



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

May 20, 2025
6:00 PM

CITY COUNCIL

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code §54956.8)
Property: Assessor's Parcel Number 064-170-051-000
Agency Negotiators: City Manager
Negotiating Parties: Tower Investments, LLC
Under Negotiation: Price and Terms of Payment

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. PRESENTATIONS

4. SUBJECT: Woodland Kiwanis Club 2025

I. CONSENT CALENDAR

5. SUBJECT: Introduction and Waiver of First Reading of an Ordinance Repealing Chapter 2.04, Article 1 "Council Meetings" of the Woodland Municipal Code

RECOMMENDATION FOR ACTION: Staff recommends the City Council introduce and waive the first reading of an Ordinance repealing Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200 "Council Meetings" of the Woodland Municipal Code.

6. SUBJECT: Deposits Required for Establishing Utility Accounts on Tenant-Occupied Properties

RECOMMENDATION FOR ACTION: Staff recommend the City Council adopt Resolution No. _____, authorizing the City to collect a \$300 deposit when establishing utility accounts under the name(s) of tenants if there is a landlord-tenant relationship, per Senate Bill 998, effective July 1, 2025.

7. SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Revising Sections 8.20.042, 8.20.044, 8.20.046 and 8.20.060 of Chapter 8.20, "Fire Prevention and Emergency Services," to Title 8 of the Woodland Municipal Code

RECOMMENDATION FOR ACTION: Staff recommends the City Council waive the second reading and adopt Ordinance No. _____, amending Sections 8.20.042, 8.20.044, 8.20.046 and 8.20.060 of Chapter 8.20, "Fire Prevention and Emergency Services," to Title 8 of the Woodland Municipal Code.

8. SUBJECT: 2022 Federal Emergency Management Agency Assistance to Firefighters Grant Award Appropriation for Additional Extrication Tools and Related Equipment

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$7,974.55 to the Other Federal Grants Fund (330) to fund the additional expenditure for the purchase of additional extrication tools and related equipment.

9. SUBJECT: Renewal and Amendments to the Existing ProTerp Holdings, LP Operating Agreement

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Approving a proposed renewal to the Operating Agreement between the City and ProTerp Holdings, LP, a commercial cannabis volatile manufacturing facility located at 1230 Harter Avenue, Suite F; and 2) Authorizing the City Manager to execute the proposed agreement renewal on behalf of the City.

10. SUBJECT: Approve the Plans, Specifications, and Bid Authorization for Water Pollution Control Facility Pavement Rehabilitation Project, CIP #26-04

RECOMMENDATION FOR ACTION: Staff recommends the City Council approve Resolution No. _____, to 1) Create a new capital project, Water Pollution Control Facility Pavement Rehabilitation Project, CIP 26-04; and 2) Approve the plans & specifications and authorize bid advertisement.

11. SUBJECT: Award a Construction Contract to Ariza Construction and Appropriate Funding for the WPCF Pond 9 Biosolids Drying and Removal, CIP 26-03

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, to 1) Approve the reallocation of \$580,000 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to WPCF Pond 9 Biosolids Drying and Removal, CIP 26-03; and 2) Award a construction contract with Ariza Construction, Inc. in the amount of \$438,669 for the WPCF Pond 9 Biosolids Drying and Removal Project, CIP 26-03 and authorization for a contract contingency of up to 25% of the contract award amount (\$109,667.00).

12. SUBJECT: Approve Consultant Amendment #18 with Wood Rodgers for Consulting Services for the Lower Cache Creek Flood Risk Reduction Project, CIP 22-16

RECOMMENDATION FOR ACTION: Staff recommends the City Council approve Resolution No. _____, authorizing the City Manager to authorize the consultant services amendment #18 with Wood Rodgers for the Lower Cache Creek Flood Risk Reduction Project for an amount up to \$150,000.

13. SUBJECT: Request to Approve the Replacement of Police Department Portable Radios

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to 1) Approve the purchase of thirty-four (34) portable radios utilizing Houston-Galveston Area Council Radio Communications/ Emergency Response Equipment Contract ("Purchasing Contract") #RA05-21; 2) Authorize budget appropriation of \$225,488 to the General Fund (Fund 1101); and 3) Authorize budget appropriation of \$52,251 in the Proposition 172 Fund (Fund 1353).

J. PUBLIC HEARINGS

14. SUBJECT: Introduction and Waiver of First Reading of an Ordinance Amending Woodland Municipal Code Title 16 "Subdivisions" Sections 16.08.020, 16.12.010, 16.12.020, and adding new Section 16.12.025

RECOMMENDATION FOR ACTION: Staff recommends the City Council 1) Introduce and waive the first reading of an Ordinance amending Woodland Municipal Code Title 16 "Subdivisions" Sections 16.08.020, 16.12.010, 16.12.020, and adding new Section 16.12.025; and 2) Find that the adoption of the proposed Ordinance is statutorily exempt from review under the California Environmental Quality Act ("CEQA") under Public Resources Code section 21080.17.

15. SUBJECT: Utility Service Final Notice and Disconnection Processing Fees

RECOMMENDATION FOR ACTION: Staff recommend the City Council hold a public hearing to receive resident input and subsequently adopt Resolution No. _____, authorizing the increase of the City's current Utility Service Final Notice and Disconnection (Shut-Off) Processing fees to be effective July 1, 2025.

K. REPORTS OF THE CITY MANAGER

16. SUBJECT: Approval of the Military Use Report for the Woodland Police Department for the Period of January 1, 2024 through December 31, 2024 and Approval to Purchase New Unmanned Aircraft Systems and Equipment

RECOMMENDATION FOR ACTION: Staff recommends the City Council review the Police Department's Military Equipment Policy and 1) Adopt Resolution No. _____, approving the Military Equipment Use Annual Report for the Period of January 1, 2024 through December 31, 2024; and 2) Adopt Resolution No. _____, approving the purchase of Unmanned Aircraft Systems and equipment totaling \$22,513.

17. SUBJECT: Housing Element Annual Housing Progress Report

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive an update on the City of Woodland Housing Element Annual Progress Report.

18. SUBJECT: Fiscal Year 2025/26 Measure F Spending Plan

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, approving the updated Measure F Spending Plan.

19. SUBJECT: Fiscal Year 2025/26 Measure R Spending Plan

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, approving the Measure R Spending Plan.

L. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority of the City of Woodland scheduled for May 20, 2025 was posted on May 16, 2025 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, 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: May 20, 2025
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: May 20, 2025
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.

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

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

CITY COUNCIL LONG RANGE CALENDAR

June 3rd

REGULAR MEETING

Presentation – Mosquitoes and West Nile Virus Activity in Woodland
Waiver of Second Reading and Adoption of an Ordinance Repealing Ch. 2.04, Art. 1 of the Municipal Code and Adopting a Resolution to Approve a City Council Handbook
Woodland Hotel Business Improvement District – Resolution of Intent to Levy Annual Assessment
Employee Vacancies and Recruitment/Retention Efforts (AB 2561) – Public Hearing
FY 26 Budget Introduction

June 17th

REGULAR MEETING

Board & Commission Appointments
Award Construction Contract for WPCF Pavement Rehabilitation Project, CIP 26-04
FY 26 Budget Adoption
Woodland Hotels Business Improvement District Annual Assessment – Public Hearing
Lighting & Landscaping Districts – Resolution of Intent to Levy Annual Assessments

July 1st

REGULAR MEETING

Tupelo Affordable Housing Funding Commitment
Parklet Pilot Program Recommendation
Receive Protests for the Lighting & Landscaping Districts Annual Assessments – Public Hearing

Future Topics / Study Sessions:

Solid Waste Rate Hearing (July 15) Yolo County Housing Authority Tupelo Project - Affordable Housing Funding Commitment (July) Sewer Rate Study Presentation (TBD) Water Rate Study Presentation (TBD) Woodland Transit Center (TBD)
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Updated 5/16/2025



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: I.5
SUBJECT: Introduction and Waiver of First Reading of an Ordinance Repealing Chapter 2.04, Article 1 "Council Meetings" of the Woodland Municipal Code

Recommendation for Action: Staff recommends the City Council introduce and waive the first reading of an Ordinance repealing Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200 "Council Meetings" of the Woodland Municipal Code.

Staff Contact:

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

Background:

On July 7, 2015, the City Council adopted Ordinance No. 1586, which established procedures for the conduct of City Council meetings within the Woodland Municipal Code (WMC), specifically Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200. Over time, it has become evident that a comprehensive update to City Council policies and procedures is necessary to ensure clarity, efficiency, and consistency with best governance practices.

To facilitate this, the City proposes to repeal the existing provisions in the WMC and replace them with a separate governing document, the City Council Handbook. This Handbook will provide greater flexibility for future modifications and updates as necessary without requiring formal ordinance amendments.

Discussion:

The proposed ordinance repeals Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200 of the WMC, effectively removing outdated procedural language from the municipal code. Instead, City Council policies and procedures will be established within the newly created City Council Handbook. The adoption of the City Council Handbook through a resolution allows for a more dynamic approach to procedural governance. It will enable the City Council to make adjustments as needed through future resolutions rather than requiring amendments to the WMC. This ensures a more adaptable and responsive framework for conducting City Council business in alignment with contemporary governance standards.

Conclusion:

Staff recommends the City Council introduce and waive the first reading of an Ordinance repealing Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200 "Council Meetings" of the Woodland Municipal Code.

Reviewed by: Ken Hiatt, City Manager



Ken Hiatt
City Manager

Attachments:

1. Proposed Ordinance - Repeal Article 1 of Chapter 2.04 WMC

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND, CALIFORNIA REPEALING CHAPTER 2.04, ARTICLE 1,
SECTIONS 2.04.010 THROUGH 2.04.200 OF THE WOODLAND
MUNICIPAL CODE RELATED TO CITY COUNCIL MEETING
PROCEDURES**

WHEREAS, the City Council of the City of Woodland previously adopted Ordinance No. 1586, establishing Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200 of the Woodland Municipal Code to establish procedures for the conduct of City Council meetings; and

WHEREAS, the City determined that a comprehensive update to its meeting policies and procedures is necessary to ensure clarity, efficiency, and consistency with best governance practices; and

WHEREAS, the updated City Council meeting procedures will be set forth in a separate Council Handbook, which will provide greater flexibility for future modifications as needed.

NOW THEREFORE BE IT RESOLVED the City Council of the City of Woodland does hereby ordain as follows:

SECTION 1. Recitals. The recitals set forth above are true and correct and are incorporated as though fully set forth herein.

SECTION 2. Repeal. Chapter 2.04, Article 1, Sections 2.04.010 – 2.04.200 of the Woodland Municipal Code are hereby repealed and of no further force or effect. Articles 2 and 3 of Chapter 2.04 are hereby renumbered as Article 1 and Article 2 respectively.

SECTION 3. Further Efforts. The policies and procedures of City Council meetings are hereby established by Resolution No. _____, adopting the “City of Woodland City Council Handbook”, to replace and supersede Ordinance No. 1586.

SECTION 4. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

SECTION 5. Effective Date and Notice. This Ordinance shall become effective thirty (30) days from its adoption.

INTRODUCED at a regular meeting of the City Council held on the 20th day of May 2025 and **PASSED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the _____ day of _____, 2025 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: I.6
SUBJECT: Deposits Required for Establishing Utility Accounts on Tenant-Occupied Properties

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City to collect a \$300 deposit when establishing utility accounts under the name(s) of tenants if there is a landlord-tenant relationship, per Senate Bill 998, effective July 1, 2025.

Staff Contact:

Karie Farnham, Financial Services Manager, (530) 661-5846, karie.farnham@cityofwoodland.gov

Background:

The City of Woodland's Municipal Code §13.04.100 allows for the collection of a deposit as a precondition for delivery of utility services stated as, "The City Council, by motion or resolution, may authorize the City Manager or designated representative to adopt regulations requiring deposits or the prepayment of charges in an amount not exceeding one year's charges either from consumers or occupants of premises receiving benefit of utility services, or both, whichever is appropriate; provided, however, that in case of nonpayment of all or part of a bill said deposits or prepaid charges shall be applied only insofar as necessary to liquidate the cumulative amount of such charges plus penalties and costs of collection."

When Senate Bill (SB) 998 was enacted, section 116916 (a-f) requires urban and community water systems to allow residential occupants to become customers to whom the service will be billed, when there is a landlord-tenant relationship.

Discussion:

The City currently does not enforce Municipal Code §13.04.100 as it has held property owners liable for any and all unpaid utility charges left on an account even if the tenant(s) was responsible to pay such costs as an agreement between tenant and landlord. Per SB 998's new requirements, the City must allow tenants of residential properties to become customers and assume utility costs directly with the City. As it has been the City's experience of seeing first-hand how many tenants will vacate properties with outstanding utility charges when such an agreement between the landlord and tenant exists, staff recommend enforcement of this code and charging a \$300 deposit to establish a utility account.

The current minimum base fee on a single-family residence for utility services is \$129.67 per month, prior to any water consumption being charged. As our billing procedures are calculated in arrears, staff must process final bills in order to capture all true charges and consumption when someone sells or leaves a property. This calculation can add almost an entire month's worth of billing fees depending on timing. By charging a \$300 deposit, the City can mitigate most, if not all, unpaid utility fees in the event a tenant(s) vacates a property without satisfying final billing charges.

Once tenant(s) inform the Finance Department of their departure from a property in which they had the utility account established in their name, a final bill will be prepared by staff. The deposit can then be applied to final charges to satisfy payment. If the deposit exceeds more than owed, a refund will be issued to the tenant(s) on file. If the deposit does not fully satisfy all charges owed, staff will report

tenant(s) to collections.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City to collect a \$300 deposit when establishing utility accounts under the name(s) of tenants if there is a landlord-tenant relationship, per Senate Bill 998, effective July 1, 2025.

Prepared by: Karie Farnham, Financial Services Manager

Reviewed by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Utility Bill Tenant Deposit

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY TO COLLECT A \$300 DEPOSIT AS A PRECONDITION
OF TENANT(S) ESTABLISHING A UTILITY ACCOUNT IN THEIR NAME TO
WHICH SERVICES WILL THEN BE BILLED**

WHEREAS, the City of Woodland's current municipal code §13.04.100 allows for the City to charge a deposit as a precondition for tenant(s) to establish utility accounts in their name(s); and

WHEREAS, Senate Bill 998 requires urban and community water systems to allow residential occupants to become customers to whom the service will be billed when there is a landlord-tenant relationship; and

WHEREAS, in an effort to mitigate unpaid utility charges when tenants vacate residential properties and a utility account is in their name, staff recommends enforcing municipal code §13.04.100 and charging a \$300 deposit, ensuring some, if not all, cost recovery for services.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Woodland, based on facts in the staff report, as follows:

SECTION 1. The City Council approves requiring a \$300 deposit as a precondition for tenant(s) to establish a residential utility account in their name(s) to which services will then be billed, effective July 1, 2025.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: I.7
SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Revising Sections 8.20.042, 8.20.044, 8.20.046 and 8.20.060 of Chapter 8.20, "Fire Prevention and Emergency Services," to Title 8 of the Woodland Municipal Code

Recommendation for Action: Staff recommends the City Council waive the second reading and adopt Ordinance No. _____, amending Sections 8.20.042, 8.20.044, 8.20.046 and 8.20.060 of Chapter 8.20, "Fire Prevention and Emergency Services," to Title 8 of the Woodland Municipal Code.

Staff Contact:

Eric Zane, Fire Chief, (530) 661-5860, eric.zane@cityofwoodland.gov

Background:

The purpose of this agenda item is to further clarify the definition of "Host" as anyone in possession of illegal fireworks, including:

1. An owner of any private residential or non-residential real property in the City; or
2. A person who has the right to use, possess, or occupy public or private property under a lease, permit, license, rental agreement, or contract; or
3. A person who hosts, organizes, supervises, officiates, conducts, or accepts responsibility for a gathering on public or private property.

Discussion:

In April 2024 the Woodland City Council updated and adopted Chapter 8.20 of the Woodland Municipal Code. The chapter was updated to help curb the use of illegal fireworks by allowing anyone willing to report a violation of the ordinance, resulting in a \$1,000 fine per device. Since adoption, there has been a reduction in the use of illegal fireworks in our community. The proposed revision would clarify that the \$1,000 fine may be applied to anyone in possession of illegal fireworks, and also further clarifies who may issue the civil penalty and fines.

Currently, "Safe and Sane" fireworks are only permitted to be used beginning on June 28th and ending on July 6th. The ordinance revision will further define the hours that "Safe and Sane" fireworks are permitted to be used and sold.

In addition to the aforementioned changes, there are several amendments to enhance clarity, following the recommendations of the City Attorney.

Since the addition of this ordinance, the City received correspondence from Dennis Revell, representing TNT Fireworks, a producer and vendor of California State Fire Marshall Approved Safe and Sane Fireworks. Mr. Revell stated that while his client is supportive of the updates to the Municipal Code, they were concerned with some of the recitals discussing the dangers posed by fireworks, in particular the statement that fireworks were a likely cause of the Palisades Fire in southern California. It is important to make clear that the discussion in the Recitals regarding the

dangers of fireworks is referring to illegal aerial fireworks and is not referring to California State Fire Marshal Approved Safe and Sane Fireworks. Safe and Sane Fireworks are highly regulated by the State, and do not pose the same risks as the illegal fireworks that the City's ordinance intends to restrict.

Conclusion:

Staff recommends the City Council waive the second reading and adopt Ordinance No. _____, amending Sections 8.20.042, 8.20.044, 8.20.046 and 8.20.060 of Chapter 8.20, "Fire Prevention and Emergency Services," to Title 8 of the Woodland Municipal Code.

Prepared by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. Proposed Ordinance - Update Ch 8.20 Title 8

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF WOODLAND AMENDING CHAPTER 8.20
TO TITLE 8 “HEALTH AND SAFETY” OF THE
WOODLAND MUNICIPAL CODE RELATING TO
FIREWORKS**

WHEREAS, fireworks are dangerous to people and are known to routinely cause temporary and permanent injury to the person setting it off, spectators, and innocent or unknowing bystanders; and

WHEREAS, fireworks are dangerous to property and are known to routinely cause immense damage to personal property and real property by spiraling out of control, becoming projectiles breaking things and starting fires; and

WHEREAS, fireworks are dangerous to the public health, safety and general welfare for being known ignitions for wildfires, which the property in the State is increasingly susceptible to, an example of which is the recent Palisades fire likely to have been started by New Years fireworks that led to billions of dollars in damage, destroyed nearly 7,000 homes and damages over 1,000 homes; and

WHEREAS, State law and regulations, particularly the State Fireworks Law, Health and Safety Code section 12500 et seq., and State Fire Marshall regulations pertaining to fireworks, Title 19 California Code of Regulations, Chapter 6 “Fireworks”, generally prohibit the sale, offer for sale, possession, or discharge of fireworks, with few exceptions like for “Safe and Sane” fireworks; and

WHEREAS, cities are authorized to adopt regulations as strict or stricter than State law and regulations related to the sale and possession of fireworks; and

WHEREAS, the Council passed an ordinance related to fireworks sale and possession codified at City Municipal Code chapter 8.20 “Fire Prevention and Emergency Services”, sections 8.20.042 et seq., last updated in May 2024; and

WHEREAS, the City wishes to clarify and amplify certain terms, procedures, penalties, and liabilities in order to better address the illicit sale, offer for sale, possession, ignition, explosion, discharge, use or display of fireworks, therefore staff prepared, in conjunction with the City Attorney, proposed amendments to Chapter 8.20; and

WHEREAS, balancing the need to protect people and property against the distinctive and historic enjoyment of fireworks, the Council wishes to allow for a narrow, defined, and regulated sale and use of Safe and Sane fireworks in the City while firmly controlling the proliferation of all other fireworks by making any people in possession, hosts of people in possession, and adults in control of minors in possession strictly liable for each and every firework device in possession, with narrow exceptions; and

WHEREAS, the proposed amendments to Chapter 8.20 of the City Municipal Code related to sale and possession of fireworks is exempt from environmental review in accordance with the California Environmental Quality Act, Public Resources Code section 21000 et seq. (“CEQA”), pursuant to CEQA Guidelines section 15061(b)(3), the “common sense” exemption, where it can be seen with certainty that there is no possibility that an ordinance to further prohibit and penalize the possession of fireworks may have a significant effect on the environment. Indeed, by passing this ordinance, the Council intentionally seeks to protect the environmental status quo as it currently exists thus, in the alternative, the project is also exempt pursuant to CEQA Guidelines section 15307, actions by regulatory agencies for protection of natural resources, and section 15308, actions by regulatory agencies for protection of the environment; and

WHEREAS, the Council wishes to make the proposed amendments to Chapter 8.20 to protect the public health, safety, and general welfare from dangerous and illegal fireworks.

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

SECTION 1. Recitals. The recitals set forth above, including definitions contained therein, are true and correct and are hereby incorporated herein as if set forth in full in this Ordinance.

SECTION 2. Amendments. Chapter 8.20 of the City of Woodland Municipal Code is hereby amended to read as shown in **EXHIBIT A**, attached hereto and incorporated herein in full by reference.

SECTION 3. California Environmental Quality Act (CEQA). The City Council hereby finds that this project is exempt from environmental review in accordance with the California Environmental Quality Act, Public Resources Code section 21000 et seq. (“CEQA”), pursuant to CEQA Guidelines section 15061(b)(3), the “common sense” exemption, where it can be seen with certainty that there is no possibility that an ordinance to further prohibit and penalize the possession of fireworks may have a significant effect on the environment. Indeed, by passing this ordinance, the Council intentionally seeks to protect the environmental status quo as it currently exists thus, in the alternative, the project is also exempt pursuant to CEQA Guidelines section 15307, actions by regulatory agencies for protection of natural resources, and section 15308, actions by regulatory agencies for protection of the environment.

SECTION 4. Severability. If any provision, clause, sentence, or paragraph of this chapter or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this chapter which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable.

SECTION 5. Effective Date. The City Clerk shall certify the adoption of this ordinance and shall cause a summary thereof to be published in a newspaper of general

circulation at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and within fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the City Clerk, in accordance with California Government Code Section 36933. This ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

INTRODUCED at a regular meeting of the City Council held on the 15th day of April 2025 and **PASSED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

TRACKED CHANGES TO CHAPTER 8.20

CHAPTER 8.20

FIRE PREVENTION AND EMERGENCY SERVICES

...

§ 8.20.042. Fireworks prohibited generally.

Except as otherwise provided in this chapter, no person shall possess, sell, use, display or explode any rocket, firecracker, roman candle, squib, torpedo, torpedo cane, fire balloon, wire core sparkler, wooden core sparkler, black cartridge or other combustible device or explosive substance, or any kind of fireworks, by whatsoever name known, within the City. The prohibition set forth in this section includes, without limitation, those fireworks classified as "dangerous fireworks" in the State Fireworks Law, Health and Safety Code Section 12500 et seq. Possession of fireworks in violation of this prohibition is subject to penalty including, but not limited to, citation as described in Section 8.20.060, fine, and civil and criminal liability.

§ 8.20.044. Public fireworks display—Exception.

Public displays of fireworks may be given with a written permit issued by the Fire Chief so long as such display takes place under the supervision and direction of a State of California licensed operator holding a valid license from the California State Fire Marshal and the Fire Chief.

§ 8.20.046. "Safe and sane" fireworks—Exception.

It shall not be unlawful to possess, sell, use, display or discharge within the City those fireworks as are defined and classified as "Safe and Sane" fireworks in Health and Safety Code Section 12500 et seq., during the period beginning at 12:00 noon on the 28th day of June and ending at 11:00 p.m. on the 5th day of July each year.

Usage of Safe and Sane fireworks may only be used between the hours of ~~7:00 a.m.~~ 12 noon and 11:00 p.m. and between the 28th of June and 5th of July ~~5~~. Usage of Safe and Sane fireworks outside of the permitted timeframe will constitute a violation of this chapter and is subject to fines established in this Chapter 8.20. ~~Section 8.20.052 (Host liability).~~

Notwithstanding the foregoing, ~~It~~ shall be unlawful to discharge-use any Safe and Sane fireworks ~~on the dates and during the times permitted in this section~~ when a Red Flag Warning has been issued by the National Weather Service.

§ 8.20.050. Regulations specific to the sale of "Safe and Sane" fireworks.

- A. Sale of "Safe and Sane" Fireworks. The sale of "Safe and Sane" fireworks ~~are~~ is permitted in the City so long as in conformance with this section and subject to the State Fireworks Law, provisions of Sections 12500 to 12726 of the Health and Safety Code

section 12500 et seq. of the State of California; State Fire Marshal regulations pertaining to fireworks, Title 19 California Code of Regulations, Chapter 6; and the provisions under this section of the Woodland City Municipal Code; and any other laws, regulations, or orders in place at the time of sale. Sale, or offer to sell, "Safe and Sane" fireworks in violation of this section, or any other fireworks under any circumstances, is subject to penalty including, but not limited to, citation as described in Section 8.20.060, fine, and civil and criminal liability.

