, may either (a) elect to terminate this Agreement by so notifying Seller and recover the Deposit, or (b) elect to proceed with the transactions contemplated by this Agreement notwithstanding its earlier disapproval. If Buyer fails to deliver to Seller notice of its approval or disapproval of the results of its Due Diligence Investigation, Buyer shall be deemed to have disapproved such results. If Buyer elects to terminate the Agreement, Buyer shall return to Seller all of the Preliminary Documents and Additional Documents previously delivered by Seller to Buyer within 5 business days of such termination.

3.5 Title Review.

3.5.1 Monetary Liens. At its expense, Seller shall remove all liens on the Property at or prior to the Closing (collectively, "**Monetary Liens**"): (i) all delinquent taxes, bonds and assessments and interest and penalties thereon (it being agreed that Seller shall not be required to remove any non-delinquent taxes and assessments imposed by any governmental agency that are paid with the property taxes for the Property); and (ii) all other monetary liens, including without limitation all those shown on the Preliminary Title Report (including judgment and mechanics' liens, whether or not liquidated, and mortgages and deeds of trust, with Seller being fully responsible for any fees or penalties incurred in connection therewith).

3.5.2 Approval/Disapproval of Title Review. Buyer shall approve or disapprove of the Preliminary Title Report, the Survey and any exceptions to title shown thereon (other than the Monetary Liens) in the exercise of Buyer's sole discretion, by the expiration of the Due Diligence Period. If Buyer disapproves, Buyer may either (a) terminate this Agreement by giving Seller written notice of termination or (b) give Seller a written notice ("**Disapproval Notice**") identifying the disapproved title matters ("**Disapproved Title Matters**"). With respect to any Disapproved Title Matters, other than the Monetary Liens, Seller shall notify Buyer in writing within 5 days after Seller's receipt of the Disapproval Notice whether Seller will cause the Disapproved Title Matters to be removed or cured at or prior to Closing. If Seller elects not to remove or cure all Disapproved Title Matters, Buyer may, at its option: (i) subject to satisfaction of the other conditions to Closing, close the purchase of the Property and take title subject to the Disapproved Title Matters which Seller elects not to remove or cure; or (ii) terminate this Agreement in accordance with Section 9.6.1.

3.5.3 Buyer's Options. If any Disapproved Title Matters (including the Monetary Liens) have not been removed at least 5 days prior to Closing or provision for their removal at the Closing has not been made to Buyer's satisfaction, Buyer may, at its option: (i) close the purchase of the Property and take title subject to the Disapproved Title Matters which have not been removed; (ii) close the purchase of the Property and cure or remove the Disapproved Title Matters which have not been removed. Buyer may credit the costs of such cure or removal against the Purchase Price by reducing the amount of cash payable by Buyer at the Closing, but only to the extent such costs are expended to remove (A) Monetary Liens referred to in Section 3.5.1 or (B) Disapproved Title Matters which Seller agreed to remove; or (iii) terminate this Agreement in accordance with Section 9.6.1.

3.5.4 Failure to Disapprove. If Buyer fails to notify Seller of its approval or disapproval of the Preliminary Title Report, the Survey or the exceptions shown thereon by the end of the Due Diligence Period, then Buyer shall be deemed to have disapproved the same.

ARTICLE 4. CONDITIONS PRECEDENT.

4.1 Buyer's Conditions. Buyer's obligations under this Agreement are expressly subject to the timely fulfillment of the conditions set forth in this Section 4.1 on or before the Closing Date, or such earlier date as is set forth below. Each condition may be waived in whole or in part by Buyer by written notice to Seller.

4.1.1 Due Diligence. Buyer having approved of the results of its Due Diligence Investigation pursuant to Section 3.4;

4.1.2 Title Review. Buyer having approved of the results of its review of title pursuant to Section 3.5.

4.1.3 Title Policy. Seller having caused the Title Company to deliver to Buyer (a) an ALTA Standard or CLTA Owner's policy of title insurance, provided that Buyer may require an ALTA Owner's Policy if Buyer pays the incremental premium for ALTA Extended coverage ("**Title Policy**") (or at Buyer's election a binder therefor) for the Property, or (b) the Title Company's irrevocable commitment to issue such policy of title insurance, (including such coinsurance, reinsurance and endorsements as Buyer shall require), with liability equal to the Purchase Price showing fee title to the Property vested in Buyer and subject only to: (i) the matters and exceptions which were approved by Buyer pursuant to Section 3.5; and (ii) the standard printed exceptions in the form of title policy called for (collectively, "**Conditions of Title**").

4.1.4 Performance of Covenants. Seller performing and complying in all material respects with all of the terms of this Agreement to be performed and complied with by Seller prior to or at the Closing.

4.1.5 Representations and Warranties. The representations and warranties of Seller set forth in Article 5 being true and accurate on the Closing Date, as if made on such date.

4.1.6 Non-Foreign Certification. Seller having executed and delivered to Buyer on or prior to the Closing Date a certification (the "**Non-Foreign Certification**"), substantially in the form of Exhibit B.

4.1.7 California Certification. Seller having furnished the residency certification required pursuant to Sections 18805 and 26131 of the California Revenue and Taxation Code ("**Form 593**") or having authorized Escrow Holder in writing to withhold from the Purchase Price the amounts required to be withheld by such Sections.

4.1.8 Termination of Option to Purchase. Seller shall have terminated and shall have caused any memorandum of same to be removed from the Conditions of Title, certain Option Agreement by dated as of June 2, 2021 by and between Seller, as Optionor, and Sage Won Investment Corporation, a California corporation, as Optionee.

4.2 Seller's Conditions. Seller's obligations under this Agreement are expressly subject to the timely fulfillment of the conditions set forth in this Section 4.2 on or before the Closing Date, or such earlier date as is set forth below. Each condition may be waived in whole or part by Seller by written notice to Buyer.

4.2.1 Covenants. Buyer performing and complying in all material respects with all of the terms of this Agreement to be performed and complied with by Buyer prior to or at the Closing.

4.2.2 Representations and Warranties. The representations of Buyer set forth in Article 6 being true and accurate on the Closing Date, as if made on such date.

ARTICLE 5. SELLER'S REPRESENTATIONS AND WARRANTIES.

Subject to Buyer's opportunity to conduct its Due Diligence Investigation of the Property, Seller hereby makes the following representations and warranties to Buyer with the understanding that each such representation and warranty is material and is being relied upon by Buyer:

5.1 Compliance. Seller has not received any written notice of any violation of applicable laws, ordinances, rules, regulations, judgments, orders, covenants, conditions, restrictions, whether federal, state, local, foreign or private with respect to the Property or the operation thereof.

5.2 Documents. To the knowledge of Seller, all of the Preliminary Documents and the Additional Documents which have been delivered or made available to Buyer pursuant to Article 3, and all other documents delivered to Buyer by or on behalf of Seller (a) are true, correct and complete copies of what they purport to be, (b) represent truly the factual matters stated therein, (c) are in full force and effect, (d) have not been modified, except as set forth therein and (e) do not omit any information required to make the submission thereof accurate and complete in all material respects. Seller has not independently verified the facts set forth in any of the Preliminary Documents prepared by third parties.

5.3 Taxes and Condemnation. There are no presently pending or, to Seller's knowledge, contemplated special taxes or assessments which will affect the Property. There are no presently pending or, to Seller's knowledge, contemplated proceedings to condemn or demolish the Property or any part of it.

5.4 Contracts/Leases/Occupancy Rights. There are no agreements or other obligations to which Seller is party or, to Seller's knowledge, by which it or the Property is bound which may affect the current use of the Property, nor are there any current leases, occupancy or operating agreements in force. No party has a right to occupancy, tenancy, or a license to use or enter the Property. There are no collective bargaining agreements, other union contracts of any nature, pension plans or other benefit plans of any nature in existence to which Seller is a party and which affect the Property or the operation thereof.

5.5 Litigation. There are no actions, suits, proceedings, judgments, orders, decrees or governmental investigations pending or, to Seller's knowledge, threatened against the Property or Seller which could affect the Property or the purchase, use or enjoyment thereof by Buyer.

5.6 Agreements with Governmental Authorities. There are no agreements with governmental authorities, agencies, utilities or quasi-governmental entities which affect the Property except those agreements which are identified in the Preliminary Title Report.

5.7 Hazardous Materials.

5.7.1 Definitions. For purposes of this Agreement:

(a) "**Environmental Law(s)**" means the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, 42 U.S.C. Sections 9601, et seq., the Resource Conservation and Recovery Act of 1976, 42 U.S.C. Sections 6901 et seq., the Toxic Substances Control Act, 15 U.S.C. Sections 2601 et. seq., the Hazardous Materials Transportation Act, 49 U.S.C. 1801 et seq., the Clean Water Act, 33 U.S.C. Sections 1251 et seq., [The Safe Drinking Water and Toxic Enforcement Act of 1986 (Cal. H&S Code Sections 25249.5-25249.13), the Carpenter-Preseley-Tanner Hazardous Substance Account Act (Cal. H&S Code Sections 25300 et seq.), and the California Water Code Sections 1300, et seq.], as said laws have been supplemented or amended to date, the regulations promulgated pursuant to said laws and any other federal, state or local law, statute, rule, regulation or ordinance which regulates or proscribes the use, storage, disposal, presence, cleanup, transportation or Release or threatened Release into the environment of Hazardous Material.

