City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

June 3, 2025
6:00 PM

CITY COUNCIL

CLOSED SESSION
5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code §54957.6)
Agency Designated Representative: City Manager, City Attorney and Director of Administrative Services
Employee Organization: Woodland Police Officers Association and Police Supervisors Association

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: Sacramento-Yolo Mosquito & Vector Control District 2025 Update

   RECOMMENDATION FOR ACTION: Staff recommend the City Council receive an update from Luz Maria Robles, Public Information Officer for the Sacramento-Yolo Mosquito & Vector Control District regarding current mosquito control issues and what can be expected in the upcoming months relating to mosquitoes and West Nile virus.

I. CONSENT CALENDAR

5. SUBJECT: Proclamation Declaring June 2025 as "Pride Month"

   RECOMMENDATION FOR ACTION: Staff recommend the City Council adopt a proclamation declaring June 2025 as "Pride Month".

6. SUBJECT: City Council Meeting Minutes of May 13, 2025 and May 20, 2025

   RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt the minutes of the Joint Special City Council/Woodland Finance Authority Meeting of May 13, 2025 and the Joint Regular City Council/Woodland Finance Authority Meeting of May 20, 2025.

7. SUBJECT: Parks and Recreation Commission Meeting Minutes for April 2025

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the minutes from the April 28, 2025, Parks and Recreation Commission Meeting.

8. SUBJECT: Waiver of Second Reading of an Ordinance Repealing Chapter 2.04, Article 1 "Council Meetings" of the Woodland Municipal Code and Adoption of a Resolution Approving a City Council Handbook

   RECOMMENDATION FOR ACTION: Staff recommends the City Council 1) Waive the second reading and adopt Ordinance No. _____, repealing Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200 "Council Meetings" of the

Woodland Municipal Code; and 2) Adopt Resolution No. _____, approving a City Council Handbook establishing updated City Council policies and procedures.

9. SUBJECT: Approval of a Budget Request to Appropriate Fleet Funds and Fleet Maintenance Contract Increases

   RECOMMENDATION FOR ACTION: Staff recommend the City Council 1) Adopt Resolution No. _____, to appropriate $33,741 of Strike Team revenue from the General Fund, and appropriate $193,259 of reserves collected from vehicle #828 in Equipment Replacement Fund 2012 to be transferred to the Fleet Maintenance Fund (2010), and appropriate the funding totaling of $227,000 from Fleet Maintenance Fund 2010 for contract services; 2) Adopt Resolution No. _____, approving the first amendment to an agreement with United Fleet Maintenance to increase the contract amount by $12,000 for a total not to exceed amount of $112,000; 3) Adopt Resolution No. _____, approving the first amendment to an agreement with Riverview International Trucks to increase the contract amount by $140,000 for a total not to exceed amount of $240,000; and 4) Adopt Resolution No. _____, approving the first amendment to an agreement with Golden State Emergency Services to increase the amount of the contract amount by $75,000 for a total not to exceed amount of $275,000.

10. SUBJECT: Approval of Campus Resource Officer Agreement Between the City of Woodland/Woodland Police Department and Yuba Community College District

    RECOMMENDATION FOR ACTION: Staff recommend the City Council adopt Resolution No. _____, to approve the Campus Resource Officer Agreement between the City of Woodland/Woodland Police Department and the Yuba Community College District for the provision of a full-time Campus Resource Officer at Woodland Community College, and authorize the City Manager to sign the Agreement.

11. SUBJECT: Approval of the List of Projects for FY 25/26 Funded by Senate Bill 1 Road Maintenance and Rehabilitation Account Funds

    RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, approving a list of projects for FY 25/26 funded by Senate Bill 1 Road Maintenance and Rehabilitation Account funds.

J. REPORTS OF THE CITY MANAGER

12. SUBJECT: Woodland Tourism and Business Improvement District Annual Report and Resolution of Intention to Levy Annual Assessment for Fiscal Year 2025/2026

    RECOMMENDATION FOR ACTION: Staff recommend the City Council 1) Approve the Annual Report from the Advisory Board for the Woodland Tourism Business Improvement District; and 2) Adopt Resolution No. _____, with the intention to levy the annual assessment for Fiscal Year 2025/2026.

13. SUBJECT: Presentation of the FY2025/26 Proposed Budget

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation on the proposed budget for Fiscal Year 2025/26.

K. 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 June 3, 2025 was posted on May 30, 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

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:	June 3, 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:	June 3, 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.

Ken Hiatt
City Manager

Attachments:
1. Council Long Range Calendar

CITY COUNCIL LONG RANGE CALENDAR

June 17th — REGULAR MEETING

Board & Commission Appointments
West Coast Arborist Agreement for Tree Services, FY26
Award Construction Contract for WPCF Pavement Rehabilitation Project, CIP 26-04
School Resource Officer Agreement between Woodland Police Department and WJUSD
Waste Management Delinquent Garbage/Refuse Accounts – Call for Public Hearing
MOU with Woodland Community College - Reconnect @ WCC Program
Lighting & Landscaping Districts – Resolution of Intent to Levy Annual Assessments Woodland Hotels
Business Improvement District Annual Assessment – Public Hearing
FY 26 Budget Adoption

July 1st — REGULAR MEETING

Parklet Recommendation
SB 9/450 Updates
Tupelo Affordable Housing Funding Commitment
Lighting & Landscaping Districts Annual Assessments – Public Hearing

July 15th — REGULAR MEETING

Weed Abatement Liens
Solid Waste Rate Adjustment – Public Hearing

City Council Meeting Summer Recess — (July 16 – August 18)

Future Topics / Study Sessions:

Sewer Rate Study Presentation (TBD) Water Rate Study Presentation (TBD) Woodland Transit Center (TBD)

Updated 5/30/2025

CITY OF WOODLAND CALIFORNIA

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 3, 2025
ITEM #:	H.4
SUBJECT:	Sacramento-Yolo Mosquito & Vector Control District 2025 Update

Recommendation for Action: Staff recommend the City Council receive an update from Luz Maria Robles, Public Information Officer for the Sacramento-Yolo Mosquito & Vector Control District regarding current mosquito control issues and what can be expected in the upcoming months relating to mosquitoes and West Nile virus.

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

Ken Hiatt
City Manager

Attachments:
1. YSMVCD Woodland Presentation 2025

Mosquito Control Matters

FIGHT THE BITE

Current Issues and Challenges Related to Mosquito Control

Luz Maria Robles
Public Information Officer

Sacramento-Yolo MOSQUITO & VECTOR CONTROL DISTRICT

www.FIGHTtheBITE.net

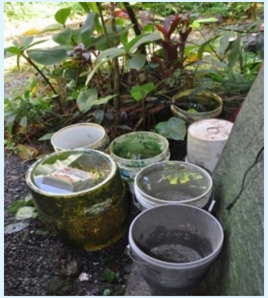
Mission: Protect Public Health

- To provide safe, effective and economical mosquito and vector control. To accomplish this, we provide ongoing surveillance of mosquitoes and other vectors to determine the threat of disease transmission and lower annoyance levels.

- District operates under the California Health and Safety Code

Mosquito season is here!

- **Late spring rain and very warm temperatures can create many mosquito breeding sources**
- **West Nile threat continues as the mosquito season gets longer each year**
- **Concern for dengue grows as more infections are reported each year in California**

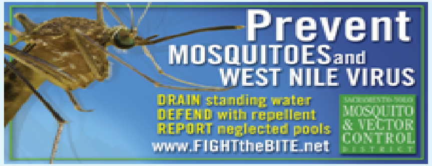





Different Mosquito Breeding Habitats

Integrated Mosquito Management Approach

- Public Information
- Surveillance
- Biological Control
- Ecological Management
- Control Operations

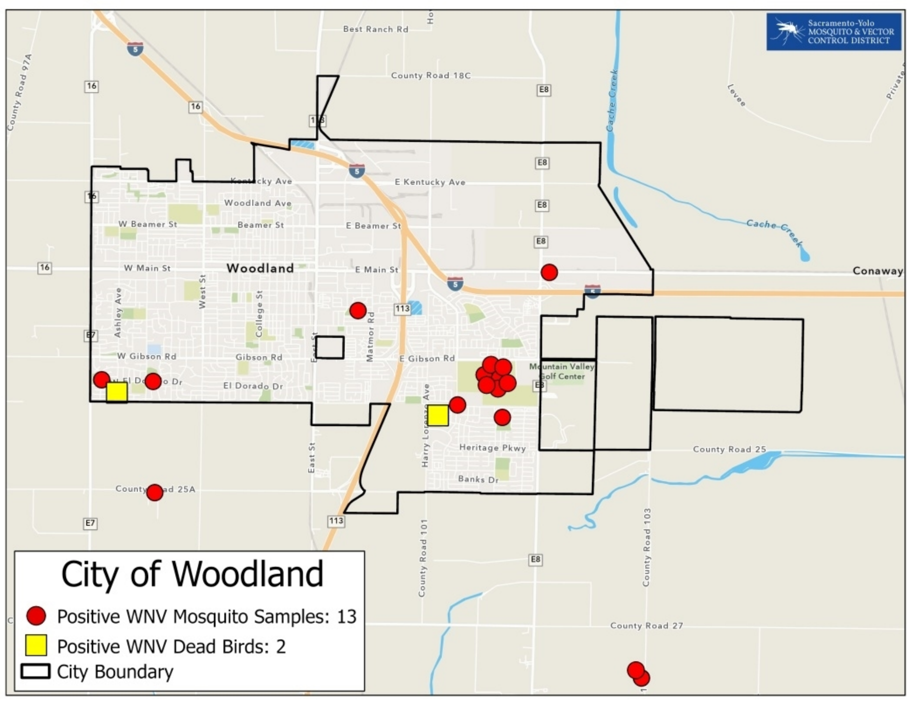


WNV Activity

California:

Year	Human Cases	Potential Cases
2024	129	3,000-9,000
2023	428	12,000-30,000
2022	208	6,000-15,000
2021	126	3,000-9,000
2020	231	6,000-15,000

****West Nile virus is extremely under reported. The Centers for Disease Control estimates that for every neuroinvasive case confirmed, there are 30-70 cases that are not unreported****



Detections of Invasive Mosquitoes

- Aggressive day biting mosquitoes found for the first time in 2019 and have spread rapidly since then.

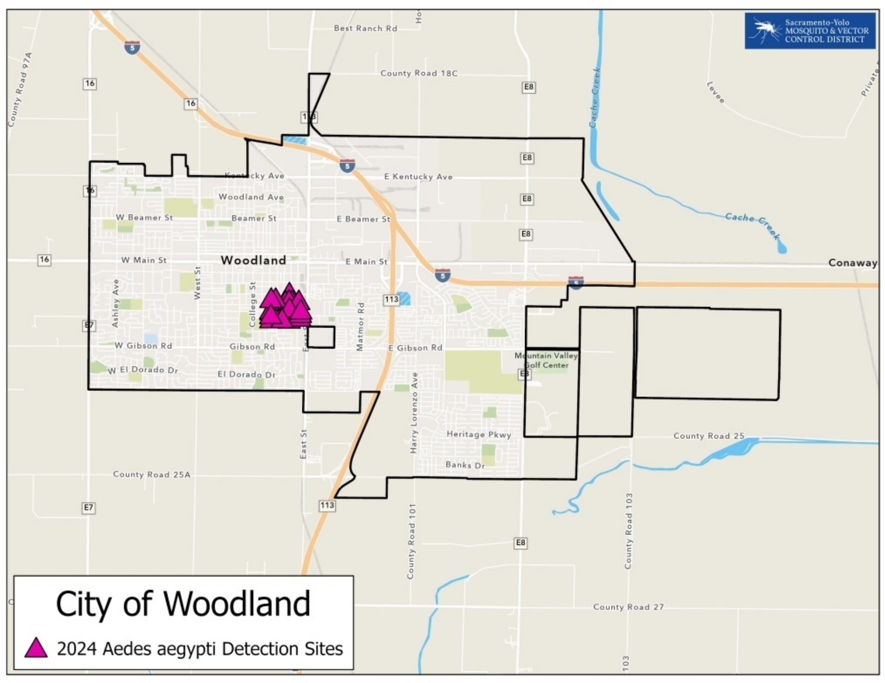
- Woodland has a growing population of invasive mosquitoes that is becoming established

- Last year in California there 647 travel-related cases of dengue and 18 that were locally transmitted.







Sacramento-Yolo MOSQUITO & VECTOR CONTROL DISTRICT

www.FIGHTtheBITE.net

Innovative Mosquito Control Strategies

Sterile Insect Technique:

- Environmentally friendly insect control technique developed in the United States more than 60 years ago
- Involves the mass rearing and sterilization of mosquitoes utilizing different approaches followed by their release into designated areas to mate with wild females resulting in no offspring and a significant decline in mosquito populations
- Used by the Consolidated Mosquito Control District in Fresno County during a three year pilot project that successfully reduced invasive mosquitoes by 95%
- SIT has been used by the United States Department of Agriculture to control screwworms that affect cattle
- California Department of Food and Agriculture has utilized this method to control the med fly infestations in citrus crops

Moving Forward

- Explore use of SIT and other control methods as new tools for mosquito control
- Continue surveillance and control efforts
- Explore more outreach opportunities in affected communities
- Encourage public to report day biting mosquitoes, drain all water on their property, discard unwanted items that can collect water and scrub containers that are in use

Thank you!

1-800-429-1022

info@fightthebite.net

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 3, 2025
ITEM #:	I.5
SUBJECT:	Proclamation Declaring June 2025 as "Pride Month"

Recommendation for Action: Staff recommend the City Council adopt a proclamation declaring June 2025 as "Pride Month".

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

Ken Hiatt
City Manager

Attachments:
1. Proclamation - Pride Month 2025

PROCLAMATION
DECLARING JUNE 2025 AS
"PRIDE MONTH"

WHEREAS, this month, and every month, the City of Woodland stands with the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community as they take pride in who they are and whom they love; and

WHEREAS, "Pride Month" is a time to remember the gift that is our remarkable diversity, making all of us stronger as we continue to pursue equality, acceptance, and freedom for all; and

WHEREAS, the LGBTQ+ community has fought tirelessly for their very right to exist and to be treated with the respect and equality that everyone deserves; and

WHEREAS, around the world, and even here in the United States, members of the LGBTQ+ community face continuous, hate-fueled discrimination and violence. We must confront this rising tide of oppression and intolerance to ensure that all are safe and welcomed in our community; and

WHEREAS, this month we celebrate the resilience of the LGBTQ+ community and their hard-fought victories to advance acceptance and equality; and

WHEREAS, we must rededicate ourselves to the continued fight – standing together, united, to protect and build on our own progress towards a better, more inclusive, and safer future for all.

NOW, THEREFORE, BE IT RESOLVED the City Council does hereby proclaim June 2025 as "Pride Month" in the City of Woodland and urges all residents to respect and honor our diverse community and celebrate and build a culture of inclusiveness and acceptance.

Date: June 3, 2025

____
Rich Lansburgh, Mayor

Tom Stallard, Mayor Pro Tempore — Tania Garcia-Cadena, Council Member
David Moreno, Council Member — Mayra Vega, Council Member

CITY OF WOODLAND CALIFORNIA

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 3, 2025
ITEM #:	I.6
SUBJECT:	City Council Meeting Minutes of May 13, 2025 and May 20, 2025

Recommendation for Action: Staff recommends the City Council adopt the minutes of the Joint Special City Council/Woodland Finance Authority Meeting of May 13, 2025 and the Joint Regular City Council/Woodland Finance Authority Meeting of May 20, 2025.

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

Ken Hiatt
City Manager

Attachments:
1. 05.13.25 draft_minutes
2. 05.20.25 draft_minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Special Meeting Minutes

Tuesday, May 13, 2025

6:00 PM

City Council

CITY COUNCIL

CLOSED SESSION
5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code §54957.6)
Agency Designated Representative: City Manager, City Attorney and Director of Administrative Services
Employee Organization: Police Supervisors Association and Woodland Police Officers Association

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

C. CALL TO ORDER

Meeting called to order at 6:01 PM.

D. ROLL CALL

Council Members Present: Members Moreno, Garcia-Cadena, Vega, Stallard and Mayor Lansburgh
Absent: None

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Don Campbell.

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

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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

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Mayor Lansburgh invited public comment. No public comment was received.

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

3. SUBJECT: Long Range Calendar

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

Received the Long Range Calendar for informational purposes only.

H. PRESENTATIONS

4. SUBJECT: Yolo Community Foundation 2025 State of the Sector Report

Yolo Community Foundation Executive Director Jessica Hubbard and Program Manager Carolina Valverde gave the presentation, received remarks and answered questions from Council.

I. CONSENT CALENDAR

Mayor Lansburgh invited public comment. No public comment was received.

On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members approved Consent Calendar Items No. 5 through 17.

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

5. SUBJECT: Proclamation Declaring May 2025 as "Asian American, Native Hawaiian, and Pacific Islander Month"

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt a Proclamation declaring May 2025 as "Asian American, Native Hawaiian, and Pacific Islander Month".

Adopted a Proclamation declaring May 2025 as "Asian American, Native Hawaiian, and Pacific Islander Heritage Month".

Assessor/Clerk-Recorder/Registrar of Voters Jesse Salinas and Lisa Salinas were present to receive the Proclamation.

6. SUBJECT: Proclamation Declaring May 2025 as "Older Americans Month"

   RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt a Proclamation declaring May 2025 as “Older Americans Month”.

Adopted a Proclamation declaring May 2025 as "Older Americans Month".

Commission on Aging Chair Don Campbell and Commissioner Katy Harryman were present to accept the Proclamation.

7. SUBJECT: Proclamation Declaring May 18–24, 2025 as "Public Works Week"

   RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt a Proclamation declaring May 18–24, 2025 as "Public Works Week".

Adopted a Proclamation declaring May 18–24, 2025 as "Public Works Week".

Director of Public Works Craig Locke was present to accept the Proclamation.

8. SUBJECT: Proclamation Declaring May 11–17, 2025 as "National Police Week"

   RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt a Proclamation declaring May 11–17, 2025, as "National Police Week".

Adopted a Proclamation declaring May 11–17, 2025 as "National Police Week".

Chief of Police Ryan Kinnan, Deputy Chief Dallas Hyde, Sergeant Richard Towle, Senior Detective Lilian Smith, Officer Kayla Schweitzer, and Officer Alejandro Yarza of the Woodland Police Department were present to accept the Proclamation.

9. SUBJECT: City Council Meeting Minutes of April 1, 2025 and April 15, 2025

   RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of April 1, 2025 and April 15, 2025.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of April 1, 2025 and April 15, 2025.

10. SUBJECT: Commission on Aging Meeting Minutes for February 20, 2025

    RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the February 20, 2025 Commission on Aging meeting minutes.

Received the February 20, 2025 Commission on Aging meeting minutes.

11. SUBJECT: Parks and Recreation Commission Meeting Minutes for March 2025

    RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the minutes from the March 24, 2025 Parks and Recreation Commission Meeting.

Received the minutes from the March 24, 2025 Parks and Recreation Commission meeting.

12. SUBJECT: Community Services Department Quarterly Status Report for the Third Quarter FY25

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the Community Services Department Quarterly Status Report for the Third Quarter of FY25.

Received the Community Services Department Quarterly Status Report for the Third Quarter of FY25.

13. SUBJECT: Approve a Professional Service Agreement with the Sacramento Metropolitan Officials Association

RECOMMENDATIONS FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Approving a professional service agreement with the Sacramento Metropolitan Officials Association in the amount of $30,000 each year for providing officiating services of gym sports for a three-year agreement, with the option to extend the agreement for an additional two years; and 2) Authorize the City Manager to execute the agreement on behalf of the City.

Adopted RESOLUTION NO. 8474, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A THREE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL YEARS WITH THE SACRAMENTO METROPOLITAN OFFICIALS ASSOCIATION IN THE AMOUNT NOT TO EXCEED $30,000 EACH FISCAL YEAR; and 2) Authorized the City Manager to execute the agreement on behalf of the City.

14. SUBJECT: Approve Amendments to Landscape Maintenance Services Agreements with Dominguez Landscape Services, Inc. and Figueroa Landscape Company

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____ and Resolution No. _____, authorizing the City Manager to execute the first contract amendments to two City Landscape Maintenance Services Agreements related to the terms and scope of services with Dominguez Landscape Services, Inc. and Figueroa Landscape Company.

Adopted RESOLUTION NO. 8475, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH DOMINGUEZ LANDSCAPE SERVICES, INC. FOR ZONES 1 & 3 and adopted RESOLUTION NO. 8476, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH FIGUEROA LANDSCAPE COMPANY FOR ZONE 2.

15. SUBJECT: Modification of the Existing Loans Held by the City of Woodland for the Hotel Woodland Development Project

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Approving amendments to the existing four Community Development Block Grant loans and one Tax Increment loan for the Hotel Woodland project for the forgiveness of all accrued interest, allowance of an interim 5-year residual receipts deferral, and to extend the term of the loans for twenty years; 2) Approving a consolidated loan agreement for the five aforementioned loans into one loan agreement, for which all of the terms and conditions of all five notes shall be ratified into one existing note and confirmed in all respects by the parties hereto; and 3) Authorizing the City Manager to execute the consolidated loan agreement and regulatory agreement in a form as prepared and approved by the City Attorney and take such other actions and execute such documents as necessary to convey the subject property to Synergy Community Development Corporation.

Adopted RESOLUTION NO. 8477, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENTS TO AND SUBSEQUENT CONSOLIDATED LOAN AGREEMENT FOR THE FIVE INDIVIDUAL LOANS HELD BY THE CITY OF WOODLAND TO FINANCE THE HOTEL WOODLAND REHABILITATION; 2) Approved a consolidated loan agreement for the five aforementioned loans into one loan agreement, for which all of the terms and conditions of all five notes shall be ratified into one existing note and confirmed in all respects by the parties hereto; and 3) Authorized the City Manager to execute the consolidated loan agreement and regulatory agreement in a form as prepared and approved by the City Attorney and take such other actions and execute such documents as necessary to convey the subject property to Synergy Community Development Corporation.

16. SUBJECT: Approve the Plans, Specifications, and Bid Authorization for the Downtown Parking Lot Rehabilitation Project, CIP 24-09 and First Street Parking Lot Rehabilitation Project, CIP 24-13

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Approving the project plans and specifications; and 2) Authorizing the bid for the Downtown Parking Lot Rehabilitation Project, CIP 24-09 and the First Street Parking Lot Rehabilitation Project, CIP 24-13.

Adopted RESOLUTION NO. 8478, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS FOR THE DOWNTOWN PARKING LOT REHABILITATION PROJECT (CIP 24-09) AND FIRST STREET PARKING LOT REHABILITATION PROJECT (CIP 24-13); AND AUTHORIZING BID ADVERTISEMENT.

17. SUBJECT: FY25 Vehicle Purchases and Appropriation

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Approving the purchase of six replacement vehicles utilizing the City of Sacramento Ford Police Interceptor Utility Vehicles Cooperative Purchasing Contract; 2) Appropriate two vehicle insurance payouts totaling $110,447.04 as follows: a) Allocate $45,388.67 to the Vehicle Lease Fund (2014) to pay off the remaining lease balance of totaled vehicle 7-008, b) Allocate $65,058.37 to the Vehicle Replacement Fund (2012) to assist in the purchasing of the six replacement vehicles; 3) Appropriate $8,239.00 to the reserve balance of 7-008 to the Vehicle Replacement Fund (2012); and 4) Approve the unfitting of the six replacement vehicles to not exceed $330,000.