1. "Safe and Sane" fireworks, as defined in Section 12529 of the Health and Safety Code, may be sold within the City during the period beginning at 12:00 noon on the 28th day of June and ending at 11:00 p.m. the 4th day of July each year.
 2. Each and every package or carton and every individual item of unpackaged "Safe and Sane" fireworks that is offered for sale at retail, shall bear the State Fire Marshal's Seal of Registration and the license or registration number of the registrant.
- B. State License to Sell Fireworks. ~~License to sell fireworks r~~Required: no person shall sell or offer to sell fireworks within the City, either at wholesale or retail, without first obtaining a license to do so from the State Fire Marshal.
- C. City Permit to Sell Fireworks. ~~Permit to sell fireworks r~~Required::
1. No person shall sell fireworks within the City, either at wholesale or retail, without securing a permit from the Woodland Fire Department Community Risk Reduction Division.
 2. Each applicant for a permit shall file a written application with the Community Risk Reduction Division showing at least the following information:
 - a. Name, address and telephone of applicant(s);
 - b. Facts establishing the applicant's status as a qualified organization under the provisions of this chapter;
 - c. Names and addresses of the officers of the applicant;
 - d. Location where the applicant proposes to sell fireworks.
 3. Each applicant shall also meet the following requirements:
 - a. Applications shall be made no later than the first Tuesday in April of each year;
 - b. Applicants shall comply with all the requirements specified in the permit application.
 4. The permit shall be posted in a conspicuous place at the place of sale in the temporary stand, and shall be immediately available upon if requested.
- D. Permit Fee. The fee for each permit issued under the provisions of this chapter shall be in accordance with the current City of Woodland fee resolution.
- E. Liability Insurance Required. Each applicant for a permit to sell fireworks pursuant to this chapter shall have filed with the Community Risk Reduction Division Bureau of Fire Prevention, prior to the issuance of any permit, (1) a policy of public and product liability insurance with coverage of at least ~~\$500,000 or~~ \$1,000,000 per incident and (2) a policy of

property damage insurance with coverage of at least \$50,000, or a certificate showing such amounts of insurance, and naming the City of Woodland on both policies as an additional insured for the period the permit is in effect.

F. Eligible Applicant.

1. No permit shall be issued ~~under the terms of this section~~ except to a nonprofit corporation, or nonprofit unincorporated association, physically located within the City limits whose principal purpose is youth service or youth welfare and which is currently providing at least some of the same benefits for youth of the City of Woodland; including as illustrative of such an organization, but not limited thereto, the Girl Scouts, Boy Scouts, Babe Ruth League, Little League and the YMCA. ~~Permit applicants renewing from the previous year and who were not physically located within the City limits will be exempt from the requirement of this subject.~~
2. A minimum of 90% of profits from firework sales pursuant to the permit must be directly appropriated for youth activities. First-time permit applicants must submit a proposed financial statement showing anticipated profits and intended expenditures.—~~and~~ Rrepeat permit applicants must provide accounting documentation from the previous year's profits and expenditures. The Fire Chief, or designee, at his or her sole discretion, may make a determination on the sufficiency of the documentation. Failure to comply will result in denial of the permit application.

G. Number, Term, Transferability and Scope of Authority of Fireworks Permit. The number of available permits will be limited to one per 3,000 population based on the latest Census Bureau survey available to the City of Woodland. New permit applications will only be accepted where an opening exists within the established guidelines. If necessary, a lottery system will be used to fill permit vacancies. Only one permit to sell fireworks pursuant to this chapter shall be issued to an eligible applicant. The permit shall be valid only during the period beginning at 12:00 noon on the 28th day of June and ending at 11:00 p.m. on the 4th day of July each year and no permit shall be transferable, assignable or renewable. Each permit shall provide authority for sale of "Safe and Sane" fireworks by applicant at the location or premises designated on the permit.

H. Requirements for Place of Sale of Fireworks. Sale of "Safe and Sane" fireworks pursuant to this chapter shall be permitted only from within a temporary stand.; ~~and~~ Ssale from any other building or structure is prohibited. Temporary stands shall be subject to the following provisions:

1. It is unlawful to sell fireworks to anyone under the age of 18 years of age.
2. No stand shall be located within 25 feet of any other building, nor within 100 feet of a location where gasoline or any other flammable liquids are stored or dispensed.
3. No stand shall have a floor area in excess of 750 square feet. ~~and~~ The stand shall be constructed in a manner which will be safe for staff, attendants, ~~and~~ patrons, and all passersby. A stand smaller than 20 feet in length need only have one exist. A stand ~~Stands in excess of 20 feet in length~~ or longer shall have at least

two exits at least 20 feet apart, like on opposite ends of the stand; ~~any stands larger shall have an exit 20 feet between.~~

4. Each stand shall have two (2) two-and-one-half-gallon water fire extinguishers, in good working order and accessible for use at all times in case of fire.
5. All vegetation, trash, weeds, items, and combustible materials shall be cleared from the location of the stand for a distance of at least 30 feet in radius from the stand.
6. ~~Legal~~ "NO SMOKING" signs shall be posted on the stands with at least one per side.
7. Each stand shall have at least one adult 18 years of age or older in attendance and in charge thereof when the stand is being used for the sale or dispensing of fireworks. No person under the age of 18 shall be permitted within any fireworks stand at any time where there is the storage or sale of fireworks.
8. All unsold fireworks stock, trash and litter, signage, and other items associated with the business shall be removed from the stand ~~and the City~~ by 12:00 noon on the 6th of July-6.
9. The stand shall be removed from the temporary location ~~and all litter cleaned up~~ by 12:00 noon on the 12th of July-12.
10. Educational materials may be required to be handed out with the sale of all fireworks. The Community Risk Reduction Division will provide the materials in digital format and they must be printed and distributed at the cost of the permit holder. The Community Risk Reduction Division may require the posting of educational materials at each firework ~~boothstand~~. The educational material shall remain posted and unobstructed at all times while the ~~booth-stand~~ is in operation.

- I. Permit Revocation. Compliance with State Law, Violation of Chapter. ~~It shall be the duty of every holder of a permit issued pursuant to this chapter to~~ A permit holder, and its agents, shall at all times be aware of and comply with all provisions of Sections 12500 to 12726 of the the State Fireworks Law, Health and Safety Code section 12500 et seq., of the State and the rules and regulations of the State Fire Marshal regulations pertaining to fireworks, Title 19 California Code of Regulations, Chapter 6, and the conditions imposed by requirements of this chapter and the City Municipal Code, and by any conditions in the permit issued by the City Council, and any other laws, regulations, or orders in place at the time of sale. Violation of any such provisions shall constitute a material breach of the conditions of the permit and sufficient cause for the immediate revocation of said permit and as well as grounds to deny any subsequent application for a future permit.

§ 8.20.052. Host and minors liability.

- A. The following terms shall be defined as follows for the purposes of this section: The term "host" in this section shall mean any of the following:

1. "Host" means all of the following:

- a) An owner of any private residential or nonresidential real property in the City; or
- b) ~~Any~~ person who has the right to use, possess, or occupy public or private property under a lease, permit, license, rental agreement, or contract; or
- c) ~~Any~~ person who hosts, organizes, supervises, officiates, conducts, or accepts responsibility for a gathering on public or private property.

2. “Minor” means any person under 18 years of age.

3. ~~B.~~ “The term “Strictly liable” in this section shall means liability for a wrongful act regardless of a person's intent, knowledge, negligence, or lack thereof in committing the wrongful act.

~~BC.~~ A host shall not permit a violation of this chapter at their property or gathering. Any host shall be strictly liable for any unlawful possession, ignition, explosion, discharge, use, or display of any fireworks in violation of this chapter on their property or at their gathering. More than one host may be liable for a single violation of this chapter. ~~except that~~ However, no person who has the right to use, possess, or occupy a unit in a multifamily residential property under a lease, rental agreement, or contract shall be liable for a violation of this chapter occurring in the common area of the property unless the person hosts, organizes, supervises, officiates, conducts, or accepts responsibility for a gathering at which the violation occurs.

~~CD.~~ Any person having the care, custody, or control of a minor, whether temporary or permanent, shall not permit the minor to violate this chapter and shall be strictly liable for any unlawful possession, ignition, explosion, discharge, use, or display of fireworks by the minor in violation of this chapter.

~~DE.~~ Except as provided below in subsection ~~EF,~~ no host shall permit or allow another person on private property, or at a gathering on public property, where the host knows or reasonably should know that the person is engaged in an act in-a violation of this chapter.

~~EF.~~ ~~The provisions of this~~ This section shall not apply to:

- 1. Conduct involving possession, ignition, explosion, discharge, use, or display ; ~~use, or discharge~~ of fireworks as permitted under Federal or State law; or
- 2. A host who initiates contact with law enforcement or fire officials to assist in removing any person from the property or gathering in order to comply with this chapter, if the request for assistance is made before any other person contacts law enforcement or fire officials to complain about the violation of this chapter.

~~FG.~~ Violation of this section is subject to penalty including, but not limited to, citation as described in Section 8.20.060, fine, and civil and criminal liability. Chapter 9.20 and ~~Section 8.20.060 apply to a violation of this section, except that a violation of this section shall be subject to a fine of \$1,000. Each device (firework) possessed, ignited, exploded, discharged, used, or displayed constitutes a violation of this chapter and therefore is subject to a \$1,000 fine, for each device. Possession is defined as having direct or indirect custody and/or control of any Dangerous firework prohibited under~~

~~this chapter.~~

§ 8.20.060. Citation program—~~Issuance of citations and fines.~~

~~A. The Fire Marshal~~Chief, or designee, and designated members of the Community Risk Reduction Division of the Woodland Fire Department, City code enforcement officers, City police officers, and other City officers designated by the Fire Chief shall have the authority to enforce the provisions of this chapter, at their sole discretion~~have the discretionary duty to enforce a statute or ordinance made pursuant to Sections 853.5 and 853.6 of the State Penal Code and subject to the provisions hereof.~~

~~B. Any violation of this chapter shall be grounds for civil citation and fine of \$1,000.00 per violation. Each individual firework device possessed, ignited, exploded, discharged, used, or displayed constitutes a violation of this chapter and, therefore, subject to a \$1,000 fine for each device. A host shall be strictly liable for each individual firework device on their property or at their gathering and, therefore, subject to \$1,000 fine for each device. A person in care, custody, or control, of a minor shall be strictly liable for each individual violation by the minor and, therefore, subject to \$1,000 fine for each violation. Multiple persons may be cited and fined for a single device.~~

~~C. The citing officer is authorized to confiscate any and all fireworks, including Safe and Sane fireworks, in apparent violation of this chapter.~~

~~A person may be arrested without a warrant whenever the Fire Marshal or designated members of the Community Risk Reduction Division have reasonable cause to believe that the person to be arrested has committed, in their presence, a violation of a statute or ordinance, which he or she has the discretionary duty to enforce. The Fire Marshal or designated members of the Community Risk Reduction Division may issue a notice to appear and to release such a person on his or her written promise to appear in court pursuant to Section 853.5 or 853.6 of the State Penal Code, as applicable.~~

~~The Fire Marshal and designated members of the Community Risk Reduction Division will be the designated officers of the Woodland Fire Department to exercise such arrest and citation authority as to specified violation.~~

~~The Chief of the Woodland Fire Department shall establish and cause to be administered a special enforcement training program designed to instruct those members of the fire department who will exercise such arrest and citation authority, regarding the provisions of the statutes and ordinances to be enforced, the evidentiary prerequisites to proper prosecution for violation thereof, the appropriate procedures for making arrests or otherwise prudently exercising such arrest and citation authority and the legal and practical ramifications and limitation attendant thereto.~~

~~The Fire Marshal and designated members of the Community Risk Reduction Division shall be appropriately instructed to deposit executed citations or notices within the appropriate agency for filing with the court after review for legal sufficiency.~~



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: I.8
SUBJECT: 2022 Federal Emergency Management Agency Assistance to Firefighters Grant Award Appropriation for Additional Extrication Tools and Related Equipment

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$7,974.55 to the Other Federal Grants Fund (330) to fund the additional expenditure for the purchase of additional extrication tools and related equipment.

Staff Contact:

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

Fiscal Impact:

The Assistance to Firefighters Grant (AFG) award reimburses 90% of the requested costs, requiring a 10% recipient match. The City of Woodland will be responsible for the initial purchase, approximately \$7974.55. Of this, 90% will be reimbursed by the Federal Emergency Management Agency. The matching funds required for the City of Woodland's cost share will be approximately \$724.96. This would be the only non-reimbursed cost to the City of Woodland.

Background:

In February 2023 the Woodland Fire Department submitted an AFG application for battery-powered extrication tools and related equipment to replace aging, gas-powered equipment. Extrication tools are used by emergency responders to create greater access to people trapped within vehicles by spreading or removing areas of damaged vehicles from around them.

In August 2023 the Woodland Fire Department was awarded a grant. The remaining balance of the grant will now be used to purchase additional extrication tools and related equipment.

Discussion:

The Woodland Fire Department is now proposing to utilize the remaining funds from the AFG to purchase additional extrication tools and related firefighting equipment. These tools are critical for emergency response operations, particularly during vehicle collisions, entrapments, and other rescue scenarios where rapid and effective intervention is required. The acquisition of this equipment will enhance the department's ability to safely and efficiently perform extrication procedures, improve overall response times, and increase both firefighter and civilian safety.

By applying the remaining AFG grant funds toward these purchases, the department can acquire the necessary equipment with minimal impact to the City's general fund. This use of funds aligns with the original purpose of the grant and ensures full utilization of the awarded resources.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$7,974.55 to Fund (330) Other Federal Grants to fund the additional expenditure for the purchase of additional extrication tools and related equipment.

Prepared by: Nallely Castro, Management Analyst

Approved by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - 2022 AFG Additional

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE APPROPRIATION OF \$7974.55 TO FUND 330 FOR THE
PURCHASE OF A ADDITIOANL EXTRICATION TOOLS AND RELATED
EQUIPMENT**

WHEREAS, the Woodland Fire Department successfully applied for and was awarded the 2022 Assistance to Firefighter Grant (AFG) for the additional extrication tools and related equipment; and

WHEREAS, the Woodland Fire Department will use these funds to purchase additional extrication tools and related equipment; and

WHEREAS, the AFG will reimburse 90% of the cost of the additional extrication tools and related equipment with a 10 % recipient match.

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

SECTION 1. Accept the 2022 Assistance to Firefighters Grant (AFG) for extrication tools and related equipment.

SECTION 2. Appropriate \$7,974.55 to fund the additional extrication tools and related equipment.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: I.9
SUBJECT: Renewal and Amendments to the Existing ProTerp Holdings, LP Operating Agreement

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, 1) Approving a proposed renewal to the Operating Agreement between the City and ProTerp Holdings, LP, a commercial cannabis volatile manufacturing facility located at 1230 Harter Avenue, Suite F; and 2) Authorizing the City Manager to execute the proposed agreement renewal on behalf of the City.

Staff Contact:

Anna Canales, Assistant Planner (530) 661-5819, anna.canales@cityofwoodland.gov

Fiscal Impact:

The City collects two types of revenue associated with cannabis businesses. Those include Permit fees and Cannabis Tax.

Permit Revenue. When a new business applies for a Cannabis Business Permit, the City collects a New Cannabis Business fee. In the case of a new commercial cannabis manufacturing business, the amount is \$50,056 to allow for staff to review and process the application. This includes site visits by both Community Development and Police staff. Thereafter, businesses are responsible for requesting a renewal of the permit on an annual basis and subject to a renewal fee of \$19,059 (for manufacturing). The permit renewal fee pays for program oversight, business plan review by the Community Development Department, Police site visits and Police compliance, accounting and an annual financial audit. The City does not make revenue above the cost of service on these fees and is legally only allowed to charge the City's cost of doing business. New Cannabis Business Permit and renewal fees adjust annually based on CPI.

Cannabis Tax. In November 2022 Woodland voters approved a local tax on cannabis businesses that would help to fund general city services. Manufacturing cannabis businesses are subject to a five percent (5%) tax on gross receipts. To date, the City has collected approximately \$1.1 Million in tax revenue from existing commercial cannabis businesses.

ProTerp Holdings, LP has to date remitted approximately \$431,000 in cannabis taxes to the City.

In 2024 an annual audit conducted by HdL in conjunction with the City Finance Department identified underreported revenue for the reporting period from July 1, 2022 to June 30, 2023. This discrepancy occurred under the previous ownership, Elevation Enterprise LLC. The current ownership, Kolaboration Ventures Corporation, has taken steps to address this issue and has made the necessary payments to resolve the matter.

Additionally, there was a seven-month period of delinquency during the transition of ownership. The applicant has committed to a three-month payment plan of the delinquent fees totaling approximately \$93,000. Since the acquisition, Kolaboration Ventures Corporation has remained up to date with their monthly payments.

Background:

ProTerp Holdings, LP is a cannabis manufacturing business specializing in volatile production methods for manufacturing cannabis extracts. It holds a Type 7 - Volatile Manufacturing license from the California Department of Cannabis Control and operates at 1230 Harter Avenue, Suite F, in Woodland. In 2018 ProTerp Holdings received a Conditional Use Permit, an Operating Agreement, and a Cannabis Business Permit from the City which allowed the business to operate in compliance with city standards. The original Operating Agreement took effect on November 20, 2018, and at that time, ProTerp Holdings, LP was a subsidiary of ProTerp Manufacturing, LLC.

In 2021 the parent company, ProTerp Manufacturing, LLC, was acquired by Elevation Enterprise LLC, which included Paper Planes Extractions and ProTerp Holdings, LP as subsidiaries. The Operating Agreement was amended through an administrative process, to reflect the ownership change. Consistent with State Law, ProTerp Holdings, LP retained a portion of its existing management team and, as a result, this transition did not require the issuance of a new license through the California Department of Cannabis Control. The transition also did not require a new City Cannabis Business Permit or entail changes to the originally permitted operation.

In 2024 the parent company, Elevation Enterprise LLC, was acquired by Kolaboration Ventures Corporation. ProTerp Holdings, LP has continued to operate as a subsidiary. The proposed business operations have remained consistent with the initial approval, and the business has complied with all security and operational standards to date. This change in ownership also coincides with the expiration of the original Operating Agreement, and as a result, the process for updating the agreement will also include a renewal. The proposed amended and restated agreement must be approved using the same method as the original agreement, which was approved by resolution of the City Council.

Discussion:**Past Tax Liabilities**

In 2024 an annual audit conducted by the city in coordination with HdL Companies resulted in findings of under-reported gross receipts and delinquent City Tax Remittance for ProTerp Holdings, LP under the prior ownership of Elevation Enterprise LLC.

Following notification of the annual audit findings, the newly transitioned ownership, Kolaboration Ventures Corporation, requested a payment plan to resolve past due tax remittance and agreed to immediately settle the outstanding city payments that arose from underreported gross receipts, which have since been settled.

New Ownership

In November 2024, city staff met with the new ownership team from Kolaboration Ventures Corporation, who have maintained consistent communication with the City and resumed regular payments for current tax remittance and have resolved past-due payments due to the underreporting of past gross receipts by previous ownership. Staff have noted no issues with current operations since the recent acquisition.

Cannabis Business Permit and Operating Agreement Review

Commercial cannabis operations in the City require a City Cannabis Business Permit which provides for the review of operational features and is required in addition to a state license. A Cannabis Business Permit is required prior to the initial operation and requires annual review. Prior to issuance of the Cannabis Business Permit an Operating Agreement must be authorized. Following approval and execution of the recommended Operating Agreement renewal, Kolaboration Ventures will pursue their annual Cannabis Business Permit renewal. Operating details, including a Security Plan, Lighting Plan, Odor Control Plan, Business Plan, and Community Relations Plan are required, reviewed and

approved by city staff as part of the Cannabis Business Permit review as outlined below.

Operating Agreement

The City and applicant for a proposed Commercial Cannabis land use shall enter into an Operating Agreement, in a form approved by the City Attorney, in which an applicant releases the City from any damages or liabilities of any kind for violation of state or federal law and agrees to defend, indemnify, against any and all claims or actions. In addition, the applicant agrees to operating terms and conditions mutually agreed upon that ensure that the community benefits derived from the proposed cannabis business adequately address potential adverse effects.

To further clarify procedures related to the possible assignment of the Operating Agreement to a new ownership entity, staff have included provisions in the operating agreement which specify procedures for determining how a requested assignment would be reviewed, including the requirement of prior written approval from the City, a thorough review of the proposed new entity's qualifications, and commitment from the new entity to take on responsibilities under the Agreement.

Security Plan

The Security Plan is a confidential document that generally addresses safety concerns related to vandalism, internal and external theft, lighting, video surveillance, security personnel, and other crime prevention. All interested parties to a cannabis business permit application are subject to fingerprinting and a criminal background investigation. The security plan is reviewed by the Police Department and Fire Department as part of the conditional use permit review.

Odor Control Plan

A detailed ventilation plan describing the air treatment system, or other methods implemented to prevent offensive odors generated from the manufacturing, testing, and/or storage of cannabis from being detected outside the building.

Business Plan

A plan describing how the cannabis business will operate in accordance with the City of Woodland Municipal Code, state law, and other applicable regulations. The plan must include plans for hours of operation, handling cash, and transporting cannabis and cannabis products to and from the business site, as may be applicable.

Community Relations Plan

A plan that describes who is designated as being responsible for outreach and communication with the surrounding community, including the neighborhood and businesses, and how the designee can be contacted. The Community Relations Plan must include a description of the community benefit the business will provide, or proposes to provide, to the surrounding community.

Environmental Review:

This action is not considered a "project" under the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) as it is a fiscal activity and an administrative activity of government that will not result in direct or indirect physical changes in the environment.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, 1) Approving a proposed renewal to the Operating Agreement between the City and ProTerp Holdings, LP, a commercial cannabis volatile manufacturing facility located at 1230 Harter Avenue, Suite F; and 2) Authorizing the City Manager to execute the proposed agreement renewal on behalf of the City.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Erika Bumgardner, Deputy Director of Community Development



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Renewed Operating Agreement for ProTerp Holdings, LP

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A
RENEWED OPERATING AGREEMENT WITH PROTERP HOLDINGS, LP, FOR A
COMMERCIAL CANNABIS VOLATILE MANUFACTURING FACILITY**

WHEREAS, ProTerp Holdings, LP, an existing commercial cannabis volatile manufacturing business with operations located at 1230 Harter Avenue, Suite F, in Woodland, was initially issued a City Conditional Use Permit, Operating Agreement, and Cannabis Business Permit by the City in 2018, with an Operating Agreement Effective date of November 20, 2018, and, at the time of the effective date of the original Operating Agreement, ProTerp Holdings, LP, was a subsidiary of the prior parent group, ProTerp Manufacturing, LLC; and

WHEREAS, in 2021 parent company, ProTerp Manufacturing, LLC, was acquired by Elevation Enterprise LLC, which included Paper Planes Extractions and ProTerp Holdings, LP as subsidiaries; and

WHEREAS, the Operating Agreement was amended through an administrative process to reflect the ownership change, and, consistent with State Law, ProTerp Holdings, LP retained a portion of its existing management team and, as a result, this transition did not require the issuance of a new license through the California Department of Cannabis Control; and, the transition also did not require a new City Cannabis Business Permit or entail changes to the originally permitted operation; and

WHEREAS, in 2024 parent company Elevation Enterprise LLC was acquired by Kolaboration Ventures Corporation, while ProTerp Holdings, LP continued to operate as a subsidiary, and the business operations are proposed to remain consistent with the initial approval; and

WHEREAS, this ownership transition coincided with the expiration of the original agreement, which means that the process for updating the agreement will also include renewal. The proposed amended and restated agreement must be approved using the same method as the original agreement, which was approved by the City Council; and

WHEREAS, in 2024 an annual audit conducted by the City in coordination with HdL Companies resulted in findings of under-reported gross receipts and delinquent City Tax Remittance for ProTerp Holdings, LP, under the prior ownership of Elevation Enterprise LLC; and

WHEREAS, the current ownership, Kolaboration Ventures Corporation, has taken steps to address this issue and has made the necessary payments to resolve the matter; and

WHEREAS, in November 2024 City Staff met with the new ownership team from Kolaboration Ventures Corporation, who have maintained consistent communication with the City and resumed regular payments for current tax remittance and have resolved past due payments due

to the underreporting of past gross receipts by previous ownership, and, Staff have noted no issues with current operations since the recent acquisition; and

WHEREAS, to further clarify procedures related to the assignment of an agreement, Staff have included the following amendments to agreement provisions:

Assignments. Proposed provisions in the operating agreement which specify procedures for determining how a requested assignment would be reviewed, including, the requirement of prior written approval from the City, a thorough review of the proposed new entity's qualifications, and commitment from the new entity to take on responsibilities under the Agreement.

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

SECTION 1. The City Council adopts the findings above as true and correct.

SECTION 2. The City Council hereby approves the amended and renewed Operating Agreement between the City and ProTerp Holdings, LP generally consistent with the terms and conditions provided by the Operating Agreement attached hereto as Attachment 1.