(b) "**Hazardous Material**" means any substance which is (i) designated, defined, classified or regulated as a hazardous substance, hazardous material, hazardous waste, pollutant or contaminant under any Environmental Law, as currently in effect or as hereafter amended or enacted, (ii) a petroleum hydrocarbon, including crude oil or any fraction thereof and all petroleum products, (iii) PCBs, (iv) lead, (v) asbestos, (vi) flammable explosives, (vii) infectious materials or (viii) radioactive materials.

(c) "**Release**" means any spilling, leaking, pumping, pouring, emitting, discharging, injecting, escaping, leaching, dumping or disposing into the environment of any Hazardous Material (including the abandonment or discarding of barrels, containers, and other receptacles containing any Hazardous Material).

5.7.2 Representations.

(a) Seller has not received any written notice of violation issued pursuant to any Environmental Law with respect to the Property or any use or condition thereof.

(b) Seller has not used, handled, stored, transported, released or disposed of any Hazardous Material, or permitted any third party to use, handle, store, transport, release or dispose of any Hazardous Material, on, under or from the Property, in violation of any Environmental Law.

(c) To Seller's knowledge, there is no Release of any Hazardous Material existing on, beneath or from or in the surface or ground water associated with the Property.

(d) There exists no writ, injunction, decree, order or judgment outstanding, nor any lawsuit, claim, proceeding, citation, directive, summons or investigation pending or, to Seller's knowledge, threatened pursuant to any Environmental Law relating to (i) the ownership, occupancy or use of any portion of the Property by Seller or occupant or user of any portion of the Property or any former owner of any portion of the Property, (ii) any alleged violation of any Environmental Law by Seller or occupant or user of any portion of the Property or any former owner of any portion of the Property or (iii) the suspected presence, Release or threatened Release of any Hazardous Material on, under, in or from any portion of the Property.

(e) To Seller's knowledge, there are no above-ground or underground tanks located on the Property used or formerly used for the purpose of storing any Hazardous Material.

5.8 Title to the Property. There are no outstanding rights of first refusal or first look, options to purchase, rights of reverter, or claim of right relating to the transfer or sale of the Property or any interest therein. To Seller's knowledge, there are no unrecorded or undisclosed documents or other matters which affect title to the Property. No person holding a security interest in the Property or any part thereof has the right to consent or deny consent to the sale of the Property as contemplated herein, and Seller has the right to pay off such person and to remove all such liens as of the Closing Date.

5.9 Seller's Authority. Seller has the requisite power and authority to own and operate the Property and conduct its business where the same is now owned or operated. The execution, delivery and performance of this Agreement by Seller have been duly and validly authorized by all necessary action and proceedings, and no further action or authorization is necessary on the part of Seller (or its board of directors or shareholders) in order to consummate the transactions contemplated herein. This Agreement and the other documents executed by Seller in connection herewith are legal, valid and binding obligations of Seller, enforceable in accordance with their respective terms. Neither the execution and delivery of this Agreement by Seller, nor performance of any of its obligations hereunder, nor consummation of the transactions contemplated hereby, shall conflict with, result in a breach of, or constitute a default under, the terms and conditions of the organizational documents pursuant to which Seller was organized, or any indenture, mortgage, deed of trust, agreement, undertaking, instrument or document to which Seller or any affiliate thereof is a party or is bound, or any order or regulation of any court, regulatory body, administrative agency or governmental body having jurisdiction over Seller.

5.10 Foreign Person. Seller is not a “foreign person” within the meaning of Section 1445(f) of the Internal Revenue Code.

5.11 No Employees. There are no on-site employees of Seller at the Property and Buyer shall have no obligation to employ any individual employed by Seller or its affiliates in connection with the Property.

5.12 Inspections. Seller has provided Buyer reports in Seller’s possession or control describing (a) all inspections of the Property by any governmental agency or insurance company occurring within three (3) years prior to the Effective Date, (b) all matters which were noted by such governmental agency or insurance company as requiring correction, requesting or recommending modifications or termination of uses of the Property and (c) the present status of each such noted matter.

5.13 Misstatements and Omissions. Neither the representations and warranties made by Seller in this Article 5 nor elsewhere in this Agreement contain any untrue statement or any omission of a material fact. Seller has no documents in its possession, nor has any knowledge which would contradict or negate any of its representations contained in this Agreement.

The foregoing representations are true, correct and complete, and the foregoing warranties are in full force and effect and binding on Seller as of the date hereof, and shall be true and correct and in full force and effect, as the case may be, and deemed to have been reaffirmed and restated by Seller as of the date and time of the Closing. For purposes of this Article 5, the phrase “**Seller’s knowledge**” or the word “**knowledge**” when used in reference to Seller means: the actual (as opposed to constructive) knowledge of Mark Mezger Sr., Mak Mezger, Jr. or Dan Mezger, Jr. and not any other persons, after due inquiry. Seller represents and warrants that such individuals are familiar with the Property and have sufficient actual knowledge to make the foregoing representations.

ARTICLE 6. BUYER’S REPRESENTATIONS AND WARRANTIES.

Buyer makes the following representation and warranties to Seller with the understanding that each such representation and warranty is material and is being relied upon by Seller:

6.1 Buyer’s Authority. The execution, delivery and performance of this Agreement by Buyer have been duly and validly authorized by all necessary action and proceedings, and no further action or authorization is necessary on the part of Buyer in order to consummate the transactions contemplated herein.

6.2 No Conflict. Neither the execution nor delivery of this Agreement by Buyer, nor performance of any of its obligations hereunder, nor consummation of the transactions contemplated hereby, shall conflict with, result in a breach of, or constitute a default under, the terms and conditions of the organizational documents pursuant to which Buyer was organized, or any agreement to which Buyer is a party or is bound, or any order or regulation of any court, regulatory body, administrative agency or governmental body having jurisdiction over Buyer.

ARTICLE 7. SURVIVAL OF REPRESENTATIONS AND WARRANTIES.

7.1 Survival of Warranties. Buyer and Seller agree that each representation and warranty, covenant by the respective parties contained herein or made in writing pursuant to this Agreement are intended to and shall be deemed made as of the date of this Agreement or such writing and again at the Closing, shall be deemed to be material, and unless expressly provided to the contrary shall survive the execution and delivery of this Agreement, the Deed and the Closing for a period of twenty-four (24) months.

7.2 Notice of Changed Circumstances. If either party becomes aware of any fact or circumstances which would render false or misleading a representation or warranty made by such party, then it shall immediately give notice of such fact or circumstance to the other party, but such notice shall not relieve any party of any liabilities or obligations with respect to any representation or warranty.

ARTICLE 8. SELLER’S PRECLOSING COVENANTS.

Seller shall comply with the covenants contained in this Article 8 from the Effective Date through the Closing Date unless Buyer consents otherwise in writing. Buyer may grant or withhold any such consent requested by Seller in Buyer’s sole discretion.

8.1 Contracts and Documents. Seller shall not, without Buyer’s approval, not to be unreasonably withheld or delayed, (a) amend or waive any right under any Service Contract, Preliminary Document or Additional Document, or (b) enter into any material agreement of any type affecting the Property that would survive the Closing Date.

8.2 Insurance. Seller shall maintain or cause to be maintained in full force and effect its present insurance policies for the Property.

8.3 Compliance with Obligations. Seller shall fully and timely comply with all obligations to be performed by it under the Service Contracts, the other Preliminary Documents, the Conditions of Title and all permits, licenses, approvals and laws, regulations and orders applicable to the Property.

8.4 No Transfers. Seller shall not sell, encumber or otherwise transfer any interest in all or any portion of the Property, or agree to do so.

8.5 Termination of Contracts. Seller at its sole cost and expense shall terminate all leases, licenses and any Service Contracts at or before the Closing Date, except for those contracts which Buyer expressly agrees to assume and which are actually assumed by Buyer pursuant to Section 9.3.3.

8.6 Maintenance. At its sole cost and expense, Seller shall operate and maintain the Property such that on the Closing Date the Property shall be in at least as good a condition and repair as on the Effective Date, reasonable wear and tear excepted. Without limiting the generality of the foregoing, Seller shall, at a minimum, spend such amounts for repair and maintenance as are consistent with its prior practice. Seller shall promptly advise Buyer of any significant repair or improvement required to keep the Property in such condition. Seller shall not make any material alterations to the Property, without Buyer's prior consent.

8.7 Best Efforts. Seller shall use its best efforts to cause the conditions set forth in Section 4.1 to be satisfied by the Closing Date, and Seller shall not take or permit any action that would result in any of the representations and warranties set forth in Article 5 becoming false or incorrect.

ARTICLE 9. CLOSING.

9.1 Time. Provided all conditions set forth in Article 4 have been either satisfied or waived, the parties shall close this transaction (the "**Closing**"), on the date which is 30 days after the expiration of the Due Diligence Period (the "**Closing Date**"), as such date may be extended by the provisions of Article 10.

9.2 Escrow. This Article 9, together with such additional instructions as Placer Title Company, Attention: Bev Bristow-Juarez, 30 West Main St., Suite A, Woodland, California, 95695; (916) 666-1213; bjuarez@placertitle.com ("**Escrow Holder**"), shall reasonably request and the parties shall agree to, shall constitute the escrow instructions to Escrow Holder. If there is any inconsistency between this Agreement and the Escrow Holder's additional escrow instructions, this Agreement shall control unless the intent to amend this Agreement is clearly stated in said additional instructions. Buyer and Seller shall cause Escrow Holder to execute and deliver a counterpart of this Agreement to each of them. If the Title Company does not serve as the Escrow Holder, the Title Company shall provide a letter to Buyer, in form and content acceptable to Buyer, pursuant to which the Title Company accepts responsibility and liability for the acts and omissions of Escrow Holder in discharging Escrow Holder's obligations hereunder, including, without limitation, any acts or omissions of Escrow Holder relating to the Title Company's commitment to issue the Title Policy, the receipt, recordation or delivery of any documents placed into escrow, and the receipt and disbursement of any funds placed into escrow.