Adopted RESOLUTION NO. 8479, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE PURCHASE OF SIX REPLACEMENT VEHICLES, APPROPRIATE TWO VEHICLE INSURANCE PAYOUTS TOTALING $110,447.04, APPROPRIATE THE RESERVE BALANCE OF 7-008 TO THE VEHICLE REPLACEMENT FUND (2012), AND APPROVE THE UPFITTING OF THESE SIX REPLACEMENT VEHICLES NOT TO EXCEED $330,000.

J. REPORTS OF THE CITY MANAGER

18. SUBJECT: Approve an Agreement Between the City of Woodland and the Woodland Tennis Club for Woodland Tennis Complex Fundraising

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, to approve the Agreement for Tennis Complex Fundraising between the City of Woodland and the Woodland Tennis Club.

City Manager Hiatt introduced the item. Community Services Director Christine Ferrara presented the item and answered questions from Council.

Mayor Lansburgh invited public comment. Speaking from the public were Lisa Lance, James Ousey, Phil Sello, and Marcail McWilliams.

No further public comments were received.

On a motion by Councilmember Vega, seconded by Mayor Pro Tem Stallard and carried on a 5-0 vote, Council Members adopted RESOLUTION NO. 8480, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ENTER INTO AN AGREEMENT FOR TENNIS COMPLEX FUNDRAISING WITH THE WOODLAND TENNIS CLUB.

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

19. SUBJECT: Fiscal Year 2025/26 Capital Improvement Program Review

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive an update on the five-year Capital Improvement Program for Fiscal Years FY2025/26 - FY2029/30.

Administrative Services Director Kim McKinney presented the item and answered questions from Council.

Mayor Lansburgh invited public comment. No public comment was received.

Council received an update on the five-year Capital Improvement Program for Fiscal Years 2025/26 - FY 2029/30.

K. ADJOURN

Meeting adjourned at 7:17 PM.

Respectfully submitted,

Sarah Lansburgh, CMC, City Clerk

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

CITY OF
WOODLAND
CALIFORNIA

Regular Meeting Minutes

Tuesday, May 20, 2025

6:00 PM

City Council

CITY COUNCIL

CLOSED SESSION
5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code §54956.8)
   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

Meeting called to order at 6:01 PM.

D. ROLL CALL

Council Members Present: Members Moreno, Garcia-Cadena, Vega, Stallard and Mayor Lansburgh
Absent: None

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Mayor Lansburgh.

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.

Mayor Lansburgh invited public comment. Speaking from the public were Bob Leidigh and James Vorhees.

No further public comment was received.

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

3. SUBJECT: Long Range Calendar

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

Received the Long Range Calendar for informational purposes only.

H. PRESENTATIONS

4. SUBJECT: Woodland Kiwanis Club 2025

City Manager Ken Hiatt introduced the item. The presentation was made by Kiwanis President Bob Young.

I. CONSENT CALENDAR

Mayor Lansburgh invited public comment. Public comment was made by Charles Wesley.

No further public comment was received.

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

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

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.

Introduced and waived 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.

Adopted RESOLUTION NO. 8481, 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 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.

Wavied the second reading and adopted ORDINANCE NO. 1736, 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.

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.

Adopted RESOLUTION NO. 8482, 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.

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.

Adopted RESOLUTION NO. 8483, 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.

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.

Approved RESOLUTION NO. 8484, 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.

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).

Adopted RESOLUTION NO. 8485, 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.

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.

Approved RESOLUTION NO. 8486, 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.

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).

Adopted RESOLUTION NO. 8487, 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).

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.

Assistant Planner Anna Canales and Deputy Director of Community Development Erika Bumgardner presented the item. City Manager Hiatt and Deputy Director Bumgardner answered questions from Council.

Mayor Lansburgh opened the public hearing. No public comment was received.

Mayor Lansburgh closed the public hearing.

On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Moreno and carried on a 5-0 vote, Council Members 1) Introduced and waived the first reading of an Ordinance amending Woodland Municipal Code Title 16 "Subdivisions" Sections 16.08.202, 16.12.010, 16.12.020, and adding new Section 16.12.025; and 2) Found 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.

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

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.

Financial Services Manager Karie Farnham presented the item and answered questions from Council.

Mayor Lansburgh opened the public hearing. No public comment was received.

Mayor Lansburgh closed the public hearing.

On a motion by Mayor Pro Tem Stallard, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members adopted RESOLUTION NO. 8488, 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.

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

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.

Chief of Police Ryan Kinnan introduced the item. Deputy Chief Dallas Hyde, Sergeant Jason Drobish and Sergeant Ryan Bowler presented the item and answered questions from Council.

Mayor Lansburgh invited public comment. No public comment was received.

On a motion by Mayor Pro Tem Stallard, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members 1) Adopted RESOLUTION NO. 8489, 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; and 2) Adopted RESOLUTION NO. 8490, 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.

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

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.

Housing Analyst Franklin Cui and Deputy Director Bumgardner presented the item and answered questions from Council.

Mayor Lansburgh invited public comment. No public comment was received.

Received 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.

City Manager Hiatt introduced the item. Director of Administrative Services Kim McKinney presented the item.

Director McKinney and City Manager Hiatt answered questions from Council.

Mayor Lansburgh invited public comment. No public comment was received.

On a motion by Mayor Pro Tem Stallard, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members adopted RESOLUTION NO. 8491, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE UPDATED MEASURE F SPENDING PLAN.

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

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.

Director McKinney presented the item and answered questions from Council.

Mayor Lansburgh invited public comment. No public comment was received.

On a motion by Councilmember Moreno, seconded by Mayor Pro Tem Stallard and carried on a 5-0 vote, Council Members adopted RESOLUTION NO. 8492, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE UPDATED MEASURE R SPENDING PLAN.

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

L. ADJOURN

Meeting adjourned at 7:44 PM in memory of Mel Lasoya.

Respectfully submitted,

Sarah Lansburgh, CMC, City Clerk

CITY OF WOODLAND CALIFORNIA

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 3, 2025
ITEM #:	I.7
SUBJECT:	Parks and Recreation Commission Meeting Minutes for April 2025

Recommendation for Action:
Staff recommend the City Council receive the minutes from the April 28, 2025 Parks and Recreation Commission Meeting.

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

Discussion:
The minutes from the April 28, 2025 Parks & Recreation Commission meetings were approved at the last Parks and Recreation meeting on May 19, 2025.

Conclusion:
Staff recommends that the City Council receive the minutes from the April 28, 2025, Parks and Recreation Commission Meeting.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Ferrara, Community Services Director

Ken Hiatt
City Manager

Attachments:
1. Parks and Recreation Commission Minutes April 28, 2025

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Parks & Recreation Commission Meeting –

Monday, April 28, 2025

6:30 PM

A. CALL TO ORDER

The meeting was called to order at 6:30 pm.

B. ROLL CALL

Parks and Recreation Commission Members Present: Chair Henry Murrieta, Vice Chair Adam Kirchgessner, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarenghi
Absent:
Excused: Commissioner Carla White-Snyder

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF MINUTES

1. SUBJECT: Approve Parks and Recreation Commission Meeting Minutes for March 24, 2025

   RECOMMENDATION FOR ACTION: Staff recommends that the Parks and Recreation Commission approve the meeting minutes from the March 24, 2025 meeting.

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Vice Chair Adam Kirchgessner and carried on a vote, Parks and Recreation Commissioners approved the Parks and Recreation Commission Meeting Minutes for March 24, 2025.

Ayes: Chair Henry Murrieta, Vice Chair Adam Kirchgessner, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarenghi
Noes: None
Absent:
Excused: Commissioner Carla White-Snyder

E. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Parks & Recreation Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent, if any. The Chair may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available.

Written Public Comments: Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to WoodlandCSD@cityofwoodland.gov. Written Comments received at least two (2) hours prior to the scheduled start time of the Parks & Recreation Commission meeting will be provided to the Commission and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the Parks & Recreation Commission meeting and during the Commission meeting will be provided to the Parks & Recreation Commission the day following the Commission meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

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

G. BUSINESS ITEMS

2. Standing Committee Report

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

The Volunteerism Committee will volunteer at the Annual 4th of July Bike Parade.

3. Approve Commissioner Absence Request

No absence requests were received.

H. REPORT OF THE STAFF

4. SUBJECT: Community Services Department Staff Report for April 28, 2025

RECOMMENDATION FOR ACTION: The Parks and Recreation Commission will receive the CSD staff reports for April 28, 2025

Staff provided verbal updates.

I. NEXT MEETING

5. The next Parks and Recreation Commission meeting is scheduled for May 19, 2025.

J. ADJOURN

On a motion by Vice Chair Adam Kirchgessner, seconded by Commissioner Magalean Martin and carried on a vote,Parks and Recreation Commissioners adjourned the meeting at 6:51 pm.

Ayes: Chair Henry Murrieta, Vice Chair Adam Kirchgessner, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarenghi
Noes: None
Absent:
Excused: Carla White-Snyder

CITY OF WOODLAND CALIFORNIA

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 3, 2025
ITEM #:	I.8
SUBJECT:	Waiver of Second Reading of an Ordinance Repealing Chapter 2.04, Article 1 "Council Meetings" of the Woodland Municipal Code and Adoption of a Resolution Approving a City Council Handbook

Recommendation for Action: Staff recommends the City Council 1) Waive the second reading and adopt Ordinance No. _____, repealing Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200 "Council Meetings" of the Woodland Municipal Code; and 2) Adopt Resolution No. _____, approving a City Council Handbook establishing updated City Council policies and procedures.

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 (attached) will provide greater flexibility for future modifications and updates as necessary without requiring formal ordinance amendments.

Discussion:
The proposed ordinance was introduced at the May 20, 2025 Council meeting. The June 3, 2025 second reading and proposed adoption were publicly noticed on May 27, 2025. Repealing the Ordinance 1586 and adopting the City Council Handbook through a resolution allows for a more dynamic approach to procedural governance. 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 1) Waive the second reading and adopt Ordinance No. _____, repealing Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200 "Council Meetings" of the Woodland Municipal Code; and 2) Adopt Resolution No. _____, approving a City Council Handbook establishing updated City Council policies and procedures.

Ken Hiatt
City Manager

Attachments:

1. Proposed Ordinance - Repeal Article 1 of Chapter 2.04 WMC_2nd Reading
2. Proposed Resolution - Adopt City Council Handbook
3. Exhibit A - COW CC Handbook FINAL

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 18th day of February 2025 and **PASSED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3rd day of June 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

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA ADOPTING THE CITY COUNCIL HANDBOOK AND ESTABLISHING UPDATED CITY COUNCIL POLICIES AND 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, which outlined procedures for the conduct of City Council meetings; and

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

WHEREAS, the City Council has proposed to repeal Chapter 2.04, Article 1, Sections 2.04.010 through 2.04.200 of the Woodland Municipal Code through an Ordinance; and

WHEREAS, the City Council desires to establish updated City Council policies and procedures within a separate governing document, the "City of Woodland City Council Handbook," which allows for greater flexibility and adaptability in addressing future procedural updates.

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

SECTION 1. The City Council hereby adopts the City of Woodland City Council Handbook (Exhibit A), which shall govern the policies and procedures for the City Council.

SECTION 2. The City Council Handbook shall serve as the official procedural guide and may be amended by resolution as necessary.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 3rd day of June 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

City Council Handbook

CITY OF WOODLAND
CITY COUNCIL HANDBOOK

Adopted: _____
by Resolution ____

TABLE OF CONTENTS

1. INTRODUCTION

The City Council Handbook includes policies and procedures approved by the City Council regarding City Council activities. The objectives of the manual are to:

a) Serve as a reference document for the City Council;
b) Provide comprehensive orientation information for new City Council Members; and
c) Enable the City Council to effectively compile and maintain operational practices that are agreed upon.

The policies shall be amended by a majority vote of the City Council and may be amended administratively by the City Clerk's Office in order to remain current with federal, state, and local law.

NOTE: The guidelines and protocols set forth herein are not intended to limit the inherent power and general legal authority of the City Council. Any of the protocols herein may be waived by a majority vote of the Council Members when it is deemed that there is good cause to do so based upon the particular facts and circumstances.

1.1 General Law City

Woodland was incorporated as a city on February 22, 1871. Woodland is a general law city and the City Council is the governing body. The City Council is vested with all the regulatory and corporate powers of a municipal corporation provided for by state law governing general law cities.

Certain state laws and other established regulations exist, which govern various responsibilities of the City Council. This manual is not intended to duplicate, fully articulate all requirements, or repeal any existing statutes or regulations. City Council Members are responsible for becoming familiar with these statutes and regulations.

1.2 Woodland Municipal Code (WMC)

As the City of Woodland is a General Law City, as opposed to a Charter City, its City Council must act within the framework of limitations and procedures established by State Law. Local laws are established by Ordinance and are compiled in the WMC. The Municipal Code sets forth the regulatory, penal and administrative laws of general application to the City. These laws are enforceable by the City, and violations thereof can constitute a misdemeanor or infraction. Other directives and policies of the City Council are recorded in Council Ordinances or Resolutions.

2. COUNCIL ORGANIZATION AND DUTIES

2.1 City Council Districts

On November 4, 2014, a majority of voters voted in favor of Measure U to change from at-large to district elections. On March 3, 2015, the City Council adopted Ordinance No. 1574 establishing a by-district election system and creating five (5) district boundaries (Exhibit A).

During the initial City Council election where the Council Members were elected by District in 2016, the members of the Council shall be elected from the Districts number 2, 4, and 5. For the second Council election where Council Members were elected by District in 2018, the members shall be elected from the Districts numbered 1 and 3. Each Council Member elected shall serve a term of four years.

The City Council wishes to remain united in its service to the community and will govern on an at-large basis, considering the needs and interests of the entire community. Professional management of the City will continue to be a Council-Manager form of government under the policy leadership of the City Council as a governing body. City resources will be allocated to address priorities and needs on a citywide basis with a budget adopted by the City Council as a governing body.

As customer service is a priority, any Council Member will help any member of the community who contacts them.

2.2 Presiding Officer Power and Duties

Chapter 2.08 “Mayor and Mayor Pro Tempore” dictates the governing rules of the Mayor and Mayor Pro Tempore appointment and removal, Mayoral duties, and selection of the Mayor Pro Tempore.

The following provide further information regarding the presiding officer power and duties:

a. The Mayor shall preside at the meetings of the Council. If he/she is absent or unable to act, the Mayor Pro Tempore shall serve until the Mayor returns or is able to act.
b. The presiding officer is expected to know and understand the parliamentary procedures of the Council. The presiding officer shall, with the assistance of the City Clerk as necessary, clarify any motion or vote of the Council to ensure accurate minutes and inform the public of the action taken. The presiding officer runs the meeting, but may move, second, debate and vote from the chair.
c. In the absence of the Mayor and Mayor Pro Tempore, the City Clerk shall call the Council to order, whereupon a temporary Chairperson shall be appointed based upon seniority.
d. Appointment to City Boards, Commissions and Committees. The Mayor, with

the Council's concurrence, shall appoint members of the community to serve on the boards and commissions of the City. (WMC Chapter 2, Article 1, Sections 2.04.010 – 2.04.090)

e. Seating Arrangement of the City Council. The Mayor shall, following each Council election and at such other time as he or she may deem necessary, establish the seating arrangement of the members of the Council and of the City staff.
f. Maintaining Order and Decorum. The presiding officer shall be responsible for the maintenance of order and decorum at all meetings. Any decision or ruling of the presiding officer may be appealed by requesting of any Council Member. The presiding officer shall call for a roll call vote to ascertain if the Chair shall be upheld. If the roll call loses, the presiding officer's decision or ruling is reversed.
g. Signing of City Documents. The presiding officer shall sign all ordinances, resolutions, contracts and other documents necessitating his or her signature unless the City Council authorizes the City Manager or other City staff to sign such documents. In the Mayor's absence, the person serving as presiding officer may sign such documents.

2.3 Representation at Ceremonial Functions

The Mayor shall represent the Council at ceremonial functions. The Mayor may, at his/her own discretion, ask the Mayor Pro Tempore or another Council Member to represent the Council at the function. Voluntary attendance at ceremonial functions by Council Members is encouraged.

2.4 Issuance of Proclamations, Commendations, Special Recognition

All requests for proclamations are subject to the review and approval of the City Manager or their designee, or the Mayor. Proclamations and commendations are signed by the Mayor and are prepared in response to the type of recognition requested (i.e., individuals, groups, or events of significance to the Woodland community). Proclamations and commendations may be presented at a City Council meeting or at an external event or gathering. Additionally, individual Council Members may request to present Certificates of Appreciation in their capacity as elected officials, subject to prior approval by the Mayor to ensure consistency with City protocols and standards.

A meeting may be adjourned in memory of an individual at the direction of the Mayor or member of the City Council.

2.5 Annual Events

The Mayor and Council Members may attend or participate in a number of annual events, including but not limited to the following:

a. League of California Cities New Mayors and Council Members Academy

b. League of California Cities Annual Conference
c. Capitol-to-Capitol Program
d. Annual State of the City Address (Woodland Chamber of Commerce)

3. COUNCIL ADMINISTRATION

3.1 Salaries and Benefits

WMC Section 2.04.200 sets forth that the Council receive a monthly salary of $250.00. The City contributes an amount equivalent to that received by management employees towards the Mayor and Council Member's participation in medical, dental and vision insurance. Any unexpended amount shall not be distributed to the Mayor and Council Members in cash. If the Mayor and Council Members elect to opt out of medical, dental and vision, that individual will not receive the opt out amount.

3.2 Travel and Expense Reimbursements

The Council shall establish in the annual budget funding for conferences, meetings, training, and representation at ceremonial functions. Council Members shall attend these functions at his/her own discretion for purposes of improving comprehension of and proficiency in municipal affairs and/or legislative operations.

The expenses of spouses who accompany public officials in the conduct of their public duties cannot be reimbursed.

Council Members shall be subject to the City's Administrative Policy and Procedures for travel and expense reimbursement. Council Members shall make an oral report on the meeting or conference during Council Communications as appropriate (Exhibit B).

3.3 Appointment of City Manager and City Attorney

The City Manager shall be directly appointed by the City Council solely on the basis of his/her executive and administrative qualifications (WMC Section 2.12.020). The powers and duties of the City Manager are set forth in WMC Section 2.12.050. The City Council shall conduct a bi-annual evaluation for the City Manager in closed session.

The City Attorney shall be directly appointed by the City Council. The City Attorney shall be licensed to practice law within the State of California and shall be chosen solely on the basis of his/her legal and administrative qualifications. The powers and duties of the City Attorney are set forth in WMC Section 2.16.040.

Those employees appointed by the City Council shall serve at the pleasure of the Council. Such appointment shall be made only upon a motion, a second, and an affirmative vote of at least three members of the Council, and any such employee may be removed by the Council, without cause, upon a motion, a second, and an affirmative vote of at least three members of the Council (WMC Section 2.04.090).

3.4 Ethics Policy

Ethics training shall be required for all elected officials within one year of assuming office, and every two years thereafter, as required by State Law (AB 1234).

3.5 Sexual Harassment Prevention Training and Education

State law requires elected officials who receive any type of compensation, salary, or stipend from a local agency receive at least two hours of sexual harassment prevention training and education within the first six months of taking office, and every two years thereafter (Government Code Sections 53237-53237.5).

3.6 The Brown Act

The Ralph M. Brown Act is a law which provides that all meetings of a legislative body, whether meetings of the City Council or its appointed advisory bodies, shall be open and public and all persons shall be permitted to attend. Notices of regular meetings must be made 72 hours prior to the meeting. Special meetings may be called by the Mayor or a majority of the City Council and must be noticed 24 hours prior to the time of the meeting. The Open & Public Guide to the Ralph M. Brown Act will be provided to all Council Members upon assuming office.

3.7 The Political Reform Act

The Political Reform Act states that public officials shall perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interest of persons who have supported them. The Political Reform Act establishes regulations regarding conflicts of interest and campaign receipts and expenditures (Government Code, Title 9, Sections 81000-91014).

Conflict of Interest Code
The Political Reform Act requires state and local government agencies to adopt a Conflict of Interest Code, which shall be reviewed biennially in even-numbered years. The Woodland City Council adopted Resolution No. 8379 amending the City of Woodland's Conflict of Interest Code on August 20, 2024 (Exhibit C).

The Political Reform Act regulates conflicts of interest through disclosure and prohibition of participation in decisions, which constitutes conflicts of interest. Specifically, it requires City Council Members and other public officials to annually disclose all financial interests that may be affected by decisions made in their official capacity.

Council Members must disqualify themselves from making or participating in making or influencing any governmental decision that will have a foreseeable material financial effect on any economic interest of the Council Member or certain family members. Government Code Section 87105 states that a Council Member who has a conflict of interest must take the following steps after determining that a conflict of interest exists under the Political Reform Act:

a. Publicly identify the financial interest that gives rise to the conflict of interest in detail sufficient to be understood by the public; except that disclosure of the exact street address of a residence is not required.
b. Recuse the public official's own self from discussing and voting on the matter, or otherwise acting in violation of Section 87100.
c. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

NOTE: According to the FPPC, if the matter is on the consent agenda, you do not have to leave the room.

Government Code Section 1090

Government Code Section 1090 is similar to the Political Reform Act but applies only to City contracts in which a public official has a financial interest. The financial interests covered in Government Code Section 1090 are different from those in the Political Reform Act. Having an interest in a contract may preclude the City from entering into the contract at all, even if the individual Council Member with the conflict recuses him or herself. In addition, the penalties for violating GC §1090 are severe. If a Council Member believes that he or she may have any financial interest in a contract that will be before the Council the member should immediately seek advice from the City Attorney and/or the Fair Political Practices Commission.

Gifts

Council Members should carefully consider and monitor "gifts" from any person or organization whether the gift be financial support, loans, event tickets or passes, meals, etc.

FPPC Filing Requirements

Elected officials file a Statement of Economic Interest (Form 700) to disclose certain investments, interests in real property, sources of income, gifts, loans and business positions within 30 days of assuming office; annually by April 1st covering the previous calendar year or from the last filing period, as required; and within 30 days of leaving office. Certain City commission members and designated City employees are also subject to this disclosure requirement.

Form 460/470 – Campaign Disclosure Statements (Form 460 or 470) are filed annually in July; or semi-annually in January and July as required by the FPPC.

4. CONDUCTING CITY COUNCIL BUSINESS

The following guidelines are to assist the City Council in the conduct of City business and are procedural only. Failure to strictly observe such procedures shall not affect the jurisdiction of the Council nor invalidate any action taken at a meeting that is otherwise held in conformance with the law.

On July 16, 2015, City Council adopted Resolution No. 6480 (Exhibit D) dictating the procedures of the City Council meetings shall be governed by the latest revised edition of "Rosenberg's Rules of Order", as modified by Council practices. The City Attorney is designated as the parliamentarian for City Council meetings. The City Manager shall preside as the parliamentarian in the City Attorney's absence.

4.1 Meetings

Regular Meetings

The City Council shall hold regular meetings on the first and third Tuesdays of the month at 6:00 p.m. Regular meetings shall be held in the Council Chambers of City Hall, located at 300 First Street, Woodland, CA 95695. If by reason of natural disaster or other emergency it shall be unsafe to meet in the City Hall, the meetings may be held for the duration of the emergency at such other place as is designated by the Mayor or by three (3) members of the City Council.

Regular meetings of the City Council will adjourn no later than 9:00 p.m. Any Council Member may make a motion to extend the meeting in order to conclude the business before the Council. The motion will be carried by a majority vote.

The order of business for the City Council shall be as arranged by the City Manager, except for matters set at a specific time by the Council.