SECTION 3. The City Council hereby authorizes the City Manager, or his or her designee, to execute an Operating Agreement in substantially the form provided in Attachment 1, subject to any minor, technical, non-substantive or necessary changes approved by the City Attorney, and any other supporting documents necessary to execute the Operating Agreement.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

Attachment 1

Renewed ProTerp Holdings, LP Operating Agreement

**AMENDED AND RESTATED OPERATING AGREEMENT FOR A CANNABIS
VOLATILE MANUFACTURING BUSINESS
LOCATED IN THE CITY OF WOODLAND**

**PROTERP HOLDINGS, LP
1230 HARTER AVENUE, SUITE F**

This Amended and Restated Operating Agreement for a Cannabis Business (hereinafter “Agreement”), dated ____, 2025, (“Effective Date”), is entered into by and between the City of Woodland (the “City”), a California municipal corporation, and ProTerp Holdings, LP, a cannabis volatile manufacturing facility (“Cannabis Business”). The City and Cannabis Business may be referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, the Cannabis Business submitted an application to the City for a conditional use permit to conduct certain cannabis uses in the City, located at 1230 Harter Avenue, Suite F (“Subject Property”); and

WHEREAS, the City granted a conditional use permit to the Cannabis Business on October 16, 2018, to permit cannabis volatile manufacturing at the Subject Property, subject to conditions of approval, issuance of a cannabis business permit, and execution of this Agreement; and

WHEREAS, Section 5.28.180(A)(9) of the Woodland Municipal Code provides that the City shall enter into an Operating Agreement and Indemnification, in conjunction with the issuance of a Cannabis Business Permit, in which the Cannabis Business agrees to abide by the requirements of the Municipal Code and any other operating terms and conditions as mutually agreed by the parties; and

WHEREAS, the parties hereto previously entered into an Operating Agreement (the “Original Agreement”) on November 29, 2018, which is hereby amended and restated in its entirety by this Agreement.

WHEREAS, this Agreement is made and entered into to reflect ProTerp Holdings, LP’s acquisition by Kolaboration Ventures Corporation and to reflect a first extension to ProTerp Holdings, LP’s Operating Agreement for an additional two-year term, as specified in Section 4.

WHEREAS, the City Council of the City of Woodland has determined that there may be both community benefit and potential adverse impacts that may result from the operation of cannabis businesses in the City, and therefore, desires to ensure all such impacts are adequately mitigated and offset through the requirement for community benefits the businesses provide to the City and its residents; and

NOW, THEREFORE, in consideration of the mutual promises, conditions, and covenants set forth herein, the Parties agree as follows:

AGREEMENT

1. **Amendment of Original Agreement.** This Agreement amends, restates and supersedes the Original Agreement in its entirety. Upon the Effective Date, the Original Agreement shall have no further force or effect.
2. **Incorporation of Recitals.** The Recitals and all defined terms set forth in this Agreement are hereby incorporated into this Agreement as if set forth herein in full.
3. **Definitions.** The following terms shall have the following meanings for purposes of this Agreement, but other terms may be defined elsewhere in this Agreement.
 - A. “Assignment” means: (i) a sale, exchange or other transfer of this Agreement, the Cannabis Business’s rights hereunder, or substantially all of the Cannabis Business’s assets dedicated to operation of the volatile manufacturing cannabis business under this Agreement to a third party; (ii) a sale, exchange or other transfer of thirty (30) percent or more of the outstanding common stock of the Cannabis Business; (iii) any reorganization, consolidation, merger re-capitalization, stock issuance or re-issuance, voting trust, pooling agreement, escrow arrangement, liquidation or other transaction to which Cannabis Business or any of its shareholders is a party which results in a change of ownership or control of thirty (30) percent or more of the value or voting rights in the stock of Cannabis Business; and (iv) any combination of the foregoing (whether or not in related or contemporaneous transactions) which has the effect of any such transfer or change of ownership, provided that the effect of such occurrence is to change control of Company or responsibility for this Agreement to an entity that is not controlled by Company’s ultimate parent entity (as defined on the Effective Date of this Agreement in 16 CFR § 801.1(a)(3)).
 - B. “Cannabis business permit” means the regulatory permit issued by the City to the Cannabis Business pursuant to the provisions of Chapter 5.28 of the Woodland Municipal Code.
 - C. “Cannabis manufacturing” means the compounding, blending, extracting, infusing, or otherwise making or preparing a cannabis product, as permitted by Chapter 17.84.120 of the Woodland Municipal Code, expressly including the production, preparation, propagation, processing, or compounding of cannabis products directly or indirectly, including through extraction and/or chemical synthesis methods. Nothing in this definition shall be construed to conflict with, preempt, or replace applicable state law requirements for authorized cannabis manufacturing activities, nor does this definition authorize any otherwise illegal activity under state law.
 - D. “City” means the City of Woodland.
 - E. “City Permits” means all building permits, conditional use permits, zoning amendments, operating agreements, and other permits, including the Cannabis Business Permit, licenses, entitlements, and agreements that the City, acting in its governmental capacity, must issue or approve for the Cannabis Business to operate in accordance with this Agreement.

- F. “Commencement Date” means the date that all of the following have occurred: (1) the City has issued all necessary City Permits; (2) the Cannabis Business has obtained all necessary State Licenses to operate; and (3) the Cannabis Business has obtained a certificate of occupancy.
- G. “Community Development Director” means the Community Development Director and his or her designee.
- H. “Conditional Use Permit” means the conditional use permit issued by the City to the Cannabis Business pursuant to Chapter 17.100.100 of the Woodland Municipal Code, as approved by the City Council on or about October 16, 2018, as may be amended, related to the operation of a commercial cannabis business.
- I. “Effective Date” means the date first entered above as the Effective Date that both Parties have signed this Agreement.
- J. “Gross Receipts” means the total amount actually received or receivable from sales and the total amounts actually received or receivable for the performance of any act or service, of whatever nature it may be, for which a charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise. Included in “gross receipts” shall be all receipts, cash, credits, and property of any kind or nature, without any deduction therefrom on account of the cost of the property sold, all cost of materials used, labor or service costs, interest paid or losses, or other expenses. The following shall not be included in the definition of “Gross Receipts: (1) Cash discounts allowed and taken on sales; (2) Such part of the sale price of property returned by purchasers upon rescission of the contract of sale as is refunded either in cash or by credit; and (3) Receipts of refundable deposits, except that refundable deposits forfeited and taken into income of the business shall not be excluded.
- K. “Manager” means a person with responsibility and authority over the establishment, management, supervision, or oversight of the operation of the Cannabis Business.
- L. “State License” means all licenses required to be issued by the State of California for operation of the Cannabis Business pursuant to Division 10 of the Business and Professions Code and applicable state regulations, including Division 42 of Title 16, Division 8 of Title 3, and Division 1 of Title 17 of the California Code of Regulations, as those provisions may be amended.
- M. “Subject Property” means that certain property located at 1230 Harter Avenue, Suite F, Woodland, California, which is the location of the Cannabis Business’s volatile manufacturing cannabis business.
- N. “Term” means the period of time this Agreement is in effect and any renewal periods, as specified in Section 4.
- O. “Amended and Restated Operating Agreement” means an outline of any amendments to the original operating agreement between the City and the Cannabis Business.

P. “Original Agreement” means the first agreement made between the City and the Cannabis Business.

4. Term of Agreement. The Term of this Agreement shall commence on the Effective Date and continue for a period of two (2) years therefrom (“Initial Term”), unless earlier terminated as specified in this Agreement. Prior to the expiration of the Initial Term and any subsequent Renewal Period, the Parties may mutually agree to extend the Term of this Agreement for up to two (2) additional two-year (2-year) terms to run consecutively (each a “Renewal Period”).

5. General Terms and Conditions. The Cannabis Business shall comply with all of the following terms and conditions for the Term of this Agreement:

A. This Agreement is only valid for the Cannabis Business at the Subject Property identified in this Agreement. An assignment of this Agreement or any interest herein by the Cannabis Business is not permitted unless consented to in advance in writing by the City, which consent may be conditioned, granted, or withheld in the City’s sole and absolute discretion.

B. Release of Transferring Cannabis Business. Notwithstanding any assignment, an assigning Cannabis Business shall continue to be obligated under this Agreement unless such assigning Cannabis Business is given a release in writing by the City, which release shall be provided by the City upon the full satisfaction by such assigning Cannabis Business of the following conditions:

- i. Cannabis Business no longer has a legal interest in all or any part of the Cannabis Business entity.
- ii. Cannabis Business is not then in default under this Agreement.
- iii. Cannabis Business has provided the City with the notice required under Paragraph (5) Subsection (A) above.
- iv. The assignee provides the City with security equivalent to any security previously provided by Cannabis Business to secure performance of its obligations hereunder.

C. Subsequent Assignment. Any subsequent assignment after an initial assignment shall be made only in accordance with and subject to the terms and conditions of this Section.

D. The applicant shall apply for and receive approval for a final Cannabis Business Permit and all other required City permits, such as building permits, including receipt of a Certificate of Occupancy, prior to commencement of operations.

E. Any conditions placed on the Cannabis Business Permit and the Conditional Use Permit are hereby incorporated as conditions of this Agreement. Violations of the Cannabis Business Permit, the Conditional Use Permit, and/or applicable State Licenses shall be deemed violations of this Agreement and shall constitute a material breach of this Agreement.

- F. The Cannabis Business shall obtain and maintain at all times a valid Cannabis Business Permit, Conditional Use Permit, and applicable State License(s) prior to and during operation of the Cannabis Business.
 - i. As soon as practicable, the Cannabis Business shall inform the City when it obtains its necessary State License(s) and shall provide a copy of the State License(s) to the Community Development Director. The City shall cooperate with the Cannabis Business as appropriate and as needed to facilitate the State's issuance of a State License(s) to the Cannabis Business.
 - ii. The City shall diligently process the Cannabis Business's applications for all City Permits. This Agreement does not commit the City in advance to approve the City Permits, nor does this Agreement constrain the City's discretion to determine compliance with all requirements regarding the issuance of any City Permits. Nothing in this Agreement relieves the Cannabis Business of the obligation to comply with all requirements and application procedures set forth in Chapter 5.28 and Section 17.84.120 of the Woodland Municipal Code.
 - G. The Cannabis Business understands, acknowledges, and agrees to comply with all applicable then-existing state and local laws and regulations applicable to the operation of the Cannabis Business, including Chapter 5.28 of the Woodland Municipal Code.
- 6. Operational Requirements.** In addition to all operating requirements set forth in Article IV of Chapter 5.28 of the Woodland Municipal Code, the Cannabis Business shall comply with the following specific operational requirements:
- A. The Cannabis Business shall immediately notify the City Police Department of any criminal or suspected criminal activity occurring at the Subject Property. In the event of any internal security system breach, including a faulty alarm system, broken or damaged surveillance cameras or other video recording equipment, or broken or damaged locks, doors, or lighting, which may increase risk of criminal activity at the Subject Property, the Manager of the Cannabis Business shall notify the City Police Department as soon as practicable after becoming aware of the security system breach. The Cannabis Business shall diligently attempt to fix or resolve any such security breach immediately; if circumstances require additional time and delay to remedy, the Cannabis Business shall so notify City police and provide an estimated timeline for the breach to be cured.
 - B. If the Cannabis Business receives any criminal threats, or otherwise suspects any criminal targeting related to movement of product or cash from or to the Subject Property, the Cannabis Business shall immediately notify the City Police Department.
 - C. The City's Chief of Police, or his or her designee, may perform site inspections of the Cannabis Business during hours of operation upon reasonable notice. The scope of the inspection shall be to ensure compliance with all conditions on the Cannabis Business, including compliance with state rules and regulations, such as but not limited to track and trace requirements, product storage, labeling, and disposal of product, as well as

accounting, ledgers for distribution, and other records and operating procedures. Upon reasonable notice by the City, the Cannabis Business shall provide proof, including through visual observation and confirmation by City staff, of any storage, disposal, or distribution of the product as may be necessary to ensure business compliance. Should the City discover any evidence of falsification of records or other practices inconsistent with City or State requirements, the Cannabis Business shall, upon written notice from the City, immediately cease and desist operations until such time that the issues have been resolved, to the satisfaction of the City, in accordance with state and local regulations.

7. Consideration. As consideration for the rights and benefits it enjoys under this Agreement, including its operation of approved cannabis uses in the City during the Term, the Cannabis Business shall do all of the following:

A. Tax Payment. The cannabis business shall pay the required tax of five (5%) percent of gross receipts as required per Woodland Municipal Code Chapter 3.36, Cannabis Business Tax.

- i. Monthly Payments shall be calculated per calendar month, due and payable on the 15th day of the subsequent calendar month in accordance with Woodland Municipal Code Section 3.36(B). By way of example only, a Monthly Payment for the month of September would be calculated from September 1 through September 30, due and payable on October 15.
- ii. If a Monthly Payment is not paid in full within fifteen (15) days after it is due and payable, penalties and interest shall accrue as set forth in Woodland Municipal Code Section 3.36.100.
- iii. Monthly Payments shall be made to the City's Finance Department. In the event the Cannabis Business intends to pay a Monthly Payment in cash in an amount that exceeds \$5,000, the Cannabis Business shall notify the City in advance to make prior arrangements.
- iv. Accompanying the Monthly Payment, the Cannabis Business shall deliver to the City a report ("the Monthly Report") showing (1) Gross Receipts of the Cannabis Business for the immediate prior month; 2) a cumulative total of all amounts of Gross Receipts received by the Cannabis Business to date for the calendar year, (3) a calculation of the Monthly Payment currently due to the City; and (4) a calculation of the cumulative total of all Monthly Payments made to the City to date for the calendar year.

B. Records. The Cannabis Business shall keep accurate and adequate records and documentation to reflect its monthly gross receipts and information concerning required payments. Pursuant to section 5.28.340 of the Woodland Municipal Code, the Cannabis Business shall maintain all such records for at least three (3) years and shall produce those records to the City within 24 hours after receipt of the City's request.

8. Termination. The City and/or Cannabis Business may terminate this Agreement prior to expiration of the Term for the reasons and subject to the requirements set forth below. The Cannabis Business understands and acknowledges that the right to operate the Cannabis Business is expressly contingent on full execution of an Operating Agreement, as required by section 5.28.180(A)(9) of the Woodland Municipal Code. As such, termination of this Agreement shall result in the immediate termination of the Cannabis Business's operations unless and until a new Operating Agreement is executed by the Parties.

A. City's Termination Rights. Without prejudice to its other remedies at law or in equity, the City may terminate this Agreement, at any time and in its sole discretion, effective thirty (30) days after the City provides written notice of termination to the Cannabis Business if any of the following circumstances occurs:

- i. The Cannabis Business breaches its obligation to pay the Monthly Payments of the Cannabis business tax when due and fails to cure the breach within thirty (30) days after the City provides the Cannabis Business with a written notice of default.
- ii. The Cannabis Business breaches its obligation to perform in accordance with any material provision of this Agreement other than the obligation to pay the Monthly Payment, and (A) does not cure the breach within thirty (30) days after the City provides the Cannabis Business with a written notice of breach or, if the breach cannot reasonably be cured within 30 days, (B) does not begin work to cure the breach within thirty (30) days after the City provides the Cannabis Business with a written notice of breach. The Parties may mutually agree in writing to extend the time period to cure the breach. The express designation in this Agreement of a provision as "material" does not imply that other provisions are not material.
- iii. The Cannabis Business fails to obtain and maintain at all times prior to and during operation of the Cannabis Business a valid Cannabis Business Permit and State License(s) or violates any condition of approval of the Conditional Use Permit.
- iv. The uses and business activities of the Cannabis Business are declared unlawful by order of Court or become illegal by operation of State law.

B. Cannabis Business's Termination Rights. The Cannabis Business may, at any time and in its sole discretion, effective thirty (30) days after the Cannabis Business provides written notice of termination to the City, may terminate this Agreement if the Cannabis Business has permanently ceased operations or intends to cease operations within thirty (30) days, in the City of Woodland.

9. Release & Indemnification. The Cannabis Business shall release and hold harmless the City, its agents, officers, elected officials, staff, and employees (collectively, "City Parties") from any and all claims, injuries, damages, or liabilities of any kind arising from (i) any repeal or amendment of Chapter 5.28 of the Woodland Municipal Code, or any

provision of the Zoning Code relating to the Cannabis Business, and (ii) any arrest or prosecution of the Cannabis Business or its owners, Managers, staff, employees, or members for violation of state or federal laws. The Cannabis Business shall further defend, indemnify, and hold harmless the City Parties from and against any and all claims or actions: (i) brought by adjacent or nearby property owners or any other parties for any damages, injuries, or other liabilities of any kind arising from or related to the Cannabis Business operations at the Subject Property, and (ii) brought by any party for any problems, injuries, damages, or other liabilities of any kind, including bodily injury, death or property damage, arising out of the distribution of cannabis or cannabis products at the Subject Property. The obligations in this Section 8 Release & Indemnification shall survive any expiration or termination of this Agreement.

10. Insurance.

- A. Time for Compliance. The Cannabis Business shall not begin operations until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. Failure to provide and maintain all required insurance shall constitute a material breach of this Agreement.
- B. Types of Required Coverages. Without limiting the indemnity provisions of this Agreement, the Cannabis Business shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance:

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

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

- ii. Automobile Liability. Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with minimum limits of \$1,000,000 each accident.
- iii. Workers’ Compensation. Workers’ Compensation Insurance, as required by the State of California, and Employer’s Liability Insurance, with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

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

- C. Endorsements.

- i. The policy or policies of insurance required by this section for Commercial General Liability and Automobile Liability shall be endorsed to provide the following:
 - a. Additional Insured. The City's indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.
 - b. Primary Insurance and Non-Contributing Insurance. This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.
 - c. Severability. In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.
 - d. Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced, or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City, except ten (10) days prior written notice shall be allowed for non-payment of premium.
 - e. Duties. Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.
 - f. Applicability. The coverage provided therein shall apply to the obligations assumed by the Cannabis Business under the indemnity provisions of this Agreement unless the policy or policies contain a blanket form of contractual liability coverage.
- ii. The policy or policies of insurance required by this section for Workers' Compensation shall be endorsed as follows:
 - a. Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City's indemnified parties.
 - b. Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced, or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City,

except ten (10) days prior written notice shall be allowed for non-payment of premium.

- D. Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the City's indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.
 - E. Evidence of Insurance. The Cannabis Business shall, concurrently with execution of this Agreement or as soon thereafter as may be authorized by the City, deliver either certified copies of the required policies or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is canceled or reduced, the Cannabis Business shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.
 - F. Failure to Maintain Coverage. The Cannabis Business agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City.
 - G. Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A: VII and authorized to do business in the State of California or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.
 - H. Insurance for Subcontractors. All subcontractors shall be included as additional insureds under the Cannabis Business's policies, or the Cannabis Business shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured.
- 11. Notice.** Any notice or other communication provided pursuant to this Agreement must be in writing and shall be considered properly given and effective only when mailed or delivered in the manner provided by this Section 11 to the persons identified below. A mailed notice or other communication shall be considered given and effective on the third day after it is deposited in the United States Mail (certified mail and return receipt requested). A notice or other communication sent in any other manner will be effective or will be considered properly given when actually delivered. A Party may change its address for these purposes by giving written notice of the change to the other Party in the manner provided in this Section 11.

If to the City:

City of Woodland
City Manager's Office
300 First Street
Woodland, California 95695
Attention: Ken Hiatt

If to Cannabis Business:

ProTerp Holdings, LP
1230 Harter Avenue, Suite F
Woodland, CA 95776

12. Force Majeure.

- A. "Force Majeure Event" means a cause of delay that is not the fault of the Party who is required to perform under this Agreement and is beyond that Party's reasonable control, including the elements (such as floods, earthquakes, windstorms, and unusually severe weather), fire, energy shortages or rationing, riots, acts of terrorism, war or war-defense conditions, acts of any public enemy, epidemics, the actions or inactions of any governmental entity (excluding the City) or that entity's agents, litigation, labor shortages (including shortages caused by strikes or walkouts), and materials shortages.
- B. Except as otherwise expressly provided in this Agreement, if the performance of any act required by this Agreement to be performed by either the City or Cannabis Business is prevented or delayed because of a Force Majeure Event, then the time for performance shall be extended for a period equivalent to the period of delay, and performance of the act during the period of delay will be excused.

13. Waiver. A Party's failure to insist on strict performance of this Agreement or to exercise any right or remedy upon the other Party's breach of this Agreement shall not constitute a waiver of any performance, right, or remedy. A Party's waiver of the other Party's breach of any provision in this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or any other provision. A waiver is binding only if set forth in writing and signed by the waiving Party.

14. Relationship of Parties. This Agreement does not create any employment relationship, ownership interest, or other association between the City and Cannabis Business. Nothing herein shall be construed to create the relationship of principal and agent, partnership or other joint venture between the City and Cannabis Business.

15. Attorneys' Fees. The Party prevailing in any litigation concerning this Agreement, the Subject Property, or the Cannabis Business operations shall be entitled to an award by the court of reasonable attorneys' fees and litigation costs. If the City is the prevailing party, then this Section shall apply whether the City is represented in the litigation by the designated City Attorney or by outside counsel.

16. Severability. If a court with jurisdiction finds any provision of this Agreement to be invalid, void, or unenforceable, then the remaining provisions shall remain in full force and effect, and to this end, this Agreement shall be severable.

17. Counterparts. The parties may execute this Agreement in counterparts, each of which shall constitute an original, but all of which shall collectively constitute this same Agreement.

18. Integration and Modification. This Agreement sets forth the Parties' entire understanding and agreement regarding the matters addressed herein. This Agreement supersedes all prior or contemporaneous agreements, representations, and negotiations (written, oral, express, or implied) and may be modified only by written agreement signed by both Parties.

(Signature Page Follows)

IN WITNESS WHEREOF, the parties enter into this Agreement as of the date first set forth on this Agreement.

City of Woodland

**Cannabis Business:
ProTerp Holdings, LP**

By: _____
Ken Hiatt, City Manager
Dated: _____, 2025

By: _____
Dated: _____, 2025

By: _____
Dated: _____, 2025

Approved as to Form
Woodland City Attorney

By: _____
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: I.10
SUBJECT: Approve the Plans, Specifications, and Bid Authorization for Water Pollution Control Facility Pavement Rehabilitation Project, CIP #26-04

Recommendation for Action: Staff recommends the City Council approve Resolution No. _____, to 1) Create a new capital project, Water Pollution Control Facility Pavement Rehabilitation Project, CIP 26-04; and 2) Approve the plans & specifications and authorize bid advertisement.

Staff Contact:

Dang Bui, Associate Engineer – (530) 661-5856, dang.bui@cityofwoodland.gov

Fiscal Impact:

The funding for CIP #14-02, Water Pollution Asset Replacement Project is included in the Capital Budget approved by City Council on June 18, 2024. The funding source is the Sewer Enterprise Fund. The project has a budget of approximately \$4,047,000 with a current balance of approximately \$1,970,000. The estimated project cost for the pavement rehabilitation is approximately \$350,000, including construction, construction contingency, and staff & construction management. To allow for better cost tracking, staff is requesting that funding be transferred from CIP #14-02 to the new project CIP #26-04 at the time of construction contract award.

There is no impact to the General Fund.

Background:

City staff maintain an asset management program at the Water Pollution Control Facility (WPCF), which includes periodic assessments to determine repair and replacement needs. A recent inspection identified water ponding at a few locations, which has compromised the surrounding asphalt and underlying sublayers along with a recent water main break that damaged the asphalt pavement and base. Three distinct areas around the operations building have been affected by ponding. Part of the project scope involves removing the damaged asphalt, excavating and recompacting the subbase layer, and installing new asphalt to restore the pavement's structural integrity at said areas. The 5 acres of WPCF paved area are also showing signs of deterioration, with cracking visible across the surface. These cracks can allow water to infiltrate the pavement, potentially leading to settlement, as observed with the previously mentioned repair areas. Microsurfacing is necessary to extend the life of the pavement.

Discussion:

The project scope is to repair the areas affected by the water ponding and water main break and to microsurface the entire WPCF lot.

Upon Council authorization, project bids will be solicited, and staff anticipate returning to Council for contractor award in June 2025 for construction to start this summer.

Conclusion:

Staff recommends the City Council approve Resolution No. _____, to 1) Create a new capital project, Water Pollution Control Facility Pavement Rehabilitation Project, CIP 26-04; and 2) Approve

the plans & specifications and authorize bid advertisement.

Prepared by: Dang Bui, Associate Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Plans, Specs, Bid Authorization CIP 26-04

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE THE PLANS AND SPECIFICATIONS AND AUTHORIZE BID
ADVERTISEMENT FOR THE WATER POLLUTION CONTROL FACILITY
PAVEMENT REHABILITATION PROJECT, CIP #26-04**

WHEREAS, the City Council approved the FY24/25 Capital Budget and included CIP #14-02 as part of the Capital Budget; and

WHEREAS, the City has identified rehabilitating the pavement at the Water Pollution Control Facility (WPCF) to be a priority; and

WHEREAS, the City Council wishes to create CIP #26-04 as part of the Capital Budget; and

WHEREAS, the City Council has the authority to approve projects for bids; and

WHEREAS, the City wishes to authorize bid advertisement for the WPCF Pavement Rehabilitation Project, CIP #26-04.

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

SECTION 1. The City Council hereby authorizes the creation of the WPCF Pavement Rehabilitation Project, CIP #26-04.

SECTION 2. The City Council hereby approves the plans and specifications for the WPCF Pavement Rehabilitation Project, CIP #26-04, which are available on file with the City Clerk.

SECTION 3. The City Council authorizes City staff to advertise the WPCF Pavement Rehabilitation Project, CIP #26-04 for bids.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on this 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rich Lansburgh, Mayor

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: I.11
SUBJECT: Award a Construction Contract to Ariza Construction and Appropriate Funding for the WPCF Pond 9 Biosolids Drying and Removal, CIP 26-03

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, to 1) Approve the reallocation of \$580,000 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to WPCF Pond 9 Biosolids Drying and Removal, CIP 26-03; and 2) Award a construction contract with Ariza Construction, Inc. in the amount of \$438,669 for the WPCF Pond 9 Biosolids Drying and Removal Project, CIP 26-03 and authorization for a contract contingency of up to 25% of the contract award amount (\$109,667.00).