9.3 Seller's Deposit of Documents and Funds Into Escrow. Seller shall deposit into escrow on or before Closing the following documents:

9.3.1 A duly executed and acknowledged grant deed, in the form acceptable to Buyer, conveying the Property to Buyer ("**Grant Deed**") in the form attached as Exhibit D;

9.3.2 A duly executed assignment, in the form of Exhibit C, assigning to Buyer all of Seller's interest (a) in the Plans, (b) in all warranties of which Seller is the beneficiary with respect to the Property, (c) in all intangible assets of the Property, and (d) in the Service Contracts which Buyer has elected to assume (the "**General Assignment**");

9.3.3 All costs of Closing, including, but not limited to, the CLTA/ALTA Standard increment of the premium for the Title Policy, recording fees (if any), transfer taxes (if any) and fees, one-half of the escrow fees, sales tax and any other costs of Closing customarily paid by sellers of real property, plus or minus prorations as provided in Section 9.8; provided that, subject to Section 9.6, Buyer and Seller shall bear their own attorneys' fees and costs in connection with the negotiation and preparation of this Agreement and the transactions completed by this Agreement;

9.3.4 Seller's Non-foreign Certification;

9.3.5 All records and files relating to the management or operation of the Property, including, without limitation, property tax bills, insurance, and property taxes; and

9.3.6 Such additional documents, including written escrow instructions consistent with this Agreement, as may be necessary or desirable for conveyance of the Property in accordance with this Agreement; and

9.3.7 Form 593.

9.4 Deliveries Outside of Escrow. Notwithstanding Section 9.3, Seller and Buyer may elect to deliver the documents described in Section 9.3 outside of escrow (other than documents which are to be recorded) by giving Escrow Holder a joint written notice of such election, specifying the documents which will be so delivered outside of escrow. Upon receipt of such notice, Escrow Holder shall have no further obligation concerning such specified documents.

9.5 Buyer's Deposit of Documents and Funds. Buyer shall deposit into escrow:

9.5.1 The Purchase Price in accordance with the provisions of Article 2, plus or minus prorations as provided in Section 9.8, by electronic transfer of federal funds to Escrow Holder, on or before the Closing Date; and

9.5.2 Such additional documents, including written escrow instructions consistent with this Agreement, as may be necessary or desirable for conveyance of the Property in accordance with this Agreement.

9.6 Default, Termination and Remedies.

9.6.1 Buyer's Termination. This Agreement shall automatically terminate without further notice or action by Buyer upon the occurrence of any of the following events, provided that Buyer is not then in material breach of this Agreement: (a) any condition to Closing contained in Section 4.1 has not been satisfied or waived by Buyer by the Closing Date; or (b) Buyer having exercised its right to terminate this Agreement pursuant to Section 3.4 (disapproval of Due Diligence Investigation), Section 3.5 (disapproval of title) or Article 10 (damage or condemnation). In such event, the parties shall have no further obligation to each other except for those obligations that specifically survive the termination of this Agreement. If this Agreement terminates as a result of Seller's material breach of this Agreement, Buyer shall have all remedies it may have hereunder or at law as a result of such occurrence, including the remedy of specific performance.

9.6.2 Seller's Termination. Provided that Seller is not then in material breach of this Agreement, this Agreement shall automatically terminate without further notice or action by Seller if any condition to Closing contained in Section 4.2 has not been satisfied or waived by Seller by the Closing Date.

9.6.3 Release from Escrow. Upon termination of this Agreement pursuant to Section 9.6.1 or 9.6.2, Escrow Holder shall promptly return to Buyer and Seller, respectively, all documents and monies deposited by them into escrow without prejudice to their rights and remedies hereunder.

9.6.4 Remedies.

(a) Buyer's Remedies. If Seller breaches this Agreement, Buyer shall be entitled to pursue all remedies permitted herein and by law, including the remedy of specific performance. No termination of the escrow by Buyer following a breach by Seller shall be deemed to waive such breach or any remedy otherwise available to Buyer.

(b) Seller's Remedies/Liquidated Damages. IF BEFORE THE CLOSE OF ESCROW BUYER FAILS TO COMPLY WITH OR PERFORM BUYER'S OBLIGATIONS UNDER THIS AGREEMENT AND (EXCEPT AS OTHERWISE PROVIDED IN PARAGRAPH 9.6) DOES NOT CURE SUCH FAILURE WITHIN TEN BUSINESS DAYS AFTER SELLER'S WRITTEN NOTICE OF SUCH FAILURE, THEN SELLER MAY THEREAFTER: (I) TERMINATE THIS AGREEMENT; (II) RECEIVE AND RETAIN THE DEPOSIT AS LIQUIDATED DAMAGES IF SUCH DEFAULT OCCURS AFTER BUYER'S APPROVAL PERIOD; AND (III) EXERCISE THE OTHER RIGHTS AND REMEDIES RESERVED BY SELLER AS PROVIDED IN THIS PARAGRAPH. IN THE EVENT SELLER TERMINATES THIS AGREEMENT BY REASON OF BUYER'S DEFAULT, BUYER AND SELLER SHALL BE RELIEVED OF ANY FURTHER OBLIGATION TO EACH OTHER WITH RESPECT TO THIS AGREEMENT AND THE PROPERTY EXCEPT FOR ANY OBLIGATIONS WHICH EXPRESSLY SURVIVE. IT IS EXPRESSLY UNDERSTOOD AND AGREED BY BUYER AND SELLER: THAT SELLER WILL INCUR SUBSTANTIAL DAMAGES AS A RESULT OF ANY FAILURE BY BUYER TO COMPLY WITH OR PERFORM BUYER'S OBLIGATIONS UNDER THIS AGREEMENT; THAT IT IS EXTREMELY DIFFICULT AND IMPRACTICAL TO CALCULATE AND ASCERTAIN AS OF THE EFFECTIVE DATE OF THIS AGREEMENT THE ACTUAL DAMAGES WHICH WOULD BE SUFFERED IN SUCH EVENT BY SELLER; AND THAT THE DEPOSIT IS A REASONABLE ESTIMATE OF THE EXTENT TO WHICH SELLER MAY BE DAMAGED BY BUYER'S DEFAULT IN LIGHT OF THE DIFFICULTY THE PARTIES WOULD HAVE IN DETERMINING SELLER'S ACTUAL DAMAGES AS A RESULT OF SUCH DEFAULT BY BUYER.

__________________ __________________

SELLER'S INITIALS BUYER'S INITIALS

(c) Waiver of Specific Performance. SELLER HEREBY WAIVES THE RIGHT TO MAINTAIN AN ACTION FOR SPECIFIC PERFORMANCE OF BUYER'S OBLIGATION TO PURCHASE THE PROPERTY AND SELLER AGREES THAT SELLER

CAN BE ADEQUATELY COMPENSATED IN MONEY DAMAGES IF BUYER FAILS TO PURCHASE THE PROPERTY IN BREACH OF THIS AGREEMENT. SELLER ACKNOWLEDGES THAT THE PROVISIONS OF THIS PARAGRAPH ARE A MATERIAL PART OF THE CONSIDERATION BEING GIVEN TO BUYER FOR ENTERING INTO THIS AGREEMENT AND THAT BUYER WOULD BE UNWILLING TO ENTER INTO THIS AGREEMENT IN THE ABSENCE OF THE PROVISIONS OF THIS PARAGRAPH.

__________________ __________________
SELLER'S INITIALS BUYER'S INITIALS

9.7 Closing. When Escrow Holder has received all documents and funds identified in Sections 9.3 and 9.5, has received notification from Buyer and Seller that all conditions to Closing to be satisfied outside of escrow have been satisfied or waived and Title Company is irrevocably committed to issue the Title Policy, then, and only then, Escrow Holder shall:

9.7.1 Record the Grant Deed;

9.7.2 Cause the Title Company to issue the Title Policy to Buyer;

9.7.3 To the extent not otherwise delivered to Buyer outside of escrow, deliver to Buyer: (a) a conformed copy (showing all recording information thereon) of the Grant Deed; (b) fully executed original counterparts of the Bill of Sale, the General Assignment; and (c) the Seller's Certificate, the Service Contracts referred to in Section 9.3.6, the Non-foreign Certification;

9.7.4 Deliver the Purchase Price (as adjusted pursuant to Section 9.8) to Seller;

Escrow Holder shall prepare and sign closing statements showing all receipts and disbursements and deliver copies to Buyer and Seller and, if applicable, shall file with the Internal Revenue Service (with copies to Buyer and Seller) the reporting statement required under Section 6045(e) of the Internal Revenue Code.