Council meetings are broadcast live and rebroadcast on the City's government access channel, webstreamed live on the City website, and archived for on-demand viewing. The purpose of televising and webstreaming meetings of the Woodland City Council is to enhance the awareness and education of the general public regarding the actions and deliberations of the City Council.

a. Council coverage is not to be edited or subjected to editorial comment.
b. All regular City Council meetings shall be televised and webstreamed, except for meetings or portions of meetings which are closed to the public, or when the Council directs otherwise.
c. Cameras used shall be owned by the City and operated only by City employees or persons under contract with the City.
d. Cameras shall be operated so they are focused only on the officially recognized speaker, and on any visually displayed information that may be shown.
e. The City Clerk's minutes shall remain the official record of Council proceedings.

f. To assure timely information for the public, a link to the Council meeting video will be placed on the City's website as soon as possible.

Adjourned Meetings
Any regular or adjourned meeting may be adjourned to a time, place, and date specified in the order of adjournment pursuant to the procedures set forth in the Brown Act. If no time is stated in the order of adjournment, it shall be the same time as for a regular meeting. An adjourned regular meeting is a regular meeting for all purposes.

Special Meetings
Special meetings, including study sessions for the purpose of considering particular issues in depth, may be called at any time by the Mayor, or by three (3) or more Council Members, by delivering written notice to each member of the Council and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the City website. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the City Council.

Emergency meetings may only be called pursuant to, and after following the noticing procedures set forth in, Government Code section 54956.5.

Public Meetings
All regular, adjourned, and special meetings of the City Council shall be open in public and held in accordance with the Ralph M. Brown Act (Government Code sections 54950, et seq.); provided, however, the City Council may hold closed sessions from which the public may be excluded as allowed by law.

No member of the City Council, employee of the City, or any other person present during any closed session of the Council shall disclose to any person the content or substance of any discussion which took place during the closed session unless the City Council authorizes the disclosure of the information by affirmative vote of at least three (3) Council Members, and any person making such an unauthorized disclosure shall be subject to all available remedies provided by law, including under Government Code section 54963.

Attendance / Quorum
Council Members acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Council Members shall make a good faith effort to attend all such meetings unless they are unable. Council Members will notify the City Manager or City Clerk if they will be absent from a meeting.

Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three (3) appear at a regular meeting, the Mayor, Mayor Pro Tem in the absence of the Mayor, any Council Member in the absence of the Mayor and Mayor Pro Tem, or in the absence of all Council Members, the City Clerk, or his/her designee, shall adjourn the meeting to a stated day and hour or cancel the meeting due to the lack of a quorum.

4.2 Conduct by Council Members

a. The residents of the City of Woodland are entitled to a local government that reflects uncompromising integrity and serves the public interest. All City activities shall be conducted fairly and impartially. Council Members shall not for any reason show favoritism in carrying out the City's business. The receipt of political contributions should not in any circumstance constitute a basis for preferential treatment.
b. Other than in the discharge of his/her official duties, no Council Member shall disclose any confidential information which was acquired by virtue of his/her position and would not normally be available to the public (i.e., Closed Session). No Council Member shall use any confidential information for any personal use.
c. No Council Member should attempt to interfere with decisions of City personnel involving the administration of City laws as they pertain to particular residents. Council Members shall avoid any action which could be construed by an objective person to create the appearance of 1) using public office for personal gain including use of City stationery or other City resources to obtain or promote personal business or for campaign purposes; 2) giving preferential treatment to any person or group; or 3) impeding governmental responsiveness or efficiency.
d. Council Members shall identify personal opinions and recommendations, avoiding any implication that personal opinions and recommendations are those of the Council unless such a position has been duly voted.
e. No elected official, officer, appointee or employee shall engage in any enterprise or activity which shall result in using time, facilities, equipment, or supplies of the City for the private gain or advantage of himself or another.

4.3 Agenda

a. The purpose of the agenda is to provide a framework within which Council meetings can be conducted and to effectively implement the objectives and business of the City as established by the City Council. Agenda items may also include, but are not limited to, recommendations to the City Council from advisory bodies, public hearings for land use and zoning actions or appeals, awarding bids, contracts, agreements, and adoption of resolutions and ordinances establishing various City regulations or policies. Agenda items will be within the policy context established by the Council, the scope of existing work programs, and within the jurisdiction of the City.
b. Agendas for the Council will be prepared by the City Manager.

c. An agenda shall be prepared for each regular meeting including the time of commencement of the meeting, the specific items of business to be transacted and the order thereof. The Mayor shall meet with the City Manager, the City Attorney, and additional staff as deemed appropriate to establish those items appearing on the agenda. Whenever feasible, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the Council. Regular meeting agendas shall be prepared and posted in accordance with the Ralph M. Brown Act.
d. Council Members wishing to have items placed on a future agenda shall contact the Mayor directly or through the City Manager. In the alternative, any Council Member may make a request during "Communications – Council/Staff Statements and Requests" to add an item to a subsequent meeting agenda. The purpose of the City Council discussion on such a request will only be to determine whether it will be placed on a subsequent agenda for deliberation and action. A concurrence of one other Council Member will be sufficient to place the item on a subsequent agenda.

4.4 Agenda Order

The order of the Regular Meeting Agenda is generally as follows:

Call to Order
Roll Call
Pledge of Allegiance
Land Acknowledgement
Communications – Public Comment
Communications – Council/Staff Statements and Requests
Presentations
Consent Calendar
Public Hearings
Reports of the City Manager
Adjournment

4.5 Meeting Procedures

a. Council ordinances and resolutions must be reviewed in written form before binding action is taken.
b. A Council order applies mainly as a directive to City officers or employees. It need not be in writing, as it generally applies to one specific act only.
c. In the absence or inability of the Mayor and the Mayor Pro Tempore to attend a meeting of the City Council, the Members present shall select one Member to temporarily preside.
d. A motion shall not be debated or "put to vote", unless the same is seconded. When a motion is seconded, if requested, it shall be stated by the Mayor or the City Clerk before debate.
e. Upon a motion having been made and seconded, it shall be deemed to be in possession of the Council, but it may be withdrawn at any time, before decision

or amendment, with the assent of a second.

f. Tie votes shall be lost motions.

g. Tie votes on the appeal of a Commission/Board/Committee or staff decision sustain the action of the Commission/Board/Committee, or staff.

h. Every Council Member, unless disqualified by reason of a conflict of interest or as otherwise provided by law, shall cast his/her vote upon any matter put to vote by the legislative body.

i. A Council Member who publicly announces that he/she is abstaining from voting on a particular matter for specified reasons shall not subsequently be allowed to withdraw that abstention.

j. To avoid any attack on the validity of Council hearings, Council Members shall avoid forming final conclusions or making commitments with proponents and opponents during any meetings, conferences, or discussions regarding the merits of the matter or issue before the body, including but not limited to, specific zoning and related land-use proposals, comprehensive planning, and like matters.

k. A motion to reconsider legislative or quasi-legislative action taken by the Council may be made only at the same meeting at which the action was taken. Quasi-judicial actions shall not be subject to a motion to reconsider.

4.6 Addressing the City Council

Written Correspondence

Written correspondence pertaining to an item on the agenda and submitted to the City Clerk's Office by 4:00 p.m. the day of the Council meeting will be distributed to the Council prior to the Council meeting. Written correspondence received after the deadline will be distributed to Council Members at the Council meeting.

Right to Address Council

Members of the public shall have the right to address the Council as provided by state law.

Public Hearings

Interested persons or their authorized representatives may address the Council, while a matter is open to public hearing, in regard to remarks or questions relevant to the matter under consideration.

No person will be permitted during a public hearing to speak about matters or present evidence that is not germane to the matter being considered. A determination of relevance shall be made by the presiding officer but may be appealed to the full council. After a public hearing is closed by the presiding officer after stating that "if there is no objection by a council member, the public hearing is closed," or the public hearing is closed upon motion, second, and majority vote of the council, no member of the public shall address the council from the audience on the matter under consideration unless the public hearing is re-opened upon motion, second, and majority vote of the council.

Manner of Addressing Council
Each person desiring to address the Council shall proceed to the speaker's stand upon invitation by the Mayor. Speakers shall be asked to voluntarily fill out a speaker card on which to state his or her full name and home address, but speakers will not be required as a condition of attendance or participation. When the person's name is called, he or she shall step to the microphone at the lectern, state his or her name, state whether he or she resides in the city, state the subject he or she wishes to discuss, and state if they represent an organization or other persons.

Unless further time is granted by the Mayor, (unless overruled by a majority vote of the Council), the speaker shall limit his/her remarks to three (3) minutes unless special circumstances exist. All remarks shall be pertinent to the subject at hand. All remarks must be addressed to the Council as a whole and not to any Member individually. No questions shall be asked of a Council Member or member of City staff without the permission of the Mayor.

In order to avoid repetitious presentations and delay in the business of the Council, whenever any group of persons wishes to address the Council on the same subject matter, it shall be proper for the Mayor to request a spokesperson be chosen by the group to represent its position. The Mayor may, in his or her discretion, grant additional time for a speaker that has been recognized or designated by a group to present comments on their behalf.

After a motion has been made and seconded, or a public hearing has been closed, no member of the public shall address the Council from the audience on the matter under consideration without first securing permission to do so from the Mayor or a majority vote of the Council.

4.7 Debate and Decorum

Getting the Floor
Council Members wishing to speak during Council meetings shall indicate to the Mayor their desire to speak and gain recognition by the Presiding Officer. Council Members shall confine himself/herself to the question under debate.

Questions to Staff
Every Council Member desiring to question the City staff shall, after recognition by the Presiding Officer, address his/her questions to the presenter of an agenda item, the City Manager or to the City Attorney. The City Manager or City Attorney shall be entitled either to answer the inquiry himself/herself, or to designate a member of his/her staff for that purpose.

Interruptions
A Council Member, once recognized, shall not be interrupted when speaking unless called to order by the Presiding Officer, unless a point of order or personal privilege is raised by another Council Member, or unless the speaker chooses to yield to a

question by another Council Member. If a Council Member, while speaking, is called to order, he/she shall cease speaking until the question of order is determined; if determined to be in order, he/she may proceed. Members of the City staff, after recognition by the Presiding Officer, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the Presiding Officer.

Points of Order
The Presiding Officer shall determine all points of order subject to the right of any Council Member to appeal to the Council. He/she may request an opinion of the City Attorney in making such determination. Council decision shall conclusively determine such question of order.

Points of Personal Privilege
The right of a Council Member to address the Council of a question of personal privilege shall be limited to cases in which his/her integrity, character, or motives are questioned, or when the welfare of the Council is concerned. A Council Member raising a point of personal privilege may interrupt another Council Member who has the floor subject only to the power of the Presiding Officer to call him/her out of order.

Decorum and Order – City Council and City Staff
While the Council is in session, the Council Members must preserve order and decorum, and a member may, neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disturb a member while speaking or refuse to obey the orders of the presiding officer.

Members of the City staff and employees shall observe the same rules of order and decorum applicable to the City Council.

Decorum and Order – Members of the Public
Public members attending Council meetings shall observe the same rules of order and decorum applicable to the Council and staff. No person shall use loud, profane, threatening, or personally abusive language, or engage in any other disorderly conduct to disrupt, disturb or otherwise impede the orderly conduct of any Council meeting.

Enforcement of Decorum
The Chief of Police, or such a member of the Police Department as he/she may designate, shall be Sergeant-at-Arms at the City Council meetings and he/she shall attend meetings when requested by the Presiding Officer, City Manager, or City Council. He/she shall be available to respond to all meetings immediately upon call. He/she shall carry out all orders given by the Presiding Officer of the Council for the purpose of maintaining order and decorum at the Council meetings. Any Council Member may move to require the Presiding Officer to enforce the rules, and the affirmative vote of a majority of the Council Members present shall require him/her to do so.

Persons who violate this rule may be barred from attendance for the remainder of the Council meeting, provided that the Mayor has notified the person to conduct himself/herself in a manner consistent with this rule, and warned the person that he/she will be removed if he/she continues to disrupt the Council meeting.

If after notification and warning the person persists in disrupting the meeting, the following procedure and format will be used by the City Council to address disruptive persons at a Council Meeting:

a. The Presiding Officer shall make the following announcement: "As the Presiding Officer, I am advising you that your comments have violated the City Council's rules of procedure for addressing the City Council and you are causing a serious disruption to this meeting. I must ask you to immediately cease the disturbance before further action is necessary. At this time, I am going to recess the meeting for 10 minutes. We will then reconvene our meeting."
b. Recess and call for the Sergeant-at-Arms to be present when the meeting reconvenes.
c. If the disturbance continues after reconvening the meeting, the Presiding Officer shall make the following announcement: "As Presiding Officer, since you are continuing this disturbance, I must advise you that the Penal Code provides that every person who, without authority of law, willfully disturbs or breaks up any meeting, not unlawful in its character, is guilty of a misdemeanor. If you do not immediately cease this disturbance, I will request the police to arrest you under Penal Code Section 403."
d. If the disturbance continues, request the Sergeant-at-Arms to come forward to make the arrest. (Government Code Section 54957.95)

Failure to Observe Rules of Order
Rules adopted to expedite the transaction of the business of the Council in an orderly fashion are deemed to be procedural only and the failure to strictly observe such rules shall not affect the jurisdiction of the Council or invalidate any action taken at a meeting that is otherwise held in conformity with law.

4.8 Council Action Items

Staff Reports
Each City Council agenda item shall have a staff report prepared by the originating department. Staff reports are written specifically for the purpose of communicating information necessary for policy and decision-making and generally include a recommendation action, impact on financial and personnel resources, background, discussion, alternatives, advantages, disadvantages, environmental review (if applicable), and public notification methods.

Ordinances
Ordinances are the laws of a municipality. An ordinance generally prescribes some permanent rule of conduct or government that remains in force until the ordinance is repealed. Ordinances are required to be read in their entirety at the time of introduction or at the time of passage, unless a regular motion to waive further reading is adopted by a majority of all Council Members present.

Ordinances may only be passed at a regular meeting or at an adjourned regular meeting. Except for urgency ordinances, ordinances may not be passed at a special meeting. Ordinances generally take effect 30 days following the date of adoption. The following Ordinances take effect immediately: Ordinances relating to an election; and urgency ordinances for the immediate preservation of the public peace, health, or safety, containing a declaration of the facts constituting the urgency, and passed by a four-fifths vote of the City Council.

Resolutions
A Resolution expresses City Council policy or directs certain types of administrative action and may be changed by a subsequent Resolution. Resolutions are generally effective on the date of adoption.

Agreements/Contracts
Municipal government enters contracts for many different types of goods and services. These contracts are usually written agreements that are legally binding upon the parties. Typically, agreements are entered into with the approval of the City Council or, if legally authorized, the City Manager.

Minute Motion
A minute motion or motion is appropriate when: 1) the action is not of a penal nature or intended to be a local law; 2) an ordinance or resolution is not specifically required; or 3) a formal document reflecting the City Council's action is not necessary. The only record of such action is in the form of minutes taken of the meeting at which the action is taken.

Submitted Materials at Meetings are Public Record
Any written correspondence or other materials, when distributed to all, or a majority of all, of the members of the City Council by any person in connection with a matter subject to discussion or consideration at an open public meeting, are disclosable public records under the California Public Records Act and shall be made available upon request without delay. Writings that are public records and that are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by City staff or a member of the City Council, or after the meeting if prepared by some other person. All writings referenced herein shall be provided to and documented with a received/filed date by the City Clerk.

Minutes
The minutes serve as a permanent record of the City Council's actions. The City Clerk, or his/her Deputy, shall attend and prepare action minutes of all public meetings of the City Council (Gov't Code Sections 36814 and 40801).

Minutes ready for Council approval shall be placed on the regular City Council meeting agenda and included in the Council packet. Minutes of Council meetings are available for review in the City Clerk's Office and online at www.cityofwoodland.gov.

5. COMMUNICATIONS

5.1 General Communications

A fundamental role of a Council Member is communication – communication with the public to assess community opinions and needs – communication with members of the legislature and other public agencies to represent community interests – and communication with the media to inform the public about the functions of government.

Because the City Council functions as a body, i.e., acting on a majority vote, it is important that members represent the City's official position, or if expressing personal views, the public is so advised. To ensure that accurate City communications reach the public in a timely manner, the following shall apply.

5.2 Processing and Delivering of City Mail

Members of the City Council receive a large volume of mail and other materials from the public and staff. The City Manager's Office maintains a mailbox at City Hall for each member. The City Manager, or his/her designee, is authorized to receive and open all mail addressed to the City Council as a whole, the Mayor and/or individual City Council Member. Letters addressed to the Mayor and/or individual City Council members will be copied to the full Council. Letters received which include issues directly related to a particular department shall be copied to the City Manager and the Department Director. Mail relating to a legal issue may also be forwarded to the City Attorney. Council Members may pick up their mail any time at City Hall. Notwithstanding mail that is time sensitive needing immediate attention, all other mail that is not picked up at City Hall will be delivered to the Council at every Council meeting.

All correspondence, including email, addressed to the City Council or to individual Council members relating to the conduct of the City's business is a public record as defined in Government Code Section 6252 and will be retained by the City in accordance with its Records Retention Policy.

5.3 Written Correspondence

Members of the City Council will often be called upon to write letters to residents, businesses or other public agencies. Typically, the Mayor will be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. Individual members of the Council will often prepare letters for constituents in response to inquiries or to provide requested information. City letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

On occasion, members may wish to transmit correspondence on an issue upon which the Council has yet to take a position or about an issue for which the Council has no position. In these circumstances, members should clearly indicate either in correspondence or verbally that they are not speaking for the City Council as a whole, but for themselves as one member of the Council. City letterhead and office support may be utilized in these circumstances.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private residents. City letterhead, official Council title, and staff support should not be utilized. In addition, City letterhead and staff support cannot be utilized for any personal or political purposes.

5.4 Use of City Seal and City Logo

The seal and logo are considered symbols of the authority and jurisdiction of the City and, as such, are valuable assets of the City and its residents. The City seal and logo shall be used for official purposes only and according to policies and guidelines developed by the City Manager, or as authorized by the City Council.

5.5 Speaking Engagements

Council members may accept public speaking invitations.

Presentations shall clearly articulate the Council's adopted policy position.

A Council Member may indicate that their individual position differs from that which was adopted.

5.6 Media Relations

Typically, the Mayor is the designated representative of the Council to speak on official City positions.

Individual Council members may comment to the media but should be clear about whether their comments represent the official City position or a personal viewpoint.

Generally, press releases are prepared by the City's Public Information Officer and routed to the City Manager for approval before release to the media.

Police and Fire responses to, and/or press releases regarding, emergencies may be reported directly to the media by the designated department spokesperson.

5.7 Communications with Project Applicants

The following are informal protocol guidelines and procedures regarding meetings between developers and City Council members to discuss upcoming projects.

a. When meeting with a project applicant, a Council Member should state that they represent one vote on the City Council and any statements represent the opinion of the individual Council Member only. Formal direction or action requires consideration and approval by a majority of the City Council at a lawfully scheduled and notified meeting.
b. When a Council Member meets with an applicant regarding a potential project, the Council Member should attempt to notify the City Manager when possible. When appropriate, the City Manager will contact the applicant and request they meet with other members of the City Council.
c. If any materials are provided by an applicant, the Council Member should provide them to the City Manager, who will forward copies to each of the other members of the City Council.
d. A council member may request staff to attend a meeting if desired. If staff attends, it should be communicated to the applicant that staff is present to answer any process or technical questions. It is not appropriate for staff to participate in discussion regarding the merits of the project at such a meeting.
e. While the meeting is an appropriate opportunity to express concerns, ask questions and identify issues, the council member should refrain from stating how he/she intends to vote on a project and should avoid making representation or commitments regarding future actions. A vote should be based upon information presented as part of the formal application process.
f. Council members are encouraged to disclose ex parte contacts with a project applicant before consideration of the project to the City Manager.

5.8 Access to Communications / Technology Systems

The City will provide each Council Member with equal and appropriate communications and technological devices to facilitate their public service and within the confines of the Information Technology standards for hardware and software. Use of such devices shall be subject to the City's Administrative Policies, a copy of which is provided to Council Members upon assuming office.

5.9 Electronic Communication Using City-Issued Emails, Phone Numbers, Electronic Devices, and Personal Electronic Devices

As a public official, your communications regarding City business are potentially subject to disclosure via a Public Records Act (PRA) request, regardless of the medium used to send, receive, or store the records. In order to minimize potential risk, embarrassment, or awkward situations for yourself and for the City, please take the following into consideration when using various electronic communication methods:

a. All City business should be conducted using City communications equipment and accounts to the greatest extent feasible. Conducting work communications in this way ensures that the City has a record of your communications, which can then be searched and produced in a non-invasive manner should a public records request be received. However, should you need, under limited circumstances, to use personal devices and/or personal accounts, such as text messaging, email, or social media, to communicate with others regarding City business, please be prepared to search for and provide copies of work-related communications in a timely manner if the City receives a related PRA request.

b. Exercise tact and caution when communicating in writing regarding City business, regardless of the medium or recipient. While the PRA's definition of work-related "records" is essentially limited to communication relating to actual conduct of the City's business by an individual in their official capacity, there is no guarantee that any personal or seemingly incidental work-related communication will ultimately be deemed exempt from production or disclosure.

   While the law attempts to strike a balance between the public's interest in disclosure and the official's personal right to privacy, permitted exemptions from production and disclosure are rather narrow, and the City Attorney must act impartially when determining whether a record is exempt. The City is obligated by law to err on the side of disclosure.

   Additionally, in the event of litigation, a subpoena for records is a more powerful tool that can potentially compel the City to produce a broader array of records, including those that would not have been produced under a PRA request.

c. Consider the appropriate platform for all work-related communications. As always, a good rule of thumb before hitting "send" is to consider how you would feel if the communication were to be reprinted in the newspaper. If a communication is sensitive enough that you would not want it to be reprinted, you are encouraged to consider using the telephone and personal visits to communicate instead, when appropriate.

5.10 Communications with Staff

a. The City Council and its members, except for the purpose of inquiry, shall deal with administrative services solely through the City Manager, and neither the City Council nor any member thereof shall give orders to any officer or employee of the City under the supervision of the City Manager.
b. In regard to questions relating to agenda items, Council Members are encouraged to contact the City Manager or appropriate Department Director to ask questions for clarification prior to the meeting at which the subject will be discussed.
c. City staff shall acknowledge the Council as the policy makers, and the City Council shall acknowledge staff as administering the Council's policies.
d. Council shall not attempt to coerce or influence staff in the making of appointments, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of licenses or permits. The Council shall not attempt to change or interfere with the operating policies and practices of any City department.
e. Staff provides support to Council Members serving on regional agencies, boards or commissions or on any League affiliated committee or body.

5.11 Complaints Regarding Performance of Staff

Any concerns by a member of Council over the behavior or work of a City employee should be directed to the City Manager privately to ensure the concern is resolved. Council Members shall not reprimand employees directly, nor shall they communicate their concerns to anyone other than the City Manager.

5.12 Resident Inquires

Often a constituent will call a Council Member with a question or a complaint about a particular problem or issue. Sometimes the complaint is related to not understanding why a particular action is taken and sometimes it relates to how a service has been provided or not provided.

When particular service issues or questions come up, City staff are also concerned about getting a quick and accurate response to a resident. The most effective way for staff to ensure this response is for the Council Member to contact the City Manager's office to relay the question or complaint. Staff will take the information, coordinate with the appropriate Department, follow up with the resident directly or provide information back to the Council Member, whichever is preferred.

5.13 Handling of Litigation and Confidential Information

Council Members shall keep all written materials and verbal information provided to them on matters that are confidential in complete confidence to ensure that the City's position is not compromised. No disclosure or mention of information in these materials shall be made to anyone other than Council Members, the City Attorney, or City Manager.

Council Members may not disclose information obtained in closed session unless authorized by a majority vote of the Council, or as otherwise required by law.

