



**City of Woodland**  
**Meeting Agenda**  
**City Council**

City Hall  
Council Chambers  
300 First Street  
Woodland, CA 95695

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February 3, 2026  
6:00 PM

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**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
2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code §54956.8)  
Property: Assessor's Parcel Number 027-390-20, 027-390-22, and 027-390-23  
Agency Negotiators: City Manager  
Negotiating Parties: Pacific Coast Producers  
Under Negotiation: Terms of Lease

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

**C. CALL TO ORDER**

**D. ROLL CALL**

**E. PLEDGE OF ALLEGIANCE**

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

**F. COMMUNICATIONS - PUBLIC COMMENT**

*This is an opportunity for the public to speak to the Council on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the*

agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.gov. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

3. SUBJECT: General Public Comments

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

**G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS**

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

4. SUBJECT: Long Range Calendar

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

**H. CONSENT CALENDAR**

5. SUBJECT: Changes to Woodland Cemetery Fee Schedule

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_ to revise the fee schedule for the Woodland Cemetery regarding standard graves and the ossuary.

6. SUBJECT: Authorize the City Manager to Enter a New Co-Termed Contract for the Existing Flock License Plate Readers

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_ to:

- (1) Authorize the City Manager to enter into a 2-year contract for goods and services with Flock Group, Inc. for an amount not to exceed \$300,000;
- (2) Allocate an additional \$80,000 in revenue from the Woodland Cannabis Dispensary Agreements into the General Fund (Fund 1101); and
- (3) Appropriate the same \$80,000 in additional expenditures to the Police department budget in Fund 1101.

7. SUBJECT: Commission on Aging Meeting Minutes for September 18, 2025

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the September 18, 2025 Commission on Aging meeting minutes.

8. SUBJECT: Increase in Construction Contingency for the WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, (1) Reallocating \$250,000 from the WPCF Asset Replacement Project, CIP 14-02, to the WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12, and (2) Approving an increase in construction contingency up to \$567,720 for a total contract amount of up to \$3,744,920 for the WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12.

9. SUBJECT: 2026 Lighting Efficiency Replacement Project

RECOMMENDATION FOR ACTION: Staff recommends that the Woodland City Council approve Resolution No. \_\_\_\_ authorizing staff to request bids for the 2026 Lighting Efficiency Replacement project.

10. SUBJECT: Affordable Housing and Sustainable Communities (AHSC) Grant

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_ authorizing the acceptance of the Affordable Housing and Sustainable Communities Program grant funds and execution of associated standard agreements by the City Manager for the provision of bicycle lanes and sidewalk infrastructure in the Armfield-Lemen neighborhood.

11. SUBJECT: Public Works Semi-Annual Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Public Works Semi-annual Status Report for the period of July 2025 through December 2025.

12. SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Revising Section 9.48, Camping within the City Limits

RECOMMENDATION FOR ACTION: Staff recommends that the City Council waive the second reading and adopt Ordinance No. \_\_\_\_\_, revising sections within Chapter 9.48, "Camping within the City Limits," of Title 9 of the Woodland Municipal Code.

13. SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Revising Section 9.12, "Regulation of Shopping Carts"

RECOMMENDATION FOR ACTION: Staff recommends that the City Council waive the second reading and adopt Ordinance No. \_\_\_\_\_, revising sections within Chapter 9.12, "Regulation of Shopping Carts," of Title 9 of the Woodland Municipal Code.

14. SUBJECT: 345 W. Court Street – Exempt Surplus Land Determination

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, declaring a former City-owned well site property located at 345 W. Court Street (APN 064-170-051) to be exempt surplus land.

15. SUBJECT: Authorization to Appropriate Funds and Purchase a Vac-con Hydroexcavator Under Sourcewell Contract for the Water Division

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_ to:

1. Authorize the appropriation of \$630,242 from the Water Enterprise Fund (2210) balance for transfer to the Equipment Replacement Fund (2012) to fully fund the out-of-cycle replacement; and
2. Authorize the appropriation of \$670,000 in the Equipment Replacement Fund (2012) for the purchase of the replacement vehicle; and
3. Authorize the City Manager, or designee, to execute all purchasing documents related to Sourcewell Contract No. 101221-VAC for the purchase of a Vac-Con Hydroexcavator from MME Equipment of Sacramento in an amount not to exceed \$670,000.

16. SUBJECT: Replacement of Public Works Electrical Division Vehicle 5-001 and Appropriation of Vehicle Replacement and Water Enterprise Funds

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_ to:

1. Appropriate \$10,798 from Water Enterprise Fund (2210) fund balance and transfer to the Equipment Replacement Fund (2012); and
2. Appropriate \$61,264 in the Equipment Replacement Fund (2012) to fully fund the total vehicle purchase price; and
3. Authorize the City Manager, or designee, to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.

17. SUBJECT: Authorize Appropriations for the Replacement of Water Division Vehicle 3-003

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_ to:

1. Appropriate \$15,995 from the Water Enterprise Fund (2210) fund balance and transfer to the Equipment Replacement Fund (2012), to fully fund the out-of-cycle replacement of vehicle 3-003; and
2. Appropriate \$65,024 in the Equipment Replacement Fund (2012) to fully fund the total vehicle purchase price; and
3. Authorize the City Manager, or designee, to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.

18. SUBJECT: Authorization to Appropriate Funds and Purchase a Fully Up-fitted Aries Industries CCTV Van Under Sourcewell Contract for the Replacement of Vehicle 2-007

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopted Resolution No. \_\_\_\_ to:

1. Authorize an appropriation of \$147,000 from Sewer Enterprise Fund (2220) fund balance and transfer to the Equipment Replacement Fund (2012); and
2. Authorize a transfer of \$118,000 from the existing Sewer Enterprise Fund (2220) FY2025/26 operating budget to the Equipment Replacement Fund (2012); and
3. Authorize the appropriation of \$265,000 in the Equipment Replacement Fund (2012) to fully fund the total project cost; and
4. Authorize the City Manager, or designee, to execute all purchasing documents related to the purchase of a fully up-fitted Aries Industries CCTV van under Sourcewell Contract #120721-ARS to replace Vehicle 2-007 and match the Division's primary CCTV van; and
5. Authorize the disposal of surplus property, specifically the sewer department's 2019 Ford Sprinter CCTV van (Vehicle 2-007), as a trade-in for credit against the purchase, finding that the sale in such alternative manner is in the best interest of the City and is supported by documentation sufficient to establish that the City is receiving compensation at least equal to the fair market value of the materials, supplies or equipment.

19. SUBJECT: City Council Meeting Minutes of January 20, 2026.

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt the minutes of the Joint Special and Regular City Council/Woodland Finance Authority Meeting of January 20, 2026.

#### **I. PUBLIC HEARINGS**

20. SUBJECT: Accessory Dwelling Unit (ADU) Ordinance Updates

RECOMMENDATION FOR ACTION: Staff recommends that the City Council hold a public hearing and take the following action: Introduce and waive the first reading of an ordinance amending Section 17.84.030 of the Woodland Municipal Code regarding accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs).