Staff Contact:

Dang Bui, Associate Engineer, (530) 661-5856, dang.bui@cityofwoodland.gov

Fiscal Impact:

The funding for CIP # 10-11, WPCF Export Biosolids is included in the Capital Budget approved by City Council on June 18, 2024. The funding source is the Sewer Enterprise Fund. The project has a budget of \$5,594,000 with a current balance of approximately \$875,000. The estimated total project cost for the drying and hauling work is approximately \$580,000, including construction, construction contingency, inspection costs, design, and staff time. The project includes payment of tipping fees at the Yolo County Landfill. Tipping fees are estimated to be approximately \$153,000. The tipping fees are included in the construction contract.

There is no impact to the General Fund.

Background:

The City's Water Pollution Control Facility (WPCF) generates biosolids as a result of the wastewater treatment process and accumulates approximately 2,000 tons of biosolids each year. The WPCF utilizes a series of ponds to accumulate and stabilize the biosolids over time. Given the biosolids loading rate and time required for stabilization, a project to remove biosolids from a pond is required about every other year.

Previous work has included removal of legacy biosolids from Ponds #7, #8, #9, #10 and #11 and soil/cement lining of ponds #9, #10, and #11 along with improvements to the capping water distribution piping system.

The work in this project generally includes mechanically drying of the biosolids in Pond #9 and hauling to the Yolo County Landfill for use as alternative daily cover. The Yolo County Landfill is the only authorized receiver of biosolids in Yolo County. With Senate Bill (SB) 1383, the drying and hauling of biosolids to the landfill is a more expensive option. Tipping fees have increased from \$15 per ton to \$51 per ton since 2020. To compete with changing regulations (i.e. SB 1383), the City has been looking at the land application of its biosolids as an alternative. Land application of the biosolids is less expensive, as the City doesn't have to pay the tipping fees to the landfill. Over the last year, the City of Woodland has been in coordination with the Waste Discharge to Land Permitting Unit at the Regional Water Quality Control Board on permitting land application of biosolids to the nearby

agricultural fields owned and leased out by the City. Currently, tomato waste is the only authorized material that can be land applied on the fields. The City is not fully finished with its permitting process to land apply biosolids, but applied for a pilot study to land apply a small amount of the biosolids. While this marks a significant step towards the City's long-term goal of using biosolids for land application on nearby agricultural fields, the City will send approximately half of the biosolids to the Yolo County Landfill for the 2025 project. In future drying and hauling projects, the City anticipates being permitted to land apply larger amounts of biosolids from the WPCF ponds. The quantity of biosolids stored in Pond #9 for drying and hauling is expected to be approximately 6,000 dry tons, with approximately 50% projected to go to land application. The exact quantity of biosolids in the pond cannot be determined until the drying work is completed.

A 25% contingency is necessary due to the uncertainty in the quantity of accumulated biosolids. The pond was loaded with biosolids several years ago and there is no documentation as to the quantity or duration of time that biosolids accrued in the pond and another unknown is the volatilization of solids over time. Another factor is the moisture content of the biosolids. The project specifications require the contractor to dry the material to at least 75% dry prior to hauling. The project pays the contractor on a dry weight basis to encourage the contractor to dry the material more thoroughly and reduce project costs through reduced hauling and tipping fees.

Discussion:

The work for this construction contract generally includes the drying and disposal of accumulated biosolids in Pond #9 at the WPCF.

The City advertised for bids on April 16, 2025. On May 7, 2025 the City received three bids in the amounts tabulated below:

Number	Contractor	Base Bid
1.	Ariza Construction, Inc.	\$438,669
2.	Galindo Construction Company, Inc.	\$494,180
3.	RAMCON Engineering & Environmental Contracting, Inc.	\$647,738

The engineer's estimate for the project construction was \$490,000. Staff have performed due diligence in reviewing the bids. Ariza Construction, Inc. has been determined to be the lowest responsive, responsible bidder and has complied with all technical submittal requirements.

The construction contract provides 120 working days for completion of the project. Staff anticipate completion of the project in the fall of 2025.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, to 1) Approve the reallocation of \$580,000 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to WPCF Pond 9 Biosolids Drying and Removal, CIP 26-03; and 2) Award a construction contract with Ariza Construction, Inc. in the amount of \$438,669 for the WPCF Pond 9 Biosolids Drying and Removal Project, CIP 26-03 and authorization for a contract contingency of up to 25% of the contract award amount (\$109,667.00).

Prepared by: Dang Bui, Associate Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Constr Contract & Fund Approp_Ariza Constr, CIP 26-03

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING CONSTRUCTION CONTRACT FOR THE WPCF POND 9 BIOSOLIDS
DRYING AND REMOVAL PROJECT, CIP 26-03 AND APPROPRIATE PROJECT
FUNDING**

WHEREAS, the City Council approved the plans and specifications and authorized advertisement for bids on April 15, 2025. The City of Woodland advertised for bids on April 16, 2025; and

WHEREAS, on May 7, 2025 the City received 3 bids; and

WHEREAS, Ariza Construction, Inc. is the lowest responsive, responsible bidder with a bid of \$438,669; and

WHEREAS, the City wishes to approve the reallocation of \$580,000.00 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to WPCF Pond 9 Biosolids Drying and Removal Project, CIP 26-03; and

WHEREAS, the City of Woodland wishes to enter into a Construction Contract with Ariza Construction, Inc. for CIP 26-03, WPCF Pond 9 Biosolids Drying and Removal Project for an amount of \$438,669.00, and the City Council wishes to authorize its execution through adoption of this resolution; and

WHEREAS, the City wishes to include a construction contingency of up to 25% of the construction contract amount (\$109,667.00).

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

SECTION 1. The City Council hereby approves the reallocation of \$580,000.00 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to WPCF Pond 9 Biosolids Drying and Removal Project, CIP 26-03.

SECTION 2. The City Council hereby approves the Construction Contract with Ariza Construction, Inc. in the amount of \$438,669.00 and approves a twenty-five (25%) percent construction contingency in the amount of \$109,667.00. The City Manager is hereby authorized and directed to execute the contract, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

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

SECTION 4. The recitals above are adopted as true and correct and incorporated as if fully set forth herein.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: I.12
SUBJECT: Approve Consultant Amendment #18 with Wood Rodgers for Consulting Services for the Lower Cache Creek Flood Risk Reduction Project, CIP 22-16

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to authorize the consultant services amendment #18 with Wood Rodgers for the Lower Cache Creek Flood Risk Reduction Project for an amount up to \$150,000.

Staff Contact:

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

Fiscal Impact:

This project is included in the Capital Budget approved by Council with \$3,400,000 being advanced from the sewer enterprise fund with a future repayment from the storm drain enterprise fund as approved by Council on June 18, 2024. In addition, as part of the long-term financing plan for the project, the team will pursue cost-sharing, including project management services, with public agencies and private property stakeholders with an interest in partnering on a flood solution for Lower Cache Creek.

Wood Rodgers has been involved in the City's flood protection and storm water management efforts for several years, including the development of flood protection alternatives and hydraulic modeling throughout the earlier Lower Cache Creek Feasibility Study. Approval of amendment #18 for Project 22-16 would increase the contract by \$150,000 and bring the total not to exceed cost for the Lower Cache Flood Risk Reduction Project (LCCFRRP) services to \$425,000. The agreement covers Wood Rodger's services through the attached scope of work.

Background:

The City of Woodland faces significant flood threats from both Cache Creek (located north of the City) and the Yolo Bypass (located east of the City). Cache Creek, located north of the City of Woodland, has overtopped its banks more than twenty times since 1900, with existing levees providing only an approximate ten-year level of protection. Approximately 25% of Woodland is located within the Cache Creek floodplain. Winter storms in February 2019 and resultant flows in Cache Creek and levee overtopping proved that the existing Cache Creek levees provide roughly only protection from a 7-year storm event.

The LCCFRRP is included in the Central Valley Flood Protection Plan (CVFPP), which is the State of California's strategic blueprint for managing flood risk in the California Central Valley. The CVFPP is produced in coordination with the Army Corps of Engineers, tribal, regional, and local entities, and guides the State's policies, investments, partnerships, and subsequent implementation activities. The CVFPP ensures a climate-driven technical foundation for a flood management system that helps protect our communities, contributes to native species recovery, and integrates broader water management objectives. The CVFPP was first adopted in 2012 and is updated every five years. The 2022 CVFPP Update acknowledges the need to improve equity in flood management decision making for underserved communities, especially with the increased flood risk associated with climate

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

Discussion:

The agreement with Wood Rodgers extends their role in program management in efforts to provide flood protection to Woodland. The work generally includes providing program management, planning and policy support and preparing various engineering analyses.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to authorize the consultant services amendment #18 with Wood Rodgers for the Lower Cache Creek Flood Risk Reduction Project for an amount up to \$150,000.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Amend #18 Wood Rodgers for CIP 22-16
2. Wood Rodgers Req for Supp Budget Auth – Amend 18

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
APPROVING CONSULTANT AMENDMENT #18 WITH WOOD RODGERS FOR
ENGINEERING CONSULTING SERVICES FOR THE LOWER CACHE CREEK
FLOOD RISK REDUCTION PROJECT, CIP# 22-16**

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

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

WHEREAS, Wood Rodgers will continue providing program management and engineering design services, including coordination with the Army Corps of Engineers, Central Valley Flood Protection Plan and City consultants to advance the Lower Cache Creek Flood Risk Reduction Project, CIP #22-16; and

WHEREAS, Amendment #18 with Wood Rodgers authorizes an increase to the contract amount of \$150,000 for a total contract amount of \$425,000 to cover the scope of work; and

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

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

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

SECTION 1. The City Council hereby approves the Amendment with Wood Rodgers in the amount of \$150,000 for a total contract amount of \$425,000. The City Manager is hereby authorized and directed to execute the Amendment, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Amendment does not change.

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

PASSED, APPROVED, AND ADOPTED by the City Council of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



May 1, 2025

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

Subject: City of Woodland, Lower Cache Creek Project – Request for Supplemental Budget
Authorization – Amendment 18

Dear Mr. Busch,

The City of Woodland (City), with the California Department of Water Resources (DWR), Central Valley Flood Protection Board (CVFPB) and US Army Corps of Engineers (USACE), is engaged in efforts to reduce flood risk on lower Cache Creek for the City of Woodland, California. Wood Rodgers, Inc. (Wood Rodgers) has been assisting in this effort by providing program management, planning and policy support and preparing various engineering analyses as directed by the City. Wood Rodgers has completed all previously requested tasks and proposes to continue providing Program management, plan formulation, policy and engineering support to advance solutions for reducing flood risk per the City's request.

By way of this letter, Wood Rodgers is requesting a budget increase of \$150,000 and reallocation from remaining funds of completed tasks in the amount of \$22,204.68 and moved to a new task labeled CO 18 PM, Planning & Engineering Support for ongoing program management and engineering support of the City. This additional work will be performed on a Time-and-Materials basis not to exceed the authorized amount without the written consent of the City. Included as Exhibit A is Wood Rodgers Fee Schedule. Below is a breakdown of reallocated funds:

Task Name	TD Budget Effort	Budget Remainin	Reallocated	Updated Budget
Project Management T&M	\$ 5,589.00	\$ -	\$ -	\$ 5,589.00
Construction Estimates T&M	\$ 11,704.50	\$ 852.00	\$ (852.00)	\$ 10,852.50
Draft PD T&M	\$ 9,760.50	\$ 5.50	\$ (5.50)	\$ 9,755.00
Final PD T&M	\$ 5,508.00	\$ 88.00	\$ (88.00)	\$ 5,420.00
CEQA/NEPA Work in Kind T&M	\$ 655,000.00	\$ 21,259.18	\$ (21,259.18)	\$ 633,740.82
CO 18 PM & Eng Sppt			\$ 172,204.68	\$ 172,204.68
	\$ 687,562.00	\$ 22,204.68	\$ 150,000.00	\$ 837,562.00

Mr. Tim Busch
May 1, 2025
Page 2 of 2

If you are in agreement with this budget augmentation request, please issue a contract amendment at your earliest convenience. Wood Rodgers appreciates the opportunity to be of continued support to the City of Woodland on the LCC Project.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jon', with a stylized flourish extending to the right.

Jonathan Kors, P.E.
Vice President

\\woodrogers.loc\ProductionData\Jobs\Jobs\8303\8303.032 LCCFS_Altis_2A_2B_2C\Civil\Docs\Proposals\20250424_Flood_Risk_18\AMEND-18_FloodRisk_PM_Final.doc

EXHIBIT "A"**SACRAMENTO & ROSEVILLE FEE SCHEDULE**

CLASSIFICATION	STANDARD RATE
Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$320
Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$285
Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$260
Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$250
Project Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$235
Project Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$225
Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$215
Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$195
Assistant Engineer/Geologist/Surveyor/Planner/GIS/LA*	\$165
Designer	\$100
Senior CAD Technician/Graphics Designer II	\$200
Senior CAD Technician/Graphics Designer I	\$175
CAD Technician/Graphics Designer	\$155
Project Coordinator	\$170
Administrative Assistant	\$135
1 Person Survey Crew	\$255
2 Person Survey Crew	\$365
3 Person Survey Crew	\$465
Consultants, Outside Services, Materials & Direct Charges	Cost Plus 10%
Overtime Work, Expert Witness Testimony and Preparation	Rate Plus 50%

*LA = Landscape Architect

Blueprints, reproductions, and outside graphic services will be charged at vendor invoice. Auto mileage will be charged at the IRS standard rate, currently 67 cents per mile.

Fee Schedule subject to change January 1, 2026.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: I.13
SUBJECT: Request to Approve the Replacement of Police Department Portable Radios

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to 1) Approve the purchase of thirty-four (34) portable radios utilizing Houston-Galveston Area Council Radio Communications/ Emergency Response Equipment Contract ("Purchasing Contract") #RA05-21; 2) Authorize budget appropriation of \$225,488 to the General Fund (Fund 1101); and 3) Authorize budget appropriation of \$52,251 in the Proposition 172 Fund (Fund 1353).

Staff Contact:

Ryan L. Kinnan, Chief of Police, (530)661-7813, ryan.kinnan@cityofwoodland.gov
Anuelle Jumuad, Management Analyst, (530)661-7832, anuelle.jumuad@cityofwoodland.gov
Richard Towle, Sergeant, (530)661- 7884, richard.towle@cityofwoodland.gov

Fiscal Impact:

The total cost to replace 34 of the Police Department's portable radios is \$319,187, with programming all radios to cost an additional \$53,000, for a total project cost of \$372,187. The Police Department has identified and allocated budget resources that will cover 86% of the cost of the police handheld/portable radio replacement and upgrade, and is requesting additional appropriations to cover the remaining costs to complete the project. The suggested funding is a combination of state mandate reimbursements, existing budget appropriations, and supplemental funding from Proposition 172.

The City will be receiving reimbursement from the State of California through Senate Bill 80 (SB-80). SB-80 imposes state-mandated programs such as the Racial and Identity Profiling Advisory Board (RIPA) and requires states to reimburse local agencies for a portion of those costs. For costs incurred during FY22-23, the City will receive \$114,470 from the SB-80 reimbursement. For costs incurred during FY23-24, the City of Woodland will receive \$110,978. The Woodland Police Department filed two (2) claims in FY25 and will be receiving the funding, the total amount of \$225,448, in FY26.

The Police Department is requesting a budget appropriation of \$225,488 to the General Fund, which will be offset by the reimbursement to be received by the City of Woodland from the State of California in FY26. An additional \$94,488 has been identified in the Police Department's existing operating budget to be redirected to this project, leaving an unfunded amount of \$52,251. Proposition 172, the statewide Public Safety Sales Tax, has been identified as a valid fund source for this project, and staff is proposing to use reserves in the fund (Fund 1353) to cover the shortfall in project costs.

Background:

The Woodland Police Department utilizes handheld or portable radios in their day-to-day duties. This allows them to stay in constant communication with our dispatch center, other officers and neighboring agencies. The department requires radios that are dual-band, which gives our officers the ability to communicate on analog and digital frequencies.

The department has the following radios that have surpassed their lifecycle of 10 years: 27 APX 4000

series, and 34 APX 7000 series. As of today, neither one of these series is supported by Motorola, making the cost of repair and service costly, and eventually, impossible for us to repair as parts are no longer in production.

The Department has been purchasing radios in the APX 8000 series, the most current series that is supported and serviced by Motorola, for the past four (4) years in smaller batches using alternative funding sources such as grants. In addition, it was discovered during our radio audit that not every batch of radios has the same specifications and have fallen behind on necessary upgrades. The department is requesting council approval on this project so that we can finally catch up to the replacement of our end-of-lifecycles radios and be updated on our current radios.

Discussion:

The Houston-Galveston Area Council, following a competitive bidding process, awarded the Purchasing Contract to Motorola Solutions Inc. City of Woodland Municipal Code §3.32.140(c) includes the following exception to competitive procurement, which authorizes the use of the Houston-Galveston Area Council Purchasing Contract without competitive bidding by the City of Woodland:

Competitive Bidding Already Completed. When the Purchasing Officer and the authorized contracting party, with the approval of the City Manager, determine that:

1. A competitive bid procedure has been conducted by another public agency, including, but not limited to, another local agency, the State through the California Multiple Award Schedule (CMAS), the Federal government through the General Services Administration (GSA), the U.S. Communities Government Purchasing Alliance or the Western States Contracting Alliance (WSCA); and
2. The price to the City is equal to or better than the price to that public agency.

The Woodland Police Department is requesting the replacement of 34 APX 7000 series radios with upgraded APX 8000 series dual-band radios. These radios will provide our officers with enhanced communication capabilities across multiple jurisdictions. While Woodland and Yolo County continue to operate on an analog system, neighboring jurisdictions such as West Sacramento and Davis, utilize digital systems. The inability to communicate across these platforms during joint operations – including K-9 support, SWAT operations, and special events such as the A's games – poses a significant officer safety risk.

Upgrading to APX 8000 radios, along with reprogramming our existing radios to match the same specifications and capabilities, will ensure all equipment is aligned for optimal interoperability. This will provide access to regional communication channels and support seamless communication with neighboring agencies. Ensuring all radios operate on the same platform is critical for reliable communication during mutual aid incidents and day-to-day operations. These upgrades are essential to maintaining officer safety and enhancing the effectiveness of interagency coordination.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to 1) Approve the purchase of thirty-four (34) portable radios utilizing Houston-Galveston Area Council Radio Communications/Emergency Response Equipment Contract ("Purchasing Contract") #RA05-21; 2) Authorize budget appropriation of \$225,488 to the General Fund (Fund 1101); and 3) Authorize budget appropriation of \$52,251 in the Proposition 172 Fund (Fund 1353).

Prepared by: Anuelle Jumuad, Management Analyst I

Reviewed by: Ryan L. Kinnan, Chief of Police



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - PD Radio Replacement Project

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PURCHASE OF 34 PORTABLE RADIOS THROUGH A
COOPERATIVE PURCHASING ARRANGEMENT, APPROPRIATING \$225,488 IN
THE GENERAL FUND (FUND 1101), AND APPROPRIATING \$52,251 IN THE
PROPOSITION 172 FUND (FUND 1353)**

WHEREAS, the Police Department utilizes handheld or portable radios in their day-to-day duties to stay in constant communication with our dispatch center, other officers and neighboring agencies; and

WHEREAS, the radios have reached the end of their useful lives, are no longer supported by the manufacturer, and recent purchase of replacements have not been compatible with other department radios; and

WHEREAS, the City is utilizing the Houston-Galveston Area Council Radio Communications/ Emergency Response Equipment Contract (“Purchasing Contract”) #RA05-21 to comply with the procurement requirements of the purchase; and

WHEREAS, the Police Department has identified various funding sources to complete the purchase and implementation of the radio replacement project; and

WHEREAS, the Police Department has submitted a claim to the State of California and will be receiving reimbursement in the amounts of \$114,470.00 and \$110,978.00 for SB-80 that will help offset the budget appropriation; and

WHEREAS, the Police Department is requesting that City Council authorize a budget appropriation of \$225,488.00 to the General Fund (Fund 1101), and an appropriation of \$52,251.00 to the Proposition 172 Fund (Fund 1353) to assist with this purchase.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Woodland, based on the facts in the staff report, as follows:

SECTION 1. Approve the purchase of 34 portable radios utilizing the Houston-Galveston Area Council Radio Communications/ Emergency Response Equipment Contract (“Purchasing Contract”) #RA05-21.

SECTION 2. Authorize a budget appropriation of \$225,488.00 to the General Fund (Fund 1101).

SECTION 3. Authorize a budget appropriation of \$52,251.00 to the Proposition 172 Fund (Fund 1353)

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: J.14
SUBJECT: Introduction and Waiver of First Reading of an Ordinance Amending Woodland Municipal Code Title 16 "Subdivisions" Sections 16.08.020, 16.12.010, 16.12.020, and adding new Section 16.12.025

Recommendation for Action: Staff recommends the City Council 1) Introduce and waive the first reading of an Ordinance amending Woodland Municipal Code Title 16 "Subdivisions" Sections 16.08.020, 16.12.010, 16.12.020, and adding new Section 16.12.025; and 2) Find that the adoption of the proposed Ordinance is statutorily exempt from review under the California Environmental Quality Act ("CEQA") under Public Resources Code section 21080.17.

Staff Contact:

Anna Canales, Assistant Planner, (530) 661-5819, anna.canales@cityofwoodland.gov

Background:

In recent years the California Legislature has approved, and the Governor has signed into law, a number of bills that amended various sections of the Government Code aimed at streamlining residential development. In 2023 and 2024, the California Legislature approved, and the Governor signed into law, two new bills — Senate Bill 684 (SB 684) and Senate Bill 1123 (SB 1123) — that further amend state infill development and subdivision law to encourage missing middle housing development as summarized below.

Subject to limited exceptions, existing state law, the Subdivision Map Act has placed the authority to regulate and control the design and improvement of subdivisions with the legislative body of local agencies. It established specific procedures for how local agencies such as the City of Woodland should process, approve, conditionally approve or deny, and file tentative, final, and parcel maps, and the modifications of these maps. The aforementioned acts have generally required an applicant to file a tentative map or vesting tentative map with the local agency, as specified under the Subdivision Map Act, and the local agency, in turn, to approve, conditionally approve, or deny the map within a specified time period.

SB 684 - By-right Small-Lot Subdivisions in Multifamily Zones

On October 11, 2023 Governor Newsom signed California SB 684 into law, aiming to simplify the approval process for small lot subdivisions and housing developments by requiring local agencies to consider parcel maps or tentative and final maps without discretionary review or a hearing. It applies to projects creating 10 or fewer parcels and housing developments with 10 or fewer residential units on urban infill sites of less than 5 acres, aiming to expedite the process and promote homeownership opportunities. The bill took effect on January 1, 2024.

SB 1123 - By-right Small-Lot Subdivisions in Single-Family Zones

On September 19, 2024 Governor Newsom signed California SB 1123 into law aimed at expanding on SB 684 by allowing the streamlined approval process for small lot subdivisions to apply to vacant/undeveloped lots (except for nonresidential structures) in single-family zones. This bill aimed to create more affordable homeownership opportunities by making it legal to build up to 10 homes on these lots, provided they met specific criteria, such as being located near jobs, schools, transit, and

other amenities. This bill takes effect on July 1, 2025.

The City's current residential zones include the R-L: Low-Density Residential zone; N-P: Neighborhood Preservation; R-LM: Residential Low-Medium; R-M: Residential Medium; and R-H: Residential High. The City's Mixed Use and Downtown Zones also allow for multifamily land use. As part of the proposed modifications to the City Subdivision Ordinance, the revised standards will apply to all city zones that allow for single-family and multifamily residential land use.

The City's 2035 General Plan and the City's 2021-2029 Housing Element encourage providing for a greater array of housing types, thereby increasing housing choice and options. Increasing density, even incrementally over time, will increase transit ridership, ultimately improving transit choices. Increased density also improves the possibility of the inclusion of future embedded retail, service, or office uses within a neighborhood, thereby reducing vehicle miles traveled and greenhouse gas emissions. The legislation specifically exempts from CEQA any ordinance adopted to implement SB 684 or SB 1123.

Discussion:

Adopting the proposed ordinance (Attachment 2) will ensure that the City's Subdivision Ordinance complies with SB 684 and SB 1123. The provisions discussed below summarize the relevant provisions of SB 684 and SB 1123 and local objective standards for reference and discussion and do not include every potential planning and/or building regulation that would apply to projects submitted pursuant to SB 684 and SB 1123.

Zoning Objective Standards That Cannot Be Applied Under SB 684 and SB 1123

Rear/Side Lot Line Setbacks. Any side or rear setback imposed from the original property line of the pre-subdivided lot must align with Government Code Section 65852.21, which outlines provisions for ministerial review of certain proposed housing development. This prohibits cities from imposing setbacks from the original rear or side lot lines beyond four feet, as well as any setbacks for existing structures or a structure constructed in the same location with the same dimensions as an existing structure.

Building Separation. No zoning setbacks or other building separation requirements between units may be enforced. However, any building separation requirements from the California Building Code would still apply.