5.14 Legislative Communications at the Request of City Affiliated Organizations

From time to time, the City is asked by the League of California Cities or other City-affiliated organizations to take a support and/or oppose position on a particular piece of legislation and/or proposal. When such a request is received, the matter shall be placed on the agenda and acted upon at the next regularly scheduled City Council meeting. When a request is received necessitating a more timely response in that action is required prior to the next regularly scheduled City Council meeting, the Mayor, or his/her designee, on behalf of the City, may sign and submit the requested communication so long as the position is consistent with the position taken by the League and/or other City-affiliated organizations and previous positions, if any, taken by the City. A copy of the communication shall be provided to the City Council and reported on as an informational item under Reports of the City Manager or Communications – Council/Staff Statements and Requests at the next regularly scheduled City Council meeting.

EXHIBIT A
ORDINANCE NO. 1574
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADDING SECTION 27-2-7 TO ARTICLE II OF CHAPTER 27 OF THE WOODLAND MUNICIPAL CODE RELATING TO TIMING AND SEQUENCE OF DISTRICT ELECTIONS

ORDINANCE NO. 1574
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADDING SECTION 27-2-7 TO ARTICLE II OF CHAPTER 27 OF THE WOODLAND MUNICIPAL CODE RELATING TO TIMING AND SEQUENCE OF DISTRICT ELECTIONS

WHEREAS, the City Council of the City of Woodland determined that it was in the best interest of the City to shift from its at large election system to a by district election for members of the City Council; and

WHEREAS, a subcommittee of the City Council analyzed the City's population and presented a map of the City depicting proposed boundaries of five districts; and

WHEREAS, the City Council formed a citizens committee, the Citizens Advisory Committee on City Council District Boundaries, which examined demographic data, held public forums, and recommended up to two maps for the City Council's consideration; and

WHEREAS, the City Council on November 19, 2013 selected a proposed map depicting boundaries of five districts and reaffirmed the selected map on April 15, 2014; and

WHEREAS, in order to change to a by district election, a majority of the voters voting on the measure must approve the change; and

WHEREAS, the City Council placed on the ballot, on November 4, 2014, the question of whether the City Council should change to district elections; and

WHEREAS, a majority of the voters voting on the measure, entitled Measure U, in the City of Woodland voted in favor of Measure U; and

WHEREAS, the ordinance adopted by Measure U provides that the City Council would subsequently adopt an ordinance outlining how the City Council would transition from an at large election system to the first district election in 2016 and further provided that three council members would be elected by district in 2016 and two would be elected by district in 2018; and

WHEREAS, the City Council subsequently discussed the transition to district elections as well as the timing and sequence of which City Council districts would be at issue in 2016 and 2018 and now desires to adopt this Ordinance to implement the transition and district elections in the City of Woodland.

The City Council of the City of Woodland does hereby ordain as follows:

Section 1. Section 27-2-7 is hereby added to the City of Woodland Municipal Code to read as follows:

Sec. 27-2-7 Initial Council District Elections.

During the initial city council election where the city council members are elected by district, in 2016, the members of the city council shall be elected from the districts numbered 2, 4, and 5. For the second city council election where city council members are elected by district, in 2018, the members of the city council shall be elected from the districts numbered **1** and 3. Each council member elected pursuant to this section shall serve a term of four years.

Section 2. Amendment or Repeal of this Ordinance. Section 27-2-7 of the City of Woodland Municipal Code may be amended or repealed by the City Council and does not require a majority vote of the electorate.

Section 3. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

PASSED AND ADOPTED by the City Council this 3rd day of March, 2015, by the following vote:

AYES: Council Member Barajas, Denny, Marble and Mayor Stallard
NOES: None
ABSENT: Council Member Hilliard
ABSTAIN: None

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

EXHIBIT B
CITY POLICY NO. 16-102
TRAVEL AND TRAVEL REIMBURSEMENT

City of Woodland

POLICY AND PROCEDURE

Policy No:	16-102	Effective Date:	October 1, 2007
Division:	Finance	Distribution:	All Departments Last
Related Policies:	none	Revision:	August 10, 2004

SUBJECT **Travel and Travel Reimbursement**

POLICY The City of Woodland will provide compensation according to this policy when City of Woodland business, duties or responsibilities necessitate travel.

APPLICABILITY This policy extends to all City of Woodland elected and appointed officials, volunteers and employees where appropriate. For travel relating to Peace Officers Standard Training (POST) OR Standards and Training Corrections (STC) the reimbursement guidelines established by the State shall apply and not this policy. Employees engaged in the transportation of prisoners are exempt from this policy.

APPROVALS			
NAME	DATE	**NAME**	DATE
Department Directors: September 18, 2007		City Manager: September 18, 2007	
		s/	
		--a!-----.--+--.,....,Jf--J---=c-	

1.0 APPROVAL OF WORK RELATED TRAVEL AND TRAVEL EXPENSES

1.1 For travel *within* California, the respective Department Director's (or Designee's) approval shall be required for payment of travel advances or reimbursement for travel expenses.

1.2 All *out-of-state* work related travel must be pre-approved by the City Manager prior to travel or before city funds are committed, whichever is earlier. A copy of the City Manager's approval (letter, memorandum, ore- mail) shall be included with any payment request (Travel Advance or Reimbursement).

1.2.1 Exception: travel to the Tahoe/Reno region does not require City Manager approval.

1.3 The travel advance or reimbursement claim must show the destination and purpose of travel.

2.0 TRANSPORTATION

2.1 Allowable transportation costs include, but are not limited to, personal auto, airplane, train, bus and taxi fares, bridge tolls, parking and car rental.

2.1.1 Personal Auto Mileage Reimbursement shall be compensated at the IRS reimbursement rate in effect at the time of travel. Where the employee prefers to travel by a personal automobile the mileage reimbursement will NOT exceed what the normal airfare would have cost. The employee will be required to submit a copy of proof of automobile insurance to their department *before* traveling.

2.1.1.1 To· be reimbursed for personal automobile mileage, a driver must: 1) posses a valid California driver's license,
2) carry liability insurance in the amount of at least $50,000 for bodily injury and property damage for the automobile being driven, and 3) accept the condition that any damage to the car, or any service or repair incurred on the trip will be the driver's responsibility since these costs are included in the City's per mile cost reimbursement.

2.1.2 Airplane, train, buses and car rental shall be reimbursed based on the actual amount of the fare. All travel reservations will be made using the most economical fare available; receipts will be required.

2.1.3 Taxi fares, bridge tolls, parking will be reimbursed based on actual amounts; receipts will be required.

2.1.4 Individuals receiving monthly automobile allowance shall be eligible for personal auto mileage reimbursement only when the one-way distance traveled is 100 miles or more. In the case where the one- way distance traveled is 100 miles or more, the mileage reimbursement will be based on total miles driven.

3.0 COMPENSABLE TRAVEL TIME

3.1 Federal Fair Labor Standards Act (FLSA) regulations regarding travel time will be followed, except where terms of a Memorandum of Understanding between the City and a City employee association contains language which supersedes the FLSA regulations.

3.2 One-Day Trips. Employees are in paid status during normal work hours and additional travel time beyond the standard commute time. Travel time between home and a public transportation terminal or the destination, that is one hour or less, is standard commute time and therefore not compensable work time. Mealtime is also not considered work time.

3.3 Overnight Trips. Employees are in paid status during normal work hours and travel time in excess of the standard commute time (defined above). Mealtimes and sleep periods are not considered work time.

3.4 Travel time will be paid for the minimum amount of time required for the most efficient mode of travel available. For example, if travel aboard a public transportation airline would result in a 1.5-hour flight but the employee wishes to drive for the employee's convenience (and takes eight hours), only 1.5 hours for the flight time would be compensated.

3.5 The employee's supervisor should ensure that the employee's days off, travel time and training time are scheduled in advance. When possible, the schedule should accommodate the individual employee and ensure compensable travel time is minimized.

3.6 Non exempt employees shall not perform any duties in excess of normal work hours and/or pre-approved overtime without specific approval from supervisor.

4.0 MEALS REIMBURSEMENT

4.1 Local Travel. Travel is considered local if it is within a 50-mile radius. Original receipts and copies of the conference schedule will be required to substantiate ALL expenses excluding meals. The maximum daily rate for lunch meal expense reimbursement is $12.00. This allowance does not apply if lunch is provided by the conference/seminar.

4.2 Out-of Town or Overnight Travel. This is defined as travel outside of a 50- mile radius or travel that requires the traveler to be away from home for at least one night. Original receipts and copies of the conference schedule will be required to substantiate all expenses excluding meals. The maximum daily meal allowance of $50.00 will be provided without receipts being required. If the travel reimbursement combines Calcard and cash (out of pocket) expenses for meals, a copy of the travel reimbursement form should be included with the employee's Calcard reconciliation.

4.2.1 If any meals are included as part of the conference schedule (i.e., working breakfast, keynote speaker during lunch, etc.), the corresponding meal allowances will be subtracted from the maximum daily allowance. If a special meal is purchased as part of the event (i.e., dinner banquet), that meal allowance will also be subtracted from the maximum daily allowance.

4.2.2 The following meal rates will be used to determine amounts subtracted (see 4.2.1 above) and for partial travel days.

4.2.2.1 $10.00 for breakfast

4.2.2.2 $12.00 for lunch

4.2.2.3 $25.00 for dinner

4.2.2.4 $3.00 for incidentals (i.e., coffee, newspaper, water)

4.3 Other meal expenses.

4.3.1 Tips are allowed but will be counted within the maximum daily meal reimbursement amount of $50.00.

4.3.2 No reimbursement will be allowed for alcoholic beverages.

4.4 Meal Reimbursement for Council Members. City of Woodland Code section 2-1-43 provides that ***actual expenses*** incurred by council members on authorized council business shall be reimbursed. Therefore, the maximum amounts per meal specified in paragraphs 4.1 and 4.2 above will not apply to council members. To be reimbursed, council members will be required to have receipts for the meals; in absence of a meal receipt, the amounts in paragraph 4.1 and 4.2 will apply. Provisions of paragraph 4.3 will also apply to council members.

5.0 LODGING

5.1 Reimbursement for lodging shall be at the single occupancy rate (or the minimum rate specified by the conference program) for as many nights as necessary. The accommodations should be economical but practical; receipts will be required for reimbursement.

6.0 TRAVEL ADVANCE

6.1 Employees should use their Calcards to pay for travel expenses, whenever possible.

6.2 Employees may request a cash travel advance up to $10 per day, but not to exceed $200, from their department administrative secretary, other designated petty cash manager, or the Finance Administrative Secretary if department does not maintain an individual petty cash fund, to cover travel expenses for which a Calcard might not be accepted. Request for travel advance checks by non Calcard holders and for prior approved exceptions, are to be submitted to Finance according to City Check Request Procedures. Requests for travel advance (cash or check) will be coordinated with the appropriate department staff responsible for travel arrangements.

6.3 Within 10 working days of returning from an event for which a travel advance had been paid, the employee shall submit a reconciliation report to the Finance Department. Such reconciliation shall have the proper approval as noted in this policy.

6.4 If the amount of the travel advance was less than the actual travel expenses identified in the reconciliation report, the difference will be paid to the employee. lfthe amount of the travel advance was greater than the actual travel expenses identified in the reconciliation report, the employee shall submit payment for the difference to the Finance Department at the time the reconciliation is filed.

7.0 TRAVEL REIMBURSEMENTS AND ADVANCE RECONCILIATION FORMS

7.1 Claims for reimbursement and advance reconciliation forms shall be filed with the Finance Department within ten (10) working days following the end of the event. Any exception to this policy must be requested by the Department Director and approved by the City Manager. Maximum exception for reimbursement will be 30 working days following the event.

7.2 For reimbursements that require a receipt, conference or meeting schedule or another kind of verification, all items must be attached when the reimbursement or reconciliation form is submitted.

8.0 NON-ATTENDANCE OF SCHEDULED EVENT

8.1 Registrants have the responsibility of attending classes, seminars, conferences or any other functions for which they are registered and for which the City has paid registration fees.

8.2 Registrants are expected to make a reasonable attempt to cancel and/or reschedule travel in advance of a possible absence. The registrant is also expected to make a reasonable attempt to get refunds and/or credits for all paid travel arrangements in advance of a possible absence.

8.3 If the registrant does not attend the scheduled event and the non- attendance was not approved by a Department Director or the City Manager, the registrant must reimburse the City for all registration fees, including, but not limited to, vehicle rentals, hotel accommodations and airline tickets. In cases of unforeseen circumstances, the registrant must obtain approval within a reasonable period from the Department Director to be exempted from reimbursing the City for all paid travel fees.

8.4 The City Manager will approve all absences for the City Council, Department Directors and Appointed Officials.

8.5 The Department Directors will approve all absences for departmental employees and volunteers.

EXHIBIT C
RESOLUTION NO. 8379
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

RESOLUTION NO. 8379

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

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

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

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

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

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

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

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

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

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

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

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 20th day of August 2024, by the following vote:

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

Tania Garcia-Cadena, Mayor

ATTEST:

Ana B. Gonzalez, MMC, City Clerk

CITY OF WOODLAND CALIFORNIA

Conflict of Interest Code

(Amended August 20, 2024)

CONFLICT OF INTEREST CODE FOR THE CITY OF WOODLAND

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

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

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF WOODLAND

(Amended August 20, 2024)

EXHIBIT "A"

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

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

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

Finance Officer
Financial Consultants

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

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

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

APP. A – 2 –

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

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

DESIGNATED POSITIONS' TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Senior Building Plans Examiner	2, 3, 5, 6
Senior Civil Engineer	1, 2
Senior Planner	1, 2
Social Services Manager	5
Technical Services Manager	5
Transportation Engineer	2, 3, 5
Treatment Plant Superintendent	2, 4, 5, 6
Utilities Administrator	2, 4, 5
Wastewater Systems Administrator	2, 4, 5, 6
Water Pollution Control Facility Superintendent	2, 4, 5, 6
Water Quality Specialist II/Senior	2, 3, 5
Water Systems Administrator	2, 4, 5, 6
MEMBERS OF BOARDS, COMMITTEES AND COMMISSIONS	
Library Board	5
Manufactured Homes Fair Practices Commission	1, 2
Successor Agency	1, 2

Consultants and New Positions[2]

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

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

EXHIBIT "B"

DISCLOSURE CATEGORIES

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

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

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

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

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

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

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

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

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

EXHIBIT D
RESOLUTION NO. 6480
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING ROSENBERG'S RULES OF ORDER AS THE OFFICIAL PARLIAMENTARY PROCEDURES FOR CITY COUNCIL MEETINGS

RESOLUTION NO. 6480

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING ROSENBERG'S RULES OF ORDER AS THE OFFICIAL PARLIAMENTARY PROCEDURES FOR CITY COUNCIL MEETINGS

WHEREAS, the City Council of the City of Woodland had not officially adopted a uniform set of procedures as its parliamentary procedures for City Council meetings; and

WHEREAS, the City Council now desires to adopt parliamentary procedures for City Council meetings and, upon discussion of its options, desires to adopt Rosenberg's Rules of Order as its parliamentary procedures.

NOW, THEREFORE, the City Council of the City of Woodland does hereby adopt Rosenberg's Rules of Order (attached to this Resolution).

PASSED AND ADOPTED by the City Council this 16th day of June, 2015, by the following vote:

AYES: Council Members Barajas, Denny, Hilliard, Marble and Mayor Stallard None
NOES: None
ABSENT: None
ABSTAIN: None

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

MISSION and CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and automony of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

About the Author

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.
Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input.
If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;

2. The chair can repeat the motion; or

3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words "I move …"

A typical motion might be: "I move that we give a 10-day notice in the future for all our meetings."

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion,** for example, "A motion at this time would be in order.

2. **Suggesting a motion to the members of the body,** "A motion would be in order that we give a 10-day notice in the future for all our meetings."

3. **Making the motion.** As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed,* the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

Note: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item.* This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

How does this work in practice? Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes.

Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote?
Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain.") In fact, any manifestation of intention not to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public- friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

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CITY OF WOODLAND CALIFORNIA

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 3, 2025
ITEM #:	I.9
SUBJECT:	Approval of a Budget Request to Appropriate Fleet Funds and Fleet Maintenance Contract Increases

Recommendation for Action: Staff recommend the City Council 1) Adopt Resolution No. _____, to appropriate $33,741 of Strike Team revenue from the General Fund, and appropriate $193,259 of reserves collected from vehicle #828 in Equipment Replacement Fund 2012 to be transferred to the Fleet Maintenance Fund (2010), and appropriate the funding totaling of $227,000 from Fleet Maintenance Fund 2010 for contract services; 2) Adopt Resolution No. _____, approving the first amendment to an agreement with United Fleet Maintenance to increase the contract amount by $12,000 for a total not to exceed amount of $112,000; 3) Adopt Resolution No. _____, approving the first amendment to an agreement with Riverview International Trucks to increase the contract amount by $140,000 for a total not to exceed amount of $240,000; and 4) Adopt Resolution No. _____, approving the first amendment to an agreement with Golden State Emergency Services to increase the amount of the contract amount by $75,000 for a total not to exceed amount of $275,000.

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

Fiscal Impact:
This action will appropriate $33,741 of Strike Team revenue from the General Fund (1101) and $193,259 from the reserves collected for vehicle #828 in the Equipment Replacement Fund (2012) for a total of $227,000 to be transferred to and appropriated in the Fleet Maintenance Fund (2010), and will authorize an increase to the existing fleet maintenance contract to support current and anticipated expenditures.

Background:
The Fire Department has accrued revenue from strike team deployments over the years and maintains funds in the reserve balance for vehicle #828 for apparatus-related costs. To address ongoing fleet maintenance needs and ensure the continued operational readiness of emergency response vehicles, staff recommend transferring $227,000 to the Fleet Maintenance Fund. An increase to the existing fleet maintenance contracts is also necessary to accommodate current service demands.

Discussion:
With rising fleet maintenance costs and the aging of critical fire apparatus, ensuring adequate funding for repairs, parts, and preventative maintenance has become essential. This appropriation allows the City to reinvest revenue from strike team deployments and to support ongoing fleet needs without impacting the General Fund. The proposed increase to fleet maintenance contracts also accounts for higher vendor costs and expanded service demands, helping the Fire Department maintain operational efficiency and safety.

Conclusion:
Staff recommend the City Council 1) Adopt Resolution No. _____, to appropriate $33,741 of Strike Team revenue from the General Fund, and appropriate $193,259 of reserves collected from vehicle #828 in Equipment Replacement Fund 2012 to be transferred to the Fleet Maintenance Fund (2010),

and appropriate the funding totaling of $227,000 from Fleet Maintenance Fund 2010 for contract services; 2) Adopt Resolution No. _____, approving the first amendment to an agreement with United Fleet Maintenance to increase the contract amount by $12,000 for a total not to exceed amount of $112,000; 3) Adopt Resolution No. _____, approving the first amendment to an agreement with Riverview International Trucks to increase the contract amount by $140,000 for a total not to exceed amount of $240,000; and 4) Adopt Resolution No. _____, approving the first amendment to an agreement with Golden State Emergency Services to increase the amount of the contract amount by $75,000 for a total not to exceed amount of $275,000.

Prepared by: Nallely Castro, Management Analyst

Reviewed by: Eric Zane, Fire Chief

Ken Hiatt
City Manager

Attachments:
1. Proposed Resolution - 2025 Fleet Apropriation and Spending
2. Proposed Resolution - United Fleet Contract Amdement 24-25
3. 1st Amendment United Fleet 2024-2025
4. Proposed Resolution - Riverview International Contract Amdement 24-25
5. 1st Amendment Riverview 2024-2025
6. Proposed Resolution - Golden State Emergency Contract Amendment 24-25
7. 1st Amendment Golden State 2024-2025

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROPRIATING FUNDS FROM THE STRIKE TEAM REVENUE ACCOUNT AND VEHICLE 828 FUND TO THE FLEET MAINTENANCE FUND (2010)

WHEREAS, the Woodland Fire Department has generated revenue through strike team deployments and maintains funds in the Vehicle 828 Fund dedicated to apparatus-related costs; and

WHEREAS, the City recognizes the need to maintain and support its emergency response fleet through ongoing repairs, parts replacement, and preventative maintenance; and

WHEREAS, the cost of fleet maintenance has increased due to aging apparatus, higher vendor costs, and expanded service demands; and

WHEREAS, the proposed appropriation of $227,000.00 from the $33741.00of Strike Team Revenue Account and $193,259.00 of Vehicle 828 Fund to the Fleet Maintenance Fund (2010) will support the department's fleet readiness without impacting the General Fund; and

WHEREAS, appropriating these funds aligns with the City's fiscal policies by using restricted revenues for their intended purpose and sustaining the operational readiness of public safety resources; and

WHEREAS, the City of Woodland Fire Department operates a fleet of emergency response vehicles and apparatus that are vital to the protection of life and property; and

WHEREAS, the continued reliability and safety of these vehicles require regular maintenance, repairs, and inspections, which are performed in part through specialized service contracts; and

WHEREAS, increased service demands, aging fire apparatus, and rising costs of labor and materials have resulted in a need for additional appropriations to support these services; and

WHEREAS, the City has determined that an appropriation from the Fleet Maintenance Fund (2010) is necessary to ensure the Fire Department's fleet remains fully operational and in compliance with all safety standards; and

WHEREAS, sufficient funds are available in the Fleet Maintenance Fund (2010) to support this appropriation without impact to the General Fund.

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

SECTION 1. The City Council hereby appropriates a total of $227,000.00 from the Strike Team Revenue Account and the Vehicle 828 Fund to the Fleet Maintenance Fund (2010).

SECTION 2. The appropriated funds of $227,000.00 in the Fleet Maintenance Fund (2010) is to support maintenance and repair service contract expenditures for the Woodland Fire Department Fleet.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting on the 3rd day of June 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Sarah Lansburgh, CMC, City Clerk

APPROVED AS TO FORM:

____
Ethan Walsh, City Attorney

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE FIRST AMENDMENT TO AN AGEEMENT WITH UNITED FLEET MAINTENANCE FOR MAINTENANCE AND REPAIR SERVICES FOR FIRE APPARATUS

WHEREAS, the City of Woodland has been under contract with United Fleet Maintenance, Inc. since August 20, 2024 for maintenance and repair services for fire apparatus; and

WHEREAS, the City's initial contract authority was in an amount not to exceed $100,000; and

WHEREAS, the City has spent 98% of the available funds under the current contract with several other apparatus in queue for maintenance and repairs; and

WHEREAS, the City wishes to approve amendment one to the agreement with United Fleet Maintenance that increases the contract amount by $12,000 bringing the total not to exceed amount to $112,000; and

WHEREAS, the City Council approved the appropriation of this additional funding to the Fleet Services (Fund 2010) budget as part of the mid-year budget process.

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

SECTION 1. The City Council hereby approves the First Amendment to the Agreement with United Fleet Maintenance to increase the not to exceed amount by $12,000 bringing the total contract authority to $112,000 and authorizing the City Manager to execute the Agreement.

SECTION 2. A copy of the Agreement is available and on file in the City Clerk's office and is incorporated herein by reference and made a part of this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting on the 3rd day of June 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

ARTICLE 1. PARTIES AND DATE

This First Amendment to the Professional Services Agreement ("First Amendment") dated as of the 3rd day of June, 2025 is entered into by and between the City of Woodland ("City") and United Fleet Maintenance("Contractor").

ARTICLE 2. RECITALS

2.1 City and Contractor entered into that certain Professional Services Agreement dated August 20, 2024 ("Agreement"), whereby Contractor agreed to provide maintenance and repair services for fire apparatus.

2.2 City and Contractor now desire to amend the Agreement include additional compensation in accordance with the Contractor's original contract scope of work dated August 20, 2024. The total compensation for the first amendment shall not exceed $12,000 bringing the total not to exceed amount to $112,000.