#### **J. REPORTS OF THE CITY MANAGER**

21. SUBJECT: Fire Station #4 – Authorization to Advertise Requests for Qualifications

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_ to authorize staff to proceed with advertising a Request for Qualifications (RFQ) for the Design-Build team to design and construct Fire Station #4.

#### **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 February 3, 2026 was posted on January 30, 2026 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.*

Marissa Kersey  
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: February 3, 2026  
ITEM #: F.3  
SUBJECT: General Public Comments

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: February 3, 2026  
ITEM #: G.4  
SUBJECT: Long Range Calendar

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



Ken Hiatt  
City Manager

**Attachments:**

1. Council Long Range Calendar

# CITY COUNCIL LONG RANGE CALENDAR

## **February 17th**

## **REGULAR MEETING**

Approve Kamstrup Water Meter Purchase for the Water Meter Replacement Project CIP 22-03  
Gibson Road at SR-113 Interchange Project Acceptance and Notice of Completion, CIP 19-13  
Accept 2025 Water and Sewer Replacement Project as Complete, CIP 24-02  
Fire Department Semiannual Report  
Police Department Semiannual Report  
Auto Dealer Incentive Program  
2025-26 City Council Priority Goals and Strategic Plan Update

## **March 3rd**

## **REGULAR MEETING**

Award 2026 Water and Sewer Replacement Project, CIP 25-01  
CDD Semiannual Report  
FY26 Midyear Budget Presentation  
Elkhorn Fire District – MOU with Yolo County

## **March 17th**

## **REGULAR MEETING**

Library Eave and Roof Replacement Project - Approve Plans and Authorize Bid  
Yolo County Animal Services Presentation

## **April 7th**

## **REGULAR MEETING**

Yolo Active Transportation Corridors Project Presentation  
Approval of the SB707 Policy Regarding Disruption of Internet Service During Public Meetings

## **April 21st**

## **(Capital to Capital) NO REGULAR MEETING**

## **May 5th**

## **REGULAR MEETING**

YoloTD Short Range Transit Plan Presentation

## **Future Topics / Study Sessions:**

City Solar Arrays – Madison Energy PPA Buyout (TBD) Sewer and Water Rate – 218 Hearing (TBD) Urban Limit Line Amendment FEIR and General Plan Amendment (TBD)
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Updated 1/30/2026



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.5  
SUBJECT: Woodland Cemetery Fee Schedule

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_ to revise the fee schedule for the Woodland Cemetery regarding standard graves and the ossuary.

**Staff Contact:**

Jenna Moncrief, Management Analyst II, (530) 661-2000, jenna.moncrief@cityofwoodland.gov

**Fiscal Impact:**

The implementation of the proposed revisions would result in an increase in revenue for the Cemetery Enterprise Fund (Fund 2240). It is anticipated that the increased fees could generate an additional \$25,000 annually (dependent on the number of services requested).

**Background:**

The historic Woodland Cemetery began as a small burial site next to the "Union Church" near the current intersection of West Street and Cross Street with the oldest tombstone dating back to 1850.

Today, the Woodland Cemetery offers various interment options, including in-ground plots, a mausoleum, garden niches, and a columbarium. While there are complexities to definitively state how many plots and niches are available (depending on how families request to use each site), there are approximately 2,000 burial plots, 4 mausoleum crypts, and 130 cremains niches available (there are over 15,000 plots, 400 Mausoleum crypts, and 300 niches that are occupied).

On December 16, 2025, during the regularly scheduled city council meeting, Council received an update regarding cemetery operations and maintenance. During the presentation, staff proposed increasing fees. Most of the fee increases were within the approved fee schedule. However, staff proposed bringing forth a resolution to adjust the fee schedule for a standard grave. Staff would also like to add a new fee range for use of an ossuary. An ossuary is an underground vault for commingled cremated remains, with an above-ground marker. Providing ossuary services is a new offering at the Woodland Cemetery.

**Discussion:**

Staff compared Woodland fees to those of nearby cemeteries. Staff identified potential fee increases that would keep Woodland's fees aligned with cemeteries in Davis and Dixon. The greatest change would be the fee for a standard grave (there are approximately 2,000 standard graves remaining at the Cemetery). In 2025, Woodland's fee for a standard grave was \$1,080, yet Davis and Dixon both charge \$2,000. In FY25, there were 29 standard graves purchased at \$1,080. If \$2,000 had been charged, the revenue generated would have been \$58,000 instead of \$31,320 (providing an additional \$26,680 in revenue). Staff proposes revising the fee schedule to include a fee range set at \$2,000- \$2,250.

Additionally, Staff researched local public cemeteries that offer ossuary services. In the greater Sacramento area, Auburn Public Cemetery District, Roseville Public Cemetery District and Fair Oaks Cemetery District offer ossuaries. The table below includes fees for the three agencies in the surrounding areas who offer ossuary services, along with the proposed fees for the Woodland

Cemetery.

	Fees for Surrounding Areas			Proposed Fees	
	Auburn Public Cemetery District	Roseville Public Cemetery District	Fair Oaks Cemetery District	City of Woodland Proposed Fee	City of Woodland Proposed Fee Range
<b>Grave Site (Interment Rights)</b>	\$200	\$200	N/A	\$200	\$200-\$300
<b>Open/Close</b>	\$300	\$150	\$364	\$150	\$150-\$200
<b>Endowment</b>	\$400	\$150	\$27	\$250	\$250-\$400
<b>Marker Engraving</b>	\$195	Name on wall Included	\$424	\$200	\$200-\$350

While there are a number of limitations governing the establishment of local governmental fees, the limitations do not apply to “[a] charge imposed for entrance to or use of local government property, or the purchase, rental or lease of local government property.” California Constitution, Article XIIC, Section 1(e)(4). For these types of charges, the Council has the discretion to determine and impose the fee at a level that it deems appropriate. These proposed fees are charges for the use of the City-owned cemetery, and therefore the Council may set these fees at an amount as the Council deems appropriate.

**Conclusion:**

Staff recommends that the City Council adopt Resolution No. \_\_\_ to revise the fee schedule for the Woodland Cemetery regarding standard graves and the ossuary.

Prepared By: Jenna Moncrief, Management Analyst II

Reviewed By: Christine Ferrara, Community Services Department Director



Ken Hiatt  
City Manager

**Attachments:**

1. Proposed Resolution - Cemetery Fee Schedule

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
REVISING THE FEE SCHEDULE FOR THE WOODLAND CEMETERY**

**WHEREAS**, the Woodland Cemetery began as a small burial site next to the “Union Church” with the oldest tombstone dating back to 1850; and

**WHEREAS**, the Cemetery Enterprise Fund operates at a deficit each year; and

**WHEREAS**, Staff propose increasing the fee range for the cost of a standard grave; and

**WHEREAS**, Staff also propose establishing new fees associated with the use of the ossuary; and

**WHEREAS**, the fees considered for increase are imposed for the use of local government property, or the purchase, rental or lease of local government property, which may be amended at the City Council’s discretion;

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

SECTION 1. The revised fee range for a standard grave shall be \$2,000-\$2,250 each.