9.8 Prorations. Subject to the other provisions of this Section 9.8, all receipts and disbursements of the Property will be prorated as of 11:59 p.m. on the day immediately preceding the Closing Date. Not less than five business days prior to the Closing, Seller shall submit to Buyer for its approval a tentative prorations schedule showing the categories and amounts of all prorations proposed, including all rents and operating expenses. Security deposits shall be credited to Buyer from Seller proceeds. The parties shall agree on a final prorations schedule prior to the Closing and shall deliver the same to Escrow Holder. If following the Closing either party discovers an error in the prorations statement, it shall notify the other party and the parties shall promptly make any adjustment required. The parties agree that any trailing bills that pertain to the Property operations before the Closing Date, which are not available as of Closing, may be presented to Buyer for proration and reimbursement up to forty five (45) days after Closing. Failure to provide any bills by such date shall be a waiver by Seller of such reimbursement and Buyer shall have no further obligation for any such bills and Property expenses. This section 9.8 shall survive closing.

SELLER INITIALS: __________________

9.8.1 Capital Expenditures and Accounts Payable. All capital and other improvements (including labor and material) which have been performed or contracted for, by or on behalf of Seller prior to the Closing Date, and all sums due for accounts payable which have been incurred with respect to the Property prior to the Closing Date shall be paid by Seller and shall be subject to the indemnification provisions of Section 7.3. Buyer shall furnish to Seller for payment any bills for such period received after the Closing Date, and Buyer shall have no further obligation with respect thereto.

9.8.2 Property Taxes. General real estate taxes, water or sewer rates and charges (if not metered), personal property taxes, or any other governmental tax or charge levied or assessed against the Property (collectively, the "**Taxes**"), relating to the Property and payable during the year in which Closing occurs shall not be prorated between Seller and Buyer in Escrow. Upon recordation of the Grant Deed, Buyer will request cancellation of the real property taxes for the Property pursuant to California Revenue and Taxation Code Section 4986. If current taxes have not yet been paid as of the Closing Date, then at Closing Seller shall pay through Escrow or out of Seller's proceeds, the full amount of the installment applicable for the period in which Closing occurs. Seller shall be entitled to a refund of any excess payment made to the taxing authority on account of the Property, including any taxes paid by Seller and applicable to any period from and after the Closing Date. The taxing authority will notify Seller of any refund due Seller resulting from the subject acquisition after a review and any subsequent proration of the property tax assessment by the county assessor. Seller retains the right, following close of escrow, to apply to the appropriate governmental authority/ies for refund of real property taxes pursuant to Revenue and Taxation Code Section 5096.7 (or such other applicable law), and Buyer shall reasonably cooperate with Seller's efforts to obtain said refund.

9.8.3 Utility Charges. All utility charges shall be prorated as of the Closing Date and Seller shall obtain a final billing therefor. All utility security deposits, if any, shall be retained by Seller.

9.9 Possession. Seller shall deliver exclusive right of possession of the Property to Buyer on the Closing Date, subject only to the Conditions of Title.

ARTICLE 10. DAMAGE, DESTRUCTION AND CONDEMNATION.

This Agreement shall be governed by the Uniform Vendor and Purchaser Risk Act as set forth in Section 1662 of the California Civil Code as supplemented and modified by this Article 10. Seller shall promptly notify Buyer in writing of any material damage to the Property and of any taking or threatened taking of all or any portion of the Property. Within a reasonable period of time after receipt of such notice, Buyer shall determine whether a material part of the Property has been damaged or whether such taking or threatened taking has affected or will affect a material part of the Property. As used herein, (a) the destruction of a "**material part**" of the Property shall be deemed to mean an insured or uninsured casualty to the Property having an estimated cost of repair which in the reasonable judgment of Buyer equals or exceeds $50,000; and (b) a taking by eminent domain of a portion of the Property shall be deemed to affect a "**material part**" of the Property if in the reasonable judgment of Buyer the estimated value of the portion of the Property taken exceeds $50,000. Upon making its determination, Buyer shall notify Seller in writing of the results of such determination. Buyer may elect, by written notice delivered to Seller within 30 days after giving Seller notice of such determination, to terminate this Agreement in accordance with Section 9.6.1 if a material part of the Property has been damaged or if such taking has affected or will affect a material part of the Property. If Buyer does not so terminate, (i) in the case of damage to a material part of the Property, Seller shall assign to Buyer at the Closing its right to recover under any insurance policies covering such damage and shall pay Buyer at the Closing the amount of the deductible, if any, and (ii) in the case of a threatened or actual taking of a material part of the Property, Seller shall assign to Buyer at the Closing Seller's entire right, title and interest in the proceeds thereof. If between the Effective Date and the Closing Date the Property suffers damage which is not material, Seller shall repair such damage at its expense prior to the Closing, and the Closing Date shall be extended for a reasonable period of time not to exceed 30 days to allow for completion of such repairs. The Closing Date shall be extended as necessary to permit Buyer to exercise its rights under this Article 10.

ARTICLE 11. GENERAL.

11.1 Notices. All notices, demands, approvals, and other communications provided for in this Agreement shall be in writing and shall be effective (a) when personally delivered to the recipient at the recipient's address set forth below; (b) five business days after deposit in a sealed envelope in the United States mail, postage prepaid, by registered or certified mail, return receipt requested, addressed to the recipient as set forth below; (c) one business day after deposit with a recognized overnight courier or delivery service, addressed to the recipient as set forth below, whichever is earlier or (d) the same day when delivered via email, provided the email was delivered during before 5:00 p.m., and, if the email was delivered after 5:00 p.m., one business day after such email was sent. If the date on which any notice to be given hereunder falls on a Saturday, Sunday or legal holiday, then such date shall automatically be extended to the next business day immediately following such Saturday, Sunday or legal holiday.

The addresses for notice are:

SELLER:
YKI Investments, LLC.
Attn: Mark Metzger, Jr.
P.O. Box 220
Yolo, CA 95697
Phone: (530) 662-9626
Email: mmezger@mezgerbros.com

With a copy to:
Murphy Austin Adams Schoenfeld LLP
Attn Kent N. Calfee
555 Capital Mall, Suite 850
Sacramento, CA 95814
Phone: (916) 446-2300
Email: kcalfee@murphyaustin.com

BUYER:	City of Woodland. Attn: Ken Hiatt 655 N. Pioneer Ave. Woodland, CA 95695 Phone: (530) 661-5962 Email: ken.hiatt@cityofwoodland.gov
With a copy to:	Best Best & Krieger, LLP Attn: Ethan Walsh 500 Capitol Mall, Suite 2500 Sacramento, CA 95814 Phone: (916) 325-4000 Email: Ethan.Walsh@bbklaw.com

Either party may change its address by written notice to the other given in the manner set forth above.

11.2 Entire Agreement. This Agreement and the Schedules and Exhibits hereto contain the entire agreement and understanding between Buyer and Seller concerning the subject matter of this Agreement and supersede all prior agreements, including any previous letter of intent or terms, understandings, conditions, representations and warranties, whether written or oral, made by Buyer or Seller concerning the Property or the other matters which are the subject of this Agreement. The parties acknowledge that prior to the execution of this Agreement the Buyer has delivered to Seller a letter, a copy of which is attached hereto as Exhibit E.

11.3 Amendments and Waivers. No addition to or modification of this Agreement shall be effective unless set forth in writing and signed by the party against whom the addition or modification is sought to be enforced. The party benefited by any condition or obligation may waive the same, but such waiver shall not be enforceable by another party unless made in writing and signed by the waiving party.

11.4 Invalidity of Provision. If any provision of this Agreement as applied to either party or to any circumstance shall be adjudged by a court of competent jurisdiction to be void or unenforceable for any reason, the same shall in no way affect (to the maximum extent permissible by law) any other provision of this Agreement, the application of any such provision under circumstances different from those adjudicated by the court, or the validity or enforceability of this Agreement as a whole.

11.5 References. Unless otherwise indicated, (a) all Article, Section, Schedule and Exhibit references are to the articles, sections, schedules and exhibits of this Agreement, and (b) all references to days are to calendar days. All the Schedules and Exhibits attached hereto are incorporated herein by this reference. Whenever under the terms of this Agreement the time for performance of a covenant or condition falls upon a Saturday, Sunday or California state holiday, such time for performance shall be extended to the next business day. The headings used in this Agreement are provided for convenience only and this Agreement shall be interpreted without reference to any headings. The masculine, feminine or neuter gender and the singular or plural number shall be deemed to include the others whenever the context so indicates or requires.

11.6 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California applicable to contracts made and to be performed in California.

11.7 Confidentiality and Publicity. Buyer is a public entity and as such, this Agreement, upon its presentation for approval at Buyer's City Council at a duly called and agendized public meeting, shall be subject to the Public Records Act and the Freedom of Information Act. No press release or other public disclosure may be made by Seller or any of its agents regarding Buyer's intent for this Property this transaction without the prior consent of Buyer.

11.8 Time. Time is of the essence in the performance of the parties' respective obligations under this Agreement.

11.9 Attorneys' Fees. In the event of any legal or equitable proceeding to enforce any of the terms or conditions of this Agreement, or any alleged disputes, breaches, defaults or misrepresentations in connection with any provision of this Agreement, the prevailing party in such proceeding shall be entitled to recover its reasonable costs and expenses, including, without limitation, reasonable attorneys' fees and costs of defense paid or incurred in good faith.

11.10 Assignment. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. However, Seller shall not have the right to assign all or any portion of its interest in this Agreement without Buyer's prior written consent. Buyer shall have the right to assign all or any portion of its interest in this Agreement, or substitute for itself a nominee, upon notice to Seller not later than three days prior to the Closing Date.