ARTICLE 3. TERMS

3.1 Continuing Effect of Agreement. Except as amended by this Amendment, including the updated fee schedule attached to this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.2 **Adequate Consideration.** The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.3 **Counterparts.** This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

City Of Woodland	**United Fleet Maintenance**
By: ______________________________	By: ______________________________
Ken Hiatt City Manager	Josue Cardenas Owner/ Lead Mechanic

ATTEST:

____
Sarah Lasburg, City Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE FIRST AMENDMENT TO AN AGEEMENT WITH RIVERVIEW INTERNATIONAL TRUCKS FOR MAINTENANCE AND REPAIR SERVICES FOR FIRE APPARATUS

WHEREAS, the City of Woodland has been under contract with Riverview International Trucks since August 20, 2024 for maintenance and repair services for fire apparatus; and

WHEREAS, the City's initial contract authority was in an amount not to exceed $100,000; and

WHEREAS, the City has spent 98% of the available funds under the current contract with several other apparatus in queue for maintenance and repairs; and

WHEREAS, the City wishes to approve amendment one to the agreement with Riverview International Trucks that increases the contract amount by $140,000 bringing the total not to exceed amount to $240,000; and

WHEREAS, the City Council approved the appropriation of this additional funding to the Fleet Services (Fund 2010) budget as part of the mid-year budget process.

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

SECTION 1. The City Council hereby approves the First Amendment to the Agreement with Riverview International Trucks to increase the not to exceed amount by $140,000 bringing the total contract authority to $240,000 and authorizes the City Manager to execute the Agreement.

SECTION 2. A copy of the Agreement is available and on file in the City Clerk's office and is incorporated herein by reference and made a part of this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting on the 3rd day of June 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Sarah Lansburgh, CMC, City Clerk

APPROVED AS TO FORM:

____
Ethan Walsh, City Attorney

ARTICLE 1. PARTIES AND DATE

This First Amendment to the Professional Services Agreement ("First Amendment") dated as of the 3rd day of June, 2025 is entered into by and between the City of Woodland ("City") and Riverview International Truck Services ("Contractor").

ARTICLE 2. RECITALS

2.1 City and Contractor entered into that certain Professional Services Agreement dated August 20, 2024 ("Agreement"), whereby Contractor agreed to provide maintenance and repair services for fire apparatus.

2.2 City and Contractor now desire to amend the Agreement include additional compensation in accordance with the Contractor's original contract scope of work dated August 20, 2024. The total compensation for the first amendment shall not exceed $140,000 bringing the total not to exceed amount to $240,000.

ARTICLE 3. TERMS

3.1 Continuing Effect of Agreement. Except as amended by this Amendment, including the updated fee schedule attached to this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.2 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.3 Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

City Of Woodland	**Riverview International Truck Services**
By: ____________________________	By: ____________________________
Ken Hiatt City Manager	Jason Ehrlinch Service Manager

ATTEST:

____
Sarah Lasburg, City Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE FIRST AMENDMENT TO AN AGEEMENT WITH GOLDEN STATE EMERGENCY SERVICES FOR MAINTENANCE AND REPAIR SERVICES FOR FIRE APPARATUS

WHEREAS, the City of Woodland has been under contract with Golden State Emergency since August 20, 2024 for maintenance and repair services for fire apparatus; and

WHEREAS, the City's initial contract authority was in an amount not to exceed $200,000; and

WHEREAS, the City has spent 98% of the available funds under the current contract with several other apparatus in queue for maintenance and repairs; and

WHEREAS, the City wishes to approve amendment one to the agreement with Golden State Emergency Services that increases the contract amount by $75,000 bringing the total not to exceed amount to $275,000; and

WHEREAS, the City Council approved the appropriation of this additional funding to the Fleet Services (Fund 2010) budget as part of the mid-year budget process.

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

<u>SECTION 1</u>. The City Council hereby approves the First Amendment to the Agreement with Golden State Emergency to increase the not to exceed amount by $75,000 bringing the total contract authority to $275,000 and authorizing the City Manager to execute the Agreement.

<u>SECTION 2</u>. A copy of the Agreement is available and on file in the City Clerk's office and is incorporated herein by reference and made a part of this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting on the 3rd day of June 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Sarah Lansburgh, CMC, City Clerk

APPROVED AS TO FORM:

____
Ethan Walsh, City Attorney

ARTICLE 1. PARTIES AND DATE

This First Amendment to the Professional Services Agreement ("First Amendment") dated as of the 3rd day of June, 2025 is entered into by and between the City of Woodland ("City") and Golden State Emergency ("Contractor").

ARTICLE 2. RECITALS

2.1 City and Contractor entered into that certain Professional Services Agreement dated August 20, 2024 ("Agreement"), whereby Contractor agreed to provide maintenance and repair services for fire apparatus.

2.2 City and Contractor now desire to amend the Agreement include additional compensation in accordance with the Contractor's original contract scope of work dated August 20, 2024. The total compensation for the first amendment shall not exceed $75,000 bringing the total not to exceed amount to $275,000.

ARTICLE 3. TERMS

3.1 Continuing Effect of Agreement. Except as amended by this Amendment, including the updated fee schedule attached to this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.2 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.3 Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

City Of Woodland	**Golden State Emergency**
By: ____________________________	By: ____________________________
Ken Hiatt City Manager	Daron Wright President/ CEO

ATTEST:

____
Sarah Lasburg, City Clerk

CITY OF WOODLAND CALIFORNIA	TO:	THE HONORABLE MAYOR AND CITY COUNCIL
	AGENDA:	City Council Regular Meeting
	DATE:	June 3, 2025
	ITEM #:	I.10
	SUBJECT:	Approval of Campus Resource Officer Agreement Between the City of Woodland/Woodland Police Department and Yuba Community College District

Recommendation for Action: Staff recommend the City Council adopt Resolution No. _____, to approve the Campus Resource Officer Agreement between the City of Woodland/Woodland Police Department and the Yuba Community College District for the provision of a full-time Campus Resource Officer at Woodland Community College, and authorize the City Manager to sign the Agreement.

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

Fiscal Impact:
The Yuba Community College District will fully reimburse the City for the costs associated with this agreement. This includes personnel expenses, vehicle costs, and other resources required for the effective deployment of the Campus Resource Officer. The total compensation for the duration of the agreement shall not exceed $800,000.

Report in Brief:
The Woodland Police Department and Yuba Community College District (YCCD) have proposed an agreement to assign a full-time Campus Resource Officer (CRO) at Woodland Community College. The CRO will promote safety, deliver educational workshops, and support emergency response and intervention efforts on campus. The District will reimburse the City for all personnel, vehicle, and equipment costs. This partnership, effective through June 30, 2028, will enhance campus safety and strengthen ties between the City and the college.

Background:
The YCCD has expressed the need for a CRO to enhance campus safety, promote a secure learning environment, and foster positive relationships with students, staff, and the surrounding community. This agreement aligns with the City of Woodland's commitment to supporting community safety and well-being. The proposed agreement establishes a partnership between the Woodland Police Department and the YCCD. It outlines the scope of services, terms of compensation, and responsibilities for the placement of a dedicated CRO at Woodland Community College.

On January 29, 2025 the Woodland City Council reviewed and ultimately approved a previous version of this agreement between the Woodland Police Department and YCCD. After discussions with the YCCD Board of Trustees, YCCD has proposed revisions to this original agreement regarding the terms related to the vehicle to be used by the CRO.

In the original agreement, YCCD would have paid the total upfront cost for a vehicle ($100,488) at the beginning of the 3-year contract and would then pay the variable rate and fixed rate for replacement reserves and annual maintenance/fuel ($34,844). Due to this being a new position with many unknowns, YCCD was wary of paying upfront for a vehicle if, at the conclusion of the contract, they decided not to continue to utilize a CRO on their campus. YCCD was also trying to work within unexpected budget constraints that the vehicle cost presented.

After multiple meetings, a compromise was reached and agreed upon by both WPD and YCCD.

The CRO will use a patrol vehicle that is being replaced in this year's replacement cycle which would normally be sold at auction. This vehicle will be assigned to the CRO exclusively. YCCD will still pay the fixed rate for the same amount that would normally be collected for a new vehicle to be placed in reserves for replacement. YCCD will also pay a variable rate for maintenance/fuel that was determined by Fleet. The original variable rate ($14,956) was lowered to $5,100. This lower number was determined as the CRO will be on campus for the majority of the day resulting in far less mileage, maintenance and fuel costs. Due to this being a vehicle that would normally have been sold at auction, there would be no additional expenditure by the City. The details of these amounts are included in the discussion section below.

Discussion:
Under this agreement:

1. The Woodland Police Department will assign one full-time law enforcement officer to serve as a Campus Resource Officer at Woodland Community College.
2. The officer will perform various duties, including:
    - Coordinating with campus administration to enhance safety measures.
    - Conducting workshops and providing resources to students, parents, and staff on topics such as bullying prevention, human trafficking awareness, and suicide prevention.
    - Participating in emergency response planning, intervention programs, and restorative practices.
    - Responding to campus incidents and supporting campus emergency drills and protocols.
3. The District will reimburse the City for personnel, equipment, and vehicle costs associated with the officer's deployment.
4. The financial terms include:
    - A one-time cost of $20,350 for initial equipment and training for the Campus Resource Officer. An annual reimbursement of $2,035 for replacement of equipment and training for the Campus Resource Officer.
    - An annual reimbursement of $19,888 to be placed into reserve for vehicle replacement (fixed rate).
    - An annual reimbursement of $5,100 for maintenance, fuel, DMV fees and general repairs of the vehicle (variable rate).
    - Personnel costs based on the officer's classification at Step G, which amounts to $237,318.79 annually, adjusted for merit increases and updates to compensation rates. The agreement is effective upon approval by both parties and will remain in effect through June 30, 2028.

Conclusion:
Staff recommend the City Council adopt Resolution No. _____, to approve the Campus Resource Officer Agreement between the City of Woodland/Woodland Police Department and the Yuba Community College District for the provision of a full-time Campus Resource Officer at Woodland Community College, and authorize the City Manager to sign the Agreement.

Prepared by: Dallas Hyde, Deputy Chief

Reviewed by: Ryan L. Kinnan, Chief of Police

Ken Hiatt
City Manager

Attachments:
1. Proposed Resolution - CRO Agreement YCCD-WPD
2. CRO Agreement with Woodland City Police Department 6-3-25

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WOODLAND POLICE DEPARTMENT AND YUBA COMMUNITY COLLEGE DISTRICT FOR THE PROVISION OF A CAMPUS RESOURCE OFFICER

WHEREAS, the Yuba Community College District ("District") and the City of Woodland Police Department ("Police Department") desire to enter into an agreement for the provision of a full-time Campus Resource Officer (CRO) to promote safety and security at Woodland Community College; and

WHEREAS, the CRO will work in partnership with District administrators to enhance campus safety through a combination of education, enforcement, intervention, and relationship-building with students, staff, and families; and

WHEREAS, the Police Department is qualified and authorized to provide professional law enforcement services, and will assign and supervise a qualified officer to serve as the CRO under the terms of the agreement; and

WHEREAS, the agreement outlines the scope of services, compensation terms, equipment and vehicle provisions, insurance, indemnification, and other necessary operational requirements; and

WHEREAS, the District has agreed to reimburse the City of Woodland for the total cost of CRO services, including salary and benefits, vehicle expenses, training, and equipment, not to exceed $800,000 over the term of the agreement; and

WHEREAS, the agreement serves the public interest by ensuring a safe learning environment and fostering positive police-student relationships; and

WHEREAS, approval of this agreement is in alignment with the City of Woodland's commitment to public safety and educational partnerships.

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

SECTION 1. The City Council hereby approves the Campus Resource Officer Agreement by and between the City of Woodland Police Department and the Yuba Community College District for the term ending June 30, 2028.

SECTION 2. The City Manager, or their designee, is authorized and directed to execute the agreement and any necessary amendments, provided such amendments do not materially alter the City's financial obligations or service commitments.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 3rd day of June 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Sarah Lansburgh, CMC, City Clerk

APPROVED AS TO FORM:

____
Ethan Walsh, City Attorney

CAMPUS RESOURCE OFFICER AGREEMENT BY AND BETWEEN THE YUBA COMMUNITY COLLEGE DISTRICT AND CITY OF WOODLAND POLICE DEPARTMENT

This Campus Resources Officer Agreement ("Agreement") is made and entered into on May 16, 2025, by and between the City of Woodland Police Department ("Police Department") and Yuba Community College District ("District"). Police Department and District are at times referred to in this Agreement individually as "Party" and collectively as "Parties."

Recitals

WHEREAS, the District desires to contract with the Police Department for professional and special services of a campus resource officer on the Woodland Community College campus within the District;

WHEREAS, the District is authorized to contract with persons for the furnishing of professional and special services and advice, including in financial, economic, accounting, engineering, legal, administrative, or other related matters;

WHEREAS, the Police Department is specially trained, experienced, properly certified/licensed and competent to perform the professional and special services required by the District;

WHEREAS, the provision of professional and special law enforcement services shall not reduce the normal and regular ongoing service that the Police Department provides to the citizens of the City of Woodland;

The Campus Resource Officer's role is to coordinate with the District Director of Safety and Risk Management or designee for service needs of the Woodland Community College. A communication must occur with the Director of Safety and Risk Management on any activity occurring on campus.

NOW, THEREFORE, the Parties hereto agree as follows:

1) Term

This Agreement is effective from the date of approval by the last Party to execute this Agreement and shall continue through June 30, 2028 ("Term"), unless earlier terminated as set forth in this Agreement.

2) Scope of Services

The Police Department shall, during the Term, provide professional and special services of a campus resource officer on the Woodland Community College campus within the District as set forth in the Scope of Services described in Exhibit A (the "Services"), attached hereto and incorporated herein by reference. The Services may be modified by the Parties' written agreement.

The Police Department shall perform all Services under this Agreement in a professional, skillful, competent, and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. The Police Department represents and warrants that all of its employees, officers, agents, consultants, and subcontractors shall have sufficient skill and experience to perform the Services. The Police Department assumes full responsibility for the acts or omissions of its employees, officers, agents, consultants, and subcontractors as they relate to this Agreement or the Services. The Parties agree that the Police Department will immediately remove any of its employees, officers, agents, consultants, or subcontractors from the District's property upon the District's instruction, as determined by the District in its sole discretion, for any or no reason. The Police Department agrees to promptly provide a replacement employee, officer, agent, consultant, or subcontractor acceptable to the District to perform the Services.

Supervisors from the Police Department are responsible for supervising Police Department personnel and will act as liaisons to District personnel related to the Services. The Police Department will use Captains, Lieutenants, and Sergeants (as determined in the Police Department's sole discretion) to staff supervisory positions. Deputy Police and Reserve Deputy Police will be used to staff non-supervisory positions. Captains, Lieutenants, and Sergeants may be used to staff non-supervisory positions with the mutual consent of both Parties.

.

3) Compensation

The District agrees to cover the cost for the services, including personnel costs incurred for one (1) full-time law enforcement officer, including, but not limited to wages, overtime, benefit costs, vehicle, equipment, and training. Such total compensation costs shall be based on actual City total compensation rates for the law enforcement officer classification from which the Campus Resource Officer is selected, not to exceed the classification of Police Officer at Step G of the City of Woodland's salary schedule, and all related incentives and benefits. The current total compensation for each step is:

Step C - $203,293.24

Step D - $211,186.54

Step E - $219,476.56

Step F - $228,180.32

Step G - $237.318.79

Vehicle Reserve Contribution and Reimbursement

The Police Department will provide an initial vehicle for the Campus Resource Officer (CRO) assigned to Woodland Community College.

The District agrees to contribute $19,888 annually toward a vehicle reserve fund intended for the eventual replacement of the CRO vehicle. This contribution shall be considered a fixed cost component of the agreement and shall be used solely for the purpose of vehicle replenishment.

Reimbursement for Vehicle Operating Costs

The District agrees to reimburse the Police Department $5,100 annually for variable costs associated with the operation of the Campus Resource Officer (CRO) vehicle. These variable costs include, but are not limited to, Department of Motor Vehicles (DMV) fees, routine maintenance, tire replacement, fuel, and general repairs.

This reimbursement amount is intended as a maximum annual cap and may be adjusted based on actual vehicle usage and wear, which the parties anticipate will be minimal. Any proposed adjustments shall be reviewed and mutually agreed upon by the District and the Police Department prior to implementation.

Vehicle and equipment/training costs:

The District agrees to reimburse the Police Department for the cost of equipment and training for the Campus Resource Officer. The estimated costs of equipment and training as an initial one-time cost is $20,350 and $2,035 ongoing cost a year.

- The City shall provide the district with the most current total compensation rates annually every July, or if changes are made to the Woodland Police Officer's Association's MOU with the City through the negotiation process. The district and the City agree to amend the MOU to reflect any changes to the compensation reimbursement rates.
- Officers receive a merit/step increase annually on their date of hire. This new compensation rate would not be more than any of the amounts represented in the Step formula above.

The Police Department agrees to bill the District only for time assigned to the Services.

The Police Department will submit a detailed invoice to the District on a monthly basis for services provided pursuant to this Agreement. The District agrees to pay all undisputed bills in full no later than thirty (30) days after receiving the bill.

The total contract amount over the term of the contract shall not exceed "$800,000."

4) Expenses and Equipment

The Police Department is solely and fully responsible for all costs and expenses incident to the performance of the Services, including all licenses, permits, approvals, instrumentalities, supplies, tools, equipment, or materials necessary to perform the Services (unless otherwise set forth in this Agreement.) The Police Department acknowledges and agrees that the District has no responsibility or liability whatsoever for any equipment or other property of the Police Department or its employees, officers, agents, consultants, or subcontractors placed on or near the District's premises. If the District furnishes any goods, materials, or other equipment to the Police Department, the Police Department assumes complete liability for those goods, materials, or other equipment. The Police Department agrees to promptly pay District the repair or replacement costs for such goods, materials, or other equipment not returned to the District in a satisfactory condition, as solely determined by the District.

5) Insurance

The Police Department agrees to comply with, and agrees to ensure that each subcontractor performing any part or portion of the Services will comply with, the insurance requirements as outlined in Exhibit "B," which is attached hereto and fully incorporated herein by this reference.

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6) Indemnification

A. The Police Department shall, to the fullest extent permitted by law and at its own cost and expense, defend, indemnify, and hold the District, its Board of Trustees, agents, officers, officials, and employees harmless from and against any and all claims, losses (including attorneys' fees, witness' fees, and all court costs), damages, expenses, and liability (including statutory liability), resulting from injury and/or death of any person or damage to or loss of any property to the extent arising out of any negligent or willful misconduct act of the Police Department or its agents, employees, appointees, or designees which act was performed in the fulfillment of this Agreement. This section shall survive the termination or expiration of this Agreement.

B. The District shall, to the fullest extent permitted by law and at its own expense, defend, indemnify and hold the City of Woodland and the Police Department, their agents, employees, appointees, and designees harmless from and against any and all claims, losses (including attorneys' fees, witness' fees and all court costs), damages, expenses and liability resulting from injury and/or death of any person or damage to or loss of any property arising out of any negligent or willful misconduct act by the District, or its Board of Trustees, which act was performed in the fulfillment of this Agreement. This section shall survive the termination or expiration of this Agreement.

C. In the event of concurrent negligence on the part of Police Department and District, the liability for any and all such claims shall be apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.

7) Independent Contractor

Police Department shall be deemed and act as an independent contractor. Police Department understands and agrees that neither Police Department nor any of Police Department's employees, officers, agents, consultants, or subconsultants shall be considered officers, employees, or agents of the District, and are therefore not entitled to benefits of any kind or nature that are normally provided employees of the District or to which the District's employees are normally entitled, including but not limited to worker's compensation or unemployment benefits. Police Department further understands that this Agreement is not intended to, and shall not be construed to, create a joint venture or association, or any other relationship whatsoever other than an independent contractor relationship. Police Department shall perform the services and obligations under this Agreement according to the Police Department's own means and methods of work, which shall be in the exclusive charge and under the control of Police Department, and which shall not be subject to control or supervision by the District, except as to the results of the Services. To the furthest extent provided by law, Police Department agrees to defend, indemnify, and hold the District harmless from any claims, demands, liabilities, damages, penalties, or taxes resulting from any misclassification of Police Department's employees, officers, agents, or representatives (as independent contractors) who provide services under this Agreement.

8) Limitation of Liability

Notwithstanding any other provision of this Agreement, in no event, shall either Party be liable to the other Party, regardless of whether any claim is based on contract or tort, for any special, consequential, punitive, indirect, or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the Services performed in connection with this Agreement.

9) Non-Assignability

Police Department shall not assign or transfer any interest in this Agreement or any portion thereof to a third party without the prior written consent of the District. The District may automatically terminate this Agreement if Police Department makes any purported assignment without the District's prior written consent.

10) Confidential Information

In performing the Services, Police Department may from time to time gain access to confidential or proprietary information and records, including but not limited to student record information as defined by 20 USC section 1232g, private information regarding students, families, faculty, employees, staff, donors, alumni, or other personnel data or information and other District related trade secrets, business plans, and other proprietary information ("Confidential Information."). The Parties agree that such access is not a provision or conveyance or disclosure to Police Department of student record information in violation of section 1232g or of any similar state law. Police Department acknowledges that any disclosure to any third party or any misuse of Confidential Information may irreparably harm the District. Accordingly, Police Department will not disclose or use, either during or after the term of this Agreement, any Confidential Information of the District without the District' s prior written permission or unless otherwise required by law. Police Department further agrees that if in the performance of Services it does obtain such access to Confidential Information, it shall refrain from any removal, use or disclosure to any third person of such Confidential Information and shall take any and all necessary affirmative steps to maintain the confidentiality, and avoid such removal, use or disclosure, whether intentional or inadvertent, of such Confidential Information. Police Department will promptly notify the District if it becomes aware of any possible unauthorized disclosure or use of the Confidential Information. At all times during and after the term of this Agreement, Police Department shall comply with the applicable terms of the Family Educational Rights and Privacy act of 1974 (FERPA). Police Department may be considered a "school official." Police Department agrees to return all copies of Confidential Information to the District upon expiration or termination of this Agreement. The provisions of this section shall survive the termination or expiration of this Agreement.

11) <u>Termination</u>

This Agreement may be terminated by either Party at any time with or without cause, or for a Party's convenience, by providing at least sixty (60) days prior written notice to the other Party. In the event of termination by either Party, District shall fully compensate Police Department for undisputed Services satisfactorily rendered through the effective date of termination.

12) <u>Waiver</u>

The failure of a Party to enforce any of the provisions of this Agreement shall in no way be construed as a waiver of such provisions and shall not affect the right of either Party thereafter to enforce each and every provision of this Agreement in accordance with its terms. The waiver by either Party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or different provisions of this Agreement. No provisions of this Agreement may be waived unless in writing and signed by all Parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provisions herein.

13) <u>Amendments</u>

This Agreement may be modified at any time only by written Amendment executed by all of the Parties hereto and approved and/or ratified by the Parties' respective governing bodies.

14) <u>Construction</u>

This Agreement reflects the contributions of both Parties and accordingly the provisions of Civil Code section 1654 shall not apply to address or interpret any uncertainty.

15) <u>Entire Agreement</u>

This Agreement and its attached Exhibits constitute the entire agreement between the Parties with respect to the subject matter and supersedes all prior and contemporaneous agreements and understandings of the Parties.

16) Severability

If any provision of this Agreement or any portion thereof is held to be invalid or unenforceable, the balance of the Agreement shall nevertheless remain in full force and effect.