SECTION 2. The new fee range for fees associated with the ossuary are authorized as follows:

	<b>City of Woodland Fee Range</b>
<b>Grave Site (Interment Rights)</b>	\$200-\$300
<b>Open/Close</b>	\$150-\$200
<b>Endowment</b>	\$250-\$400
<b>Marker Engraving</b>	\$200-\$400

SECTION 3. Changes in fees shall take effect immediately.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3<sup>rd</sup> day of February, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.6  
SUBJECT: Authorize the City Manager to Enter a New Co-Termed Contract for the Existing Flock License Plate Readers

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_ to:

- (1) Authorize the City Manager to enter into a 2-year contract for goods and services with Flock Group, Inc. for an amount not to exceed \$300,000;
- (2) Allocate an additional \$80,000 in revenue from the Woodland Cannabis Dispensary Agreements into the General Fund (Fund 1101); and
- (3) Appropriate the same \$80,000 in additional expenditures to the Police department budget in Fund 1101.

**Staff Contacts:**

Ryan L. Kinnan, Chief of Police, (530) 661-7813, [ryan.kinnan@cityofwoodland.gov](mailto:ryan.kinnan@cityofwoodland.gov)  
Heath Parsons, Lieutenant, (530) 661-7845, [heath.parsons@cityofwoodland.gov](mailto:heath.parsons@cityofwoodland.gov)  
Richard Perry, Management Analyst, (530) 661-7832, [richard.perry@cityofwoodland.gov](mailto:richard.perry@cityofwoodland.gov)

**Fiscal Impact:**

In partnership with Woodland's four cannabis dispensaries, the City will be reimbursed \$80,000 per year (\$160,000 of the contract total) for security services rendered through the Woodland Police Department in lieu of 24/7 on-site security, minimizing the City's direct cost to Flock to approximately \$140,000.

The cost for the new cannabis dispensary cameras was not included in the current approved Fiscal Year 2025/26 operating budget. Additional appropriations are required to allow for these cameras, but the reimbursement from the dispensaries will fully offset the additional appropriations requested by this Resolution.

**Background:**

Over the course of many years, the City of Woodland Police Department has purchased Flock Falcon cameras for amounts which did not require a contract or council authorization per the purchasing rules outlined in the Woodland Municipal Code. As the department anticipates future use and growth of Flock systems, it was prudent to co-term all existing purchases into a single contract to improve transparency and compliance with the purchasing rules established by the Woodland Municipal Code.

**Discussion:**

The Woodland Police Department (the "Department") has implemented multiple Flock License Plate Reader (LPR) cameras over the past few years. Individually, these cameras cost approximately \$3,000 to \$4,000 per year to lease (depending on when they were originally leased) and are purchased under individual purchase agreements that renew annually from the date of purchase. Administratively, having over 40 cameras renewing multiple times a year has proven difficult to manage from a billing and budgeting perspective. Administrative issues notwithstanding, the Department also found that this hindered the ability to provide accurate ownership and contract

information to the public when requested. The Department has worked with Flock to co-term, or aggregate, all of the existing agreements into a single contract for ease of billing and transparency in what cameras the city is paying for. Per City Municipal Code, purchases over \$15,000 require a signed contract with the vendor, and purchases over \$100,000 must be awarded by City Council. The Department's intention moving forward is to amend this singular contract from time to time as additional cameras or services are needed from Flock, rather than drafting new contracts on a per-device basis.

**Conclusion:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_ to:

- (1) Authorize the City Manager to enter into a 2-year contract for goods and services with Flock Group, Inc. for an amount not to exceed \$300,000;
- (2) Allocate an additional \$80,000 in revenue from the Woodland Cannabis Dispensary Agreements into the General Fund (Fund 1101); and
- (3) Appropriate the same \$80,000 in additional expenditures to the Police department budget in Fund 1101.

Prepared by: Richard Perry, Management Analyst

Reviewed by: Ryan L. Kinnan, Chief of Police



Ken Hiatt  
City Manager

**Attachments:**

1. Embarc - City of Woodland Signed Agreement
2. Perfect Union - City of Woodland Signed Agreement
3. Sundial Collective - City of Woodland Signed Agreement
4. Woodland Cannabis Dispensary - City of Woodland Signed Agreement
5. Flock Sole Source Justification
6. Flock Group, Inc. - City of Woodland Unsigned Agreement
7. Proposed Resolution - Flock Contract



# City of Woodland Police Department

## MEMORANDUM

**DATE:** 11/18//2025

**TO:** Embarc

**FROM:** Woodland Police Department – Office of the Chief

**SUBJECT:** Letter agreement for surveillance/security camera services

Dear Embarc:

*PARTIES:* This letter shall be our agreement (“Letter Agreement”) regarding the surveillance/security camera services described below (“Services”) to be provided by the City of Woodland Police Department (“City”) to Embarc (“Business”) for the Woodland Dispensary Flock Camera Implementation (“Project”). City and Business are sometimes referred to herein as “Party” or “Parties.”

*SERVICES; SCHEDULE OF PERFORMANCE:* The City agrees to **install and operate three (3) FLOCK Falcon cameras or comparable, as well as implement FLOCK OS for use in a Real-Time Information Center in place of having security personnel staff available on-site 24/7.** The Services to be provided are more particularly described in the Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference.

*TERM:* The term of this Agreement shall be from **10/01/2025 to 10/01/2026**, unless earlier terminated as provided herein. The City shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

*COMPENSATION:* Payment for the above services shall be based on the cost spent in adequately acquiring and performing the services above. The total compensation to the City shall not exceed **twenty thousand dollars (\$20,000)**. The City will send an invoice for payment to the Business upon signing of this agreement, which must be paid in full within thirty (30) days via a check made payable to the Woodland Police Department. If payment is not received within 30 days, a late fee of 1.5% (\$300) per month will be applied on the 1<sup>st</sup> of the following month and will accrue until the balance is paid in full.

*TERMINATION:* Either the City or Business may terminate this Letter Agreement only upon 30 calendar days' written notice to the other party. If the account remains unpaid for more than 30 days, the Woodland Police Department reserves the right to suspend or terminate access to the services outlined above until payment is made in full.

**INDEMNIFICATION:** The Business agrees to indemnify, defend, and hold harmless the City, its elected officials, officers, employees, agents, and representatives from and against any and all claims, demands, actions, damages, losses, liabilities, costs, or expenses (including reasonable attorneys' fees and costs of defense) arising out of or related to: (a) the services provided by the City to the Business; (b) any act or omission of the Business, its officers, employees, agents, contractors, or subcontractors; (c) any breach of this Agreement by the Business; or (d) the use or misuse of any City property, equipment, or resources.

This indemnification obligation shall survive the termination or expiration of this Agreement. The Business shall not be required to indemnify the City Parties to the extent any such claim, damage, or liability arises from the gross negligence or willful misconduct of the City.