11.11 Further Assurances. Seller, at any time before or after Closing, shall, at its own expense, execute, acknowledge and deliver any further deeds, assignments, conveyances and other assurances, documents and instruments of transfer reasonably requested by Buyer and shall take any other action consistent with the terms of this Agreement that may reasonably be requested by Buyer for the purpose of transferring and confirming to Buyer, or reducing to Buyer's possession, any or all of the Property or otherwise carrying out the terms of this Agreement.

11.12 Cooperation With Exchange. Buyer, at no cost or expense, agrees to reasonably cooperate with Seller if Seller intends to accomplish a tax-deferred exchange pursuant to Section 1031 or 1033 of the Internal Revenue Code of 1986. Buyer and/or Seller may assign this Agreement to an exchange intermediary for the purpose of facilitating such an exchange by the assigning party. Buyer's duty to cooperate shall be limited to the transfer of money to Seller or Seller's designee in exchange for the Property, and in no event shall Buyer act as purchaser or acquirer of any exchange property and Seller's ability to accomplish a tax-deferred exchange shall not be a condition to Closing hereunder. Seller shall indemnify and defend and hold Buyer harmless from any claims, loss, damages or liability arising out of participation in an exchange. NOTWITHSTANDING THE FOREGOING SELLER ACKNOWLEDGES AND AGREES THAT NEITHER BUYER NOR ANY EMPLOYEE, REPRESENTATIVE, AGENT, OR ADVISOR OF BUYER HAS MADE ANY REPRESENTATION OR WARRANTY WITH RESPECT TO THE TAX CONSEQUENCES OF THE TRANSACTIONS CONTEMPLATED HEREIN, INCLUDING, WITHOUT LIMITATION SELLER'S ABILITY TO PARTICIPATE IN A TAX-DEFERRED EXCHANGE PURSUANT TO SECTION 1031 OR 1033 OF THE

INTERNAL REVENUE CODE OF 1986. SELLER FURTHER ACKNOWLEDGES AND AGREES THAT IT HAS BEEN ADVISED AND HAS BEEN PROVIDED WITH AN OPPORTUNITY TO CONSULT WITH A TAX PROFESSIONAL WITH RESPECT TO THE TRANSACTIONS CONTEMPLATED HEREIN AND THE TAX TREATMENT THEREOF.

SELLER DOES ALSO HEREBY WAIVE ANY AND ALL CLAIMS, DEMANDS OR CAUSES OF ACTION THAT MAY EXIST NOW OR IN THE FUTURE AGAINST BUYER RESULTING FROM ANY DENIAL OR DISALLOWANCE OF BENEFITS TO SELLER THAT MAY EXIST UNDER INTERNAL REVENUE CODE §1031 OR §1033.

SELLER'S INITIALS: ________________

11.13 No Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the parties to it and their respective permitted successors and assigns, nor is anything in this Agreement intended to relieve or discharge any obligation of any third person to any party hereto or give any third person any right of subrogation or action over against any party to this Agreement.

11.14 Remedies Cumulative. The remedies set forth in this Agreement are cumulative and not exclusive to any other legal or equitable remedy available to a party.

11.15 Commissions, Indemnity, Disclosure. Except with respect Ron Caceres, Caceres Real Estate (California Department of Real Estate Broker's License No. #00821385. ("**Seller's Broker**") each party represents to the other party that there is no broker representing such party in the current transaction, and that the representing party has incurred no liability for any brokerage commission or finder's fee arising from or relating to the transactions contemplated by this Agreement. Seller shall be responsible for any broker commission payable to Seller's Broker associated with this purchase. Each party hereby indemnifies and agrees to protect, defend and hold harmless the other party from and against all liability, cost, damage or expense (including without limitation attorneys' fees and costs incurred in connection therewith) on account of any brokerage commission or finder's fee which the indemnifying party has agreed to pay or which is claimed to be due as a result of the actions of the indemnifying party. This Section 11.15 is intended to be solely for the benefit of the parties hereto and is not intended to benefit, nor may it be relied upon by, any person or entity not a party to this Agreement.

11.16 Counterparts/Facsimile/PDF Signatures. This Agreement may be executed in counterparts and when so executed by the parties, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument that shall be binding upon the parties, notwithstanding that the parties may not be signatories to the same counterpart or counterparts. The parties may integrate their respective counterparts by attaching the signature pages of each separate counterpart to a single counterpart. In order to expedite the transaction contemplated herein, facsimile or .pdf signatures may be used in place of original signatures on this Agreement. Seller and Buyer intend to be bound by the signatures on the facsimile or .pdf document, are aware that the other party will rely on the facsimile or .pdf signatures, and hereby waive any defenses to the enforcement of the terms of this Agreement based on the form of signature.

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

BUYER:

CITY OF WOODLAND, a California municipal corporation

By:_______________________________________

Name: ____________________________________

Its:_______________________________________

ATTEST:

By:____________________________

City Clerk

APPROVED AS TO FORM:
BEST BEST & KRIEGER LLP

By:____________________________

City Attorney

SELLER:

YKI INVESTMENTS, LLC, a California limited liability company

By:_______________________________________

Name: ____________________________________

Its:_______________________________________

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Acceptance by Escrow Holder

Escrow Holder acknowledges receipt of the foregoing Agreement and accepts the instructions contained therein.

Dated: _______________, 20___

PLACER TITLE COMPANY

By:____
Bev Bristow-Juarez
Escrow Holder

EXHIBIT A

LAND DESCRIPTION

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

The East half of the Southwest quarter of the Southwest quarter of Section 30, Township 10 North, Range 2 East, M.D.B. & M., excepting therefrom the following:

(A) all that portion conveyed to the City of Woodland by deed dated November 22, 1966, recorded November 23, 1966 in Book 842, Page 336, Yolo County Records.

(B) beginning at a point on the East line of the West half of said Southwest quarter of Section 30 distant South 00°13'12" West 653.98 feet from a 1.5 inch pipe monument which marks the Southwest corner of land owned by the County of Yolo, as shown on record of survey filed in Book 9 of Maps and Surveys, Page 41, Yolo County Records; thence from said point of beginning North 89°35'22" West 130.00 feet; thence parallel to said West line of the West half of the Southwest quarter of Section 30, North 00°13'12" East 163.00 feet more or less, to a point on the North line of said Southwest quarter of the Southwest quarter of Section 30; thence Easterly along said North line 130.00 feet to the East line of said West half of the Southwest quarter of said Section 30; thence along said East line South 00°13'12" West, 163. 00 feet more or less, to the point of beginning.

(C) Parcel A, Parcel Map No. 2799, filed June 7, 1978 in Book 4 of Parcel Maps, Page 27, Yolo County Records.

(D) Parcels 1, 2 and 3, Parcel Map No. 3298, filed October 23, 1984 in Book 7 of Parcel Maps, Page 57, Yolo County Records.

(E) That certain parcel of land conveyed to the City of Woodland recorded May 10, 1990, in Book 2120 Page 512, Series No. 11076, Yolo County Official Records.

Excepting therefrom all oil, gas and minerals below a depth of 500 feet from the surface as reserved in the grant deed recorded November 1, 1963 in Book 733, Page 265, Yolo County Official Records, and in the quitclaim deed recorded March 12, 1964 in Book 750, Page 368, Yolo County Official Records.

APN: 064-170-049-000

EXHIBIT B

TRANSFEROR'S CERTIFICATION OF NON-FOREIGN STATUS

Section 1445 of the Internal Revenue Code of 1986, as amended (the "Code"), provides that a transferee of a U.S. real property interest must withhold tax if the transferor is a foreign person. To inform the CITY OF WOODLAND, a California municipal corporation (the "Transferee"), that withholding of tax under Section 1445 of the Code will not be required upon the transfer of a U.S. real property interest to the Transferee by YKI INVESTMENTS, LLC, a California limited liability company (the "Transferor"), the undersigned hereby certifies the following on behalf of the Transferor:

1. The Transferor is not a foreign corporation, foreign partnership, foreign trust or foreign estate (as those terms are defined in the Code and the Income Tax Regulations promulgated thereunder);

2. The Transferor's U.S. employer identification number is _______________; and

3. The Transferor's office address is _______________________________________.

The Transferor understands that this Certificate may be disclosed to the Internal Revenue Service by the Transferee and that any false statement contained herein could be punished by fine, imprisonment, or both.

Under penalty of perjury I declare that I have examined this Certification and, to the best of my knowledge and belief, it is true, correct and complete, and I further declare that I have authority to sign this document on behalf of the Transferor.

DATED: ________________, 20___.

YKI INVESTMENTS, LLC, a California limited liability company

By: _______________________________________

Name:_____________________________________

Title:______________________________________

EXHIBIT C

GENERAL ASSIGNMENT

This Assignment (the "Assignment") is dated for reference purposes only as of ________ by YKI INVESTMENTS, LLC, a California limited liability company ("Assignor").

FOR VALUABLE CONSIDERATION, as set forth in that certain Agreement of Purchase and Sale and Joint Escrow Instructions dated ___________, 20___ (the "Agreement"), Assignor hereby assigns and transfers to the CITY OF WOODLAND, a California municipal corporation ("Assignee"), following:

A. All permits, licenses, consents, registrations and other similar approvals applicable to the Real Property (collectively, the "Approvals");

B. All right, title, and interest in and to any intangible assets relating to the Property, including, without limitation any goodwill related thereto;

C. All warranties of which Assignor is the beneficiary (the "Warranties") with respect to the Property; and

D. All claims and causes of action arising out of or in connection with the Property.

This Assignment shall not supersede the Agreement and, in the event of conflict between this Assignment and the Agreement, the Agreement shall control.