Parking. No automobile parking requirements may be applied that exceed what is permitted by SB 9. This section precludes cities from requiring more than one automobile parking space per unit. However, no onsite parking spaces can be required if the site is within one block of a car share vehicle or is within one-half mile walking distance from a high-quality transit corridor or a major transit stop, which would generally entail a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with frequencies of service intervals of 15 minutes or less during the morning and afternoon peak commute periods. In addition, there can be no requirements that onsite parking be covered or enclosed.

Minimum Lot Width. No minimum width or depth may be required for lots created pursuant to SB 684 or SB 1123. All newly created parcels must have a minimum area of 600 square feet for projects proposed in zones where multifamily residential development is permitted by-right, except as otherwise specified under the provisions for SB 684 and SB 1123. If the project site parcels are zoned for single-family residential use, the newly created parcels shall be no smaller than 1,200 square feet.

Zoning Objective Standards That Can be Applied Under SB 684 and SB 1123

Height & Floor Area Ratio (FAR). Requirements for building height and FAR from the site's underlying zone will apply to all SB 684 and SB 1123 projects.

Dedications of Rights-Of-Way and Off-Site Improvements. SB 684 and SB 1123 allow local governments to require dedications of rights-of-way or the construction of off-site improvements, such as sidewalk and lighting installation, for the parcels created through an SB 684 or SB 1123 project.

City of Woodland 2021-2029 Housing Element in Accordance with SB 684 and SB 1123

If the project site parcel has been identified in the City of Woodland's 2021-2029 Housing Element, the development shall result in at least as many units as projected for that parcel in the housing element.

For developments on parcels not identified in the City of Woodland's 2021-2029 Housing Element, proposed developments would only have to result in the greater of either: (i) at least 66% of the maximum allowable residential density as specified by local zoning or (ii) at least 66% of the applicable residential density under Government Code section 65583.2, subdivision (c)(3)(B), which outlines state provisions related to what are considered appropriate densities to accommodate housing for lower income households.

Environmental Review

Under California Public Resources Code section 21080.17, under the general provisions chapter of the California Environmental Quality Act and CEQA Guidelines section of the California Government Code, CEQA does not apply to the adoption of an ordinance by a city or county to implement the provisions of SB 684 or SB 1123.

Planning Commission Recommendation

At its March 20, 2025, meeting, the Woodland Planning Commission voted 7-0 to recommend City Council approval of the proposed amendments to Woodland Municipal Code, Subdivision Ordinance Sections 16.08.020, 16.12.010, and 16.12.020, and the addition of new Section 16.12.025.

Application Process

Per California Housing Law and Effective as of January 1, 2024 a development proponent may submit an application pursuant to SB 684, within a zone where multifamily residential development is permitted by-right, for a ministerial review of a parcel map or a tentative and final map for the subdivision of 10 or fewer parcels and corresponding housing development projects of 10 or fewer units. Also per California Housing Law and effective July 1, 2025 a development proponent may submit an application also pursuant to SB 1123, within a zone where single family residential development is permitted by-right, for a ministerial review of a parcel map or a tentative and final map for the subdivision of 10 or fewer parcels and corresponding housing development projects of 10 or fewer units. As part of a ministerial review process, SB 684 and SB 1123 projects will be reviewed at the staff level for consistency with applicable objective criteria. The ministerial process would generally not require public notice or a public hearing, and as discussed in the aforementioned staff analysis, the California Environmental Quality Act (CEQA) would not apply to ministerial reviews that qualify for these projects.

Per California Housing Law and provisions adopted by the state under SB 684 and SB 1123, an application for a parcel/tentative map for a housing development project or a housing development project submitted pursuant to SB 684 or SB 1123 must be approved or denied within 60 days from the date the local government receives a completed application. If the local government does not approve or deny a completed application within 60 days, the application shall be deemed approved.

Fees

The City Planning Division application fee will depend on whether the project requires a Tentative Parcel Map (up to four units) or a Subdivision Map (five-ten units). Projects requiring permit clearances or other procedures will be assessed additional fees, in addition to typical plan check, final map processing, and permit fees.

Under SB 684 and SB 1123, dwelling units will also be assessed for applicable city development impact fees.

Conclusion:

Staff recommends the City Council 1) Introduce and waive the first reading of an Ordinance amending Woodland Municipal Code Title 16 "Subdivisions" Sections 16.08.020, 16.12.010, 16.12.020, and adding new Section 16.12.025; and 2) Find that the adoption of the proposed Ordinance is statutorily exempt from review under the California Environmental Quality Act ("CEQA") under Public Resources Code section 21080.17.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Erika Bumgardner, Deputy Director of Community Development



Ken Hiatt
City Manager

Attachments:

1. Proposed Ordinance - WMC Title 16 Amendments SB 684-1123

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AMENDING SECTIONS 16.08.020, 16.12.010, AND 16.12.020 OF THE CITY OF
WOODLAND MUNICIPAL CODE; AND ADDING NEW SECTION 16.12.025**

WHEREAS, on October 11, 2023, the Governor signed into law Senate Bill (SB) 684, which generally became operative on July 1, 2024; and

WHEREAS, SB 684 added Government Code Sections 65852.28, 65913.4.5, and 66499.41 to State law to require local agencies to ministerially approve certain types of subdivisions for housing development projects consisting of ten or fewer units on qualified multi-family zoned infill sites, subject to certain criteria; and

WHEREAS, SB 684 further requires local agencies to ministerially approve housing development projects consisting of ten or fewer units on a parcel resulting from such a subdivision; and

WHEREAS, the City's existing subdivision ordinance in Title 16 of the City of Woodland Municipal Code requires amendments and additions to conform to the new State law requirements of SB 684; and

WHEREAS, on September 19, 2024, SB 1123 amended Government Code sections 65852.28 and 66499.41 to clarify and update certain provisions; and

WHEREAS, this ordinance ("Ordinance") therefore updates WMC sections 16.08.020, 16.12.010, and 16.12.020, and adds new section 16.12.025, to adopt the applicable state standards and provide for local regulation as appropriate; and

WHEREAS, on March 20, 2025 the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, an ordinance implementing the provisions of SB 684 is not considered a project under the California Environmental Quality Act (CEQA Pub. Res. Code Sections 21000, *et seq.*) pursuant to Government Code Sections 65852.28(e), 65913.4.5(b), and 66499.41(i).

WHEREAS, on May 15, 2025 the City gave public notice of a City Council public hearing to be held to consider this Ordinance by advertisement in a newspaper of general circulation; and

WHEREAS, on May 20, 2025 the City Council conducted a duly noticed public hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance; (2) the policy considerations discussed therein; and (3) the consideration and recommendation of the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Woodland hereby ordain as follows:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. CEQA. The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15358 (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment) because this Ordinance will not cause a change in any of the physical conditions within the area affected by the Ordinance. Finally, pursuant to Government Code sections 65852.28, 65913.4.5, and 66499.41, this Ordinance implementing the provisions of SB 684 is not a “project” for purposes of CEQA because it establishes a streamlined, ministerial process to which CEQA does not apply.

SECTION 3. Code Amendment. Sections 16.08.020, 16.12.010, and 16.12.020 of Title 16 of the Woodland Municipal Code are hereby amended and restated to read in their entirety as set forth in Exhibit “A,” attached hereto and incorporated herein by this reference.

SECTION 4. Code Addition. Section 16.12.025 of Title 16 of the Woodland Municipal Code is hereby added to read in its entirety as set forth in Exhibit “A,” attached hereto and incorporated herein by this reference

SECTION 5. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

SECTION 6. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within 15 days of adoption in a newspaper of general circulation printed and published within the City of Woodland, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk in accordance with California Government Code, section 36933.

SECTION 7. Effective Date. This Ordinance shall become effective 30 days after its adoption.

INTRODUCED at a regular meeting of the City Council held on the 20th day of May 2025 and **PASSED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

Amended City of Woodland Municipal Code Sections

(follows this page)

§ 16.08.010
16.08.020

SUBDIVISIONS.

§

CHAPTER 16.08
DEFINITIONS

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§ 16.08.020. Definitions.

"Advisory agency" means the Planning Commission or Community Development Director, who shall constitute the advisory agency for divisions of real property which require preparation of a map pursuant to this title and the Subdivision Map Act.

"Alley" means a public thoroughfare less than 30 feet in width.

"Appeal Board" means the City Council shall constitute the Appeal Board for appeals from the decisions of the Planning Commission acting in its capacity as the advisory agency. The Planning Commission shall constitute the "Appeal Board" for divisions of real property which do not require preparation of a final map or a parcel map pursuant to this chapter and the Subdivision Map Act.

"Certificate of compliance" means a certificate recorded by the City which determines that the subdivision of real property complies with the provision of the Subdivision Map Act and the City ordinances enacted pursuant thereto. A recorded parcel or final map shall constitute a certificate of compliance with respect to the parcels of real property described therein.

"City Engineer" means the City Engineer or the City Engineer's duly authorized representative.

"Community Development Director" means the Community Development Director or the Director's duly authorized representative.

"Community land trust" means a nonprofit corporation organized pursuant to California Government Code Section 501 (c)(3) of the Internal Revenue Code that satisfies all of the following:

1. Has as its primary purposes the creation and maintenance of permanently affordable single-family or multi-family residences;
2. All dwellings and units located on the land owned by the nonprofit corporation are sold to qualified owners to be occupied as the qualified owner's primary residence or rented to persons and families of low or moderate income. For the purpose of this subparagraph, "Qualified owner" means a person of family of low or moderate income who owns a dwelling or unit collectively as a member occupant or resident shareholder of a limited-equity housing cooperative; and
3. The land owned by the nonprofit corporation, on which a dwelling or unit sold to a qualified owner is situated, is leased by the nonprofit corporation to the qualified owner for the convenient occupation and use of that dwelling or unit for a renewable term of 99 years.

"Cul-de-sac" means a street which connects to other streets only at one end and has provision for a turnaround at the other end.

"General Plan" means the General Plan of the City of Woodland as amended from time to time.

"Geologically hazardous area" means a geologically hazardous area is one which may be affected by one or more of the geologic hazards discussed in the General Plan.

"Housing Cooperative" or "Limited-equity housing cooperative" or "workforce housing cooperative trust" means a corporation organized on a cooperative basis that meets all applicable requirements outlined under California Civil Code Section 817.

"Lot" means a parcel of land. The word "lot" shall have the same meaning as the word "parcel" and the two words shall be synonymous.

"Lot area" means the total horizontal net area within the lot lines of a lot or parcel exclusive of streets, high-ways, roads and alleys.

"Lot depth" means the horizontal distance between the front and rear lot lines measured on the longitudinal center line.

"Lot line adjustment" means any adjustment of boundary lines between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjoining parcel, and a greater number of parcels than originally existed is not created.

Lot Line, Front. "Front lot line" means, in the case of an interior lot, a line separating the lot from the public right-of-way. In the case of a corner lot, the owner may choose which street shall be designated as the front of the lot. Once the choice of frontage has been made, it cannot be changed unless all requirements for yard space are satisfied.

Lot Line, Rear. "Rear lot line" means a lot line which is opposite and most distant from the front lot line or, in the case of an irregular lot or triangular shaped lot, a line 10 feet in length within the lot, parallel to and at the maximum distance from the front lot line.

"Lot lines" mean the lines bounding a lot or parcel.

"Lot width" means the horizontal distance between the side lot lines, measured at a right angle to the lot depth at a point midway between the front and rear lot lines.

Lot, Corner. "Corner lot" means a lot situated at the intersection of two or more streets having an angle of intersection of not more than 135 degrees.

Lot, Interior. "Interior lot" means a lot other than a corner lot.

Lot, Through. "Through lot" means a lot having frontage on two parallel or approximately parallel streets.

Map, Final. "Final map" means a map prepared by a registered civil engineer or a licensed land surveyor and presented for recording, which conforms to an approved tentative subdivision map, the Subdivision Map Act and this title.

Map, Parcel. "Parcel map" means a map prepared and processed in accordance with the Subdivision Map Act and creating four or fewer lots or parcels or four or fewer condominiums as defined in California Civil Code Section 783 and for community apartment projects containing four or fewer parcels.

Map, Tentative. "Tentative map" means a map prepared for the purpose of showing the design and improvement of a proposed subdivision and the existing conditions in and around it.

Map, Vesting. "Vesting map" means a tentative map prepared in accordance with California Government Code Section 66452 of the Subdivision Map Act that confers a vested right to proceed with the development in substantial compliance with the ordinances, policies and standards in effect at the time the application is determined, or deemed, to be complete.

"Merger" means the joining of two or more contiguous parcels of land under common ownership into one parcel.

"Parcel" means all contiguous lands not otherwise legally divided which are under one ownership according to record in the office of the County Clerk-Recorder.

"Public improvements" means streets, highways, monuments, utilities or any facility, fixture or object installed or constructed in accordance with the City standard specifications for acceptance by the City or other public agencies.

"Qualified urban use" means any residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses.

"Registered civil engineer" means a civil engineer registered by the State of California and doing work consistent with the engineer's authority under the Business and Professions Code and the State Board of Registration for Professional Engineers and Land Surveyors (California Business and Professions Code Sections 6700, 8700).

"Reversion to acreage" means abandonment of a previously recorded subdivision map.

"Street" means a way for vehicular traffic, whether designated as a street, highway, thoroughfare, road, avenue, boulevard, lane, place, court, circle, drive or way, which has been dedicated to public use and accepted by the City, County, or State or laid out or constructed as such by the City, County, or State or made a public street pursuant to law. "Street" shall not include a private road or alley.

"Subdivider" means a person, firm, corporation, partnership or association who proposes to divide, divides or causes to be divided real property into a subdivision for him or herself or for others except that employees and consultants of such persons or entities, acting in such capacity, are not "subdividers."

"Subdivision" means the division, by any subdivider, of any unit or units of improved or unimproved land, or any portion thereof, shown on the latest equalized County assessment roll as a unit or as contiguous units, for the purpose of sale, lease or financing, whether immediate or future. Property shall be considered as contiguous units, even if it is separated by roads, streets, utility easement or railroad rights-of-way. Subdivision includes a condominium project, as defined in California Civil Code Section 4125 or 6542, a community apartment project, as defined in California Civil Code Section 4105, or the conversion of five or more existing dwelling units to a stock cooperative, as defined in California Civil Code Section 4190 or 6566.

"Subdivision improvement agreement" means a contract between the City and the subdivider in a form approved by the City Attorney, requiring the subdivider to complete, install or construct improvements as required by the provision of this chapter.

"Subdivision Map Act" means the provisions of California Government Code, Title 7, Division 2, Section 66410 et seq., and such amendments and additions thereto as may be made.

"Substantially surrounded" means at least 75 percent of the perimeter of the project site adjoins, or is separated only by an improved public right-of-way from, parcels that are developed with qualified urban uses. The remainder of the perimeter of the site adjoins, or is separated only by an improved public right-of-way from, parcels that have been designated for

qualified urban uses in a zoning, community plan, or general plan for which an environmental impact report was certified.

CHAPTER 16.12
MAP REQUIREMENTS

§ 16.12.010. Subdivisions creating five or more lots or parcels.

Except as otherwise provided in Section 16.12.025, a tentative map and a final map shall be required for all subdivisions creating five or more lots or parcels, five or more condominiums as defined in California Civil Code Section 783, a community apartment project containing five or more parcels or for the conversion of a dwelling to a stock cooperative containing five or more dwelling units, except where excepted by California Government Code Section 66426 of the Subdivision Map Act. A tentative map and a parcel map shall be required for those subdivisions so excepted.
(Prior code § 21-3-1)

§ 16.12.020. Subdivisions creating four or fewer lots or parcels.

Except as otherwise provided in Section 16.12.025, a tentative map and a parcel map shall be required for all subdivisions creating four or fewer lots or parcels or four or fewer condominiums as defined in California Civil Code Section 783, and for community apartment projects containing four or fewer parcels or for the conversion of a dwelling to a stock cooperative containing four or fewer dwelling units.
(Prior code § 21-3-2)

§ 16.12.025. Streamlined approval process for certain subdivisions and related housing development project approvals.

- A. The Community Development Director shall ministerially consider, without discretionary review or a hearing, a parcel map or a tentative and final map for a housing development project that meets all of the following requirements set forth in California Government Code Section 66499.41:
1. The proposed subdivision will result in 10 or fewer parcels and the housing development project on the lot proposed to be subdivided will contain 10 or fewer residential units.
 2. The lot is zoned for multifamily residential development.
 3. The lot is no larger than five acres and is substantially surrounded by qualified urban uses.
 4. The lot is a legal parcel located within the jurisdiction of the City.
 5. The lot was not established pursuant to this Chapter 16.12.025.
 6. The lot proposed to be subdivided is the subject of an application filed on or after July 1, 2025 and meets one of the following:

- a. The lot is vacant and zoned for single-family residential development and no larger than 1.5 acres.
 - i. For purposes of this paragraph, “vacant” means having no permanent structure, unless the permanent structure is abandoned and uninhabitable. All of the following types of housing shall not be defined as “vacant”:
 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rent or sales price to levels affordable to persons and families of low, very low, or extremely low income.
 2. Housing that is subject to any form of rent or sales price control.
 3. Housing occupied by tenants within the five years preceding the date of the application, including housing that has been demolished or that tenants have vacated prior to the submission of the application for a development permit.
7. The newly created parcels on parcels that are zoned for multifamily residential land uses are no smaller than 600 square feet.
8. The newly created parcels on parcels zoned for single-family residential development are no less than 1,200 square feet on or after July 1, 2025.
9. The residential units on the lot proposed to be subdivided are one of the following:
 - a. Constructed on fee simple ownership lots.
 - b. Part of a common interest development.
 - c. Part of a housing cooperative.
 - d. Constructed on land owned by a community land trust.
 - e. Part of a tenancy in common as described in California Civil Code section 685.
10. The proposed housing development project will meet one of the following, as applicable:
 - a. If the parcel is identified in the City’s Housing Element for the current planning period, the housing development project will result in at least as many units as projected for that parcel in the housing element. If the parcel is identified to accommodate any portion of the City’s share of the regional housing need for low- or very low income households, the development will result in at least as many low- or very low income units as projected in the housing element. These units shall be subject to a recorded affordability restriction of at least 45 years.

- b. If the parcel is not identified in the City's Housing Element for the current planning period, the housing development project shall either:
 - i. Result in at least 66 percent of the maximum allowable residential density as specified by local zoning; or
 - ii. Result in at least 66 percent of the applicable residential density specified in subparagraph (B) of paragraph (3) of subdivision (c) of California Government Code Section 65583.2, whichever is greater.
- (ii) Where local zoning does not specify a maximum allowable residential density, the development will result in at least 66 percent of the applicable residential density as specified in subparagraph (B) of paragraph (3) of subdivision (c) of California Government Code Section 65583.2.
11. The average total area of floorspace for the units on the lot proposed to be subdivided does not exceed 1,750 net habitable square feet. For purposes of this paragraph, "net habitable square feet" means the finished and heated floor area fully enclosed by the inside surface of walls, windows, doors, and partitions, and having a headroom of at least six and one-half feet, including working, living, eating, cooking, sleeping, stair, hall, service, and storage areas, but excluding garages, carports, parking spaces, cellars, half-stories, and unfinished attics and basements.
 12. The housing development project on the lot proposed to be subdivided complies with Chapter 15.16, Affordable Housing.
 13. The housing development project on the lot proposed to be subdivided does not require the demolition or alteration of any of the following types of housing:
 - a. Housing that is subject to a recorded covenant, ordinance, or law that restricts rent to levels affordable to persons and families of low, very low, or extremely low income.
 - b. Housing that is subject to any form of rent or price control.
 - c. Housing occupied by tenants within the five years preceding the date of the application, including housing that has been demolished or that tenants have vacated prior to the submission of the application for development permit.
 - d. A parcel on which an owner of residential real property has exercised the owner's rights under Chapter 12.75 (commencing with California Government Code Section 7060) of Division 7 of Title 1 of the Government Code to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.
 14. The lot proposed to be subdivided is not located on a site that is any of the following:
 - a. Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and

monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the voters of that jurisdiction.

- b. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
- c. Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to California Government Code Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to California Public Resources Code, Section 4202.
- d. A hazardous waste site that is listed pursuant to California Government Code Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to former California Health and Safety Code Section 25356, unless either of the following applies:
 - i. The site is an underground storage tank site that received a uniform closure letter issued pursuant to subdivision (g) of California Health and Safety Code Section 25296.10, based on closure criteria established by the State Water Resources Control Board for residential use or residential mixed uses. This section does not alter or change the conditions to remove a site from the list of hazardous waste sites listed pursuant to California Government Code Section 65962.5.
 - ii. The State Department of Public Health, State Water Resources Control Board, Department of Toxic Substances Control, or a local agency making a determination pursuant to subdivision (c) of Section 25296.10 of the California Health and Safety Code, has otherwise determined that the site is suitable for residential use or residential mixed uses.
- e. Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with California Government Code Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with California Government Code Section 8875) of Division 1 of Title 2 of the Government Code.
- f. Within a special flood hazard area subject to inundation by the 1-percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. If a development proponent is able

to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this paragraph and is otherwise eligible for streamlined approval under this section, the City shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the City that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following is met:

- i. The site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.
 - ii. The site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Government Code Section 59.1) and Part 60 (commencing with Government Code Section 60.1) of Subchapter B of Chapter 1 of Title 44 of the Code of Federal Regulations.
 - g. Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Government Code Section 60.3 (d)(3) of Title 44 of the Code of Federal Regulations. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, the City shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the City that is applicable to that side.
 - h. Land identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Government Code Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or another adopted natural resource protection plan.
 - i. Habitat for protected species identified as candidate, sensitive, or species, of special status by state or federal agencies, fully protected species, or species by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Government Code Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Government Code Section 1900) of Division 2 of the Fish and Game Code).
 - j. Land under conservation easement.
15. The proposed subdivision conforms to all applicable objective requirements of the Map Act and section 16.12.025, except as otherwise expressly provided in this Chapter 16.12.

16. Any parcels proposed to be created pursuant to this section will be served by a public water system and a municipal sewer system.
17. If an application is filed after July 1, 2025, the proposed subdivision will not result in any existing dwelling unit being alienable separate from the title to any other existing dwelling unit on the lot.
- B. Nothing in this Section 16.12.025 shall be construed to prohibit the City from requiring a mechanism for the maintenance of common space within the subdivision, including but not limited to a road maintenance agreement.
- C. The Community Development Director shall approve or deny an application pursuant to Subsection A within 60 days from the date the City receives a completed application.
- D. The Community Development Director may condition the approval and recordation of a subdivision map upon the completion of a residential structure that complies with all applicable provisions of the California Building Standards Code that contains at least one dwelling unit on each resulting parcel that does not already contain an existing legally permitted residential structure or which is reserved for internal circulation, open space, or common area.
- E. Nothing in this Section 16.12.025 affects the City's ability to deny a parcel map, tentative map, or final map if it makes certain written findings about the specific, adverse impact of the proposed housing development project as defined and determined in Government Code Section 65589.5(d)(2).
- G. Notwithstanding state law regarding accessory and junior accessory dwelling units, the City is not required to permit an accessory or junior accessory dwelling unit on parcels created pursuant to this Section 16.12.025.
- H. Notwithstanding state law regarding urban lot splits, the City is not required to permit an urban lot split on a parcel created pursuant to this Section 16.12.025.
- I. Upon approval of a tentative map or parcel map for a subdivision in accordance with this Section 16.12.025, the City shall issue a building permit for one or more residential units that are part of a housing development project of 10 or fewer units on a lot subdivided in accordance with this Section 16.12.025, so long as the applicant has submitted a building permit application that the Chief Building Official or designee has deemed complete pursuant to the requirements of Government Code Section 65913.3(b).
1. Issuance of a building permit under this subsection may be conditioned the applicant submitting proof, to the satisfaction of the Chief Building Official or designee, that the applicant and its successors and assignees agree that a certificate of occupancy or equivalent final approval for the building will not be issued unless and until the final map is recorded.
2. The City reserves the right to require a security instrument to ensure faithful performance of the requirements identified in the associated approved tentative or parcel map and related conditions of approval. The amount and form of the security shall be determined by the City in its sole discretion, in accordance with legal requirements.

- J. A housing development project constructed on a subdivided lot approved pursuant to this Section 16.12.025 shall comply with all applicable objective zoning standards, subdivision standards, and design standards, consistent with state and local law. The City shall not impose on such qualifying housing development projects any objective zoning, subdivision, or design standards that:
1. Physically preclude the development of a project built to densities specified in Government Code Section 65583.2(c)(3)(B).
 2. Imposes any requirement that applies to a project solely or partially on the basis that the subdivision or housing development receives approval pursuant to this Section.
 3. Requires a setback between the units, except as required in the California Building Code.
 4. Requires that parking be enclosed or covered.
 5. Imposes side and rear setbacks from the original lot line inconsistent with Government Code Section 65852.21(b)(2)(B).
 6. Imposes parking requirements inconsistent with Government Code Section 65852.21(c)(1).
 7. If the housing development project consists of three to seven units, imposes a floor area ratio standard that is less than 1.0
 8. If the housing development project consists of eight to ten units, imposes a floor area ratio standard that is less than 1.25.
- K. Notwithstanding the foregoing subsections, a housing development project located on a site proposed to be subdivided pursuant to this Section 16.12.025 is not required to comply with the following requirements:
1. A minimum requirement on the size, width, depth, or dimensions of an individual parcel created by the housing development, beyond the minimum parcel size specified in Section 16.12.025(E).
 2. The formation of a homeowners' association, except as required by the Davis-Stirling Common Interest Development Act. This shall not be construed as prohibiting the City from requiring a mechanism for the maintenance of common space within the subdivision, including but not limited to a road maintenance agreement.
- L. The Community Development Director shall ministerially consider, without discretionary review or hearing, a housing development application submitted pursuant to this Section 16.12.025. The Community Development Director shall approve or deny such application within 60 days from the date a completed application is received. If the Community Development Director denies the application, the Community Development Director shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the applicant can remedy the application.