**GOVERNING LAW; VENUE; GOVERNMENT CODE CLAIM COMPLIANCE; ATTORNEY'S FEES:** This Letter Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Letter Agreement, the action shall be brought in a state or federal court situated in Yolo County, State of California. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, the Business must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by the Business. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, the Business shall be barred from bringing and maintaining a valid lawsuit against the City. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Letter Agreement, the prevailing party shall be entitled to recover all reasonable fees and costs incurred, including reasonable attorney's fees, as determined by the court.

**ASSIGNMENT; AMENDMENT:** The Business shall not assign, sublet, or transfer this Letter Agreement or any rights under or interest in this Letter Agreement without the written consent of the City, which may be withheld for any reason. This Letter Agreement may not be modified or altered except in writing signed by both parties. Except to the extent expressly provided for in the termination paragraph, there are no intended third party beneficiaries of any right or obligation of the Parties.

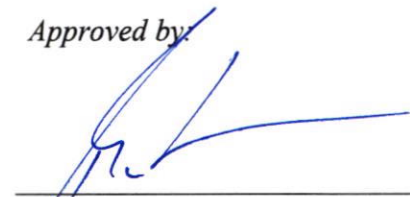
**ENTIRE AGREEMENT; CONSTRUCTION & CAPTIONS:** This is an integrated Letter Agreement representing the entire understanding of the parties as to those matters contained herein, and supersedes and cancels any prior oral or written understanding or representations with respect to matters covered hereunder. Since the Parties or their agents have participated fully in the preparation of this Letter Agreement, the language of this Letter Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. The captions of the various paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Letter Agreement.

### SIGNATURES

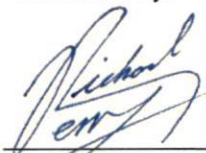
The Business warrants that the individual who has signed this Letter Agreement has the legal power, right and authority to make this Letter Agreement and bind the Contractor hereto. If you agree with the terms of this Letter Agreement, please indicate by signing and dating where indicated below.

#### CITY OF WOODLAND

*Approved by:*

  
\_\_\_\_\_  
Ryan Kinnan  
Chief of Police

*Reviewed by:*

  
\_\_\_\_\_  
Richard Perry  
Management Analyst

#### Embarc

*Reviewed and accepted by:*

DocuSigned by:  
  
BF16C863DE794F5...  
\_\_\_\_\_  
Signature

Lauren Carpenter  
\_\_\_\_\_  
Name

Authorized Signatory  
\_\_\_\_\_  
Title

12/15/2025  
\_\_\_\_\_  
Date



## City of Woodland Police Department

### MEMORANDUM

**DATE:** 11/18//2025

**TO:** Perfect Union

**FROM:** Woodland Police Department – Office of the Chief

**SUBJECT:** Letter agreement for surveillance/security camera services

Dear Perfect Union:

*PARTIES:* This letter shall be our agreement (“Letter Agreement”) regarding the surveillance/security camera services described below (“Services”) to be provided by the City of Woodland Police Department (“City”) to Perfect Union (“Business”) for the Woodland Dispensary Flock Camera Implementation (“Project”). City and Business are sometimes referred to herein as “Party” or “Parties.”

*SERVICES; SCHEDULE OF PERFORMANCE:* The City agrees to **install and operate three (3) FLOCK Falcon cameras or comparable, as well as implement FLOCK OS for use in a Real-Time Information Center in place of having security personnel staff available on-site 24/7.** The Services to be provided are more particularly described in the Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference.

*TERM:* The term of this Agreement shall be from **10/01/2025 to 10/01/2026**, unless earlier terminated as provided herein. The City shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

*COMPENSATION:* Payment for the above services shall be based on the cost spent in adequately acquiring and performing the services above. The total compensation to the City shall not exceed **twenty thousand dollars (\$20,000)**. The City will send an invoice for payment to the Business upon signing of this agreement, which must be paid in full within thirty (30) days via a check made payable to the Woodland Police Department. If payment is not received within 30 days, a late fee of 1.5% (\$300) per month will be applied on the 1<sup>st</sup> of the following month and will accrue until the balance is paid in full.

*TERMINATION:* Either the City or Business may terminate this Letter Agreement only upon 30 calendar days' written notice to the other party. If the account remains unpaid for more than 30 days, the Woodland Police Department reserves the right to suspend or terminate access to the services outlined above until payment is made in full.

*INDEMNIFICATION:* The Business agrees to indemnify, defend, and hold harmless the City, its elected officials, officers, employees, agents, and representatives from and against any and all claims, demands, actions, damages, losses, liabilities, costs, or expenses (including reasonable attorneys' fees and costs of defense) arising out of or related to: (a) the services provided by the City to the Business; (b) any act or omission of the Business, its officers, employees, agents, contractors, or subcontractors; (c) any breach of this Agreement by the Business; or (d) the use or misuse of any City property, equipment, or resources.

This indemnification obligation shall survive the termination or expiration of this Agreement. The Business shall not be required to indemnify the City Parties to the extent any such claim, damage, or liability arises from the gross negligence or willful misconduct of the City.

*GOVERNING LAW; VENUE; GOVERNMENT CODE CLAIM COMPLIANCE; ATTORNEY'S FEES:* This Letter Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Letter Agreement, the action shall be brought in a state or federal court situated in Yolo County, State of California. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, the Business must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by the Business. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, the Business shall be barred from bringing and maintaining a valid lawsuit against the City. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Letter Agreement, the prevailing party shall be entitled to recover all reasonable fees and costs incurred, including reasonable attorney's fees, as determined by the court.

*ASSIGNMENT; AMENDMENT:* The Business shall not assign, sublet, or transfer this Letter Agreement or any rights under or interest in this Letter Agreement without the written consent of the City, which may be withheld for any reason. This Letter Agreement may not be modified or altered except in writing signed by both parties. Except to the extent expressly provided for in the termination paragraph, there are no intended third party beneficiaries of any right or obligation of the Parties.

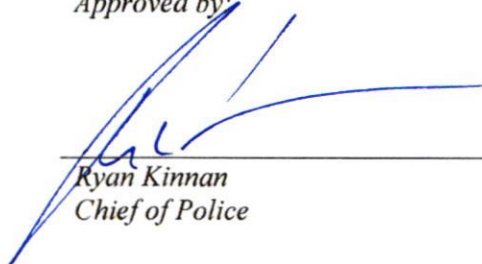
*ENTIRE AGREEMENT; CONSTRUCTION & CAPTIONS:* This is an integrated Letter Agreement representing the entire understanding of the parties as to those matters contained herein, and supersedes and cancels any prior oral or written understanding or representations with respect to matters covered hereunder. Since the Parties or their agents have participated fully in the preparation of this Letter Agreement, the language of this Letter Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. The captions of the various paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Letter Agreement.