This Assignment shall be binding upon and inure to the benefit of Assignor and Assignee and their respective heirs, executors, administrators, successors and assigns.

This Assignment shall take effect the last to occur of the following: (i) full execution by all parties and Lessor's consent, as shown by the last date entered below the parties' signatures and (ii) upon the consummation of the transaction between Assignee and Assignor.

IN WITNESS WHEREOF, Assignor has executed this Assignment as of the date first above written.

ASSIGNOR:

YKI INVESTMENTS, LLC, a California limited liability company

By:_________________________________
Its:_________________________________
Date:___________________________

EXHIBIT D

GRANT DEED

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

City of Woodland_______________

__________________, CA
ATTN: City Clerk

EXEMPT FROM RECORDING FEES PURSUANT
TO GOVERNMENT CODE SECTION 27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 064-170-053-000

Grant Deed

The undersigned Grantor(s) declare(s): City of Woodland is exempt from property taxes
Documentary transfer tax is $0.

☐ Computed on full value of property conveyed, or
☐ Computed on full value less value of liens and encumbrances remaining at time of sale.
☐ Unincorporated area ☒ City of __________________ and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

YKI INVESTMENTS, LLC, a California limited liability company

hereby GRANT(S) to

CITY OF WOODLAND, a municipal corporation

the following described real property in the City of Woodland
County of Yolo
State of California:

SEE ATTACHED EXHIBIT A

Dated: _______________, 20___

YKI INVESTMENTS, LLC, a California limited liability company

By: ______________________
Name: ______________________
Its: ______________________

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
COUNTY OF _________________________)

On _________, 20___ before me, ______________________________, Notary Public, personally appeared ____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature:____ (seal)

CERTIFICATE OF ACCEPTANCE

Pursuant to Section 27281 of the
California Government Code

This is to certify that the interest in real property conveyed by the Grant Deed dated __________________, 20___, from **YKI INVESTMENTS, LLC, a California limited liability company**, to the **City of Woodland**, a municipal corporation, is hereby accepted by the undersigned officer on behalf of the City of _, pursuant to the authority conferred by Resolution No. _______, adopted by the City Council of the City of __________________ on ___________________, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: _________________, 20___

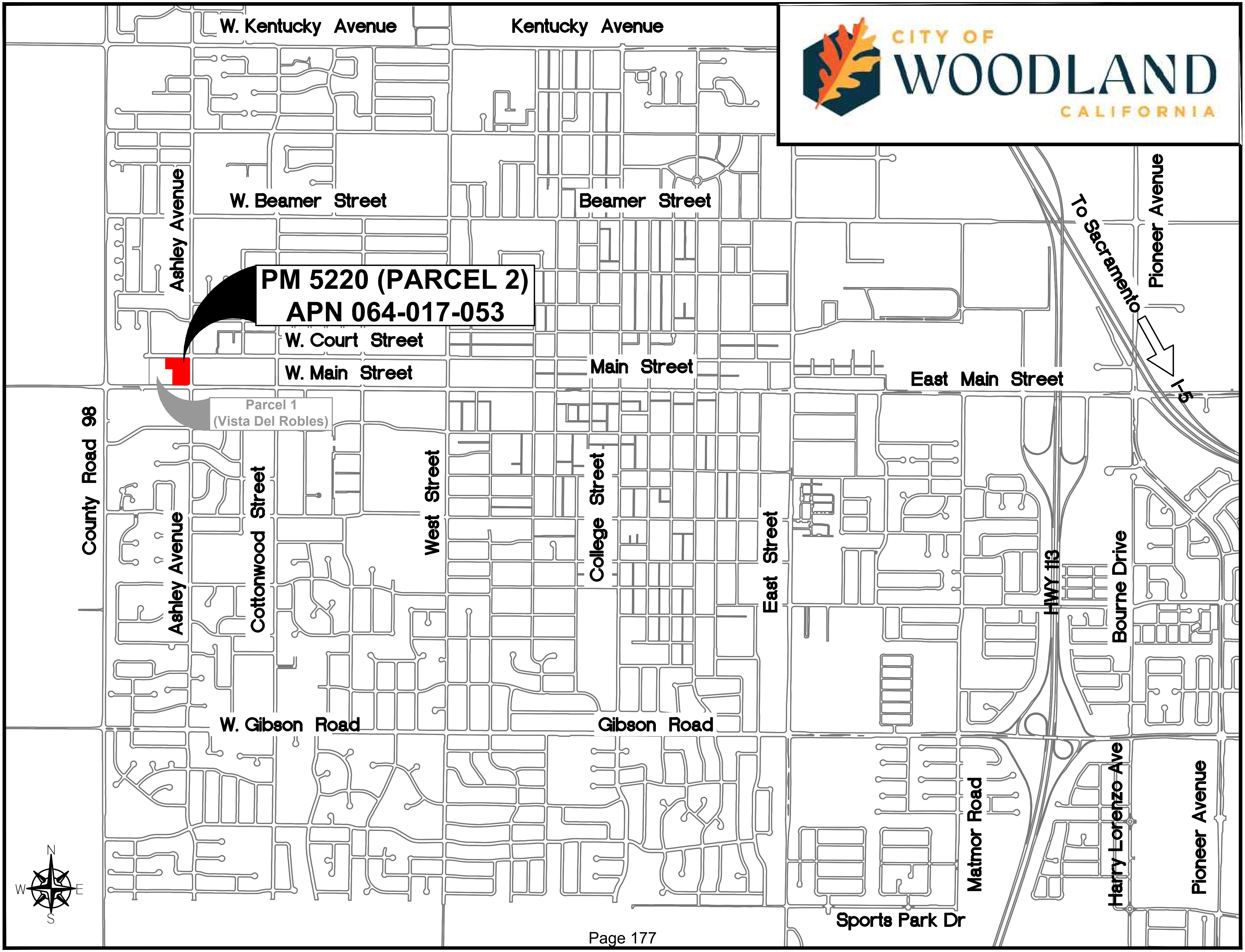
CITY OF WOODLAND, a municipal corporation

By ____________________________

Exhibit "D"

EXHIBIT E

COPY OF CITY LETTER


CITY OF
WOODLAND
CALIFORNIA
PM 5220 (PARCEL 2)
APN 064-017-053
Parcel 1
(Vista Del Robles)
W. Kentucky Avenue
Kentucky Avenue
W. Beamer Street
Beamer Street
W. Court Street
W. Main Street
Main Street
East Main Street
W. Gibson Road
Gibson Road
Sports Park Dr
County Road 98
Ashley Avenue
Ashley Avenue
Cottonwood Street
West Street
College Street
East Street
HWY 113
Bourne Drive
Matmor Road
Harry Lorenzo Ave
Pioneer Avenue
Pioneer Avenue
To Sacramento
I-5
N
S
E
W

2 PARCELS

SHEET 1 OF 3 SHEETS

PARCEL MAP NO. 5220

IN THE CITY OF WOODLAND, COUNTY OF YOLO, STATE OF CALIFORNIA

BEING A PORTION OF THE EAST HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 30, TOWNSHIP 10 NORTH, RANGE 2 EAST, MOUNT DIABLO BASE & MERIDIAN.

OWNER'S STATEMENT

WE, THE UNDERSIGNED, DO HEREBY CONSENT TO THE PREPARATION AND FILING OF THIS MAP OF PARCEL MAP 5220 FOR RECORD; AND WE DO HEREBY STATE THAT IN ORDER TO PASS CLEAR TITLE TO THE LAND DELINEATED WITHIN THE EXTERIOR BOUNDARY OF THIS MAP THE CONSENT OF NO OTHER PERSONS IS NECESSARY.

THE REAL PROPERTY DEDICATED BELOW IS IRREVOCABLY DEDICATED, IN FEE, TO THE CITY OF WOODLAND, A MUNICIPAL CORPORATION, FOR PUBLIC PURPOSES AND RIGHTS-OF-WAY, FOR ASHLEY AVENUE AND WEST MAIN STREET, AS DEDICATED HEREON.

THE REAL PROPERTY DESCRIBED BELOW IS IRREVOCABLY DEDICATED, AS AN EASEMENT, TO THE CITY OF WOODLAND, A MUNICIPAL CORPORATION, FOR PUBLIC PURPOSES, MAINTENANCE AND OPERATION OF DRAINAGE, WATER, SEWER, GAS PIPES, POWER, LIGHTS, SIGNS, TELEPHONE, COMMUNICATION AND TELEVISION CABLES; AND ANY AND ALL OTHER UTILITY SERVICES TOGETHER WITH ANY AND ALL NECESSARY APPURTENANCES IN EACH CASE, IN, OVER AND ACROSS THOSE STRIPS OF LAND SHOWN OR DESIGNATED AS PUBLIC UTILITY EASEMENT (P.U.E.) FOR THE TEN-FEET-WIDE STRIP OF LAND ALONGSIDE THE COURT STREET, ASHLEY AVENUE AND WEST MAIN STREET RIGHTS OF WAY.

WE HEREBY RESERVE EASEMENTS FOR RECIPROCAL PRIVATE ACCESS, DRAINAGE, UTILITIES, AND MAINTENANCE, ON, OVER, AND ACROSS PARCELS 1 AND 2 THESE EASEMENTS SHALL BIND AND INSURE TO THE BENEFIT OF THE HEIRS, ADMINISTRATORS, EXECUTORS, AND SUCCESSORS OF THE GRANTORS AND ARE FOR THE BENEFIT OF EACH OF PARCELS SO DESCRIBED.