17) Notices

All notices and other communications pertaining to this Agreement shall be in writing and shall be deemed to have been given by a Party hereto on the date personally delivered or deposited in the Unites States mail, registered or certified mail, postage prepaid, return receipt requested, or sent by overnight delivery services, or facsimile transmission, addressed to the individual and address set forth below each Party's signature

18) Counterparts

This Agreement may be executed in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. The Parties specifically agree that signatures on this Agreement received by facsimile or electronic transmission (i.e. a pdf version) shall be legally binding and that each Party is entitled and authorized to rely on the signatures transmitted by facsimile or electronically of the other Parties as if they were original signatures.

19) Captions and Headings

The captions and headnotes or sections of this Agreement, and marginal notes are intended for convenience and reference purposes only and in no way define, limit or describe the scope or intent of this Agreement

20) Governing Law

This Agreement shall be construed in accordance with and governed by the laws and decisions of the State of California.

21) Ratification by the Parties

This Agreement is not enforceable unless and until it is approved and/or ratified by the respective governing bodies of the District and the Police Department.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the dates of their signatures.

YUBA COMMUNITY COLLEGE DISTRICT	**CITY OF WOODLAND POLICE DEPARTMENT**
By: ______________________________	By: ______________________________
Name: Dr. Shouan Pan__________________	Name: _Ken Hiatt__________________
Title: Chancellor______________________	Title: City manager________________
Date: ______________________________	Date: ______________________________

YUBA COMMUNITY COLLEGE DISTRICT	**CITY OF WOODLAND POLICE DEPARTMENT**
By: ______________________________	By: ______________________________
Name: Kuldeep Kaur__________________	Name: Ryan Kinnan_________________
Title: Vice Chancellor of Administrative Services	Title: _Chief of Police______________
Date: ______________________________	Date: ______________________________

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EXHIBIT "A"
SCOPE OF SERVICES

1. Campus Resource Officer will work in partnership with District administrators to create safe and healthy learning environments for students and staff.

    a. Campus Resource Officer will promote safety and security on the Woodland Community College campus by providing guidance, workshops and information to students, parents and staff. The effectiveness of these services will be measured monthly, by the number of individuals that participate in group and individual workshops and/or interventions promoting safe behaviors. Actions to support this goal include:

        i. Provide students, parents and staff workshops and presentations on topics including:
            1. Technology Safety/Social Media Safety
            2. Domestic Violence
            3. Dating Violence
            4. Suicide Prevention
            5. Traffic Safety
            6. Bullying prevention
            7. Human trafficking
            8. Signs of substance abuse in students
            9. Community resources available to support families
            10. Additional topics as related to needs associated with current trends demonstrated throughout the community.

        ii. Develop and deliver intervention skill-development, and healthy-lifestyle programs for District students on topics including.

            1. Anti-tobacco education addressing not only cigarettes, but also e-cigarettes, vapes, cigars, hookahs, and other such products on campus and in the community.

        iii. Partner with District staff to provide support and appropriate referrals for victims of abuse and trafficking.

        iv. In partnership with Campus administrators, conduct home visits and welfare
        checks to:
            1. Make contact with parents and at-risk students who are identified as not engaged in college to provide assistance to those families.
            2. Make contact and offer support and resources to families dealing with:
                a. Domestic violence
                b. Suicide Threats
                c. Mental Health
                d. Unfulfilled basic needs

b. Campus Resource Officer will participate in meetings that will support maintaining a safe campus environment through building emergency response protocols, understanding current trends in the community, and establishing plans that are preventative in nature. Actions to support this goal may include:

   i. Respond swiftly to major disruptions and flagrant criminal offenses at the campus.
   ii. Partner with District staff during and after events that necessitate criminal investigations.
   iii. Provide annual ALICE Training (Active Shooter Response Training) for District staff members.
   iv. Work with District administrators to review and update the Campus Emergency Management Plan and give input on Comprehensive Campus Safety Plans.
   v. Train Campus Supervisors on a variety of topics (i.e. gang awareness, tobacco awareness, active supervision, etc.) annually and as needed throughout the year.
   vi. Provide additional law enforcement personnel and resources to assist with large public events on Campus such as athletic events, dances, and community functions.
   vii. Meet with staff regularly to exchange information gathered from parents, community members, and social media relating to the safety and well-being of students and the Campus community.
   viii. Serve as a consultant in improving the effectiveness in implementing emergency drills in conjunction with other local agencies.

2. Campus Resource Officer will partner with students and staff to implement Positive Behavior Intervention Support programs and Restorative Practices.

   a. Campus Resource Officer will work with District to ensure Restorative Practices are primarily used to address negative behaviors that compromise the physical and mental safety of members throughout the District community. Actions to support this goal may include:
      i. In cooperation with Campus administrators, address student behavior concerns at the lowest level of intervention appropriate.
      ii. In cooperation with Campus administrators, counselors, social workers, and Campus staff, participate in Restorative Practices to facilitate student discussion and conflict resolution when appropriate.
      iii. Connect victims and friends of victims of violence to the appropriate resources.

b. Campus Resource Officers will build positive relationships with students, staff, and community members, resulting in a reduction in the number of Campus-based arrest and disciplinary infractions throughout the City of Woodland. Measurement of success will be inclusive of student participation in community outreach efforts designed to build supportive and trusting relationships with students.

3. Any additional responsibilities, and specific details of these listed responsibilities, of the Campus Resource Officer shall be mutually agreed upon between the District's designated representative and the designated Police Department representative. The Campus Resource Officer shall fall under the direct supervision of the Woodland Police Department at all times. The Campus Resource Officer will be supervised by a sworn officer on duty during the officer's shift.

EXHIBIT "B"
INSURANCE REQUIREMENTS

The Police Department is required to submit to the District with the Agreement Certificates of Insurance with original endorsements evidencing the insurance coverage required herein. Each policy required herein, except workers' compensation and professional liability, shall be endorsed with specific language naming the Yuba Community College District, and its trustees, officers, agents, employees, and volunteers ("Additional Insureds") as additional insured parties, and each Certificate of Insurance shall so specify. Each policy required herein shall be endorsed with specific language waiving subrogation rights against the Additional Insureds, and each Certificate of Insurance shall so specify. Such certificates shall evidence all coverages and limits required by the District in this Agreement and shall specify that insurers will give the District thirty (30) days prior written notice of non-renewal or cancellation. The Police Department will ensure insurance is placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District. The Police Department's provision of the required insurance hereunder shall not act as a potential limitation on the Police Department's liability.

The Police Department shall, at its own cost and expense, procure and maintain in force, throughout the term of this Agreement, insurance as follows:

1. Commercial General Liability insurance, with limits not less than $1,000,000 each occurrence and $2,000,000 general aggregate for personal injury, bodily injury, death, and property and other damage, including coverages for contractual liability, personal injury, broad form property damage, independent contractors, products and completed operations (required from all contractors);

2. Commercial Automobile Liability insurance, with limits not less than $1,000,000 each occurrence for Bodily Injury and Property Damage, including coverages for owned, non-owned, and hired vehicles for all activities of the Police Department arising out of or in connection with the work to be performed under this Agreement. If the Police Department or its employees, officers, agents, consultants, or subcontractors will use personal automobiles in any way to perform the Services, the Police Department shall obtain evidence of personal automobile liability coverage for each such person.

3. Workers' Compensation coverage in the amount required by law, and Employers' Liability insurance with limits not less than $1,000,000 each accident, $1,000,000 employee and $1,000,000 each disease, provided that the Police Department has employees as defined by the California Labor Code. In addition, the Police Department shall require any and every subcontractor to procure and maintain Workers' Compensation and Employer's Liability Insurance in the limits described above.

4. Professional Liability insurance, with limits not less than $1,000,000 each claim and $2,000,000 aggregate, with respect to coverage for errors and omissions arising from professional services rendered under this Agreement by the Police Department or any of the Police Department's employees, officers, agents, consultants, or subcontractors, and

with any deductible not to exceed $25,000 each claim. (Required only if the following blank is checked _______.)

Each policy required herein shall be primary to any other insurance or self-insurance available to the District, its trustees, officers, agents, employees and volunteers, and shall apply separately to each.

The Police Department is solely responsible for the payment of or costs associated with any and all premiums, deductibles, or self-insurance retentions. Any deductibles or self-insured retentions must be declared to and approved by the District.

The Police Department agrees to ensure that each subcontractor or subconsultant performing any part or portion of the Services will comply with the terms of this Exhibit “B” and will procure and maintain the required insurance coverage during the term of the Agreement.

Maintenance of the required insurance is a material condition of this Agreement and failure to maintain such insurance may, at the District’s option, result in a declaration of material breach and immediate termination of this Agreement by the District. Alternatively, the District may purchase or obtain the required insurance coverage and, without further notice to the Police Department, may deduct from sums due to the Police Department any premium or other costs advanced by the District for such insurance. These remedies shall be in addition to any other remedies available to District.

	TO:	THE HONORABLE MAYOR AND CITY COUNCIL
	AGENDA:	City Council Regular Meeting
	DATE:	June 3, 2025
	ITEM #:	I.11
	SUBJECT:	Approval of the List of Projects for FY 25/26 Funded by Senate Bill 1 Road Maintenance and Rehabilitation Account Funds

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, approving a list of projects for FY 25/26 funded by Senate Bill 1 Road Maintenance and Rehabilitation Account funds.

Staff Contact:
Diana Ayón, Senior Associate Civil Engineer, (530) 661-5967, diana.ayon@cityofwoodland.gov

Fiscal Impact:
In fiscal year 25/26 the City will receive an estimated $1,591,838 from the Road Maintenance and Rehabilitation Account (RMRA) created by Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017. The list of projects that are funded in part or solely with FY 25/26 RMRA revenue are included in the current Capital Budget. Due to SB1 funding requirements, staff will return annually (prior to July 1 each year) to establish the City's priority for receipt of RMRA funding.

The projected revenue to the City of Woodland for the first ten years of SB1 RMRA is just over $16 million.

There is no impact to the General Fund.

Background:
In April 2017 SB1 was passed by the Legislature and signed into law by Governor Jerry Brown to address the significant funding shortfall for road maintenance and repair in the state. The bill includes funding for state transportation infrastructure, public transportation and cities and counties. The bill includes annual accountability provisions for cities and counties that ensure the community has access to information on projects proposed for SB1 funding and requirements to report on actual funding expenditures. Beginning in November 2017, the State Controller began depositing SB1 funding into the RMRA, a portion of which is distributed by formula directly to cities and counties.

For the City of Woodland to continue receiving its allocation, the City must annually adopt a list of projects that will be funded in part or solely with the following fiscal year's RMRA revenues. Additionally, Staff submits project details and budget documentation to the California Transportation Commission (CTC) by July 1 each year for verification of compliance with SB1 requirements. The process of adopting a list of RMRA funded projects included in the Capital Budget and reporting to the CTC is an annual requirement of SB1 funding.

Discussion:
The estimated RMRA revenue for FY 25/26 is $1,591,838.

The following is the list of projects identified in the current Capital Budget as being funded in part or solely with FY 25/26 RMRA revenues:

- CIP #26-08: College, Beamer & Cross Rehabilitation Project

The College, Beamer & Cross Rehabilitation Project will rehabilitate College Street from Topaz Way to Gibson Road, Beamer Street from Cottonwood Street to East Street, and Cross Street from West Street to East Street. The project will rehabilitate the existing asphalt roadways, install new buffered bicycle lanes, install new sidewalks to close pedestrian network gaps, install ADA-compliant curb ramps, install pedestrian improvements and traffic signal upgrades. The project will rehabilitate these roads, creating and improving over four miles of bicycle and pedestrian infrastructure, enhancing connectivity to, and closing critical gaps in, the active transportation network.

The Project is estimated to cost $9.5 million. RMRA revenue projection through FY 2029 is $9.6 million. The City is actively seeking road rehabilitation grant funding for these road segments. If received, the programmed RMRA funding will be used to supplement and match grant funds. This project will likely begin construction in 2027.

The annual submittal of project details to the CTC does not preclude the City from amending the funded projects to align with City needs and priorities as long as all projects are consistent with RMRA priorities and are eligible road maintenance and rehabilitation projects.

SB1 funding has a requirement that funded projects be identified in the City's Capital Improvement Budget and Council adopt the list of RMRA funded projects each year. However, the City is required to only identify one year at a time. Thus, the current Council action to adopt a project list funded by RMRA only addresses the next fiscal year.

Conclusion:
Staff recommends the City Council adopt Resolution No. _____, approving a list of projects for FY 25/26 funded by Senate Bill 1 Road Maintenance and Rehabilitation Account funds.

Prepared by: Diana Ayón, Senior Associate Civil Engineer

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

Ken Hiatt
City Manager

Attachments:
1. Proposed Reoslution - FY 25-26 Projects_SB1 RMRA

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ADOPT A LIST OF PROJECTS FOR FY 25/26 FUNDED BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure residents are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City adopts a Capital Budget which includes all projects to receive funding from Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which includes a description and the location of each proposed project; and

WHEREAS, the City will receive an estimated $1,591,838 in RMRA funding in Fiscal Year 2025/26 from SB1.

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

SECTION 1. The City Council hereby adopts the following list of newly proposed projects that will be funded in-part or solely with FY 25/26 Road Maintenance and Rehabilitation Account revenues:

- CIP #26-08: College, Beamer & Cross Rehabilitation Project
  - The estimated useful life of the project is 15 years.
  - This project will likely begin construction in July 2027 and conclude in June 2029. This allows adequate revenue to build the project in its entirety.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting on the 3rd day of June 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Sarah Lansburgh, CMC, City Clerk

APPROVED AS TO FORM:

Ethan Walsh, City Attorney

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 3, 2025
ITEM #:	J.12
SUBJECT:	Woodland Tourism and Business Improvement District Annual Report and Resolution of Intention to Levy Annual Assessment for Fiscal Year 2025/2026

Recommendation for Action: Staff recommend the City Council 1) Approve the Annual Report from the Advisory Board for the Woodland Tourism Business Improvement District; and 2) Adopt Resolution No. _____, declaring the intention to levy the annual assessment for Fiscal Year 2025/2026.

Staff Contact:
Amanda Portier, Marketing & Business Relations Specialist, (530) 661-5920, amanda.portier@cityofwoodland.gov

Fiscal Impact:
The purpose of the Woodland Tourism Business Improvement District (WTBID) is to increase the occupancy of Woodland hotels, resulting in continued and enhanced transient occupancy tax and other visitor-supported revenues. Other than administrative support and collections, there are no costs to the City of Woodland associated with the renewal of the Woodland Tourism Business Improvement District. Increased occupancy will result in a positive impact on the City's general fund revenue through the transient occupancy tax (TOT) collected on each hotel stay.

Background:
Tourism promotion is a specific purpose named in California Business Improvement District (BID) law. A BID is a benefit district where an industry or area assesses itself to spend collective funds on goals for mutually-beneficial purposes. BIDs are frequently used by hotels to fund tourism marketing and promotion efforts. Through BID self-assessment, business owners collectively pay for activities that single businesses cannot afford and serve to champion a destination area, as opposed to typical marketing efforts designed to promote individual businesses. The Parking and Business Improvement Area Law of 1989 under the California Streets and Highway Code sets forth specific actions to renew Business Improvement Districts annually. State law makes it clear that BID assessments are not taxes.

Since a BID fee is a benefit assessment and not a tax, BIDs are able to pay for programs and activities without relying on public funding. Tourism BIDs (TBID) can provide destination marketing in ways distinctly different from municipal governments or individual businesses. TBIDs are public-private partnerships which benefit both destination cities and businesses located in those cities. BIDs are an effective financial tool available to the business community through cooperation with local government, as outlined in State law.

Prior to 2017, Woodland had a hotel Business Improvement District which levied a 2% assessment on overnight hotel stays. The proceeds from the assessment were collected by the City and sent to the Yolo County Visitor's Bureau, who administered the funds. Between 2017 and 2022, Woodland hotels participated in a countywide tourism district including the cities of Woodland, Winters, Davis, and unincorporated areas of Yolo County. In the fall of 2021, Woodland hoteliers sent a letter, signed by the majority of hoteliers, indicating their desire to no longer participate in the countywide district, and instead favored the formation of a Woodland-focused tourism business improvement district. As a result, on June 21, 2022, the City of Woodland's City Council, pursuant to City of Woodland Ordinance No. 1691, established the Woodland Tourism Business Improvement District (WTBID).

Prior to the end of each Fiscal Year, the WTBID Advisory Board, made up of the Woodland Hoteliers Group, a 501(c)6 non-profit organization, shall prepare and submit an annual report to the City Clerk detailing the use of the assessment funds consistent with the allowed activities and proposed budget for the upcoming fiscal year. The WTBID will require annual renewals to continue the assessment. Consideration of each annual renewal is subject to the process stipulated in the Parking and Business Improvement Area Law of 1989.

Discussion:

The 2025/2026 fiscal year annual assessments to be levied against hotels within the District are based on the benefits they derive from the program of activities. In accordance with Ordinance No. 1691, in addition to any assessments, fees, charges or taxes imposed otherwise in the City, except where funds are otherwise available, the City Council proposes to levy assessments for fiscal year 2025/2026 against hotels in the WTBID for the purpose of funding the programs, activities, and services that will promote the City and hotels as a visitor and tourist destination. Each hotel shall pay an assessment of two percent (2%) of the total room rents charged and received from transient hotel guests who do not make the hotel their principal place of residence.

These assessments shall be due and payable and shall be paid at the same time and in the same manner as the transient occupancy tax is due and payable and shall be subject to the same penalties and interest for nonpayment. Assessments will be collected by the City of Woodland, with the funds being remitted to a special fund of the City for expenditure in accordance with its adopted annual budget as presented by the Advisory Board appointed by the City Council.

Annual Report - Woodland Tourism Business Improvement District

In May 2025 the Woodland Hoteliers Group submitted their Annual Report that describes the improvements and activities for which assessments are to be levied and collected for the 2025/2026 fiscal year. This Annual Report is being presented to the City Council for review and approval. Representatives of the Woodland Hoteliers Group will share highlights of activities over the past year and plans for the coming fiscal year to promote Woodland as a visitor and tourism destination.

Examples of proposed uses of the revenues derived from charges levied against hotels/businesses in the WTBID for fiscal year 2025/2026 as outlined in the Annual Report are:

a) Promoting the identity of Woodland through financial support of key regional and national events that support tourism and result in an economic impact;
b) Developing and implementing a destination marketing strategy and promotions targeting potential hotel guests;
c) Developing and undertaking an advertising and public relations program focusing on the business and leisure travel trade;
d) Subsidization of high quality, high economic impact events;
e) Annual operating expenses including but not limited to annual district administration functions and expenses, printing, postage and meetings;
f) Support and funding of contract services and/or programs that support hotel operations and tourism, including, but not limited to, security, transportation services, vouchers, and special events; and
g) Attendance at key meetings and consumer trade shows.

Process for adoption

Under the 1989 law, the State requires a series of steps to renew the WTBID. The following is a synopsis of the activity necessary to renew the WTBID:

Prior to end of fiscal year 2025 – SUBMISSION OF ANNUAL REPORT (COMPLETED)
The Woodland Hoteliers Group submitted its Annual Report in May 2025. This report covers the overall description of the proposed programs and activities to be funded by the assessments, the estimated annual budget of expenses, the method of assessment and estimated revenues for the 2025/2026 fiscal year, commencing July 1, 2025 and ending on June 30, 2026.

June 3, 2025 – PRESENTATION OF ANNUAL REPORT AND BUDGET TO CITY COUNCIL AND CITY COUNCIL'S DECLARATION OF INTENTION
The Annual Report shall be presented to the City Council for review and approval. Pursuant to the 1989 BID Law, the City Council shall declare its intention to levy and collect assessments on businesses within the WTBID for fiscal year 2025/2026, adopting the Resolution of Intention.

June 10, 2025 – PUBLICATION OF PUBLIC HEARING NOTICE
Seven (7) days before the Public Hearing, the Resolution of Intention shall be published in the local newspaper, informing the public about the Hearing.

June 17, 2025 – PUBLIC HEARING OF ANNUAL ASSESSMENT
At the public hearing, written and oral protests may be presented to the City Council. The form and manner of protests shall comply with Sections 36524 and 36525 of the 1989 BID Law, which generally establish that if written protests are received from the owners of businesses that will pay 50 percent or more of the assessments to be levied and protests are not withdrawn, no further proceedings to levy the proposed assessment shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvement or activity, those types of improvements or activities shall be eliminated. Every written protest shall be filed with the City Clerk at or before the time fixed for the public hearing. The City Council may waive any irregularity in the form or content of any written protest and may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

Conclusion:
Staff recommend the City Council 1) Approve the Annual Report from the Advisory Board for the Woodland Tourism Business Improvement District; and 2) Adopt Resolution No. _____, declaring the intention to levy the annual assessment for Fiscal Year 2025/2026.

Ken Hiatt
City Manager

Attachments:
1. Proposed Resolution - WTBID Intent to Levy Annual Assessments for FY 25/26
2. Woodland Hoteliers Group FY 25/26 Annual Report

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DECLARING ITS INTENTION TO LEVY ANNUAL ASSESSMENTS FOR FISCAL YEAR 2025/2026 WITHIN THE WOODLAND TOURISM BUSINESS IMPROVEMENT DISTRICT ("WTBID")

WHEREAS, the City of Woodland (the "City") is a general law City organized and existing under the laws of the State of California; and

WHEREAS, the Parking and Business Improvement Area Law of 1989 (Section 36500 et seq. of the Streets and Highways Code of the State of California) authorizes the City to levy assessments on businesses within a parking and business improvement area which is in addition to any assessments, fees, charges, or taxes imposed in the City and to use such proceeds for the benefit of businesses within such parking and business improvement area pursuant to said Parking and Business Improvement Area Law of 1989 (hereafter "1989 BID Law"); and

WHEREAS, the City Council of the City of Woodland on June 21, 2022 pursuant to Ordinance No. 1691 established the Woodland Tourism Business Improvement District (hereafter "WTBID"); and

WHEREAS, pursuant to Section 36533 of the 1989 BID Law, the Advisory Board for the WTBID has caused a report ("Annual Report") to be prepared and filed with the City Clerk, which describes the improvements and activities for which assessments are to be levied and collected for the 2025/2026 fiscal year; and this Annual Report has been presented to the City Council for review and approval; and

WHEREAS, the City Council intends to levy and collect assessments within the WTBID for fiscal year 2025/2026 and by this resolution fixes a time and place for a public hearing to be held by the City Council on the levy of the annual assessment for fiscal 2025/2026 pursuant to Section 36535 of the 1989 BID Law.

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

SECTION 1. Recitals. The above recitals are all true and correct.

SECTION 2. Declaration of Intention. Pursuant to the 1989 BID Law, the City Council hereby declares its intention to levy and collect assessments on businesses within the WTBID for fiscal year 2025/2026, which commences July 1, 2025 and ends June 30, 2026, to pay for the improvements, services and activities authorized by Ordinance No. 1691 and described in the Annual Report filed with the City Clerk.

SECTION 3. Boundaries. For fiscal year 2025/2026, the boundaries of the WTBID which is inclusive of the hotels now operating in the City and identified and attached hereto as Exhibit "A" and furthermore unchanged from the boundaries established by Ordinance No. 1691.

SECTION 4. Exemption of Newly Established Business. The City Council proposes to annually levy assessments against all hotels/businesses in the WTBID in accordance with the proposed system of assessments as set forth on Exhibit "B" and as such has determined that the assessments on newly established hotels shall commence immediately upon the first day of operation and after the public hearing for inclusion of such property.

SECTION 5. Use of Assessment Revenues. That the proposed uses of the revenues derived from charges levied against hotels/businesses in the WTBID for fiscal year 2025/2026 generally include but are not limited to the following:

a. Promoting the identity of Woodland through financial support of key regional and national events that support tourism and result in an economic impact; and
b. Developing and implementing a destination marketing strategy and promotions targeting potential hotel guests; and
c. Developing and undertaking an advertising and public relations program focusing on the business and leisure travel trade; and
d. Subsidization of high quality, high economic impact events; and
e. Annual operation expenses including but not limited to annual district administration functions and expenses, printing, postage and meetings; and
f. Support and funding of contract services and/or programs that support hotel operations and tourism including but not limited to, security, transportation services, vouchers, and special events; and
g. Attendance at key meetings and consumer trade shows.