**SIGNATURES**

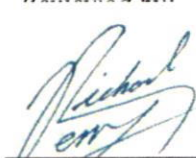
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**CITY OF WOODLAND**

Approved by:

  
\_\_\_\_\_  
Ryan Kinnan  
Chief of Police

Date:

  
\_\_\_\_\_  
Richard Perry  
Management Analyst

**Perfect Union**


Reviewed and accepted by:

  
\_\_\_\_\_

Signature

  
\_\_\_\_\_  
Name

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date



# City of Woodland Police Department

## MEMORANDUM

**DATE:** 11/18/2025

**TO:** Sundial Collective

**FROM:** Woodland Police Department – Office of the Chief

**SUBJECT:** Letter agreement for surveillance/security camera services

Dear Sundial Collective:

*PARTIES:* This letter shall be our agreement (“Letter Agreement”) regarding the surveillance/security camera services described below (“Services”) to be provided by the City of Woodland Police Department (“City”) to Sundial Collective (“Business”) for the Woodland Dispensary Flock Camera Implementation (“Project”). City and Business are sometimes referred to herein as “Party” or “Parties.”

*SERVICES; SCHEDULE OF PERFORMANCE:* The City agrees to **install and operate three (3) FLOCK Falcon cameras or comparable, as well as implement FLOCK OS for use in a Real-Time Information Center in place of having security personnel staff available on-site 24/7.** The Services to be provided are more particularly described in the Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference.

*TERM:* The term of this Agreement shall be from **10/01/2025 to 10/01/2026**, unless earlier terminated as provided herein. The City shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

*COMPENSATION:* Payment for the above services shall be based on the cost spent in adequately acquiring and performing the services above. The total compensation to the City shall not exceed **twenty thousand dollars (\$20,000)**. The City will send an invoice for payment to the Business upon signing of this agreement, which must be paid in full within thirty (30) days via a check made payable to the Woodland Police Department. If payment is not received within 30 days, a late fee of 1.5% (\$300) per month will be applied on the 1<sup>st</sup> of the following month and will accrue until the balance is paid in full.

*TERMINATION:* Either the City or Business may terminate this Letter Agreement only upon 30 calendar days' written notice to the other party. If the account remains unpaid for more than 30 days, the Woodland Police Department reserves the right to suspend or terminate access to the services outlined above until payment is made in full.

*INDEMNIFICATION:* The Business agrees to indemnify, defend, and hold harmless the City, its elected officials, officers, employees, agents, and representatives from and against any and all claims, demands, actions, damages, losses, liabilities, costs, or expenses (including reasonable attorneys' fees and costs of defense) arising out of or related to: (a) the services provided by the City to the Business; (b) any act or omission of the Business, its officers, employees, agents, contractors, or subcontractors; (c) any breach of this Agreement by the Business; or (d) the use or misuse of any City property, equipment, or resources.

This indemnification obligation shall survive the termination or expiration of this Agreement. The Business shall not be required to indemnify the City Parties to the extent any such claim, damage, or liability arises from the gross negligence or willful misconduct of the City.

*GOVERNING LAW; VENUE; GOVERNMENT CODE CLAIM COMPLIANCE; ATTORNEY'S FEES:* This Letter Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Letter Agreement, the action shall be brought in a state or federal court situated in Yolo County, State of California. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, the Business must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by the Business. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, the Business shall be barred from bringing and maintaining a valid lawsuit against the City. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Letter Agreement, the prevailing party shall be entitled to recover all reasonable fees and costs incurred, including reasonable attorney's fees, as determined by the court.

*ASSIGNMENT; AMENDMENT:* The Business shall not assign, sublet, or transfer this Letter Agreement or any rights under or interest in this Letter Agreement without the written consent of the City, which may be withheld for any reason. This Letter Agreement may not be modified or altered except in writing signed by both parties. Except to the extent expressly provided for in the termination paragraph, there are no intended third party beneficiaries of any right or obligation of the Parties.

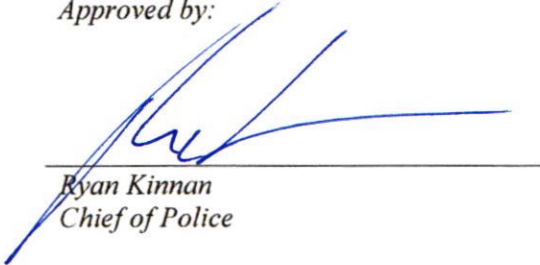
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**SIGNATURES**


The Business warrants that the individual who has signed this Letter Agreement has the legal power, right and authority to make this Letter Agreement and bind the Contractor hereto. If you agree with the terms of this Letter Agreement, please indicate by signing and dating where indicated below.

**CITY OF WOODLAND**

Approved by:

  
\_\_\_\_\_  
Ryan Kinnan  
Chief of Police

Approved by:

  
\_\_\_\_\_  
Richard Perry  
Management Analyst

**Sundial Collective**

Reviewed and accepted by:

  
\_\_\_\_\_  
Signature

Laythen Martines  
Name

Owner  
Title

11-26-25  
Date



# City of Woodland Police Department

## MEMORANDUM

**DATE:** 11/18//2025

**TO:** Woodland Cannabis Dispensary

**FROM:** Woodland Police Department – Office of the Chief

**SUBJECT:** Letter agreement for surveillance/security camera services

Dear Woodland Cannabis Dispensary:

***PARTIES:*** This letter shall be our agreement (“Letter Agreement”) regarding the surveillance/security camera services described below (“Services”) to be provided by the City of Woodland Police Department (“City”) to Woodland Cannabis Dispensary (“Business”) for the Woodland Dispensary Flock Camera Implementation (“Project”). City and Business are sometimes referred to herein as “Party” or “Parties.”

***SERVICES; SCHEDULE OF PERFORMANCE:*** The City agrees to **install and operate three (3) FLOCK Falcon cameras or comparable, as well as implement FLOCK OS for use in a Real-Time Information Center in place of having security personnel staff available on-site 24/7.** The Services to be provided are more particularly described in the Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference.

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#### CITY OF WOODLAND


*Approved by:*



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Ryan Kinnan  
Chief of Police

*Reviewed by:*

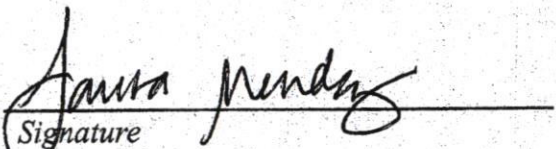


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Richard Perry  
Management Analyst

#### Woodland Cannabis Dispensary

*Reviewed and accepted by:*



---

Signature  
Laura Mendez

---

Name  
CEO

---

Title  
12/04/2025

---

Date



### **Sole Source Letter for Flock Safety® RTCC and ALPR Solution**

Flock Safety® is the sole manufacturer, developer, and distributor of the proprietary Flock Safety Falcon® ALPR Camera and FlockOS® Real Time Crime Center integrated solution. Flock Safety® is also the sole provider of the comprehensive monitoring, processing, and machine vision services which integrate with the Flock Safety® ALPR Camera.