- M. The Community Development Director may disapprove a housing development project that meets the requirements of this Section 16.12.025 if it makes a written finding, based upon a preponderance of the evidence, that the proposed housing development would have a specific, adverse impact, as defined by Government Code Section 65589.5(d)(2), upon public health and safety and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.
- N. The City Building Official shall issue a building permit for one or more residential units that are part of a housing development project, consisting of ten or fewer units, on a lot proposed to be subdivided pursuant to this Section 16.12.025, if the applicant has met both of the following requirements:
1. The applicant has received a tentative map approval or parcel map approval for the subdivision.
 2. The applicant has submitted a building permit application that the Building Official deemed complete pursuant to Government Code Section 65913.3(b).
- O. The Building Official may condition the issuance of a building permit under this Section on the applicant submitting proof, to the satisfaction of the Building Official, of a recorded covenant and agreement, enforceable by the City, that states that the applicant and the applicant's successors and assignees agree that the building permit is issued on the condition that a certificate of occupancy or equivalent final approval for the building will not be issued unless the final map has been recorded.
- P. The Building Official shall issue the building permit based upon the tentative or parcel map and its conditions of approval. Any dedication, improvement, and sewer requirements identified in the approved tentative or parcel map or its conditions of approval shall be guaranteed to the satisfaction of the City at the time the building permit is issued. The Building Official may require security to ensure faithful performance of the requirements identified in the approved tentative or parcel map or its conditions of approval.
- Q. Notwithstanding the foregoing, the Building Official may deny issuance of a building permit under this Section if the Building Official makes a written finding, based upon a preponderance of the evidence, that construction of the proposed structure or structures before recordation of the final map would have a specific, adverse impact, as defined by Government Code Section 65589.5(d)(2), upon public health and safety and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

...



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: J.15
SUBJECT: Utility Service Final Notice and Disconnection (Shut-Off) Processing Fees

Recommendation for Action: Staff recommend the City Council hold a public hearing to receive resident input and subsequently adopt Resolution No. _____, authorizing the increase of the City's current Utility Service Final Notice and Disconnection (Shut-Off) Processing fees to be effective July 1, 2025.

Staff Contact:

Karie Farnham, Financial Services Manager, (530) 661-5846, karie.farnham@cityofwoodland.gov

Background:

The City of Woodland provides certain utility services for over 17,400 residential and commercial properties within city limits. Utility bills are processed by the City's Finance Department on a monthly basis and are comprised of flat base fees plus water consumption, calculated from the prior month's actual usage. These bills are due and payable by the last day of each month and are considered "delinquent" if not paid on-time per Municipal Code 13.04.090(E). If a delinquent bill remains unpaid for over 60 days, staff will issue a Final Bill to the property, notifying residents of their delinquent amount and of a final date to make payment before services are disconnected. If an account receives this notice, there is currently an \$11 penalty fee added to the account during the next billing cycle, and the account begins to undergo the service disconnection process. If payment for the delinquent amount is not received by the date reflected in the Final Notice, the City is authorized to discontinue services, per the Municipal Code 13.04.130(A): "Discontinuation of Service. Any and all utility service for which the bill is rendered may be discontinued, including, but not limited to, shutting off water service for nonpayment of any charge on the utility service bill." With assistance from the Public Works department, the City enforces non-payment by discontinuing water access to a property's main line. Once the delinquent bill, current charges and any other amounts have been satisfied, or other arrangements have been made, the City will restore service access.

If services are disconnected at a property due to lack of payment, the City is authorized to charge the account a penalty fee per Municipal Code 13.04.150: "Administrative charge for recovery of delinquent payment of utility service bill. The City Council, by motion or resolution, may authorize the City Manager or designated representative to collect a certain fixed administrative charge which reflects the average administrative cost to the City resulting from collection of a delinquent payment of utility service bill." Currently, this penalty fee is \$55 and is also added to the account in the next billing cycle.

Discussion:

Neither the Final Notice Fee, nor the Shut-Off Fee, have increased in over 15 years. The cost of materials, supplies, staff and vehicle use/maintenance has continually increased and has resulted in the City absorbing higher costs related to the billing and service maintenance of the utility systems. To assist with recovering the costs lost by enforcing the disconnection services, staff recommend adjustment to both the Final Notice fee and the Disconnection (Shut-Off) Processing fee. The proposed new Final Notice fee would increase from \$11 to \$15, and the Disconnection (Shut-Off) fee would increase from \$55 to \$75, effective July 1, 2025.

Conclusion:

Staff recommend the City Council hold a public hearing to receive resident input and subsequently adopt Resolution No. _____, authorizing the increase of the City's current Utility Service Final Notice and Disconnection (Shut-Off) Processing fees to be effective July 1, 2025.

Prepared by: Karie Farnham, Financial Services Manager

Reviewed by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Utility Shut-Off Fee Increase
2. Public Hearing - PH Util Service Fee Increase

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE INCREASE OF THE CITY'S UTILITY SERVICE FINAL
NOTICE FEE TO \$15 AND THE DISCONNECTION (SHUT-OFF) PROCESSING FEE
TO \$75 AND FOR NEW RATES TO BE EFFECTIVE ON JULY 1, 2025**

WHEREAS, the City of Woodland has not increased penalty fees for delinquent notices or disconnection (shut-off) processing fees in over 15 years; and

WHEREAS, the cost for supplies, staff, vehicle maintenance/use and inflation have all increased costs to the City; and

WHEREAS, the City finds it necessary to enact cost recovery measures for the enforcement of our Municipal Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland, based on facts in the staff report, hereby recommends to the Woodland City Council:

SECTION 1. The City Council approves increasing the Final Notice Fee to \$15.00 and increasing the Disconnection (Shut-Off) Processing Fee to \$75.00 effective July 1, 2025.

PASSED, APPROVED AND ADOPTED, by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

**CITY OF WOODLAND
NOTICE OF PUBLIC HEARING**

NOTICE IS GIVEN HEREWITH that the City Council of the City of Woodland, at its regularly scheduled meeting to be held **on Tuesday, May 20, 2025 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:

Increasing Utility Service Final Notice and Disconnection Processing Fees – Request that the City Council approves an increase to both fees effective July 1, 2025.

Recommendation: Adopt a Resolution to increase the Final Notice Fee to \$15 and increase the Disconnection (Shut-Off) Processing Fee to \$75 effective July 1, 2025.

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

Public Comments: All interested persons are invited to attend the hearing and express opinions. Forms to express opposition or support of the fee increases are available from the City Clerk. 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 Finance Department at (530) 661-5831, 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: May 15, 2025

Sarah Lansburgh, CMC, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: K.16
SUBJECT: Approval of the Military Use Report for the Woodland Police Department for the Period of January 1, 2024 through December 31, 2024 and Approval to Purchase New Unmanned Aircraft Systems and Equipment

Recommendation for Action: Staff recommends the City Council review the Police Department's Military Equipment Policy and 1) Adopt Resolution No. _____, approving the Military Equipment Use Annual Report for the Period of January 1, 2024 through December 31, 2024; and 2) Adopt Resolution No. _____, approving the purchase of Small Unmanned Aircraft Systems and equipment totaling \$22,513.

Staff Contact:

Ryan Kinnan, Chief of Police, (530) 661-7813, ryan.kinnan@cityofwoodland.gov
Dallas Hyde, Deputy Chief of Police, (530) 661-7868, dallas.hyde@cityofwoodland.gov

Fiscal Impact:

The Department is requesting approval to purchase the following drone equipment as part of its AB 481 compliance and small unmanned aircraft system (UAS) program replacement cycle:

- DJI Mavic 3 Thermal + Battery Kit / Searchlight – 1 unit @ \$13,716
- DJI Matrice 30 Intelligent Flight Battery – 4 units @ \$759 each = \$3,036
- DJI Mavic 2 Enterprise Advanced Battery – 4 units @ \$160 each = \$640
- GenPac NIST Course Mini Course Stand – 1 unit @ \$999
- DJI Avata 2 Miniature UAS – 2 units @ \$2,061 each = \$4,122

Total cost of requested equipment: \$22,513

Background:

Assembly Bill 481 (AB 481), enacted in 2021, requires law enforcement agencies in California to obtain approval from their governing body for the acquisition and use of military equipment. It also mandates annual reporting on the use, deployment, cost, and complaints associated with such equipment, including any intended acquisitions for the upcoming year.

This is the Woodland Police Department's third annual report submitted under AB 481. The Department is also seeking approval to acquire a new drone (UAS) system and supplemental equipment to replace outdated models that have reached or exceeded their expected service life.

AB 481, codified in California Government Code §§ 7070–7075, requires law enforcement agencies to obtain approval from their governing bodies, by resolution at a regular meeting, prior to funding, acquiring, or using military equipment, including Unmanned Aircraft Systems (UAS).

Discussion:

Annual Military Equipment Report

The Woodland Police Department continues to maintain and utilize equipment classified under

Government Code 7070(c) as “military equipment.” The 2024 Annual Military Equipment Report provides a comprehensive overview of the Department’s use of such equipment, including:

1. A summary of deployment incidents and mission types.
2. A summary of any complaints or concerns received regarding military equipment usage by the Woodland Police Department.
3. A detailed cost breakdown including maintenance, training, and equipment support.
4. Inventory and quantity of each equipment type.
5. If the law enforcement agency intends to acquire additional military equipment in the next year, and the quantity sought for each type of military equipment.

The report has been published on the Police Department’s website and was accompanied by a well-publicized community engagement meeting, held in the Woodland Police Department Community Room on May 7, 2025, consistent with AB 481 requirements. This section should include all relevant background information framed from a policy perspective, including the following:

Proposed Acquisition – Unmanned Aircraft System (UAS)

The Department is requesting approval to purchase one DJI Mavic 3 Thermal UAS platform along with related accessories. This acquisition is to replace the aging DJI Mavic 2 Enterprise Advanced drone, which no longer consistently complies with FAA Remote ID regulations without additional third-party modifications. The department is also requesting approval to purchase 2 DJI Avata 2 Miniature UAS.

JUSTIFICATION FOR REPLACEMENT

- The Mavic 2 UAS is beyond its expected life span (3–5 years).
- The Mavic 3 Thermal includes improved thermal imaging, extended flight time (~42 minutes), lighter weight (1,100g), and integrated FAA compliance features.
- DJI Avata 2 will replace the Mini 2 UAS and batteries due to being beyond the expected life of the aircraft and inability to consistently comply with FAA remote ID compliance without additional equipment. These would supplement the current fleet. This compact UAS would allow for additional benefits to both patrol and tactical missions.
- Proven success of UAS use in tactical operations, missing persons searches, disaster response, and crime scene documentation.
- Enhanced capabilities will directly support life safety and public safety missions.

Additionally, the Department seeks to replace four flight batteries for both the Matrice 30 and Mavic 2 models due to degradation, and to purchase a standardized NIST training course platform (GenPac NIST Course Mini Course Stand), to ensure pilot proficiency through nationally recognized testing.

Conclusion:

Staff recommends the City Council review the Police Department's Military Equipment Policy and 1) Adopt Resolution No. _____, approving the Military Equipment Use Annual Report for the Period of January 1, 2024 through December 31, 2024; and 2) Adopt Resolution No. _____, approving the purchase of Unmanned Aircraft Systems and equipment totaling \$22,513.

Prepared by: Dallas Hyde, Deputy Chief of Police, (530) 661-7868, dallas.hyde@cityofwoodland.gov

Reviewed by: Ryan Kinnan, Chief of Police, (530) 661-7813, ryan.kinnan@cityofwoodland.gov



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Military Equipment Use Report 2025
2. Proposed Resolution - Drone & Equipment Purchase 2025

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE WOODLAND POLICE DEPARTMENT'S 2024 MILITARY
EQUIPMENT USE ANNUAL REPORT FOR THE PERIOD OF JANUARY 1, 2024
THROUGH DECEMBER 31, 2024**

WHEREAS, Assembly Bill 481 (AB 481) requires California law enforcement agencies to obtain approval from their governing bodies for the acquisition and continued use of equipment classified as “military equipment” under California Government Code Section 7070; and

WHEREAS, AB 481 also requires agencies to submit an annual report detailing the use, cost, complaints, and operational effectiveness of such military equipment for the preceding calendar year; and

WHEREAS, the Woodland Police Department has prepared and publicly posted the 2024 Military Equipment Use Annual Report for the period covering January 1, 2024, through December 31, 2024, as required by AB 481; and

WHEREAS, the Woodland Police Department held a well-publicized and conveniently located community engagement meeting in the Community Room of the Police Department on May 7th, 2025, to discuss the Military Equipment Use Policy and Annual Report, consistent with the requirements of AB 481; and

WHEREAS, the meeting was open to the public and allowed for discussion and questions about the agency’s funding, acquisition, and use of military equipment.

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

SECTION 1. The City Council has reviewed and approves the 2024 Military Equipment Use Annual Report as submitted by the Woodland Police Department for the period of January 1, 2024 through December 31, 2024.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PURCHASE OF UNMANNED AIRCRAFT SYSTEM (UAS)
EQUIPMENT AND ACCESSORIES FOR THE WOODLAND POLICE DEPARTMENT**

WHEREAS, the Woodland Police Department currently maintains and operates a fleet of Unmanned Aircraft Systems (UAS) to support public safety operations including search and rescue, tactical deployments, and natural disaster response; and

WHEREAS, certain UAS equipment in the Department's inventory has reached or exceeded its expected service life and is no longer compliant with Federal Aviation Administration Remote ID regulations without supplemental hardware; and

WHEREAS, Assembly Bill 481 (AB 481), codified in California Government Code §§ 7070–7075, requires law enforcement agencies to obtain approval from their governing bodies, by resolution at a regular meeting, prior to funding, acquiring, or using military equipment, including Unmanned Aircraft Systems (UAS); and

WHEREAS, the Department has identified and proposed the purchase of updated replacement equipment, including the DJI Mavic 3 Thermal UAS platform, replacement flight batteries, and a NIST training course stand, to enhance operational efficiency and maintain compliance with federal standards; and

WHEREAS, the proposed purchase aligns with the City's public safety goals and complies with the requirements of AB 481 for the acquisition of military equipment.

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

SECTION 1. Approval of the purchase of DJI Mavic 3 Thermal + Battery Kit / Searchlight at a cost of \$13,716.00.

SECTION 2. Approval of the purchase of (4) DJI Matrice 30 Intelligent Flight Batteries at a cost of \$3,036.00 (\$759.00 each).

SECTION 3. Approval of the purchase of (4) DJI Mavic 2 Enterprise Advanced Batteries at a cost of \$640.00 (\$160.00 each).

SECTION 4. Approval of the purchase of GenPac NIST Course Mini Course Stand at a cost of \$999.00.

SECTION 5. Approval of the purchase of (2) DJI Avata 2 UAS at a cost of \$4,122.00 (\$2,061.00 each.).

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: K.17
SUBJECT: Housing Element Annual Housing Progress Report

Recommendation for Action: Staff recommends the City Council receive an update on the City of Woodland Housing Element Annual Progress Report.

Staff Contact:

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

Background:

In order to maintain a compliant Housing Element with the State of California Department of Housing and Community Development (HCD), staff prepare an Annual Progress Report (APR) detailing the City's progress on various measures. This report summarizes the findings of the City's 2024 APR and Regional Housing Needs Assessment (RHNA) goals in calendar year 2024. HCD processed and validated Woodland's 2024 APR on Monday, April 21. This report and accompanying presentation highlights key points and areas of progress for the City Council and the Woodland community.

Discussion:

Woodland continues to make meaningful progress in meeting its housing goals.

Building Permits Issued by Affordability | Calendar Year 2024:

- Very Low or Extremely Low Income: none
- Low: 0 deed restricted, 23 non-deed restricted (ADU's)
- Moderate: 0 deed restricted, 0 non-deed restricted
- Above Moderate: 122
- Total: **145**

Note: A more extensive summary, including building types, units entitled, units completed, and projects requesting a density bonus, is available in the attached document.

Affordable Housing Funds Summary

Projects that have paid in-lieu fees since May 2021, the beginning of the Housing Element 6th Cycle reporting period, include Spring Lake Central Phase 3, Prudler, Pioneer Village, Beeghly R-15 Sites, and Ruby Estates.

Since May 2021, the City has collected \$5,773,853.87 in in-lieu fee payments.

As of submittal of the City's APR in April 2025, the status of the City's housing-related funds is as follows:

- Spring Lake Off-Site Affordable Housing Fees Fund (1321): \$488,087.81 (For development of lower income units up to moderate income)
- HOME Grant Fund (1323): \$1,439,707.39 (First Time Homebuyer)
- Housing Assistance Grants Fund (1324): \$812,549.75 (Homebuyer Assistance Loans)
- Affordable Housing In-Lieu Fees Fund (1327): \$2,599,309.51 (For development of lower income

units)

- Homeless Housing Fund (1331): \$232,065.87 (For development of homelessness projects)

Since May 2021, the City has funded Vista Del Robles Phase 1 with a \$500,000 loan from the Affordable Housing In-Lieu Fees Fund (1327) and contributed \$120,000 for a First Time Homebuyer Loan to a low-income household from the HOME Grant Fund (1323). In addition, three newly-constructed units were sold below market rate at median income (\$74,455 below market x 3 units = \$223,365 City contribution from the affordable housing program). In April 2024, the City Council approved both a \$450,000 amortized loan and a \$450,000 deferred-payment loan to support the Freeman Garden Court Project (12 rental units), which includes \$255,068 in state PLHA funds as part of the deferred-payment portion. In June 2024, the City as Grantee facilitated a HomeKey award amount of \$15,770,467 to complete construction on the East Beamer Way Permanent Supportive Housing Project at 1903 East Beamer Way. In December 2024, the adjacent Walter's House Substance Use Treatment Center was completed. The City also provided ground lease/land use covenants for both of these East Beamer housing developments for subsequent uses of these sites for operations as a shelter and treatment center.

In 2025 (reportable in next year's APR), the City Council approved a Disposition, Development and Loan Agreement (DDLA) with Chelsea Investment Corporation for Vista del Robles Phase 2, including a loan of \$1,700,000 from the City's Affordable Housing Assistance Trust Fund and the conveyance of 2.6 acres of city owned property at 310 West Main Street in exchange for a seller carryback loan equal to the fair market value of the property. The Vista del Robles Phase 2 project will consist of 96 rental residential units affordable to low and very low-income households.

In the coming year, the City anticipates providing funding support to the Yolo Housing Authority's Yolano Donnelly reposition strategy, including the Phase 1, 73-unit Tupelo project approved by the Planning Division in May 2025.

Narrative Highlights

Selected highlights of the City's housing progress include:

Adequate zoning has been maintained across all sites identified in the site inventory to accommodate the City's RHNA (Regional Housing Needs Assessment) at all income levels as presented in the 6th Cycle Housing Element (adopted by Council on March 21, 2023).

- Adoption and annexation of the Woodland Research and Technology Park Specific Plan resolved a prior shortfall in above-moderate unit housing (195 units) in the Housing Element based on RHNA allocation, and paved the way for the development of 1,600+ residential units in the plan area.
- In June 2024 the City approved the Comprehensive Zoning Code Update which further streamlined infill housing opportunities and increased residential densities in certain zones.
- In Fall 2024 Community Development staff began working closely with the Yolo Housing Authority on a 73-unit affordable housing development on the undeveloped portion of 1224-1230 Lemen Avenue, including an associated grant application to improve active transportation options in the vicinity of the project.
- The City continues to provide assistance and guidance on residential infill projects, including the redevelopment of a dilapidated motel into an 83+ unit apartment project (utilizing density bonus); a 12-unit mixed-use, multifamily project on East Street, just south of Beamer Street (south of Zittio's); a 40-unit three-story multifamily project at 1021 Beamer Street (utilizing density bonus); and a 10-unit, three-story townhouse project located at 530 Community Lane.

- Vista Del Robles Phase I opened in April 2024, providing 72 units of affordable housing on West Main Street; additionally, in 2024, the East Beamer Way Permanent Supportive Housing shelter was completed, providing 61 housing units for extremely low-income persons.
- In 2024, the City applied for \$2.8 million in HOME funds for the rehabilitation of Cottonwood Meadows, a 47-unit Senior low-income housing project. Rehabilitation will begin within 1 year of a successful allocation of HOME funds in 2025.
- The City issued 23 Accessory Dwelling Unit (ADU) permits in 2024. 6 ADUs received Certificates of Completion.

Conclusion:

Staff recommends the City Council receive an update on the City of Woodland Housing Element Annual Progress Report.

Prepared by: Erika Bumgardner, Deputy Community Development Director



Ken Hiatt
City Manager

Attachments:

1. Housing Report Summary 05.20.25



Housing Annual Project Report Summary

Housing Element Planning Period	6th Cycle	05/15/2021 - 05/15/2029
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Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	23
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		122
Total Units		145

Note: Units serving extremely low-income households are included in the very low-income permitted unit totals

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	122	270
2 to 4 units per structure	4	0	6
5+ units per structure	85	0	72
Accessory Dwelling Unit	0	23	6
Mobile/Manufactured Home	0	0	0
Total	89	145	354

Regional Housing Needs Allocation Progress								
Permitted Units Issued by Affordability (Planning Period 2021-2029)								
		1	2				3	4
Income Level		RHNA Allocation by Income Level	2021	2022	2023	2024	Total Units to Date	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	663	-	110	-	-	113	550
	Non-Deed Restricted		3	-	-	-		
Low	Deed Restricted	399	2	23	-	-	78	321
	Non-Deed Restricted		6	13	11	23		
Moderate	Deed Restricted	601	-	-	-	-	165	436
	Non-Deed Restricted		24	71	70	-		
Above Moderate		1,424	53	181	166	122	522	902
Total RHNA		3,087						
Total Units			88	398	247	145	878	2,209
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).								
		5					6	7
		Extremely low-Income Need	2021	2022	2023	2024	Total Units to Date	Total Units Remaining
Extremely Low-Income Units		332	-	70	-	-	70	262

Program Implementation Status

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
GOAL A: DEVELOPMENT OF HOUSING	This is a heading for the implementation programs detailed below.	Please see individual programs below.	Please see individual programs below.
A.1. Adequate Sites Monitoring	Maintain adequate capacity to accommodate 1,062 lower-, 601 moderate-, and 1,424 above moderate-income units citywide	Within three years following adoption of the Housing Element	Adequate zoning has been maintained across all sites identified in the site inventory to accommodate the City's RHNA at all income levels, as presented in the 6th Cycle Housing Element adopted on March 21, 2023. Additionally, the Woodland City Council voted to adopt the Woodland Research and Technology Park Specific Plan on September 5, 2023, adding residential capacity (Resolution No. 8149 - https://woodlandca.portal.civicclerk.com/event/1870/files/attachment/10228 ; Project Information - https://www.cityofwoodland.gov/583/Woodland-Research-Technology-Park). The Specific Plan area was annexed into the City limits on April 29, 2024 adding an additional 165.7 acres of residentially zoned land into the city (Yolo LAFCo meeting minutes - https://www.yololafco.org/files/6f1c482b0/03.28.24+Minutes.pdf).