SECTION 6. Method of Assessment. In addition to any assessments, fees, charges or taxes imposed otherwise in the City, the City Council proposes to levy assessments against businesses in the WTBID in fiscal year 2025/2026 for the purpose of funding the programs, activities and services that will promote the City and hotels as a tourist destination. A description of the proposed system of assessments is set forth in Exhibit "B", attached hereto and incorporated herein by this reference.

SECTION 7. Annual Report. The City Council hereby approves the Annual Report for fiscal year 2025/2026 as submitted to the City Clerk or as amended herein by City Council direction. Said Annual Report as submitted or amended provides a full and sufficient description of the improvements, services, and activities to be funded by the assessments for fiscal year 2025/2026; the boundaries of the Woodland Tourism Business Improvement District, and the proposed assessments to be levied upon the businesses within the WTBID for that fiscal year. Said report as submitted or amended is by reference is made part of this resolution.

SECTION 8. Public Hearing. A public hearing concerning the 2025/2026 levy of annual assessments for the WTBID Benefit Zone will be held on June 17, 2025 at 6:00 p.m., or as soon thereafter as the matter can be heard at the City Council's regularly held meeting, located at 300 First Street, Woodland, California. At the public hearing, written and oral protests may be presented to the City Council. The form and manner of protests shall comply with Sections 36524 and 36525 of the 1989 BID Law, which generally establish that if written protests are received from the owners of businesses that will pay 50 percent or more of the assessments to be levied and protests are not withdrawn so as to reduce the protests to less than that 50 percent, no further proceedings to levy the proposed assessment shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvement or activity, those types of improvements or activities shall be eliminated. Every written protest shall be filed with the City Clerk at or before the time fixed for the public hearing. The City Council may waive any irregularity in the form or content of any written protest and at the public hearing may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

SECTION 9. Notice of Hearing. Pursuant to Section 36534 of the 1989 BID Law, the City Clerk is hereby directed to give notice of the public hearing by causing the resolution of intention to be published once in a newspaper of general circulation in the City not less than seven days before the public hearing scheduled for June 17, 2025.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 3rd day of June 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST: APPROVED AS TO FORM:

Sara Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

WOODLAND TOURISM BUSINESS IMPROVEMENT DISTRICT
FISCAL YEAR 2025/2026

The following is a list of hotels now operating, or proposed to operate in the Woodland Tourism Business Improvement District for Fiscal Year 2025/2026.

Aura Motel 6 Woodland LLC (Assessor #: 066-040-004-000)
1564 E Main St

Days Inn by Wyndham (Assessor #: 066-040-011-000)
1524 E Main St

Quality Inn & Suites (Assessor #: 066-040-024-000)
1562 E Main St

Hampton Inn & Suites (Assessor #: 027-851-005-000)
2060 Freeway Dr

Holiday Inn Express (Assessor #: 027-851-006-000)
2070 Freeway Dr

Comfort Suites (Assessor #: 027-851-007-000)
2080 Freeway Dr

Fairfield Inn & Suites by Marriott (Assessor #: 027-851-009-000)
2100 Freeway Dr

Econo Lodge (Assessor #: 065-250-007-000)
53 W Main St

Best Western Shadow Inn (Assessor #: 027-460-009-000)
584 N East St

Valley Oaks Inn (Assessor #: 027-460-010-000)
600 N East St

Journey Inn (Assessor #: 065-250-051-000)
99 W Main St

Staybridge Suites (Assessor #: 066-030-054-000)
1484 E Main St

Courtyard by Marriott (Assessor #: 027-310-068-000)
1981 E Main St

Hilton Home2Suites (Assessor #: 027-310-069-000)
441 Douglas Ln

Exhibit B

WOODLAND TOURISM BUSINESS IMPROVEMENT DISTRICT
Proposed System of Assessment (Methodology)

In accordance with Ordinance No. 1691 only properties designated as hotels will be assessed.

“Hotel” shall mean any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients, including but not limited to dwellings for lodging or sleeping purposes, which includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure or portion thereof, duplex, triplex, single-family dwelling units except any private dwelling house or other individually owned single-family dwelling rented only infrequently and incidental to normal occupancy or any timeshare as set out in Revenue and Taxation Code Section 7280; provided, that the burden of establishing that the facility is not a hotel shall be on the owner or operator thereof.

The proposed system of assessment for the District is designed to generate revenue from hotels in the City to provide a method of funding public programs and activities that will promote the City and hotels as a tourist destination. The City’s hotels comprise the WTBID and are the only business proposed to be assessed. The 2025/2026 fiscal year annual assessments to be levied against hotels within the District are based on the benefits they derive from the program of activities. Businesses located within the District (i.e., all non-hotel businesses) will not be assessed as they derive only, at most, an indirect benefit from the program of activities.

In accordance with Ordinance No. 1691, in addition to any assessments, fees, charges or taxes imposed otherwise in the City, except where funds are otherwise available, the City Council proposes to levy assessments for fiscal year 2025/2026 against hotels in the WTBID for the purpose of funding the programs, activities and services that will promote the City and hotels as a tourist destination. Each hotel shall pay an assessment of two (2%) percent of the total room rents charged and received from transient hotel guests who do not make the hotel their principal place of residence.

These assessments shall be due and payable and shall be paid at the same time and in the same manner that the transient occupancy tax is due and payable and shall be subject to the same penalties and interest for nonpayment. Assessments will be collected by the City of Woodland, with the funds being remitted to a special fund of the City for expenditure in accordance with its adopted annual budget as presented by the Advisory Board appointed by the City Council.

Any newly established hotels shall commence immediately upon the first day of operation and following the public hearing conducted for inclusion into the District.

WOODLAND TOURISM BUSINESS IMPROVEMENT DISTRICT

ANNUAL REPORT
FY 2025/2026

Submitted by Visit Woodland/ Woodland Hoteliers Group

WHG
Woodland Hoteliers Group

Prepared by Willdan Financial Services

Submitted to the City of Woodland and Visit Woodland/ Woodland Hoteliers Group

WILLDAN

27368 Via Industria, Suite 200
Temecula, CA 92590-4856
951.587.3500 | Fax: 951.587.3510
www.willdan.com

Formed pursuant to the Parking and Business Improvement Area Law of 1989 (Streets and Highway Code §36500 et seq.)

Table of Contents

Introduction

Woodland Tourism Business Improvement District Advisory Board

Pursuant to the Parking and Business Improvement Area Law of 1989 (Section 36500 et seq. of the Streets and Highways Code of the State of California), the Advisory Board for the Woodland Tourism Business Improvement District ("WTBID") which is appointed by the City Council of the City of Woodland, annually reviews and makes appropriate recommendations to the City Council by an Annual Report regarding the use of funds collected through the WTBID assessments. The Advisory Board is comprised of representatives from each of the participating hotels within the WTBID. The following table lists the various businesses/hotels currently operating in the City of Woodland.

Business/Hotel Name	Business/Hotel Address
Staybridge Suites	1484 E Main St
Aura Motel 6 Woodland LLC	1564 E Main St
Days Inn by Wyndham	1524 E Main St
Quality Inn & Suites	1562 E Main St
Hampton Inn & Suites	2060 Freeway Dr
Holiday Inn Express	2070 Freeway Dr
Comfort Suites	2080 Freeway Dr
Fairfield Inn & Suites by Marriott	2100 Freeway Dr
Econo Lodge	53 W Main St
Journey Inn	99 W Main St
Best Western Shadow Inn	584 N East St
Valley Oaks Inn	600 N East St
Home2 Suites	441 Douglas Ln

Overview

In November 2020, the Woodland Hoteliers Group was established as a California Non-Profit Corporation, comprised of Woodland hotel owners. The Group's goal is "to create tourism by showing off how interesting Woodland can be." Furthermore, they work in partnership with Visit Woodland, an organization focused on promoting the City and hotels as a tourist destination. The formation of Woodland Tourism Business Improvement District ("WTBID" or "District") in July 2022 aligns with the goals and efforts of Visit Woodland and the Woodland Hoteliers Group.

The WTBID was established and is levied pursuant to the Parking and Business Improvement Area Law of 1989, Section 36500 et seq. of the State of California ("1989 Law") and the provisions of the California Constitution Article XIIID ("Proposition 218"). Pursuant to the 1989 Law, a resolution of intention to establish the District was approved on April 19, 2022, and a public hearing, which was duly noticed, was held on June 21, 2022. Following the public hearing the City Council determined that majority protest regarding the formation of the District and the proposed assessments did not exist (no protests were submitted) and subsequently on July 5, 2022, the City Council adopted Ordinance No. 1691 establishing WTBID.

This report prepared on behalf of the Advisory Board provides an overall description of the proposed programs and activities to be funded by the assessments, the estimated annual budget of expenses, the method of assessment and estimated revenues for Fiscal Year 2025/2026 (commencing July 1, 2025 and ending June 30, 2026).

Summary of Services & Activities

The Woodland Tourism Business Improvement District shall utilize revenue generated to provide the programs, activities, and services that the Advisory Board determines will best promote the City and hotels as a tourist destination. These purposes include but are not limited to the following:

- Promoting the identity of Woodland through financial support of key regional and national events that support tourism and result in an economic impact;
- Developing and implementing a destination marketing strategy and promotions targeting potential hotel guests;
- Developing and undertaking an advertising and public relations program focusing on the business and leisure travel trade;
- Subsidization of high quality, high economic impact events;
- Annual operation expenses including but not limited to annual district administration functions and expenses, printing, postage, and meetings;
- Support and funding of contract services and/or programs that support hotel operations and tourism including but not limited to, security, transportation services, vouchers, and special events; and
- Attendance at key meetings and consumer trade shows.

Assessment fees are dedicated to securing visitors and room nights through a mix of marketing programs, projects, and activities, including special event sponsorships and print advertising.

Administration

In order to provide the marketing and public relations services, WTBID will incur various administrative costs, such as staffing, advocacy, insurance, legal, website hosting maintenance, and professional administration services.

Marketing & Advertising

WTBID has budgeted to advertise via social media outlets, as well as in the Sacramento International Airport and the following print publications:

- Downtown Directory;
- Dining Guides for Hotels; and
- NorCal Travel & Tourism Guide.

Events & Promotions

WTBID has budgeted to sponsor the following annual local events, the majority of which are held in Downtown Woodland.

Planned Events

First Friday Art Walk – takes place the first Friday of each month, March through December in Downtown Woodland. Participants are invited to enjoy food, art and music.

NorCal Celtic Festival – showcases Celtic music, dance, food, and culture. Pipe Bands, Solo Pipers and Drummers, Drum Majors and Scottish Highland Dancers will compete throughout the day along Main Street, culminating in the much anticipated gathering of the Massed Pipes and Drums playing "Scotland the Brave." This annual event is held in April, with an estimated attendance of 3,000 to 5,000 people.

BerryFest Strawberry Festival – returning in 2025 at the Yolo County Fairgrounds, embracing a "Coming Back with Country" theme. Popular returning attractions include the crowd-pleasing strawberry shortcake eating contest, plenty of shopping, a delicious strawberry pancake breakfast, a classic car show, and free Mother's Day arts and crafts for families. Event typically held in May.

Woodland Winefest – Soroptimist International of Woodland has hosted the Winefest for the past several years in Heritage Plaza. The event features fourteen local wineries, breweries, mead and cider, along with local olive oils, cookies, desserts and more. Event held during the month of May, with an estimated attendance of 450 to 500 people.

California Honey Festival – celebrates the importance of bees as the lead pollinator. The California Honey Festival's mission is to promote honey and honey bees and their products to a broader public. Event is held in June, with an estimated attendance of 35,000 to 45,000 people.

Western Growers 2025 Salinas Biological Summit – features keynote speakers, plenary sessions and targeted panel discussions. The Summit will host an exhibition of biological solutions and provide a significant platform for growers to meet and engage with peers from around the world. The Summit is typically held in June at the Yolo County Fairgrounds.

Yolo County Fair – largest and oldest free gate fair in California. Event is held in August, with an estimated attendance of over 120,000 people.

C10 Intervention Truck Show – showcases all types of Chevy and GMC trucks from the years of 1908 to 1998, and is geared to the DIY truck guy/gal. A "participants only" cruise is slated for Saturday night and limited to 600 trucks. Event held annually during the month of August.

Dinner On Main – features an incredible meal made from crops grown within Yolo County. This event supports local growers, ranchers, chefs, servers, student clubs, nonprofit organizations, as well as the local economy. Event held in September.

Stroll Through History – enhances the awareness and appreciation of the unique agricultural, architectural, and social history and resources of the City of Woodland. Event held during the month of October.

FIRA USA, Agricultural Robotics Event – brings together over 2,500 leaders from across the agricultural robotics sector for three days of insightful discussions and networking. Together, they explore critical industry challenges, address the needs of growers, and cultivate strategic collaborations. Event to be held in October at the Yolo County Fairgrounds.

Global Rice Fest – showcases the best of Yolo County as the region continues to build their farm-to-fork festivities. This event, slated to be held in October, was created for and by the Yolo Food Bank.

Holiday Tree Lighting / Events – bringing the community together to celebrate the holiday season and each other. Activities anticipated to include photos with Santa, Disney Princesses, train rides, and live music. It is anticipated that an outdoor ice rink will be featured again during the upcoming 2025 Holiday Season.

Fiscal Year 2025/2026 Estimated Budget

WTBID Proposed Budget Fiscal Year 2025/2026		
Administration		
Administration Personnel & Indirect Costs	$	(32,400)
Administration Professional Services		(20,000)
Travel & Miscellaneous Administration Expenses		-
Sub-total District Administration	**$**	**(52,400)**
Marketing & Advertising		
Personnel, Contracted Services		(39,600)
Social Media		(9,000)
Guides & Directories		(15,750)
Airport Advertising		(25,540)
Advertising & Promotional Materials		(12,000)
Sub-total Marketing & Advertising	**$**	**(101,890)**
Events & Promotions		
First Friday Art & Music	$	(12,000)
NorCal Celtic Festival		(40,000)
BerryFest Strawberry Festival		(15,000)
Woodland Winefest		(5,000)
California Honey Festival		(25,000)
Western Growers Biological Summit		(5,000)
Yolo County Fair		(5,000)
C10 Intervention Truck Show		(50,000)
Dinner On Main		(20,000)
Stroll Through History		(5,000)
FIRA Ag Event		(15,000)
Global Rice Festival		(15,000)
(1) Shared Sponsor Portion of Holiday Events		(145,000)
Sub-total Events & Promotions	**$**	**(357,000)**
Total Estimated Expenditures (Fiscal Year 2025/2026)	**$**	**(511,290)**
Fund Balances		
(2) Unrealized Revenue	$	100,000
Estimated Cash on Hand		212,614
Estimated Balance Carryover from Prior Fiscal Year	$	312,614
Estimated Assessment Revenue (Fiscal Year 2025/2026)		357,000
Projected Available Funds	**$**	**669,614**
Projected FY 25/26 Expenditures from Above		(511,290)
Projected Ending Balance	**$**	**158,324**

(1) Santa, Disney Princesses, Tree Lighting, Train Rides, Ice Rink, Backdrop for Photos/Stage & Live Music

(2) Unrealized Revenue represents past WTBID funds that have yet to be collected but are anticipated to be collected in the future.

Assessment Methodology

In accordance with Ordinance No. 1691 only properties designated as hotels will be assessed. “Hotel” shall mean any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients, including but not limited to dwellings for lodging or sleeping purposes, which includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure or portion thereof, duplex, triplex, single-family dwelling units except any private dwelling house or other individually owned single-family dwelling rented only infrequently and incidental to normal occupancy or any timeshare as set out in Revenue and Taxation Code Section 7280; provided, that the burden of establishing that the facility is not a hotel shall be on the owner or operator thereof.

The proposed system of assessment for the District is designed to generate revenue from hotels in the City to provide a method of funding programs and activities that will promote the City and hotels as a tourist destination. The City’s hotels comprise the WTBID and are the only businesses proposed to be assessed. The 2025/2026 fiscal year annual assessments to be levied against hotels within the District are based on the benefits they derive from the program of activities. Businesses located within the District (i.e., all non-hotel businesses) will not be assessed as they derive only, at most, an indirect benefit from the program of activities.

In accordance with Ordinance No. 1691, in addition to any assessments, fees, charges or taxes imposed otherwise in the City, except where funds are otherwise available, the City Council proposes to levy assessments for Fiscal Year 2025/2026 against hotels in the WTBID for the purpose of funding the programs, activities and services that will promote the City and hotels as a tourist destination. Each hotel shall pay an assessment of two percent (2%) of the total room rents charged and received from transient hotel guests who do not make the hotel their principal place of residence.

These assessments shall be due and payable and shall be paid at the same time and in the same manner that the transient occupancy tax (TOT) is due and payable, and shall be subject to the same penalties and interest for nonpayment. Assessments will be collected by the City of Woodland, with the funds being remitted to a special fund of the City for expenditure in accordance with its adopted annual budget as presented by the Advisory Board appointed by the City Council.

Assessment revenues are collected quarterly from each of the hoteliers.

Any newly established hotels shall commence immediately upon the first day of operation and following the public hearing conducted for inclusion into the District.

District Boundaries

The boundaries of the WTBID include all real property within the City of Woodland and are coterminous with the City boundaries, as established by Ordinance No. 1691. Within the boundaries of the WTBID the benefiting properties to be assessed shall include designated hotels now operating in the City and may include hotels hereafter operating in the WTBID pursuant to proceedings for inclusion. The table below identifies the designated hotels now operating in the City as well as those anticipated for inclusion in Fiscal Year 2025/2026.

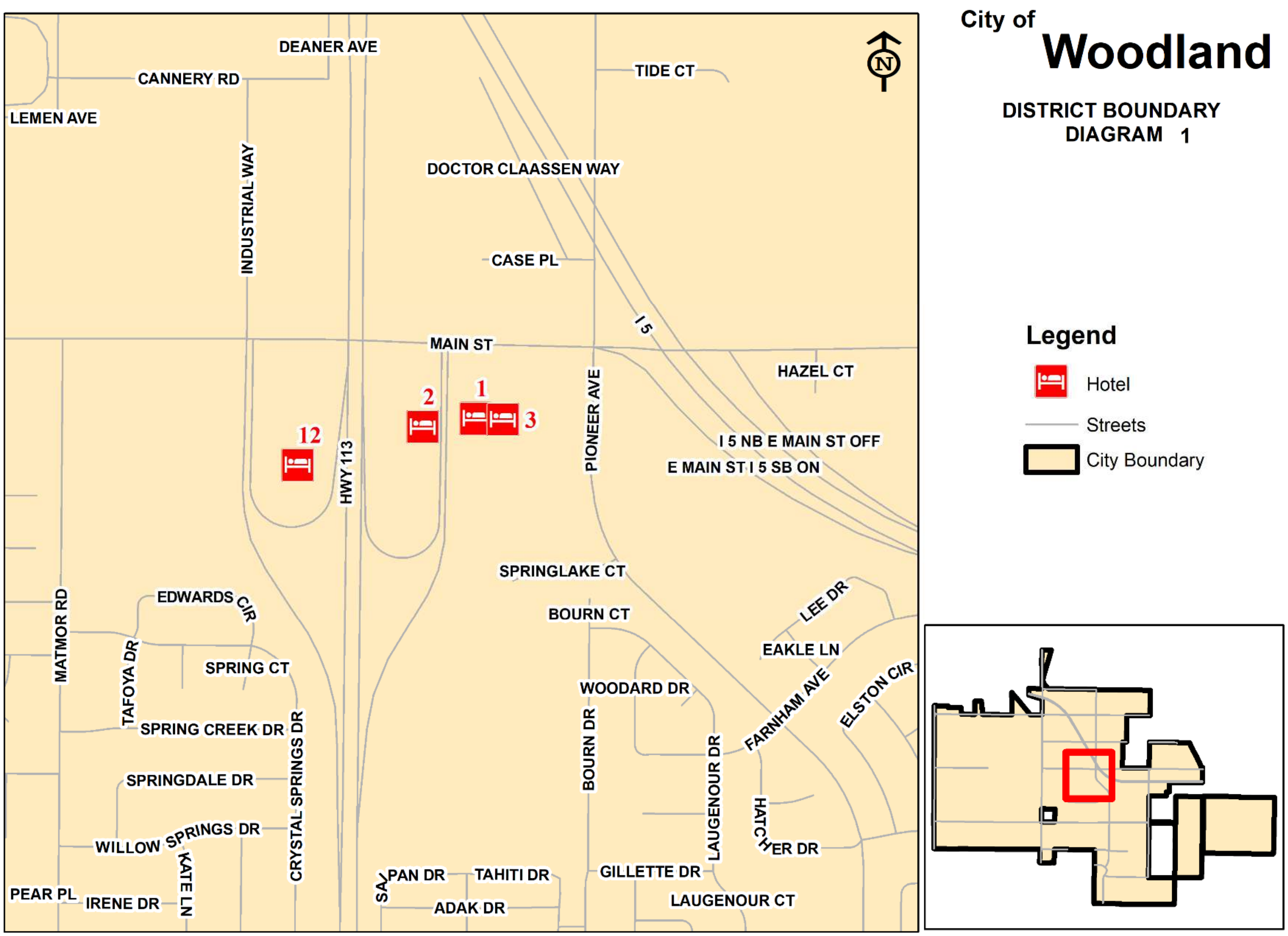
Business/Hotel Name	Business/Hotel Address	Assessor's Parcel Number	Diagram Number	Map Reference Number
Aura Motel 6 Woodland LLC	1564 E Main St	066-040-004-000	1	1
Days Inn by Wyndham	1524 E Main St	066-040-011-000	1	2
Quality Inn & Suites	1562 E Main St	066-040-024-000	1	3
Hampton Inn & Suites	2060 Freeway Dr	027-851-005-000	2	4
Holiday Inn Express	2070 Freeway Dr	027-851-006-000	2	5
Comfort Suites	2080 Freeway Dr	027-851-007-000	2	6
Fairfield Inn & Suites by Marriott	2100 Freeway Dr	027-851-009-000	2	7
Econo Lodge	53 W Main St	065-250-007-000	4	8
Journey Inn	99 W Main St	065-250-051-000	4	11
Best Western Shadow Inn	584 N East St	027-460-009-000	3	9
Valley Oaks Inn	600 N East St	027-460-010-000	3	10
Staybridge Suites	1484 E Main St	066-030-054-000	1	12
Courtyard by Marriott*	1981 E Main St	027-310-068-000	2	13
Hilton Home2Suites	441 Douglas Ln	027-310-069-000	2	14

**Property currently under construction, anticipated to open during Fiscal Year 2025/2026.*

At the time this Report was prepared, the hotel properties numbered 1 through 12 and 14 above comprise the entire District for Fiscal Year 2025/2026 and are proposed to be assessed in accordance with the System of Assessment established by ordinance and described in the "Assessment Methodology" section of this Report. Furthermore, Courtyard by Marriott is currently under construction and anticipated to open sometime during the upcoming fiscal year.