IN WITNESS WHEREOF, THE UNDERSIGNED HAVE CAUSED THEIR NAMES TO BE SUBSCRIBED ON THIS 10th DAY OF MARCH, 2022.

YKI INVESTMENTS, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY: ________ (SIGNATURE) 03/15/2022 (DATE)

NAME: DAN MEZGER, JR. (PRINT NAME)

TITLE: PARTNER & MANAGING MEMBER

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
)§
COUNTY OF YOLO)

ON 3/15/2022 BEFORE ME, D. Schloredt, NOTARY PUBLIC, PERSONALLY APPEARED Dan Mezger Jr, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON~~(S)~~ WHOSE NAME~~(S)~~ IS/~~ARE~~ SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY~~(IES)~~, AND THAT BY HIS/HER/THEIR SIGNATURE~~(S)~~ ON THE INSTRUMENT THE PERSON~~(S)~~, OR THE ENTITY UPON BEHALF OF WHICH THE PERSON~~(S)~~ ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND: ________ CA

NOTARY PUBLIC IN AND FOR SAID STATE

D. Schloredt

(PRINT NAME)

MY PRINCIPAL PLACE OF BUSINESS IS IN Yolo COUNTY.

MY COMMISSION EXPIRES 4/26/24

COMMISSION NO. 2326508

D. SCHLOREDT
Comm. #2326508
Notary Public California
Yolo County
Comm. Expires Apr 26, 2024

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Comm. #2326508
Notary Public California
Yolo County
Comm. Expires Apr 26, 2024

COMMUNITY DEVELOPMENT DIRECTOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND IT TO BE SUBSTANTIALLY THE SAME AS IT APPEARED ON THE APPROVED TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF, AND THAT THIS MAP COMPLIES WITH ALL APPLICABLE CITY ORDINANCES AND CONDITIONS OF APPROVAL.

DATE: 3/17/2022

BY: ________
BRENT MEYER
COMMUNITY DEVELOPMENT DIRECTOR
CITY OF WOODLAND

COUNTY TAX COLLECTOR'S STATEMENT

I, THE UNDERSIGNED, TAX COLLECTOR AND REDEMPTION OFFICER OF YOLO COUNTY, DO HEREBY STATE THAT ACCORDING TO THE RECORDS OF THIS OFFICE THERE ARE NO LIENS AGAINST THIS SUBDIVISION OR ANY PART THEREOF FOR UNPAID STATE, COUNTY, MUNICIPAL, OR LOCAL TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES, EXCEPT TAXES OR SPECIAL ASSESSMENTS NOT YET PAYABLE.

FURTHERMORE, PURSUANT TO THE YOLO COUNTY BOARD OF SUPERVISORS RESOLUTION NO. 89-168 I DO HEREBY CERTIFY ON BEHALF OF THE CLERK OF THE BOARD OF SUPERVISORS THAT CHAPTER 4, ARTICLE 8, OF THE SUBDIVISION MAP ACT HAS BEEN COMPLIED WITH REGARDING DEPOSITS.

IN WITNESS WHEREOF, THE UNDERSIGNED HAS CAUSED HIS NAME TO BE SUBSCRIBED ON THIS 22nd DAY OF March, 2022.

____
COUNTY TAX COLLECTOR

COUNTY RECORDER'S STATEMENT

FILED THIS 22nd DAY OF March, 2022 AT 1:25 P.M.

IN BOOK 2022 OF MAPS, AT PAGE 27-29

AT THE REQUEST OF ________

CLERK • RECORDER • County of Yolo • CALIFORNIA

Jesse Salinas
COUNTY RECORDER - COUNTY OF YOLO

BY: ________, DEPUTY

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF YKI INVESTMENTS, LLC ON NOVEMBER 23, 2021. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY.

I HERBY STATE THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN THOSE POSITIONS BEFORE DECEMBER 31, 2023, AND THAT THE MONUMENTS ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

DATE: MARCH 10, 2022

BY: ________
ANTHONY C. CUOMO, PLS 6042

PROFESSIONAL LAND SURVEYOR
ANTHONY C. CUOMO
NO. 6042
STATE OF CALIFORNIA

CITY CONSULTANT'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS PLAT OF PARCEL MAP ENTITLED PARCEL MAP 5220 AND I AM SATISFIED THAT SAID PLAT IS TECHNICALLY CORRECT IN ACCORDANCE WITH SECTION 66450 OF THE SUBDIVISION MAP ACT.

DATE: 3-16-2022

BY: ________

NAME: JON CRAWFORD

R.C.E. NO. 32935

REGISTERED PROFESSIONAL ENGINEER
JON GORDON CRAWFORD
32935
EXP 6-30-22
CIVIL
STATE OF CALIFORNIA

CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS PLAT OF PARCEL MAP ENTITLED PARCEL MAP 5220 AND FIND IT TO BE SUBSTANTIALLY THE SAME AS THE TENTATIVE MAP APPROVED BY THE PLANNING COMMISSION OF THE CITY OF WOODLAND AND ANY APPROVED ALTERATIONS THEREOF AND THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND ALL APPLICABLE CITY ORDINANCES, APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, HAVE BEEN COMPLIED WITH.

DATE: 3/17/2022

BY: ________
BRENT MEYER, CITY ENGINEER
R.C.E. #52587

CITY CLERK'S STATEMENT

THE UNDERSIGNED CITY CLERK OF THE CITY OF WOODLAND DOES HEREBY STATE THAT THE RIGHTS-OF-WAY AND EASEMENTS HEREON OFFERED FOR DEDICATION ARE ACCEPTED ON BEHALF OF THE CITY OF WOODLAND, PURSUANT TO THE CITY COUNCIL RESOLUTION 1457, RECORDED OCTOBER 15, 1959, IN THE RECORDER'S OFFICE OF YOLO COUNTY, STATE OF CALIFORNIA.

IN WITNESS THEREOF, I HAVE HEREUNTO SET MY HAND THIS 17th DAY OF March, 2022.

DATED: 3.17.2022

____
CITY CLERK, CITY OF WOODLAND

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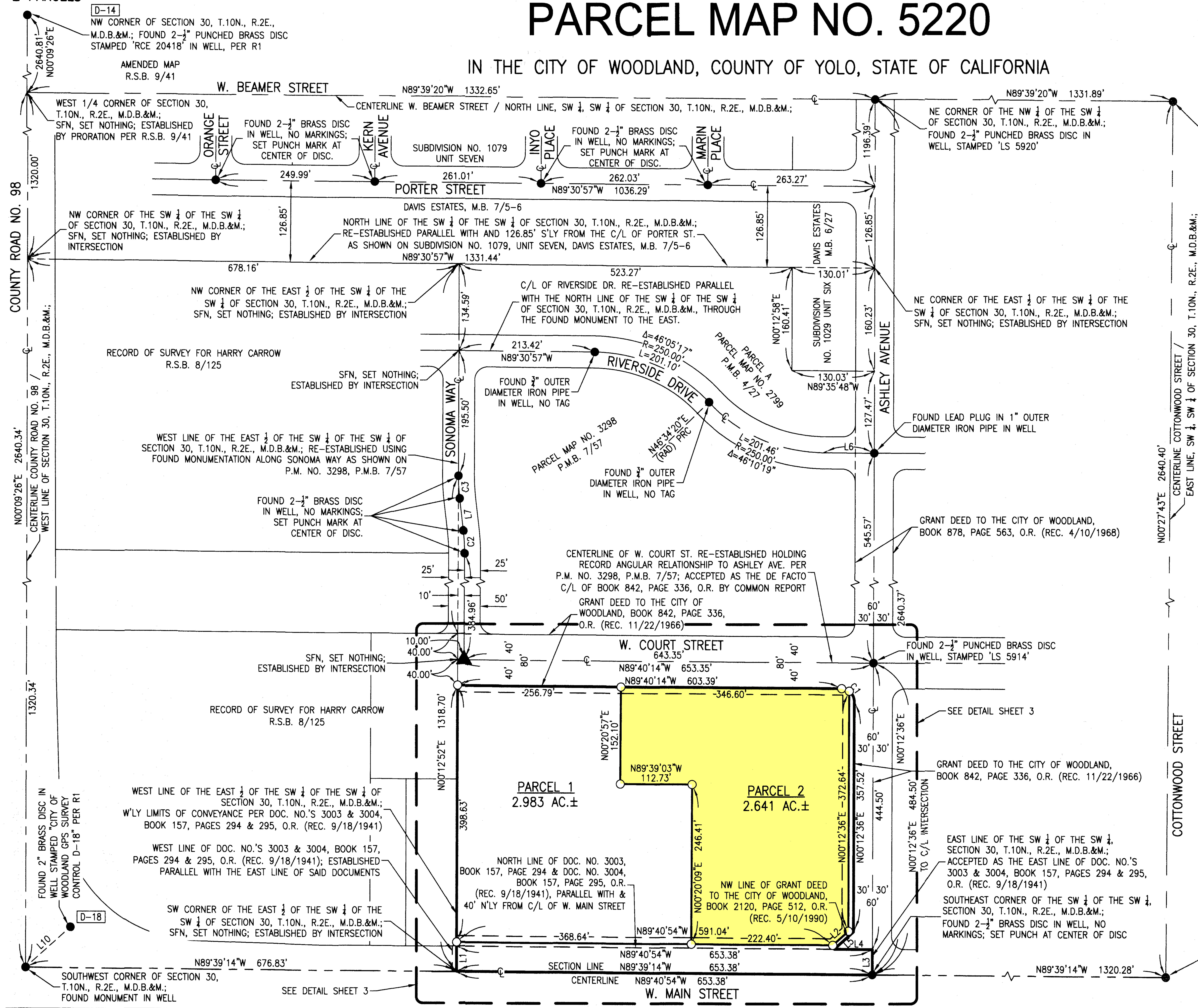
2 PARCELS