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A.2. Comprehensive Zoning Code Update to Facilitate Housing and Remove Constraints	150 new residential units as a result of all code updates. Includes at least 5 new missing middle units. Code changes will provide updates citywide with an emphasis on increasing the amount and intensity of potential residential development in all zones and neighborhoods	9/1/2023	The citywide, Comprehensive Zoning Code update was adopted in June 2024 (Website - https://www.cityofwoodland.gov/1168/Documents; Municipal Code - https://ecode360.com/43948922#43948922). The updated code implements and furthers goals of the Housing Element as follows (list not exhaustive): 1. Expands residential development opportunities, including allowing residential uses in the Community Commercial Zone and increasing the allowed density in some low-density areas (1-8du/ac) to low-medium (5-15 du/ac) and medium density (8.1-19.9du/ac). Zone change information - https://www.cityofwoodland.gov/DocumentCenter/View/11064/ZONING-MAP-DETAIL-INFORMATION?bidId=. 2. Updates the Zoning Code standards and review procedures to facilitate infill development, provide objective standards, and streamline new housing development. 3. Allows duplex unit types by-right in low density residential areas. 4. Provides increased flexibility on setbacks and lot coverage requirements for infill subdivisions in all residential zones. 5. Incorporates sustainability, water conservation, and climate adaptability standards. 6. Incorporates of Universal Design requirements. 7. Provides a new code that is user friendly and easy for all users to understand and navigate. 8. Provides minimum density standards in the DX (Downtown) zones of 15du/ac.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A.3. Research and Technology Park Specific Plan Annexation	Capacity to accommodate 837 units at various income levels during the planning period, including at least 160 lower-income units	Within three years following adoption of the Housing Element	The Woodland Research and Technology Park Specific Plan was approved and adopted by the Woodland City Council on September 5, 2023 (Resolution No. 8149 - https://woodlandca.portal.civicclerk.com/event/1870/files/attachment/10228; Project Information - https://www.cityofwoodland.gov/583/Woodland-Research-Technology-Park). The Specific Plan area was annexed into the City limits on April 29, 2024 adding an additional 165.7 acres of residentially zoned land into the city (Yolo LAFCo meeting minutes - https://www.yololafo.org/files/6f1c482b0/03.28.24+Minutes.pdf). The Specific Plan is described in the Housing Element as having the potential to add residential housing unit capacity that will allow the city to fully accommodate its RHNA obligation. The plan area will accommodate at least 1600 residential housing units, a minimum of 279 of which will be constructed at 30 dwelling units or higher (per project development agreements, link below). One-third of the residential area is zoned for medium density residential which is anticipated to provide for 600 moderate income, primarily for-sale housing units. Another one-third of the residential area is zoned for low density residential which is anticipated to provide for 500 above-moderate income housing. The remaining one-third is zoned for high density residential development and is anticipated to produce 500 primarily rental units. Specific Plan Affordable Housing Plan outlined in project Development Agreements - https://woodlandca.portal.civicclerk.com/event/1882/files/attachment/10251 Online link to Specific Plan - https://www.cityofwoodland.gov/585/Documents. Land Use Summary provided in Chapter 2 of the Specific Plan: https://www.cityofwoodland.gov/DocumentCenter/View/10433/Ch-2-Land-Use-Framework-FINAL.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A.4. Redevelopment of Non-Vacant Sites	Assist three (3) property owners with redevelopment of non-vacant sites	Within 12 months following adoption of the Housing Element	The City has provided assistance on the redevelopment of three non-vacant infill sites for increased residential opportunities including the redevelopment of a dilapidated motel into an 83-unit apartment project (utilizing density bonus), the redevelopment of an aging five unit multifamily site into 11 units, and the redevelopment of an underutilized residential site with two units into an 80-unit multifamily site. The 83-unit apartment project is fully entitled and expected to pull building permits in 2025 (https://www.cityofwoodland.gov/1021/Development-Projects, see East Street Apartments). The city will continue to support owners in the repositioning of underutilized sites for development of attainable housing.
A.5. Maintain and Strengthen the Affordable Housing Ordinance	300 lower-income housing units citywide	Review Ordinance every two years	The city updated its Affordable Housing Ordinance on December 17, 2024 to provide City discretion to allow residential developers to satisfy the requirements of the ordinance through the off-site development of affordable housing units (Ordinance 1728 - https://woodlandca.portal.civicclerk.com/event/2068/files/attachment/12520). Since May 2021, the city has received approximately \$3.5 million in in-lieu fee payments based on provisions of the existing ordinance and the Spring Lake Specific Plan affordable housing program. These Affordable Housing Funds are used to support the development of low income households in Spring Lake and throughout the city including the 72-unit Vista del Robles (Phase I) project (https://www.cityofwoodland.gov/CivicAlerts.aspx?AID=849). The city is also currently reviewing funding requests to support additional low income housing units including new rental housing and the renovation of existing senior housing. Additionally, 19 inclusionary housing units will be constructed as part of four multifamily housing projects approved in 2023 and 2024. Furthermore, the City is pursuing avenues of funding in order to add a phase II development expansion for affordable units to the aforementioned Vista Del Robles project.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A.6. Farmworker Housing Support	50 units of farmworker housing. Depending on available sites farmworker housing may be provided citywide.	Provide financial and technical assistance annually, as needed	Preliminary discussions in 2024/25 with developer proposing low-income farmworker housing units. Possible construction in 2026.
A.7. Density Bonus Ordinance	30 lower income units throughout the city.	Amend Ordinance within one year of Housing Element adoption. Prepare a one-page fact sheet complete by December 2022. Continue to monitor changes in State law and amend ordinance annually, as necessary	The city updated its Density Bonus Ordinance on February 18, 2025 to reflect current State Density Bonus law. (Staff reports available online - https://woodlandca.portal.civicclerk.com/event/2252/files/agenda/6988; and https://woodlandca.portal.civicclerk.com/event/2264/files) A one-page Density Bonus Fact sheet is available online and at the Community Development Department. https://www.cityofwoodland.gov/1488/Housing-Development-Resources

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A.8. Provide Assistance and Incentives to Facilitate Affordable Housing	Provide incentives to support 200 lower income units, including 40 ELI units, throughout the city	As projects are proposed	The City partnered with Chelsea Investment Corporation to construct Vista del Robles Phase 1, a 72-unit affordable housing community that opened in early 2024 (https://www.cityofwoodland.gov/CivicAlerts.aspx?AID=849). Located at 310 West Main Street in Woodland, the garden-style, 3-story walk-up features 21 one-bedroom units, 33 two-bedroom units, and 18 three-bedroom units. Vista del Robles was funded by multiple financial partners, including a permanent loan provided by California Community Reinvestment Corporation and disaster area federal tax credits provided by the California Tax Credits Allocation Committee (CTCAC). In addition, the City of Woodland provided a loan of \$500,000 and technical assistance to help coordinate the project. Phase 2 of the same project will roughly double the quantity of units on-site and is anticipated to move forward in 2025/26. Additionally, the City of Woodland has worked to provide funding to special needs and homeless populations, in which the City provided funding to the East Beamer Way Permanent Supportive Housing project (https://www.cityofwoodland.gov/1248/East-Beamer-Campus) as Grantee for a HomeKey award amount of \$15,770,467. The City of Woodland applied for funding in 2022 and executed a ground lease for land owned by the City to the owner of the Project herein for use to develop this Project. The City oversaw the drafting and execution of the MOU for operations of the treatment center as a condition of approval for the land use agreement and subsequent use of the site, and the project was placed in service June 2024. This project provides housing for 61 permanent supportive housing residents (homeless, chronically homeless, and special needs), which are reserved for Extremely Low Income households.
A.9. Annual Progress Reports	Annually review accomplishments in implementing the Housing Element and document	Annually	The Woodland City Council will received an update on accomplishments in implementing the Housing Element in May 2024, following submittal of the 2023 APR (https://woodlandca.portal.civicclerk.com/event/2061/files/agenda/6738), and will receive an update in May 2025, following submittal of the 2024 APR.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
	these accomplishments in an Annual Progress Report, and present findings to the City Council.		
A.10. Seek Funding for Affordable Housing	Obtain funding to support 200 lowerincome units, including 40 ELI units, throughout the city.	Seek funding annually. Develop a list of criteria for use of City Housing Trust Funds by December 2022.	The City receives affordable housing funds from developers ("in-lieu fees"). In 2024, the City facilitated construction of a 72 unit affordable housing project, Vista Del Robles, that was funded through In-Lieu Fees from the City. The project applied for and received an allocation of tax credits from the CA Tax Credit Allocation Committee, along with \$500,000 in public funding from the City. Additionally, the City acted as the Local Reviewing Agency (LRA) for the tax credit application. In April of 2024, the project was completed and placed in service. Additionally, in 2024, the East Beamer Way Permanent Supportive Housing shelter was completed, that was funded through a HomeKey award with the City as Grantee, with award amount of \$15,770,467. This project will provide affordable housing for 61 units of ELI households. Moving forward, the City will apply for state competitive HOME funds to support the rehabilitation of a multifamily rental apartment project, Cottonwood Meadows, for which the application is slated for late 2024. Affordability covenants will be applied to the apartment complex. In addition, the City is confident that it will receive a "Prohousing" designation in 2025, following the adoption of Woodland's new Comprehensive Zoning Code. This designation will open up additional doors to funding to support affordable housing development.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A.11. Homeless Action Plan	Continued support for countywide efforts to meet the needs of unhoused residents.	Ongoing	The City continues to coordinate its homelessness programs with the help of the Homeless Action Plan framework and dedicated Homeless Outreach Street Team (HOST) (https://www.cityofwoodland.gov/532/Homeless-Outreach-Efforts). Specifically, the City uses the Plan to ensure both collaboration between departments involved with addressing this topic (Public Works, Administrative Services, Police, etc.) as well as effectively assigning tasks to the proper resource. Additionally, the City housing analyst is a board member of the Yolo County Homeless and Poverty Action Coalition (HPAC)(https://www.yolocounty.gov/government/general-government-departments/health-human-services/boards-committees/homeless-and-poverty-action-coalition-hpac), which acts as a key organizational driver and decision-maker in ongoing efforts to provide continued support for homeless individuals throughout the County. Moreover, the City provides operational funding for the Yolo Wayfarer Center shelter and acts as the administrator for the HUD Continuum of Care (CoC) and the state Permanent Local Housing Assistance (PLHA) grants that have been awarded to the City in order fund the day-to-day operational needs of the emergency shelter. As a result of the City's efforts, these projects have contributed to growing support and provided a safe haven for homeless individuals throughout the County.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A.12 Support Rehousing Efforts within the Community	Facilitate full development of the East Beamer Way Campus (100 emergency shelter beds, 60 units of permanent supportive housing and 60 beds of temporary supportive housing). Support for at least 50 supportive or transitional housing units in the community at large	Ongoing	The City of Woodland and the County of Yolo, in collaboration with local nonprofit Friends of the Mission, funded the construction of the adult-only emergency shelter as part of phase one of a larger East Beamer Way campus that aims to provide comprehensive services for the unhoused. In addition to the emergency shelter, phase two of the campus includes permanent supportive housing units with aid from the State of California Homekey funding in partnership with Dignity Health Woodland Memorial Hospital, Partnership HealthPlan of California (PHC), and the Sutter Foundation. Phase three is currently under construction and will provide a live-in substance abuse treatment center with associated services. The City initiated construction of the 100-bed emergency shelter facility in June 2020. It was occupied in January 2021 when the City turned the keys and land over to Friends of the Mission and shelter operator Fourth & Hope. The Emergency Shelter was followed by 61 permanent supportive manufactured homes that were completed in Fall 2022 and fully occupied by early 2023. 50 of the 61 dwellings are one-bedroom units to serve single clients or those with a partner or with a child, and 11 are two-bedroom units to house families. Five of the units will provide full accessibility, from the street entrance to parking access. Additionally, a 2,800-square-foot community center will provide residents with a community space and some walk-in social services. Phase three of the campus development is Walter's House substance use disorder treatment facility that broke ground in 2023 and will occupy a new 15,000-square foot building. The new facility will provide expanded services and support for those struggling with drugs, alcohol, and other substances with an 80-bed capacity. Unhoused families, women, and children will “backfill” the current Walter's House facility in Downtown Woodland, which provides desperately needed family shelter here in Yolo County. Walter's House held its grand opening in December of 2024.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A.13. Accessory Dwelling Units and Multi-generational Units	60 ADUs and 67 multigenerational units in high and moderate resource neighborhoods	Update information on City website annually or as needed. Monitor production and affordability of ADUs and multigenerational units every two years beginning in 2023 with actions taken within six months	Between July 2022 and December 2024, the City issued 40 ADU permits. In July 2023, the City updated its website to include a step-by-step, public friendly guide to the permitting and development of ADU's and JADU's in the city: https://www.cityofwoodland.gov/1374/Accessory-Dwelling-Unit-ADU . In 2024, the City updated its website to include instructions for designers/architects to receive "pre-approved master ADU plans" (https://www.cityofwoodland.gov/1616/Preapproved-ADU-Plan-Program). The City's Municipal Code language pertaining to ADU's was updated with the Comprehensive Zoning Code update to align with the latest direction provided by the State (https://ecode360.com/45460840#45460847). Additional ADU ordinance updates were completed in January and February 2025 in response to AB2533 and SB 1211 (https://woodlandca.portal.civicclerk.com/event/2252/files/attachment/12500).
A.14. Zoning for Emergency Shelters and Supportive Housing	Achieve compliance with State law; 138 emergency shelter beds; 60 supportive housing beds	Within 12 months of Housing Element adoption	On March 7, 2023, the Woodland City Council adopted Ordinance No. 1704, updating zoning requirements to ensure consistency with State housing requirements regarding emergency shelters, including allowing emergency shelters and low barrier navigation centers as a by-right use in mixed use zones and as a conditionally allowed use in the Industrial zone.
A.15. Emergency Shelter Zoning in Specific Plans	Achieve compliance with State Law	Within 12 months of Housing Element adoption	On March 7, 2023, the Woodland City Council adopted Ordinance No. 1704, updating zoning requirements to ensure consistency with State housing requirements regarding emergency shelters, including allowing emergency shelters and low barrier navigation centers as a by-right use in mixed use zones and as a conditionally allowed use in the Industrial zone. (https://ecode360.com/45461539#45461539). See also Program Status A.12.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A.16. SB 35 Guidelines	Achieve compliance with State Law	Provide a written guidelines within 12 months of Housing Element adoption. Update the Zoning Code by December 2022.	The city has updated its website to include additional information regarding SB 35 guidelines regarding streamlined ministerial approve processes for residential development. https://cityofwoodland.gov/1485/Senate-Bill-35 Further, the draft Comprehensive Zoning Code (CZC) includes objective development standards for all districts that allow residential uses. https://ecode360.com/45459352#45459352
A.17. Affordable Housing In-lieu Fee	Achieve more consistent flow of funds into the Housing Trust fund.	12/1/2024	In September 2023, Development Agreements associated with the build out of the Woodland Research and Technology Park Specific Plan, a 350-acre new growth area that includes over 1,600 residential units, established a square footage based in-lieu fee for all new low, medium and high density residential units, which will support the construction of affordable units in the plan area and throughout the city. It is anticipated that development within the plan area will generate approximately \$5 million over the next 10-15 years. (https://woodlandca.portal.civicclerk.com/event/1870/files/report/4556) A majority of new residential units development within the City over the next 10-15 years will take place in the Specific Plan area.
A.18. Evaluate Fees	20 units of affordable housing	12 months after Zoning Code Update completed, or December 2024	The City Council approved Planning permit fee updates on January 21, 2025, which included permit fee reductions for lower level entitlement types including minor design review for single family homes and ADUs. See item H.19: https://woodlandca.portal.civicclerk.com/event/2263/files/report/5247
A.19. Infrastructure Priority for	Achieve compliance with State Law	Within 12 months of Housing Element adoption	The City has sufficient water to serve future residential development projects and anticipated growth through 2035 and beyond, consistent with 2035 General Plan and Zoning land use designations. Should there come a time that service capacity is limited, the City will prioritize affordable housing projects.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Affordable Housing			
A.20. CEQA Review Process Transparency	Provide transparency in the CEQA Review Process	Within 12 months of Housing Element adoption	The city has updated its website to include additional information regarding CEQA environmental review and streamlining opportunities. Public counter materials are also available. https://www.cityofwoodland.gov/547/Environmental-Review
GOAL B: MAINTENANCE OF HOUSING	This is a heading for the implementation programs detailed below.	Please see individual programs below.	Please see individual programs below.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
B.1. Funding for Housing Rehabilitation and Maintenance	Establish a housing rehabilitation program, if feasible. Provide assistance to rehabilitate 5 units within lower resource areas.	Annually evaluate funding opportunities	In 2024, the City applied for \$2.8 million in HOME funds for rehabilitation of Cottonwood Meadows, a 47 unit Senior low-income housing project. Additionally, while the City currently does not have its own funding program for rehabilitation projects, the City is working towards funding projects that involve substantial rehabilitation, such as the Hotel Woodland rehabilitation and redevelopment in downtown Woodland, which involves the rehabilitation of 76 low-income units in the former housing project, in addition to redevelopment of the adjacent parking lot. While rehabilitation funding for significant acquisition/rehab for affordable housing (which generates substantial improvements to full-scale affordable projects) is currently only generated when previous loans that were issued are paid back to the city and the funds are used as program income, the City also operates the Community Development Block Grant (CDBG), in order to provide rehabilitation funding for public construction activities. These activities have contributed to the repair and improvements to affordable projects in the City, like Cottonwood Meadows, a 47 unit Senior affordable housing project. Moreover, while the City's entitlement for CDBG can be beneficial for smaller-scale rehabilitation, the City is working to seek funding alternatives, such as the aforementioned HOME program funding, in order to reach future rehabilitation project goals.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
B.2. Housing Conditions Survey	Collect information on housing conditions to support development of a housing rehabilitation program	Ongoing monitoring. Complete housing conditions survey by 2024. Review results prior to the next Housing Element Cycle	As of 2024, the City also monitors several affordable HOME and CTCAC funded projects from the last 15 years, which include the developments Terracina at Spring Lake (85 affordable HOME/CTCAC units), Rochdale Grange (43 affordable HOME/CTCAC units), (11 affordable HOME/CTCAC units). The monitoring process includes in-unit inspections for HOME regulated compliance standards, for which the monitoring is used to ensure that these properties maintain housing conditions at acceptable standards with respect to the City's funding obligation requirements. The information gathered and maintained through these HOME inspection processes is retained by the City for the duration of these property's affordable housing covenants, and can be used to evaluate information in support of the development of a housing rehabilitation program. As such, this monitoring data can be specifically used to ascertain the target needs for rehabilitation that affordable projects in the City will require in connection with the housing conditions survey, in support of the development of a housing rehabilitation program. Additionally, the City intends to move forward with projects that will allow for the evaluation of housing code data and determine best practices for completing a broader housing conditions survey.
B.2. Code Enforcement	Address 20 cases a year citywide.	Ongoing code compliance and nuisance abatement. Annually review code enforcement complaints.	The City continues to fund a Code Compliance Officer to address code and nuisance abatement issues, particularly those that impact homes and quality of life. A combined 48 substandard housing related code cases were initiated and/or closed in 2023 and 2024.
B.3. Downtown Infill and Housing Preservation	183 infill housing units Downtown, including 112 lower-income and 71 above moderate-	Ongoing	The first eight of 16 small-lot, for-sale residential infill housing units were completed on Cleveland Street in the Downtown in 2022. Construction on the remaining eight units began in late 2023. Five additional housing units were approved by the Planning Division in November 2023 as part of a mixed use renovation of a historic building originally constructed in 1873, located in the Downtown. All units are expected to be made available to moderate and above-moderate income households.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
	income units		
B.4. At-risk Affordable Housing	Preserve 150 at-risk affordable housing units citywide.	Ongoing	Since May 2021, the City has received a \$15 million State Homekey Grant for the development of 61 permanent supportive housing (PSH) units at East Beamer Way. The PSH units are restricted for Extremely Low Income households. In 2024 the City applied for additional State HOME funds to support the rehabilitation of 47-units at the Cottonwood Meadows Senior Apartments through HCD's HOME NOFA 2022-2023. The City is requesting an allocation of roughly \$2.8 million; the funding round is currently under way through the end of 2024, and final awards will be decided through the HCD program cycle in 2025.
GOAL C: EQUAL OPPORTUNITY IN HOUSING	This is a heading for the implementation programs detailed below.	Please see individual programs below.	Please see individual programs below.
C.1. Fair Housing Information	To improve housing information and access to special needs populations, particularly farmworkers and persons with disabilities citywide.	Review fair housing information annually to ensure relevancy and distribute on an ongoing basis	The City provides funding to Legal Services of Northern California on an annual basis for fair housing services to Woodland residents. Legal Services regularly provides City staff with fair housing information and Woodland residents with legal advice. Additionally, according to a 2005 Voluntary Compliance and Conciliation Agreement, the City is required to fund Legal Services annually with at least \$10,000 for Fair Housing Services as long as the City receives CDBG funding.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
C.2. Fair Housing Open House	1 training each year	Annual	Legal Services of Northern California holds a Fair Housing Conference once a year with City funding for landlords and tenants. The conference is designed to affirmatively further fair housing objectives of Title VIII of the Civil Rights Act of 1968 and provides training on different topics related to federal and state fair housing laws. LSNC held its annual Fair Housing Conference in April at the Yolo County Housing Authority in the City of Woodland. The Conference covered the Fair Housing Overview, Disability Discrimination, Protections for Survivors of Domestic Violence, and Protections for Applicants with Criminal Backgrounds. Guest speakers were from US Department of Housing and Urban Development (HUD) and Disability Rights Education & Defense Fund. 50 people attended, who were mostly local housing providers and some community services providers.
C.3. Encourage Landlord Participation in Housing Choice Voucher Program	To improve housing access and housing mobility for lowerincome households, particularly large families	Initiate coordination with Housing Authority by January 2024 with the goal of establishing an incentive program or outreach campaign by January 2025.	Yolo County Housing Authority and the City of Woodland participate in and support the annual Fair Housing Conference hosted by Legal Services of Northern California, which encourages landlords to participate in the Housing Choice Voucher Program. YHA has added FAQs to provide additional information and clarification regarding landlord obligations pertaining to accepting Housing Choice Vouchers on their website (https://www.ych.ca.gov/housing-choice-vouchers/#faq-landlord). At this time, no additional funding is available to issue new HCVs.
C.4. Universal Design	Facilitate housing for persons with disabilities citywide	Incorporate new requirements in the Comprehensive Zoning code by	Universal Design requirements were incorporated into the Comprehensive Zoning Code update adopted in June 2024. See Section G - https://ecode360.com/45459352#45459353

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
		December 2022.	
C.5. Relocation Assistance	Ensure consistency with federal uniform relocation act	Ongoing as needed	No action was taken in 2024.
C.6. Fair Housing Hotline Project	Assist 100 individuals a year citywide.	Advertise program annually.	Legal Services of Northern California assisted 244 Woodland residents in program year 2023-2024 through their Fair Housing Services program that is funded by the City's Community Development Block Grant (CDBG). LSNC's web site at www.lsn.net includes information about how to obtain assistance with housing issues for people living in Yolo County and answers frequently asked questions. Additionally, LSNC hosts an annual conference in the City of Woodland that provides information and resources throughout the community on legal fair housing services.
C.7. First Time Homebuyer Program	Assist 5 households a year. Funds may be used to assist eligible households citywide.	Provide ongoing assistance to homebuyers as inquiries are made. Identify other FTHB opportunities by January 2024. Provide program information in Spanish by January 2024.	The City assisted 1 household in 2023 with a First Time Homebuyer (FTHB) Loan. The City is actively working with 7 individuals who are in a funded position but have not yet found a suitable unit that meets the program requirements. Additionally, while the First Time Homebuyer Program is currently funded through recycled program re-payments through previous HOME and CalHOME & BEGIN program loans, the City has submitted documentation in 2024 in order to be eligible for future HOME First Time Homebuyer funding awards. As of 2024, the FTHB interest list currently has 93 individuals. Moreover, all text on the City's website can be easily translated with one click for prospective applicants whose first language is not English.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
C.8. Homebuyer Education and Financial Literacy	At least one workshop annually starting in 2024.	Reach out to Housing Authority in 2023 with a goal of initiating workshops in 2024. Conduct workshops at least annually during the planning period.	The City of Woodland currently operates a First-Time Homebuyers' Program (FTHB), currently funded through Recycled Program Loans from HOME, CalHOME, and BEGIN programs. As such, the City is contracted with a consulting agency, NeighborWorks, in order to administer a First-Time Homebuyer's educational course through HUD-certified counselors. Each potential applicant for the City's FTHB program can undergo an individually led workshop with the Neighborwork's federally certified course administrator. Moving forward, the City may coordinate with NeighborWorks in order to set public outreach workshops for potential FTHB interested parties, once the City's submission of 2024 HOME documentation is approved for HCD HOME compliance requirements. Moreover, the City is working diligently to secure future HOME FTHB program funding in coming years.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
C.9. Neighborhood Revitalization and Investment in Low Resource Areas	Direct a majority of public investments to low and moderate resource areas.	Complete Plan by July 2023; Seek grant funding as available; Review and prioritize projects annually through the CIP	The City of Woodland applied for and received a \$237,750 Regional Early Action Planning (REAP) grant from the Sacramento Area Council of Governments (SACOG) to prepare a plan for the Armfield/Lemen neighborhood area. The Armfield Lemen Avenue Neighborhood Framework Study, completed in October 2023 (https://www.cityofwoodland.gov/1364/Documents), evaluated multi-modal accessibility, public improvement investments, and future development in the project area. The Framework sets a vision for a safer and more walkable neighborhood; envisions a mix of housing choices including workforce, senior and mixed income; and illustrates improved public spaces and amenities. The plan also evaluated the Yolo County Housing Authority effort to redevelop their existing Donnelly Circle housing site into a mixed income neighborhood. The City is actively partnering with the Housing Authority on this endeavor including application for the State Affordable Housing and Sustainable Communities (AHSC) grant. In addition, the City has prioritized funding for the East Main Street Neighborhood Livability Project, an effort to remove highway traffic from the East Main corridor and improve quality of life for the nearby residents that are historically underserved. In March 2024, the City received \$1M in congressionally directed spending to work on the project plans, and applied for a \$6M RAISE grant in 2024 to further advance the project. The project was recognized as a "Project of Merit" but was ultimately not awarded. In January 2025, the City reapplied for a \$5M BUILD (formerly RAISE) planning grant.
C.10. Zoning Code Procedures for Persons with Disabilities	Remove barriers to housing for persons with disabilities citywide	Amend Code, as needed, by December 2022.	The draft Comprehensive Zoning Code (CZC) proposes updates which address Reasonable Accommodation for Persons with Disabilities and brings the city's zoning code into compliance with the Federal Fair Housing Act and the California Fair Employment and Housing Act. The CZC was adopted in June 2024. https://ecode360.com/45462883?highlight=reasonable&searchId=19957794765242918#45462883

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
C.11 CDBG Funding Allocation	80% of funds to assist low and moderate income households with emphasis on Low resource areas	Ongoing, as CDBG Funds are allocated	CDBG funds for Program Year 2023-2024 are designated to assist low and moderate income households in low resource areas. The City of Woodland is an entitlement city that received an allocation of \$452,510 in CDBG funding in 2023-2024. According to the Consolidated Annual Performance Evaluation Report (CAPER) that the City provides to HUD each year to summarize the City's funding accomplishments, the City provided over 90% of funding as benefitting low/mod areas in 2022 and just under 80% in 2023. The City is working to maintain these goals going forward in 2024.
GOAL D: ENERGY CONSERVATION & SUSTAINABLE HOUSING DEVELOPMENT	This is a heading for the implementation programs detailed below.	Please see individual programs below.	Please see individual programs below.
D.1. Implement Climate Action Plan through Updates to the Zoning Standards	To achieve sustainability and climate action goals citywide.	Monitor and report to the City Council every five years, as a part of the implementation of the Climate Action Plan. Complete Zoning Code Update by December 2022.	The Comprehensive Zoning Code (CZC) update incorporates sustainability, conservation and climate adaptation standards and requirements, consistent with the goals and policies contained in the 2035 General Plan and 2035 Climate Action Plan. See Sections A through E - https://ecode360.com/45459352#45459352

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
D.2. Water Conservation Ordinance	Continued support of the Sustainability Committee and Environmental Services Division	Ongoing Conduct annual monitoring and reporting to the state. Complete Zoning Code update by December 2022	The City of Woodland Planning Division reviews proposed development projects for consistency with the State Model Water Conservation Ordinance (MWELO) and the City's Water Conservation Ordinance, and provides annual reporting to the State regarding compliance. The Comprehensive Zoning Code (CZC) update incorporates water efficiency standards, consistent with State and City goals and policies. See Section E - https://ecode360.com/45459352#45459352
D.3. Tree Planting	Continued support of the Sustainability Committee and Environmental Services Division	Ongoing; Complete Code update by December 2022	In December 2022, the Woodland City Council adopted amendments to its Tree Preservation Ordinance to enhance and preserve Woodland's tree canopy consistent with the 2035 Climate Action Plan and the Woodland Urban Forest Master Plan (https://ecode360.com/43946258#43946258). Enhanced tree canopy improves the quality of life of Woodland residents and improves the community's resiliency to climate change. The Comprehensive Zoning Code (CZC) update incorporates additional measures to enhance the tree canopy in Woodland by requiring tree planting as a component of new development project landscape requirements (https://ecode360.com/45459724#45459854). Recently, staff and volunteers planted over 80 trees on Arbor Day 2024.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
D.4. Outreach on Energy Conservation	Continued support of the Sustainability Committee and Environmental Services Division	Ongoing	The City continues to coordinate with Valley Clean Energy, PG&E, community-based organizations, and other public agencies to provide public education and outreach on energy conservation, consistent with the Climate Action Plan. The City promotes related programs offered by our utility partners (PG&E, Valley Clean Energy, and more) on our Rebates page (https://www.cityofwoodland.gov/705/Rebates). The City's Sustainability Advisory Committee and Environmental Services Division coordinate energy and climate related actions through community events and public outreach. Pertinent examples include the Waterwise landscape tour, an in-person and virtual tour of landscapes and backyards that help save water and energy, quarterly "Green Drinks" events to facilitate sustainability-related conversation between community members, staff, and other resources, and energy conservation outreach at existing special events such as the annual California Honey Festival.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: K.18
SUBJECT: Fiscal Year 2025/26 Measure F Spending Plan

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, approving the updated Measure F Spending Plan.