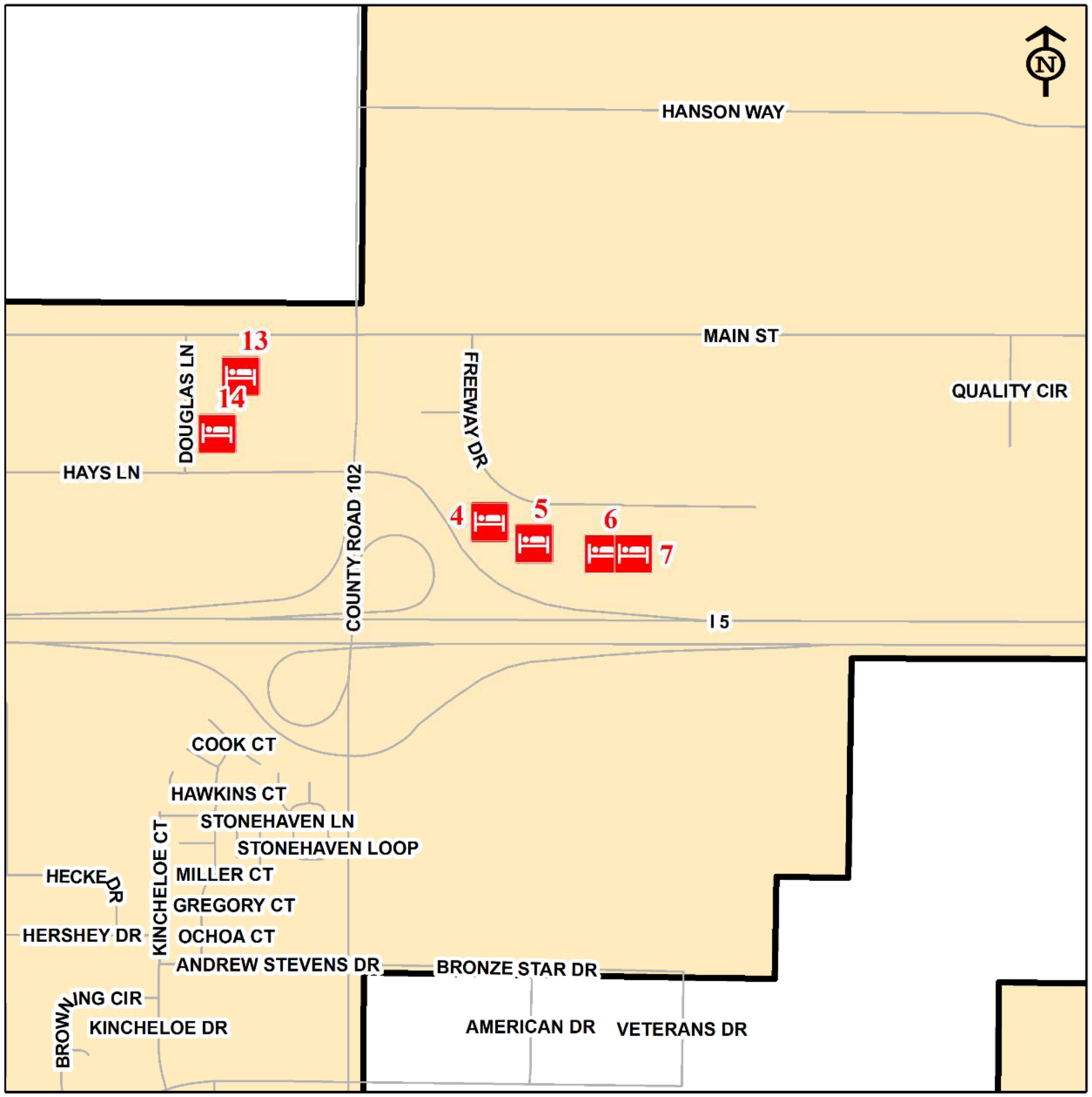
The general location of each District hotel being assessed for Fiscal Year 2025/2026, as well as those under construction, as referenced in the preceding table, are identified within the District Boundary Diagrams provided on the pages that follow.

District Boundary Diagrams



City of
Woodland

DISTRICT BOUNDARY
DIAGRAM 2

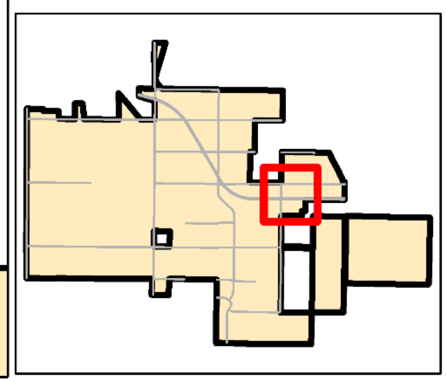


Legend

Hotel

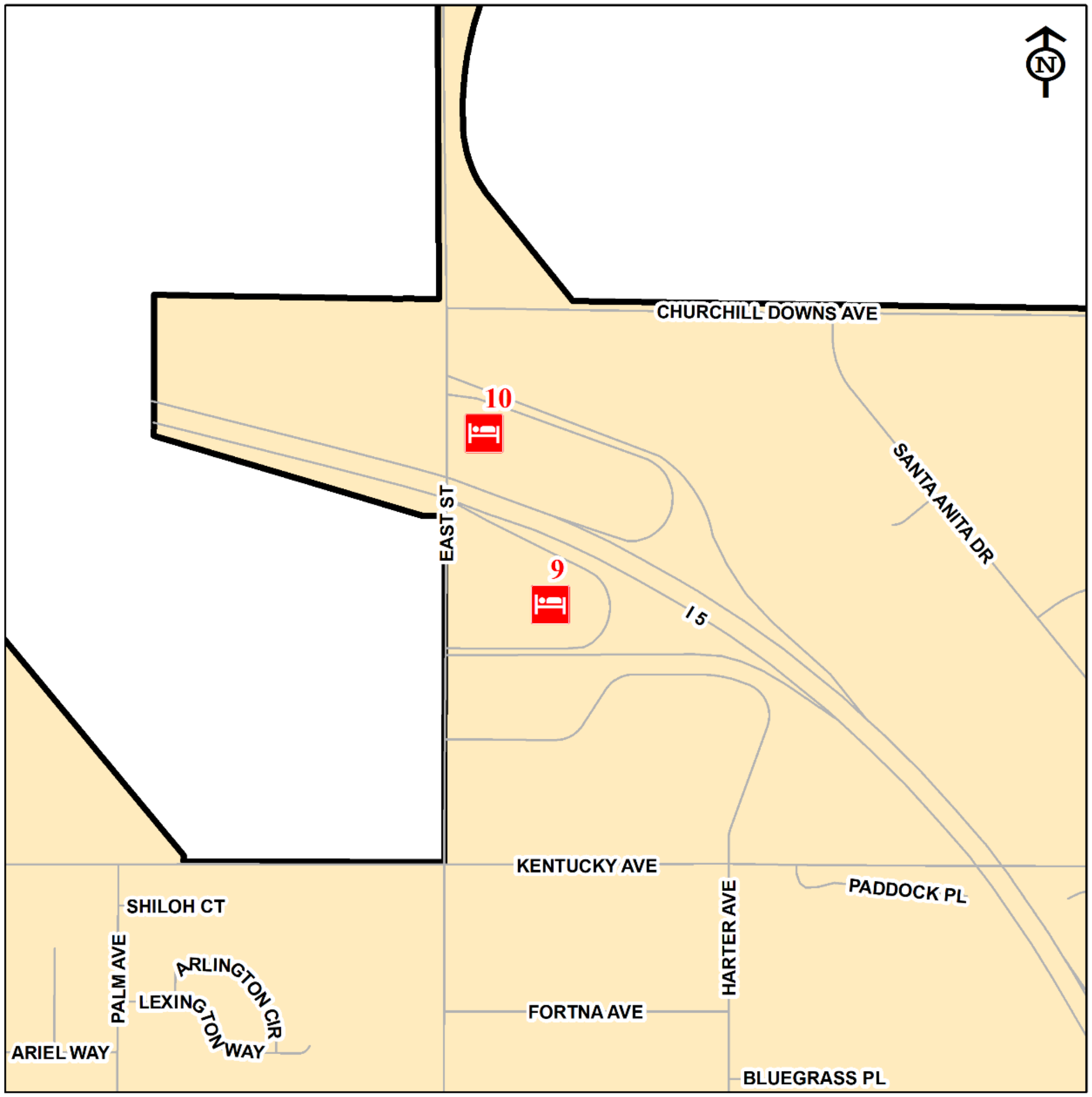
Streets

City Boundary



City of
Woodland

DISTRICT BOUNDARY DIAGRAM 3



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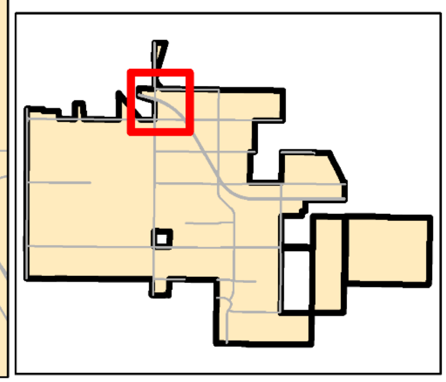


City of
Woodland

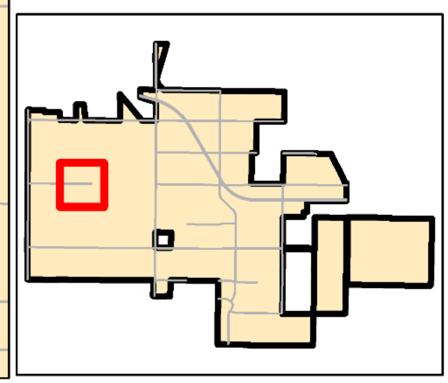
DISTRICT BOUNDARY
DIAGRAM 4

Legend

Hotel

Streets

City Boundary



TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 3, 2025
ITEM #:	J.13
SUBJECT:	Presentation of the FY2025/26 Proposed Budget

Recommendation for Action: Staff recommends that the City Council receive a presentation on the proposed budget for Fiscal Year 2025/26.

Discussion:
The staff report was not completed at the time of publication. A supplemental report will be completed once the staff report has been approved.

Ken Hiatt
City Manager

Attachments:
None

CITY OF
WOODLAND
CALIFORNIA

MEMORANDUM

DATE: **June 2, 2025**

TO: **City Council**

FROM: **Ken Hiatt, City Manager / Sarah Lansburgh, City Clerk**

SUBJECT: **Item J.13. Supplemental Staff Report No. 1 – Presentation of the FY2025/26 Proposed Budget**

The City Council Agenda and Agenda Packet for the June 3, 2025 regular meeting was published on Friday, May 30, 2025. At the time of publication, the staff report for Item J.13. was not completed. The staff report has since been completed as 'Supplemental Staff Report No. 1,' and is attached to this memorandum for the City Council's review.

cc: City Manager
City Attorney
City Clerk

Enc

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 3, 2025
ITEM #: J.13
SUBJECT: Presentation of the FY2025/26 Proposed Budget

Recommendation for Action: Staff recommends that the City Council receive a presentation on the proposed budget for fiscal year 2025/26.

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

Background:
The City's annual budget process is a lengthy process, including all City departments and spanning several months. The budget process begins around December each year, and typically includes several discussions with the Council, including quarterly updates, budget workshops, spending plan discussions, incorporates City Council's goals and priorities, and ultimately includes presentation of staff's recommended budget. The City's Proposed Budget for fiscal year(FY) 2025/26 includes assumptions consistent with the information provided to Council at the April 1, 2025 budget workshop and includes limited new items recommended for funding approval.

Discussion:
The proposed budget totals $222.7 million, supporting city operating funds of $211.99 million, capital projects of $10.7 million and debt service obligations of $24.36 million; this represents an decrease of less than 1% from last year's adopted budget.

The budget includes a set of specific funding recommendations totaling $5.13 million, including $3.66 million in one-time funding allocations and $1.47 million in ongoing budget augmentations. Although there are recommended adjustments to some authorized positions, the proposed FY2024/25 full-time equivalent staffing level of 327 positions, which includes one more position than FY2024/25, remains 26.5 positions (7.5%) fewer than the pre-recession staffing levels of FY2008/09.

The General Fund budget, totaling $74.78 million, as proposed, represents an increase of $2.52 million (3.5%) from the prior year, including $121,243 in recurring funding recommendations and another $179,500 in one-time funding allocations from available excess General Fund reserves. The overall budget proposal, which includes specific funding recommendations to meet selected priority needs would, if approved, result in an anticipated year-end unreserved fund balance in the General Fund of $15.67 million (26%), or $3.68 million above the Council's adopted reserve policy level of 20%.

The proposed FY2025/26 Capital Improvement Program (CIP) budget includes new funding recommendations totaling $10.7 million, of which $5.3 million is allocated for investment in transportation infrastructure, $4.5 million to advance capital projects in water, sewer, and storm drain utilities, $100,000 for Park Facilities projects, $450,000 for Spring Lake related projects, and $85,000 supports the library.

The overall budget proposal remains consistent with the City's framework for advancing the Council's goal of fiscal stability. The proposed FY2025/26 budget uses minimal amount of budget flexibility to address priority needs. As the City continues to make progress in addressing its long-term structural budget deficit, focus remains on efforts to manage personnel costs, address unfunded liabilities, and explore opportunities for revenue enhancement. Specifically, the budget proposal presented herein shows a deficit of $3.22 million in FY2025/26 and reflects a growing deficit of $7.2 million by the end of the five-year forecast's planning horizon. This ongoing budget gap is attributable to expenditures outpacing revenues, especially related to inflationary costs for essentially all City purchases, ongoing increases in utility rates charged by PG&E, rising premiums in an increasingly volatile insurance market, and continued increases in retirement contribution rates resulting from under-performing investments and the shifting of assumptions at CalPERS.

Proposed Budget Recommendations

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

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

Several baseline General Fund budget adjustments are recommended in order to provide for a balanced budget and contribution to additional budget flexibility to support priority unmet needs.

The following summarizes the specific General Fund one-time funding recommendations included as part of the FY2025/26 Proposed Budget:

Temporary Staff - Code Enforcement	$	25,000
City Hall Maintenance Projects	$	105,000
PD Reserve Officer	$	40,000
Elm Tree Study	$	9,500
Total General Fund One-Time Funding Recommendations	**$**	**179,500**

In addition, staff is proposing some limited ongoing funding recommendations in the General Fund. The following table summarizes the recommendations for limited supplemental funding for recurring annual appropriations in the General Fund:

Adjust Standby Pay	$	51,060
PD Training Budget Augmentation (reimbursable)	$	60,000
Annual Traffic Count Costs	$	3,500
Misc Corrections/Adjustments	$	6,683
Total General Fund Recurring Funding Recommendations	**$**	**121,243**

Staff is recommending both one-time and ongoing allocations for requests from other funds throughout the City that have sufficient ongoing revenues or reserve balances.

The following table summarizes the recommendations for limited supplemental funding for recurring annual appropriations in Other Funds:

Bodyworn Camera Purchase/Replacement	$	83,479
Cyclical Tree Pruning Supplement	$	150,000
New Landscaping Maintenance/Irrigation	$	22,614
Mental Health Clinician	$	60,000
FLOCK Camera Purchase	$	25,000
Woodland Aquatic Center Operations	$	840,000
Utility Budget - PG&E	$	123,096
Parks Temp Augmentation	$	24,040
Upgrade Utility Maintenance Worker II to III	$	13,080
Misc Corrections/Adjustments	$	11,084
Total Other Funds Recurring Funding Recommendations	**$**	**1,352,393**

The following also summarizes the specific Other Funds one-time funding recommendations included as part of the FY2025/26 Proposed Budget:

ARC Flash Analysis at City Facilities	$	15,000
AFG Grant Matching Funds	$	25,000
Fire Station 3 Alerting System Replacement	$	150,000
PD Equipment Replacement	$	66,000
Upgrade AMI Base Station and Antenna	$	120,000
Woodland Regional Park Preserve Projects/Events	$	100,000
MSC Roof Replacement	$	3,000,000
Total Other Funds One-Time Funding Recommendations	**$**	**3,476,000**

These funding recommendations will be discussed in more detail during the Council presentation.

Capital Budget Overview

A major component of the City's annual budget process is the update to the five-year Capital Improvement Program (CIP). For FY2025/26, the CIP budget proposes funding totaling $10.7 million, allocated as follows:

Project Type	Previous Funding	2025	2026	2027	2028	2029
Transportation	$ 86,431,146	$ 8,994,232	$ 5,307,000	$ 4,602,000	$ 7,702,000	$ 1,912,000
Sewer	$ 22,995,299	$ 3,860,000	$ 4,325,000	$ 3,500,000	$ 2,900,000	$ -
Water	$ 31,774,635	$ 2,101,000	$ 200,000	$ 200,000	$ 200,000	$ -
Park Facilities	$ 10,523,405	$ 3,960,000	$ 100,000	$ 400,000	$ 2,000,000	$ -
Storm Drain	$ 16,506,000	$ 100,000	$ 250,000	$ -	$ -	$ -
SLIF Infrastructure	$ 10,721,000	$ 400,000	$ 450,000	$ -	$ -	$ -
General	$ 10,151,307	$ 318,800	$ -	$ -	$ -	$ -
Fire	$ 1,214,000	$ 3,400,000	$ -	$ -	$ -	$ -
Library	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ -
Grand Total	**$ 190,401,792**	**$ 23,219,032**	**$ 10,717,000**	**$ 8,787,000**	**$ 12,887,000**	**$ 1,912,000**

Many of the projects in the CIP have also been included in previous Council discussions regarding the various spending plans for the City's sales tax measures, or were included in the water and sewer rate studies approved by Council. These projects were described and discussed in the Council report received on May 13, 2025. In summary, a few of the highlighted projects included in the discussion were as follows:

Project 17-05 ASR Wells #31: Construction of Aquifer Storage and Recover (ASR) capable wells was evaluated as a component of the surface water project with three ASR wells anticipated initially. Ultimately, four ASR wells are needed in the City. The new ASR well would replace the existing Well 6, which was constructed in 1976. The site is adjacent to the transmission main on West Street and will effectively distribute water on the west side of the City. The site is also expected to be a good producing aquifer. The project involves drilling a new well and construction of the ASR-capable well and pump house. Construction of this well was planned for in the currently approved water rates.

Project 14-02 Water Pollution Asset Replacement Project: The City's Water Pollution Control Facility (WPCF) has numerous assets that allow the plant to work as designed. The Asset Replacement Project works to fund planned equipment replacement and balance the capital costs of equipment replacement over several years to minimize rate impacts. Projects typically include replacement of pumps, mechanical bar screens, aeration equipment, and the generator at the end of their useful life. The currently approved sewer rates include an annual allocation to asset replacement projects.

Project 24-06 I-5/SR113 Freeway to Freeway Connector Project: This project, which will ultimately include the construction of the freeway to freeway connectors from northbound I-5 to southbound SR113 and northbound SR113 to southbound I-5, is needed to serve regional traffic growth and to maintain adequate level of service on Main Street and other routes in the City. The project is identified in the Streets Master Plan and the Sacramento Area Council of Governments Regional Plan. The City recently received a Federal Earmark of $1.05M. The City will use this funding, along with approximately $700K of City funding, to complete a Supplemental Project Report.

Project 06-14 Annual In-House Road Program Support: This ongoing project includes two components. Approximately $250,000 of this total is used to fund materials and labor for work done by in-house road crews for road program support, including preparatory work for the annual road maintenance and rehabilitation projects as well as maintenance work done throughout the City. The remaining $750,000 is used to supplement the ongoing operations of the City's road crews. This additional funding is needed to offset the declining revenues received from the combination of gas taxes and the Transportation Development Act funds allocated and shared between the City and Yolo Transit District.

As has been the case for the last ten years, CIP funding relies heavily on grants, sales tax measures and utility funds. While development impact fee funds have improved over recent years due to healthy development activity, many categories continue to face challenges with accumulated deficits, ongoing debt service and limited availability of money for project expenditures.

Looking Ahead

In preparation for the transition to a new fiscal year, there are a number of issues on the horizon that will have a direct impact on the City’s ability to sustain the current and proposed service levels and/or provide additional budget flexibility to advance specific priority needs not provided for in this budget proposal.

Revenue Updates

This City's fiscal outlook has historically reflected increases in expenditures that outpace forecasted revenue growth. Fortunately, for the last several years, actual revenue growth, particularly in the areas of sales tax and development related fees, has been better than expected. This helped to cushion the continued growth of total City expenditures over the same time, and to help increase the

City's reserve balance. However, beginning in FY2022/23, the City's sales tax revenue, which is the single largest revenue source for the General Fund, began to decline. This decline continued into FY2023/24, and is expected to continue through FY2025/26, when moderate growth is projected to return. The five-year forecast was significantly impacted by the changed sales tax assumptions and contributed to the growing deficit. Other revenue sources are expected to grow, but at moderate rates, particularly in the short term. To correct the forecasted deficits, new revenue sources and/or enhancements to existing revenues will be required. There are opportunities for revenue growth in the near term, but to remain conservative and await better information, staff have not yet included new revenue for these items. For example, although there is progress toward active commercial cannabis dispensaries operating in Woodland, no revenues have been assumed within the forecast. Similarly, several new hotels are under construction in the City and will likely open for business in the coming year, but the forecast does not assume collection of any new transient occupancy taxes (TOT) related to these hotels.

Ongoing Labor Negotiations
The City has seven employee bargaining groups with contracts that expire at various times. Management has met with two bargaining groups whose labor agreements expire on June 30, 2025 and staff expects to bring the updated Memorandum of Understanding (MOU) for each group to Council on June 17, 2025. The assumptions used in the development of the FY2025/26 budget are sufficient to cover the costs associated with contract provisions. The five-year forecast incorporates assumptions relative to personnel costs for employees represented in all bargaining groups, but the terms of successor agreements may have direct short-term and long-term budget implications.

CalPERS Pension Costs
The Proposed Budget for FY2025/26 reflects the city’s costs associated with employer contributions for CalPERS pension obligations, as set by CalPERS for the coming fiscal year, and the five-year forecast, in turn, includes assumptions consistent with projected pension costs provided by CalPERS. In FY2025/26 staff is estimating the cost of retirement to be $10.43 attributed to the General Fund and $16.17 million across all City funds.

In late July or early August, updated CalPERS valuation reports are provided that will establish the pension contribution levels for FY2026/27 as well as updated five-year projections. The upcoming valuation reports (and those to follow) are expected to continue to have a significant impact on the city budget, particularly in light of recent actual and projected investment losses and continued volatility in the investment market.

Inflationary Pressures and Other
The City's cost of operations, unrelated to personnel cost changes, continues to increase, but at rates much higher than previously expected. Items that are particularly impactful to the budget and forecast are the costs paid to PG&E for utilities, which have increased significantly over the last few years. Additionally, the cost to purchase replacement vehicles in the City's fleet continues to increase due to both inflation and lack of inventory. The volatile insurance market has resulted in significant changes to the City's worker's compensation and liability insurance premiums, with rates increasing by more than 30% each year over the last three years. Items such as these are expected to continue to present challenges for funding in the short term, and have been reflected in the forecast as such.

Conclusion
As we look forward to implementing the budget for FY2025/26, staff continues to look for ways to leverage local funding to enhance programs and services consistent with City Council and community priorities. Through ongoing partnerships and collaborations with public and private sector partners, we are seeing progress of key initiatives undertaken over the past few years. Despite downgraded revenue projections, Measure F and Measure R provide the City with resources and

certainty to be able to provide essential programs and services as well as implement Council priorities. It is the overall goal of the Proposed Budget and long-term financial plan of the City to ensure that the City of Woodland can continue to deliver quality services, invest in the future of the community, while sustaining a fiscally prudent budgetary framework.

Lastly, staff will provide City Council with a presentation of the information described herein at the June 3, 2025 meeting. Although the budget numbers presented herein are considered substantially final, staff continue to refine and adjust where necessary. Council feedback received will inform the final FY2025/26 Budget scheduled for adoption at the June 17th meeting.

Conclusion:
Staff recommends that the City Council receive a presentation on the proposed budget for fiscal year 2025/26.

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Attachments:
None