PARCEL MAP NO. 5220

IN THE CITY OF WOODLAND, COUNTY OF YOLO, STATE OF CALIFORNIA



F-16
CENTER OF SECTION 30, T.10N., R.2E., M.D.B.&M.; FOUND 2-½" PUNCHED BRASS DISC IN WELL, STAMPED 'LS 5920', PER R1

SCALE 1"=100'

LINE TABLE

NO.	BEARING	LENGTH
L1	N00°12'52"E	45.04'
L2	N00°20'09"E	39.22'
L3	N00°12'36"E	39.36'
L4	N89°40'54"W	60.05'
L5	N48°17'55"E	40.38'
L6	N89°35'59"W	80.04'
L7	N06°31'06"W	50.00'
L8	N00°12'52"E	0.96'
L9	N00°12'36"E	0.64'
L10	N48°22'07"E	94.21'

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	89°52'50"	20.00'	31.37'
C2	06°43'58"	300.00'	35.25'
C3	06°43'58"	300.00'	35.25'

BASIS OF BEARINGS:

BEARINGS SHOWN HEREON HAVE BEEN DERIVED FROM A LEAST SQUARES ADJUSTMENT OF A POST-PROCESSED STATIC G.P.S. HOLDING THE HORIZONTAL POSITIONS FOR CONTROL POINTS 'D-14', 'F-16', 'D-14', AND 'D-18', AS PUBLISHED ON THE 'CITY OF WOODLAND GEODETIC CONTROL NETWORK', RECORDED IN BOOK 2002, PAGES 88 THROUGH 94, OF MAPS, RECORDS OF YOLO COUNTY. PUBLISHED POSITIONS FOR SAID CONTROL POINTS ARE BASED ON THE NORTH AMERICAN DATUM OF 1983, 1999.51 EPOCH.

LEGEND

AC. ACRES
C/L CENTERLINE
O.R. OFFICIAL RECORDS OF YOLO COUNTY
PRC POINT OF REVERSE CURVE
RAD RADIAL
REC. RECORDED
SFN SEARCHED, FOUND NOTHING

R1 MAP OF THE CITY OF WOODLAND GEODETIC CONTROL NETWORK, MAP BOOK 2002, PAGES 88-94, RECORDS OF YOLO COUNTY (DRAWING UPDATED: JANUARY, 2015)

F-18 CITY OF WOODLAND CONTROL POINT, PER R1

● FOUND MONUMENT AS NOTED

○ SET 2" IRON PIPE & TAG STAMPED "PLS 6042", DOWN 0.2', OR SET SPIKE & WASHER STAMPED "PLS 6042", FLUSH, OR SET LEAD, TACK & TAG STAMPED "PLS 6042", FLUSH, UNLESS OTHERWISE NOTED.

▲ SET MONUMENT PER CITY OF WOODLAND STANDARD DETAIL #0345

F-18
SOUTH ¼ CORNER OF SECTION 30, T.10N., R.2E., M.D.B.&M.; FOUND 2-½" BRASS DISC IN WELL, NO MARKINGS; SET PUNCH AT CENTER OF DISC

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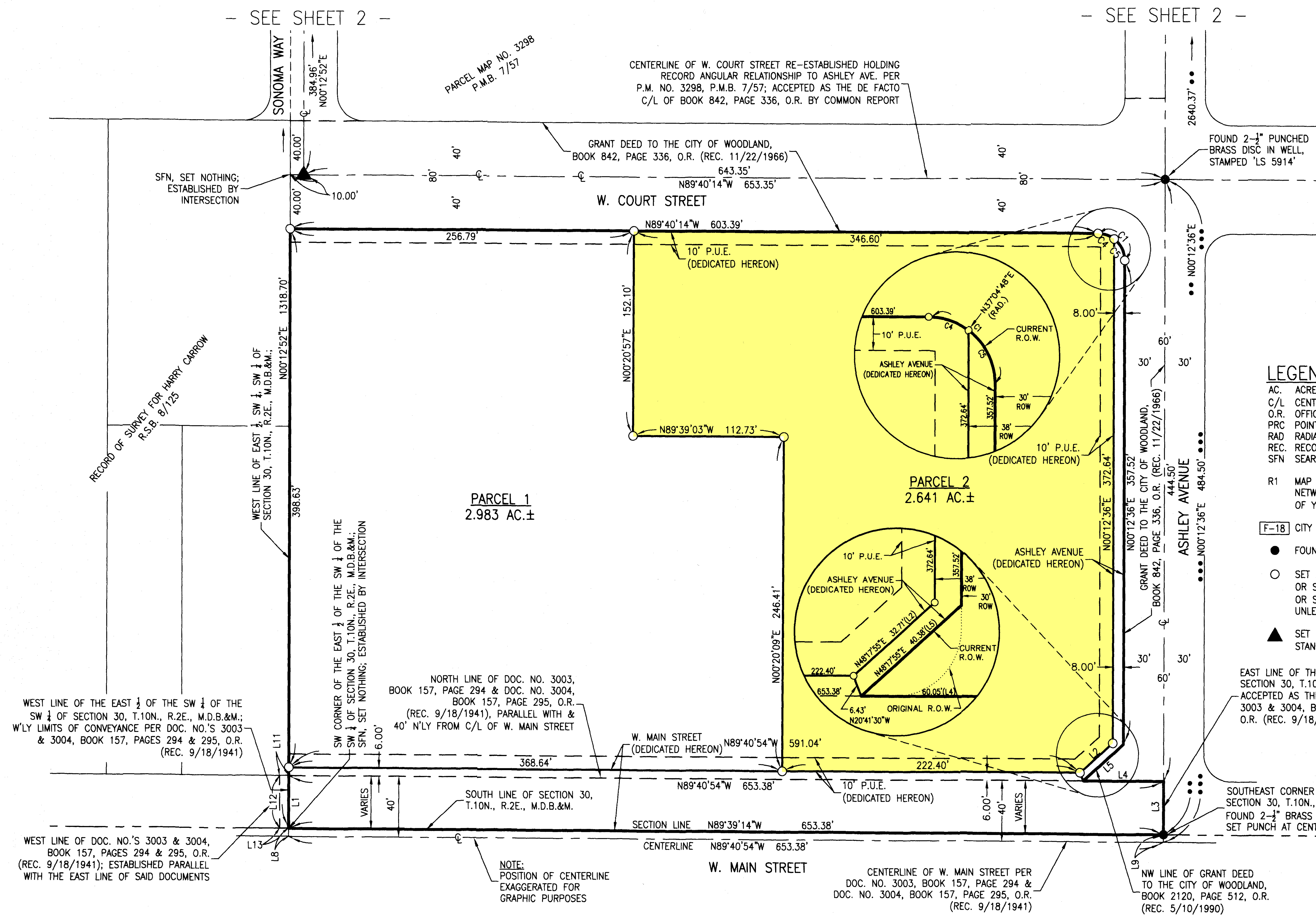
PARCEL MAP NO. 5220

IN THE CITY OF WOODLAND, COUNTY OF YOLO, STATE OF CALIFORNIA



LINE TABLE		
NO.	BEARING	LENGTH
L1	N00°12'52"E	45.04'
L2	N48°17'55"E	32.71'
L3	N00°12'36"E	39.36'
L4	N89°40'54"W	60.05'
L5	N48°17'55"E	40.38'
L6	N89°35'59"W	80.04'
L7	N06°31'06"W	50.00'
L8	N00°12'52"E	0.96'
L9	N00°12'36"E	0.64'
L10	N48°22'07"E	94.21'
L11	N89°40'54"W	6.84'
L12	N00°06'24"W	39.04'
L13	N89°39'15"W	6.62'

CURVE TABLE			
NO.	DELTA	RADIUS	LENGTH
C1	89°52'50"	20.00'	31.37'
C2	06°43'58"	300.00'	35.25'
C3	06°43'58"	300.00'	35.25'
C4	36°45'02"	20.00'	12.83'
C5	53°07'48"	20.00'	18.54'

LEGEND

- AC. ACRES
- C/L CENTERLINE
- O.R. OFFICIAL RECORDS OF YOLO COUNTY
- PRC POINT OF REVERSE CURVE
- RAD RADIAL
- REC. RECORDED
- SFN SEARCHED, FOUND NOTHING
- R1 MAP OF THE CITY OF WOODLAND GEODETIC CONTROL NETWORK, MAP BOOK 2002, PAGES 88-94, RECORDS OF YOLO COUNTY (DRAWING UPDATED: JANUARY, 2015)
- F-18 CITY OF WOODLAND CONTROL POINT, PER R1
- ● FOUND MONUMENT AS NOTED
- ○ SET 2" IRON PIPE & TAG STAMPED "PLS 6042", DOWN 0.2', OR SET SPIKE & WASHER STAMPED "PLS 6042", FLUSH, OR SET LEAD, TACK & TAG STAMPED "PLS 6042", FLUSH, UNLESS OTHERWISE NOTED.
- ▲ SET MONUMENT PER CITY OF WOODLAND STANDARD DETAIL #0345

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