Staff Contact:

Karie Farnham, Financial Services Manager, (530) 661-5846, karie.farnham@cityofwoodland.gov

Fiscal Impact:

Measure F (MSF) revenues are estimated to total \$88.4 million through the 12-year life of the sales tax measure. The spending plan remains balanced between annual revenues and expenditures and ensures no unauthorized inter-fund borrowing for City operations and project execution.

Fiscal year 2025/26 revenues are estimated at \$7.3 million, which is consistent with the assumption used for the sales tax forecast in the FY2025/26 preliminary Operations and Maintenance budget. Recommended appropriations for FY2025/26 total \$7.01 million for projects, street maintenance, public safety, and economic development.

Background:

In November 2016, the Woodland voters approved Measure F (MSF), which extended the 1/2 cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland. The 12-year approval of MSF, a General Tax, includes funding for general city services such as street maintenance, parks and facility improvements, public safety and promotion of economic development.

The purpose of the MSF Spending Plan is to allocate the anticipated revenue between the various categories based on overall community need. A spending plan is required based on the ordinance adopted to implement the tax. Preparation of a spending plan not only meets the requirements of the measure, but is also necessary, so the proposed MSF-funded projects and ongoing operating programs can be included in the FY2025/26 Capital Improvement Program and overall City operating budget.

Discussion:

The City utilizes a third-party consultant to assist with detailed analysis and forecasting of sales tax revenues, including MSF. In the last year, based on actual receipts and data provided by the consultants, the City has substantially downgraded the anticipated sales tax revenues for the current year, and has modified the forecast to reflect more moderate annual increases in revenues. These adjustments resulted in an overall reduction of almost \$7 million over the remaining six years of MSF. These reduced revenues are reflected in the updated spending plan, which remains balanced throughout the life of the plan, but allows for fewer projects to be programmed.

Over the life of MSF, the proposed spending plan will allocate revenues to four major categories: Parks, Roads, Public Safety, and Economic Development.

Parks: The allocation in this category will primarily supplement park development impact fees to

assist with payment of required debt service on the bonds issued in 2005 to build the Community Center and Sports Park Complexes. A moderate amount of development activity is anticipated each year, and MSF revenues are planned to cover remaining debt service. To the extent that the entire planned amount is not needed to cover debt service, additional funding has been available for priority projects in existing park facilities. The bonds will be fully repaid during FY2025/26, and the allocation in this category after that year is available for other programming.

Beginning in FY2025/26, the spending plan includes anticipated costs for operations and programming at the new Woodland Aquatic Center, which is expected to open at the end of 2025. The planned operations of the Woodland Aquatic Center are expected to cost approximately \$715,000 annually for operations and maintenance, and approximately \$330,000 for programming. These annual costs will be partially offset by the collection of additional revenues. Staff anticipate approximately \$150,000-\$200,000 in new revenues from the pool, which leaves a net cost of nearly \$850,000 each year. The proposed annual costs are split between the MSF spending plan presented herein and the Measure R spending plan, presented under a separate report to Council. FY25/26 represents costs for a partial year of pool operations.

Street Maintenance/Roads: The allocation in this category will provide for ongoing support to the City's road maintenance program as well as funding for specific road projects. The capital projects are identified each year through the Capital Budget process, and ongoing support for the road maintenance program is expected to continue and potentially increase as funding from other sources (primarily Gas Tax and Transportation Development Act funding) is limited or directed to other agencies.

Public Safety: The allocation in this category provides funding for staffing in both Fire and Police Departments. Fire staffing includes the Fire Chief and Fire Marshal positions. Police staffing includes three sworn officers, temporary civilian staffing to assist with records management and non-emergency services, and a full-time Community Enhancement Specialist position.

Economic Development: The allocation in this category funds one Marketing and Business Relations Specialist position and supports other administrative positions and temporary staffing to assist with the City's economic development efforts. Supplemental non-personnel allocations in support of citywide economic development efforts are included in the General Fund budget.

The proposed funding plan for fiscal year 2025/26 includes the following:

Parks - \$1.74 million is allocated toward various park-related projects or programs. Included in the proposed allocation is \$1.14 million for the Community Center/Sports Park Complex debt service assistance. To the extent that funds allocated for debt service are offset by collection of park development fees, additional MSF funds will become available to support other projects or programs. Not all the annual funding allocated in the Parks category is needed for debt service, so \$150,000 is allocated to supplement annual funding for tree pruning of the City's urban forest. This funding is continued through the remaining years of the spending plan. Additionally, as noted herein, \$450,000 is allocated in this category during FY2025/26 as a contribution for the first year of operations of the Woodland Aquatic Center. The total cost of pool operations and programming is split between MSF and Measure R over the lives of the measures.

Roads - \$2.3 million is allocated toward road improvement projects, which includes \$1,000,000 for the City's annual in-house road maintenance project; included in this total is \$750,000 to supplement the City's annual road maintenance budget, which has been impacted by decreasing revenues. \$1.3 million in annual pavement maintenance projects and costs for planning and grant applications.

Public Safety - \$2.5 million is proposed for allocation to public safety-related staffing, projects, and programs. Included in this total is \$2.18 million dedicated to public safety staffing, specifically funding for the Fire Chief, Fire Marshal, three Police Officers, three temporary non-sworn positions, and a full-time Community Enhancement Specialist. In addition to staffing, funding is proposed for several projects in support of public safety. \$150,000 is allocated towards replacement of the alerting system at Fire Station 3, which is failing and no longer serviceable, causing response delays. \$83,479 is allocated toward purchase and replacement of bodyworn and in-car cameras used for field operations within the Police Department. \$66,000 is allocated to replace critical protective equipment used by the Police Department that has reached the end of its useful life. Finally, \$25,000 is allocated in support of grant match funds for the Fire Department.

Economic Development - \$419,023 is allocated to economic development staffing to continue the city's efforts with business retention, expansion, attraction and assistance.

The MSF revenue estimate for FY2025/26 is approximately \$7.33 million; the estimate used for this spending plan is consistent with the assumption used for the sales tax forecast in the FY2025/26 preliminary Operations and Maintenance budget. Recommended appropriations for FY2025/26 total \$7 million for projects, street maintenance, public safety, and economic development.

MSF Spending Plan by Category for FY2025/26:

Parks	\$1,739,939
Roads	\$2,346,680
Public Safety	\$2,502,679
Economic Development	\$ 419,023
Total	\$7,008,321

The attached MSF spending plan shows revenues and expenditures in each of the four categories listed above. In addition, staff have included a moderate amount of money set aside each year to build a reserve in the MSF fund to offset revenue fluctuations, since MSF pays for ongoing operating costs in addition to project-related costs. Finally, the spending plan shows a small accumulation of fund balance throughout the life of the measure. This is mostly due to projected future increases in revenues that aren't fully allocated among the categories noted within this report. Staff will continue to monitor and update these revenues and the related reserves, and future MSF plan discussions will also include the use of reserves, as appropriate.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, approving the updated Measure F Spending Plan.

Prepared by: Karie Farnham, Financial Services Manager

Reviewed by: Kim McKinney, Administrative Services Director


Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - FY26 MSF Spending Plan
2. FY26 MSF Spending Plan

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE UPDATED MEASURE F SPENDING PLAN**

WHEREAS, on November 8, 2016 the Woodland voters approved Measure F (MSF) which extended the ½ cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland; and

WHEREAS, the MSF Spending Plan will fund general city services, including, but not limited to, street maintenance, parks and facility capital projects, and public safety; and

WHEREAS, the MSF Spending Plan will be updated at least bi-annually; and

WHEREAS, on May 7, 2024 Council adopted Resolution No. 8312 approving the updated MSF Spending Plan.

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

SECTION 1. That the attached MSF Spending Plan is hereby approved.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

MEASURE F SPENDING PLAN

	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	Total
	Budget	Planned					Over 12 Years
Revenues							
MSF Annual Revenue	7,332,800	7,450,300	7,609,500	7,749,900	7,837,785	2,420,809	88,395,649
Other Revenue							2,539,937
Expenditures							
Parks/Pool							
Park Debt Service	1,139,939						2,691,354
Cyclical Tree Pruning Addition	150,000	150,000	150,000	150,000	150,000		900,000
Woodland Aquatic Center Operations	450,000	634,776	666,515	699,841	734,833	385,787	3,571,751
Other Park Projects	-	465,224	433,485	400,159	365,167		4,217,806
Parks Subtotal	1,739,939	1,250,000	1,250,000	1,250,000	1,250,000	312,500	16,762,392
Roads							
Measure F - Planning Management (06-06)	50,000	50,000	50,000	50,000	50,000		643,032
Annual In-House Road Program Support (06-14)	1,000,000	1,100,000	1,100,000	1,100,000	1,100,000	275,000	11,190,138
Grant Planning and Application (24-04)	25,000	25,000	25,000	25,000	25,000		175,000
I-5/SR113 Freeway to Freeway (24-06)	12,000	12,000	12,000	12,000	12,000		106,000
Parking Lot Rehabilitation (24-09)							575,000
Annual Pavement Maintenance - Summer 2025 (25-02)	1,200,000						1,966,205
Annual Pavement Maintenance - Summer 2026 (26-01)	10,000	1,500,000					1,510,000
Other Road Projects		500,000	2,250,000	2,250,000	2,250,000	750,000	8,000,285
Roads Subtotal	2,297,000	3,187,000	3,437,000	3,437,000	3,437,000	1,025,000	37,328,661
Public Safety							
Fire Staffing	894,490	939,215	986,175	1,035,484	1,087,258	1,141,621	10,320,016
Police Staffing	1,286,263	1,350,576	1,418,105	1,489,010	1,563,461	1,641,634	14,480,569
Public Safety Subtotal	2,180,753	2,289,791	2,404,280	2,524,494	2,650,719	2,783,255	28,050,585
Economic Development							
Economic Development Staffing	419,023	434,527	456,253	479,066	503,019	132,043	4,127,798
Overhead	49,680	51,518	54,094	56,799	59,639	62,621	1,394,339
Total Expenditures	6,686,395	7,212,836	7,601,627	7,747,359	7,900,377	4,315,418	87,590,488
Proposed Funding Recommendations							
Fire AFG Grant Match	25,000						25,000
Police Bodyworn/Car Camera Replacement	83,479	83,479	83,479	83,479	83,479		417,395
Police PP&E Replacement	66,000						66,000
Fire Station 3 Alerting System Replacement	150,000						150,000
							-
Net Revenues/Expenditures	321,926	153,985	(75,606)	(80,938)	(146,071)	(1,894,609)	2,686,703
Reserve Set Aside	100,000	100,000	100,000	100,000	100,000		1,225,000
Sports Park Reserve							500,000
Fund Balance	3,404,941	3,458,927	3,283,320	3,102,383	2,856,312	961,703	961,703



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 20, 2025
ITEM #: K.19
SUBJECT: Fiscal Year 2025/26 Measure R Spending Plan

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, approving the Measure R Spending Plan.

Staff Contact:

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

Fiscal Impact:

Measure R (MSR) revenues are estimated to total \$30.9 million over the 8-year life of the sales tax measure. The spending plan also allocates \$30.57 million in expenditures over the life of the measure for baseline programming. Additional expenses (funding requests) may be recommended and included above the baseline budget, as the spending plan is updated annually. Actual appropriation of MSR, which includes staffing and programming, will occur annually with the adoption of the City's budget. Included in the spending plan for fiscal year (FY) 2025/26 is an anticipated \$3.75 million in revenue, with recommended appropriations of \$3.75 million, and an anticipated reserve balance of \$1.95 million at the end of FY2025/26.

Background:

In June 2020 the City Council authorized placing re-authorization of a 1/4 cent sales tax measure before the voters for the November 2020 election. MSR was approved with 63.43% of the Woodland vote. Companion advisory measures S, T, U and V were also approved and were intended to guide the City Council in the allocation of the revenues generated by MSR for general city services, programs, and facilities for a period of eight (8) years as follows:

Measure S, approved by 59.37% of voters, provides for 25% of the additional sales tax received to enhance educational and literacy programs and expand the hours of operation of the library;

Measure T, approved by 61.67% of voters, provides for 55% of the additional sales tax received to expand and enhance youth and teen programs and facilities, and reduction of fees charged for the use of city recreation facilities;

Measure U, approved by 67.95% of voters, provides for 15% of the additional sales tax received to enhance public safety through expanded crime prevention and community building programs that support opportunities for youth within the community; and

Measure V, approved by 66.28% of voters, provides for 5% of the additional sales tax received to support a utility rate-payer assistance program for low-income seniors and families.

MSR was approved for an eight (8) year term and will expire on September 30, 2030.

Discussion:

The City utilizes a third-party consultant to assist with detailed analysis and forecasting of sales tax revenues, including MSR. In the last year, based on actual receipts and data provided by the consultants, the City has substantially downgraded the anticipated sales tax revenues for the current

year, and has modified the forecast to reflect more moderate annual increases in revenues. These adjustments resulted in an overall reduction of more than \$3.6 million over the remaining six years of MSR. To address these reduced revenues, adjustments and reductions in overall expenditures within the spending plan are necessary.

In determining areas to reduce overall costs allocated to MSF, staff focused on recalibrating overall expenditures with the related advisory measures, and made adjustments to ensure resources are allocated to the programs that have the highest impact and utilization.

The proposed spending plan allocates revenues to four major categories: Youth Programming, Library Programming, Crime Prevention, and Utility Assistance.

Library Programming: The allocation in this category allows for the continuation of increased hours of operation from 44 hours a week to 51 hours a week at the Woodland Public Library. MSR funds children's and teen collections, including current print and electronic material, and also expands the collection in both print and electronic form. MSR also provides funding for the operations and programming of the Square One work space.

The FY2025/26 allocation for the Library is equal to 25% of anticipated revenues, in compliance with Advisory Measure S. The allocation of \$938,699 is a reduction in baseline expenditures of almost \$50,000. These reductions are split between funding allocated for temporary staffing at Square One, and funding for the purchase of books and other collection materials.

Youth Programming: The allocation in this category provides funding for summer camp activities, aquatics programming, assists with the waiver of per-player fees for youth sports, continues funding activities for youth diversion programs and funds a School Resource Officer (SRO) position. Beginning in FY2025/26, the spending plan includes anticipated costs for programming at the new Woodland Aquatic Center, which is expected to open at the end of 2025.

To address the reduced revenue available in MSR, and to make room for the operations of the new pool facility, some programs previously included in the MSR spending plan have been proposed for elimination moving forward. The allocation to the after-school programs at the middle schools in town has been eliminated, as well as any programming at non-City events for the Rec-to-Go Program. This change in the proposed spending plan is being recommended as The Woodland Boys and Girls Club opened in 2023 and provides free after school and summer programming for youth in the community, including programs geared specifically toward middle school aged youth. Finally, the GREAT program funding has been removed, but the Police Department plans to continue a similar program, which will be absorbed within the existing General Fund operations budget.

The planned operations of the new Woodland Aquatic Center are expected to cost approximately \$715,000 annually for operations and maintenance, and approximately \$330,000 for programming. These annual costs will be offset by the collection of additional revenues. Staff anticipates approximately \$150,000-\$200,000 in new revenues from the pool, which leaves a net cost of nearly \$850,000 each year. The proposed annual costs are split between the MSR spending plan presented herein and the Measure F spending plan, presented under a separate report to Council. FY25/26 represents costs for a partial year of pool operations.

The FY2025/26 allocation totals \$2,021,371. Staff will continue to evaluate programming in this category to ensure the programs that have the most impact on the community are given priority for resource allocation.

Crime Prevention: The allocation in this category provides funding for the crime prevention program,

including Neighborhood Watch, expansion of the Volunteers In Policing (ViP) program, and continues funding activities for violence prevention programs. Also included is \$200,000 annually to continue Advance Peace Woodland. Yolo County has executed a contract committing to fund \$200,000 for FY2025/26 and FY2026/27. The payments to Advance Peace are made by the City, with reimbursement coming from the County. Although the County contribution and reimbursement are not included in the spending plan, they will be included in the appropriations for the FY25/26 budget.

The FY2025/26 allocation totals \$606,607. This level of funding continues the staffing and programming from FY2024/25.

Utility Assistance Program: MSR provides funding subsidies to assist low-income families with payment of their utility bill. The program provides a subsidy of \$40 per month for up to twelve months in a fiscal year.

The FY2025/26 allocation of \$185,455 represents 5% of expected MSR revenues, in compliance with Advisory Measure V. Previous allocations to this program have been \$250,000 annually and provided assistance to about 515 residential accounts per year. The funding for this program will continue to provide the assistance program at the existing subsidy level and qualifying criteria, but will be available for fewer residents. Depending upon the timing of application for the program, this allocation will still provide assistance to a minimum of 385 qualifying residential accounts.

MSR Funding by Category for FY2025/26 is as follows:

Library Programming	\$ 938,669
Youth Programming	\$2,021,371
Crime Prevention	\$ 606,607
Utility Assistance	\$ 187,734
Total	<u>\$3,754,381</u>

Through the eight-year life of the sales tax measure, and based on proposed expenditures of the spending plan, the following programming will be achieved, which is closely aligned with the MSR advisory measures:

Library Programming - 25.65% (\$7.79 million)
Youth Programming - 52.23% (\$15.86 million)
Crime Prevention - 16.30% (\$4.95 million)
Utility Assistance - 5.83% (\$1.78 million)

The MSR spending plan will be updated each year and adjustments will be required to reflect updated revenue numbers and modified programming expenditures to ensure the spending plan is balanced and in alignment with the MSR advisory measures.

Finally, as required by the resolution adopting MSR, an annual report will be prepared and provided to the City Council each year in December. This report will detail the activities paid for by MSR, as well as information and statistics about residents who participate in and benefit from the MSR programs.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, approving the Measure R Spending Plan.

Prepared by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - FY26 MSR Spending Plan
2. Measure R Spending Plan FY26

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE UPDATED MEASURE R SPENDING PLAN**

WHEREAS, in June 2020 the Woodland voters approved Measure R (MSR) which extended the ¼ cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland; and

WHEREAS, the MSR Spending Plan will provide funding for youth programming, library programming, crime prevention, and utility assistance for low-income households; and

WHEREAS, the MSR Spending Plan will be updated at least bi-annually; and

WHEREAS, on May 2, 2023 Council adopted Resolution No. 8064 approving the updated MSR Spending Plan, and on May 7, 2024 Council adopted a revised MSR Spending Plan; and

WHEREAS, the details of the MSR Spending Plan will be included in the City's annual operating budget appropriations.

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

SECTION 1. That the attached MSR Spending Plan is hereby approved.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rich Lansburgh, Mayor

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

MEASURE R SPENDING PLAN

	FY2022/23*	FY2023/24	FY2024/25 Amended	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31**	Total
	Actual	Actual	Budget	Budget	Forecast					
Revenues										
MSR Annual Revenue Projection	\$ 3,339,527	\$ 3,819,138	\$ 3,780,188	\$ 3,754,676	\$ 3,708,900	\$ 3,790,100	\$ 3,861,800	\$ 3,922,500	\$ 1,016,908	\$ 30,993,737
Other Revenue	\$ 21,945	\$ -	\$ 200,000							\$ 221,945
Expenditures										
Utility Assistance	\$ 247,800	\$ 267,581	\$ 253,179	\$ 187,734	\$ 185,445	\$ 189,505	\$ 193,090	\$ 196,125	\$ 49,031	\$ 1,769,490
General Recreation	216,487	488,763	593,869	872,832	905,563	939,522	974,754	1,011,307	262,940	\$ 6,266,037
Middle School Programs	113,975	178,663	284,701	-	-	-	-	-	-	\$ 577,339
Aquatics (Brooks Swim Center)	20,000	321,681	294,085	294,478	305,521	316,978	328,865	341,197	88,711	\$ 2,311,516
Rec-to-Go Program	98,152	92,723	119,922	-	-	-	-	-	-	\$ 310,797
Summer Camp	128,146	145,766	200,136	134,198	139,230	144,452	149,868	155,489	40,233	\$ 1,237,518
Youth Advisory Committee & Academy	3,305	1,170	5,000	5,000	5,000	5,000	5,000	5,000	1,250	\$ 35,725
At-Risk Youth	263,243	293,094	334,403	324,863	337,045	349,685	362,798	376,403	97,394	\$ 2,738,927
Woodland Aquatic Center	-	-	-	390,000	409,500	429,975	451,474	474,047	123,252	\$ 2,278,249
GREAT Program	43,574	13,014	50,000	-	-	-	-	-	-	\$ 106,588
Crime Prevention	444,397	385,617	857,243	606,607	630,871	656,106	680,710	706,237	183,180	\$ 5,150,969
Library	657,734	816,344	974,729	938,669	973,869	1,010,389	1,048,279	1,087,589	282,773	\$ 7,790,376
Total Expenditures	\$ 2,236,813	\$ 3,004,416	\$ 3,967,267	\$ 3,754,381	\$ 3,892,045	\$ 4,041,611	\$ 4,194,837	\$ 4,353,394	\$ 1,128,765	\$ 30,573,529
Proposed Additions										\$ -
Net Revenue/(Expenditures)	\$ 1,124,658	\$ 814,722	\$ 12,921	\$ 295	\$ (183,145)	\$ (251,511)	\$ (333,037)	\$ (430,894)	\$ (111,857)	\$ 642,153
Fund Balance	\$ 1,124,658	\$ 1,939,381	\$ 1,952,302	\$ 1,952,597	\$ 1,769,452	\$ 1,517,941	\$ 1,184,903	\$ 754,009	\$ 642,153	\$ 642,153

*First Measure R Revenue/Program Year: Includes three-quarters of revenue in FY2022/23

**Final Measure R Revenue/Program Year: Only one-quarter of revenue is received in FY2030/31