**The Flock Safety® ALPR camera and devices are the only Law Enforcement Grade ALPR System to offer the following combination of proprietary features:**

1. **Real Time Crime Center Platform:**

- Flock Safety is the only Real-Time-Crime-Center (RTCC) platform that offers its own proprietary ALPR product *and* proprietary RTCC product with native integration from one provider
- FlockOS® is the world's first and only public safety operating system compatible with Flock Safety™ live streaming fixed and Flock Safety PTZ Condor™ camera, Flock Safety Raven™ gunshot audio detection, while seamlessly integrating first and third-party data across video, LPR, and audio to deliver real-time intelligence and retroactive crime solving in a single-pane real-time crime center
- Ability to enhance situational awareness capacity by layering all intelligence streams onto the FlockOS® ESRI-based map
- FlockOS® features Flock Safety's unique Real-Time Routing feature that analyzes various data sources to determine where a suspect vehicle has been and its' direction of travel providing users with possible outcomes based on a confidence threshold

2. **Vehicle Fingerprint Technology®:**

- Patented proprietary machine vision to analyze vehicle license plate, state recognition, and vehicle attributes such as color, type, make and objects (roof rack, bumper stickers, etc.) based on image analytics (not car registration data)
- Machine vision to capture and identify characteristics of vehicles with a paper license plate and vehicles with the absence of a license plate
- Ability to 'Save Search' based on description of vehicles using our patented Vehicle Fingerprint Technology without the need for a license plate, and set up alerts based on vehicle description
- Only LPR provider with "Visual Search" which can transform digital images

# flock safety

from any source into an investigative lead by finding matching vehicles based on the vehicle attributes in the uploaded photo

- Flock Safety Falcon Flex®: an infrastructure-free, location-flexible license plate reader camera that is easy to self-install. Flock Safety Falcon Flex® ties seamlessly into the Flock Safety® ecosystem with a small and lightweight camera with the ability to read up to 30,000 license plates and vehicle attributes on a single battery charge

### 3. Integrated Cloud-Software & Hardware Platform:

- Ability to capture two (2+) lanes of traffic simultaneously with a single camera from a vertical mass
- Best in class ability to capture and process up to 30,000 vehicles per day with a single camera powered exclusively by solar power
- Wireless deployment of solar powered license plate reading cameras with integrated cellular communication weighing less than 5lbs and able to be powered solely by a solar panel of 60W or less
- Web based footage retrieval tool with filtering capabilities such as vehicle color, vehicle type, vehicle manufacturer, partial or full license plate, state of license plate, and object detection
- Utilizes motion capture to start and stop recording without the need for a reflective plate
- Motion detection allows for unique cases such as bicycle capture, ATV, motorcycle, etc.
- On device machine processing to limit LTE bandwidth consumption
- Cloud storage of footage
- Covert industrial design for minimizing visual pollution

### 4. Transparency & Ethical Product Design:

- One-of-a-kind “Transparency Portal” public-facing dashboard that details the policies in place by the purchaser, as well as automatically updated metrics from the Flock Safety® system
- Built-in integration with NCMEC to receive AMBER Alerts to find missing children
- Privacy controls to enable certain vehicles to “opt-out” of being captured

### 5. Integrated Audio & Gunshot Detection:

- Natively integrated audio detection capabilities utilizing machine learning to recognize audio signatures typical of crimes in progress (e.g., gunshots)

### 6. Live Video Integration:

- Ability to apply computer vision to third-party cameras using Flock Safety Wing® LPR, transforming them to evidence capture devices using the same


# flock safety

Vehicle Fingerprint technology offered on the Flock Safety Falcon® ALPR cameras

- Flock Safety Wing® Livestream integrates live stream traffic cameras, publicly or privately owned livestream security cameras into one cloud-based situational awareness dashboard to increase response time in mission-critical incidents
- Manage various government intelligence including ALPR, livestream cameras, CAD, automatic vehicle location (AVL) on Flock Safety Wing® Suite
- Ability to access live and recorded video using Flock Safety Condor™, a subscription video solution which allows officers to remotely view instant replay of downloadable live on-scene video with PTZ controls and 25X optical zoom without the need for additional camera network set-up, installation, or up-keep.

## 7. Warranty & Service:

- Lifetime maintenance and support included in subscription price
- Flock Safety® is the only fully integrated ALPR one-stop solution from production of the camera to delivery and installation
- Performance monitoring software to predict potential failures, obstructions, tilts, and other critical or minor issues

Thank you, 

Garrett Langley CEO, Flock Safety®

**Flock Safety + CA - Woodland PD**

---

Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

---

MAIN CONTACT:  
Tony Ringhoffer  
tony.ringhoffer@flocksafety.com

Quote Number: Q-183344  
Expiration Date: 02/14/2026



**EXHIBIT A**  
**ORDER FORM**

Customer: CA - Woodland PD  
 Legal Entity Name: CA - Woodland PD  
 Accounts Payable Email: anuelle.jumuad@cityofwoodland.gov  
 Address: 1000 Lincoln Avenue Woodland, California  
 95695

Initial Term: 24 Months  
 Renewal Term: 24 Months  
 Payment Terms: Net 30  
 Billing Frequency: Annual  
 Retention Period: 30 Days

**Hardware and Software Products**

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$148,000.00</b>
<b>Flock Safety Platform</b>			
Flock Safety Platform - Essentials	Included	1	Included
<b>Flock Safety Flock OS</b>			
FlockOS Plus Solution	Included	1	Included
FlockOS Plus	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety LPR, fka Falcon	Included	36	Included
<b>Flock Safety Video Products</b>			
Community Partnership Video Camera	Included	5	Included
Flock Safety Video Integration Gateway - 16 Streams, fka Wing	Included	5	Included

**Professional Services and One Time Purchases**

Item	Cost	Quantity	Total
<b>One Time Fees</b>			

<b>Subtotal Year 1:</b>	\$148,000.00
<b>Annual Recurring Subtotal:</b>	\$148,000.00
<b>Estimated Tax:</b>	\$0.00
<b>Contract Total:</b>	\$296,000.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

*The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.*

**Special Terms:**

• This Agreement supersedes any and all previously executed agreement between the Parties, relating to the provision of services by Flock to Customer and any exhibits attached thereto or incorporated therein by reference. Upon execution of this Agreement, all previously executed agreements pertaining to the Services provided shall run coterminous with the Term of this Agreement. In the event of any overlap in subscription terms and prior invoices, payments will

be provided in pro rata credit. Any estimates provided on credits are subject to change based on execution of new contract.

### **Billing Schedule**

<b>Billing Schedule</b>	<b>Amount (USD)</b>
<b>Year 1</b>	
At Contract Signing	\$148,000.00
<b>Annual Recurring after Year 1</b>	\$148,000.00
<b>Contract Total</b>	\$296,000.00

\*Tax not included

## Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Platform - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
FlockOS Plus Solution	FlockOS Plus Solution
Community Partnership Video Camera	Designed to enhance community safety, the Flock Community Partnership Camera is a solar-powered video camera, cellular-enabled solution provided to businesses. With an LED deterrent light, it deters crime while reinforcing collaboration between businesses and law enforcement
Flock Safety Video Integration Gateway - 16 Streams, fka Wing	Gateway - 16 streams
FlockOS Plus	FlockOS Plus enhances real-time policing by providing tools for patrol, dispatch, and community collaboration without complex setups. It includes all features of FlockOS Starter while enabling seamless integration with existing platforms for improved operations and regional coordination.

## FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time Alerting on Flock Hardware	Receive LPR, video, and audio alerts on a single interface, providing real-time event details, locations, and nearby cameras.
Real-Time Traffic Layer	Overlay live traffic data onto your agency's operational map, integrating it with CAD calls, body camera locations, and police vehicle positions.
Camera Direction Indicator Tool	The Camera Direction Indicator in FlockOS visually displays the viewing angles of live video and/or LPR cameras on the Flock Map.
Map Attachments	Easily managed through the Flock Admin portal, Map Attachments enables agencies to store and access key operational data for dispatchers, patrol officers, and command staff.
Custom Map Layers	Powered by ESRI, the FlockOS Map supports 3D visualizations, floor plans, GIS data layering, and allows users to upload custom map layers for a tailored mapping experience
Real-Time Routing	Promote safety by anticipating a defined area where a vehicle could be located that alerts on an LPR camera through advanced analytics.
Recent LPR Images	View recent snapshots from nearby LPRs in a map-based modal to help operators visually scan for vehicles matching a description and identify plates in real time.
Flock Aerodome Drone Location & Live Viewing	FlockOS integrates Aerodome drones to stream live video and GPS data directly into the platform, providing real-time aerial visibility for law enforcement operations.
Receive External CAD	View supported CAD calls for service shared by neighboring agencies, providing real-time visibility into

	active incidents to improve cross-jurisdictional coordination.
Automatic Vehicle Location (AVL) Connection Inside Agency	Displays real-time patrol officer locations from your agency in a unified map view by integrating Automatic Vehicle Location (AVL) data through supported product integration; with an API being provided for other vendors if specific integration is not available.
Map Based Viewing of 3rd Party Video Inside Agency	Consolidate integrated third-party cameras onto a single operational view, making it easy to locate, activate, and monitor live video feeds in real time.
Body Worn Camera Live Location	Displays real-time patrol officer locations in a unified map view by integrating Body-Worn Camera Location (BWC) data through supported product integrations; with an API being provided for other vendors if specific integration is not available.
FirstTwo Connection	Law enforcement agencies with an existing FirstTwo account can integrate it with FlockOS to access real-time open source intelligence data, including information about residents at specific locations, details about people e.g. phone number, names, ages, to enhance situational awareness and response coordination.
Access to Live Video Outside of Agency Jurisdiction	Agencies can view live and recorded footage from neighboring agencies; cameras- whether from schools, traffic cameras, or third-party video feeds in a centralized system for cross-jurisdictional collaboration.
Video Integration with Cloud, Gateway, VMS	Agencies can access and manage video feeds from connected public and private camera systems in one secure platform via Flock's Video Integration products.
Public/Private Partnership MOU Creation	Flock Safety facilitates the legal agreements needed for public-private video sharing, ensuring compliance and reducing administrative workload for law enforcement agencies
Camera Registry Program	Access a customizable, fully-hosted camera registry website to quickly identify nearby video sources during incidents. Strengthen community ties by incorporating fixed camera feeds from local schools, businesses, and neighborhoods. The interactive map lets you spot relevant cameras so you can easily contact camera owners to assist in investigations.
Custom Community Partnership Website	The Community Partnership Website is a customized, professionally designed platform that helps businesses and residents register their cameras, access public safety resources, and actively support local law enforcement efforts.
Community Rollover Program	The Flock Safety Community Rollover Program allows law enforcement agencies to establish public-private camera partnerships with flexibility. Any unused community camera connections can be converted into Flock Safety equipment, such as LPR cameras, live video cameras, or audio detection devices, ensuring all investments contribute to public safety.
Dedicated Customer Success Manager	A dedicated Customer Success Manager serves as your agency's primary contact, providing expert assistance to streamline deployment, maximize efficiency, and ensure long-term success with FlockOS.
Unlimited Users	Unlimited users for FlockOS
Utilization of Flock Safety Mobile App	Increase case clearance on-the-go with real-time alerts and searchable LPR data for mobile devices via the Flock Safety Mobile App, available on Android and iOS devices.
Live Location Sharing from Flock Safety Mobile App	Live Location Sharing in the Flock Safety Mobile App allows officers to share their real-time location with dispatch and command staff through FlockOS Map, enhancing coordination and safety.

**By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions> .**

The Parties have executed this Agreement as of the dates set forth below.

**FLOCK GROUP, INC.**

**Customer: CA - Woodland PD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A NEW CO-TERMED  
CONTRACT FOR THE EXISTING FLOCK LICENSE PLATE READERS**

**WHEREAS**, the City currently utilizes Flock LPR Cameras throughout the city; and

**WHEREAS**, a co-term contract was requested from Flock to help facilitate billing and reporting for the City; and

**WHEREAS**, the decision to continue utilizing Flock services was determined through sole source justification; and

**WHEREAS**, the City is currently under contract with the four Woodland cannabis dispensaries to be reimbursed \$20,000 per agency for security services.

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

SECTION 1. The City Council authorizes the City Manager to sign a two-year contract with Flock Group, Inc. for an amount not to exceed \$300,000.

SECTION 2. The City Council authorizes the increase of the General Fund (Fund 1101) revenue budget by \$80,000 resulting from payments from the Woodland Cannabis Dispensary Agreements.

SECTION 3. The City Council appropriates the same \$80,000 to the Police department budget in Fund 1101.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3rd day of February 2026, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.7  
SUBJECT: Commission on Aging Meeting Minutes for  
September 18, 2025

**Recommendation for Action:** Staff recommends the City Council receive the September 18, 2025 Commission on Aging meeting minutes.

**Staff Contact:**

Dallas Tringali, Community Services Program Manager, (530) 661-2005,  
dallas.tringali@cityofwoodland.gov

**Discussion:**

The minutes from the September 18, 2025 Commission on Aging meeting were approved at the meeting on November 20, 2025.

**Conclusion:**

Staff recommends the City Council receive the September 18, 2025 Commission on Aging meeting minutes.

Prepared by: Dallas Tringali, Community Services Program Manager

Reviewed by: Christine Ferrara, Community Services Director

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

Ken Hiatt  
City Manager

**Attachments:**

1. 2025 09 18 COA Minutes

# **City of Woodland**

Woodland Community & Senior Center  
2001 East Street  
Woodland, CA 95776



CITY OF  
**WOODLAND**  
CALIFORNIA

## **Commission on Aging –**

**Thursday, September 18, 2025**

3:00 PM

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. REGULAR CALENDAR**

1. Approve Minutes from the May 15, 2025 Commission on Aging Meeting  
**On a motion by Commissioner Kathy Harryman, seconded by Commissioner Judy Aubuchon and carried on a 4-0 vote, Commissioners approve the Minutes from the May 15, 2025 Commission on Aging Meeting.**

**AYES: Commissioner Kathy Harryman, Commissioner Judy Aubuchon, Commissioner Iulia Bodeanu, Commissioner Regan Overholt**

**NOES:**

**ABSENT:**

**ABSTAIN:**

2. Commissioner Requests for Absence from Future Meetings  
**No quorum for October.**

**E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS**

3. Commissioner Reports and Updates  
**The Commission gave general introductions.**

**F. NEW BUSINESS**

4. Commission on Aging FY26 Work Plan  
**The Commission elected to table the Work Plan.**

5. Updated "Apartment Complexes in Woodland" Document for 2026-2027  
**On a motion by Commissioner Iulia Bodeanu, seconded by Commissioner Kathy Harryman and carried on a 4-0 vote, Commissioners Approved the Updated "Apartment Complexes in Woodland" Document for 2026-2027.**

**AYES: Commissioner Kathy Harryman, Commissioner Judy Aubuchon, Commissioner Iulia Bodeanu, Commissioner Regan Overholt**

**NOES:**

**ABSENT:**

**ABSTAIN:**

6. Elect Chair and Vice Chair  
**On a motion by Commissioner Iulia Bodeanu, seconded by Commissioner Judy Aubuchon and carried on a 4-0 vote, Commissioners elect Regan Overholt as Chair, and Kathy Harryman as Vice Chair of the Commission on Aging.**

**AYES: Commissioner Kathy Harryman, Commissioner Judy Aubuchon, Commissioner Iulia Bodeanu, Commissioner Regan Overholt**

**NOES:  
ABSENT:  
ABSTAIN:**

**G. REPORT OF THE STAFF**

7. Woodland Senior Center Staff Report

**Staff gave updates on the parking lot and pool construction projects, with plans for programming at the pool. Staff also updated about the AARP Document Shredding event and the Volunteer Appreciation Dinner.**

**H. COMMUNICATIONS - PUBLIC COMMENT**

**I. AGENDA ITEMS FOR NEXT MEETING**

**J. ADJOURN**

**Meeting adjourned at 03:37 PM.**



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.8  
SUBJECT: Increase in Construction Contingency for the WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, (1) Reallocating \$250,000 from the WPCF Asset Replacement Project, CIP 14-02, to the WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12, and (2) Approving an increase in construction contingency up to \$567,720 for a total contract amount of up to \$3,744,920 for the WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12.

**Staff Contact:**

Mark Miller, Associate Engineer - (530) 661-5968; mark.miller@cityofwoodland.gov

**Fiscal Impact:**

The WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12, (hereafter "Project") is funded in the Capital Budget with \$4,600,000 of Sewer Enterprise Funds. This current funding in CIP 24-12 covers the construction contract award to Cushman Contracting Corporation (hereafter "Cushman"), plus 10% construction contingency, and also covers costs for improvement plan design, engineering services during construction, construction observation, instrument integration, and project management. Now that the construction period for the two-year-long project with Cushman has progressed, and additional costs have developed due to unforeseen conditions and added scope, Staff recommends an increase in the Project construction contingency from the original \$317,720 up to \$567,720. Staff recommends a reallocation of \$250,000 of Sewer Enterprise Funds from the parent project, CIP 14-02, to CIP 24-12 to cover this contingency increase. This will bring the total contingency up to 17.9% of the original construction contract and the total Project budget up to \$4.85 million.

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

**Background:**

The City's entire sanitary sewer system drains to the Water Pollution Control Facility (the "WPCF") where wastewater receives tertiary-level treatment and ultraviolet disinfection before being discharged in accordance with Woodland's National Pollutant Discharge Elimination System Permit No. R5-2003-0031-R01. The WPCF is continuously operated, and City Staff continually review statuses of the equipment and treatment processes necessary for permit compliance. Repair and replacement of WPCF components is based on information obtained from these assessments. Several components were identified for replacement in this Project at the headworks including the influent pumps and the grit removal system due to deteriorated conditions, operational constraints, and lack of availability for replacement parts. A reliable, properly operating headworks that can be efficiently maintained is imperative for the continued operation of the WPCF.

Numerous assets at the WPCF and upstream in the City Wastewater Collection system allow the plant to work as designed. Wastewater treatment occurs generally in corrosive environments, which means assets corrode, fail, and need eventual replacement. Costs contained in the proposed scope changes are for replacement of similar assets already included in the Project or for unforeseen

conditions related to construction of the contracted improvements.

**Discussion:**

Many individual items of extra work comprise the increase in construction costs. By far, the largest cost item is the City's request for two additional submersible pump installations apart from the two submersible pumps already included in the base contract with Cushman. These two additional wastewater pumps and associated electrical and discharge piping will be installed at the Gibson Ranch Lift Station, just outside the entrance to the WPCF. Staff requested Cushman prepare costs for replacement of the existing submersible pumps at Gibson Ranch with similar equipment to what Cushman is providing at the WPCF Influent Pump Station. Upon receipt and review of the proposal, the City wishes to add replacement of the influent pumps at the Gibson Ranch Lift Station to the CIP 24-12 contract. These pump replacements result in approximately \$298,000 of added costs which would exhaust nearly 94% of the previously authorized construction contingency.

Other items of extra work that necessitate an increase in the approved construction contingency include: mechanical equipment, lighting, and piping changes at the new grit platform; force account tracking for exploration along the alignment of the new grit washout pad drain line through the WPCF's existing network of electrical duct banks; grit washout pad elevation redesign on account of duct bank conflicts encountered during drain line construction; detection, temporary solution, and permanent relocation of a broken reclaimed water pipe which was found to be leaking beneath the grit blower building; reclaimed water line repairs and some requested line upsizing; reclaimed water valve replacements in addition to the valve replacements included in the base contract; necessary additional subgrade materials and testing that were not clearly identified in the base contract; insulation of the new reclaimed water and grit blower discharge lines; and replacement of about 20 feet of 4-inch diameter drain line which was found leaking beneath the grit pumps with defective joints and a slope in the wrong direction, as well as other asset repairs beyond the originally conceived Project scope.

When originally constructed in the 1980s, the influent pump station, specifically, and the WPCF in general had about half as much equipment and processes in place than currently exist for wastewater treatment. After being improved and expanded once in the 1990s, several times in the 2000s and a handful of times over the last 15 years, the real estate available inside the WPCF for new gravity-draining pipelines as well as for new electrical conduits, pressurized pipelines, and equipment arrangements has been utilized substantially which makes design and construction of new improvements difficult inside this critical facility. The work contained in CIP 24-12 will replace a grit removal facility that has been online since 2006 with no backup system in place by constructing new systems in a different area of the headworks where old, abandoned assets are being removed with and/or accommodated by the improvements. Many of the anticipated change orders are for extra work to fit new improvements in with the plethora of abandoned and active assets installed over the last 38 years, as well as for replacing similar equipment to what was included in the original CIP 24-12 design.

**Conclusion:**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, (1) Reallocating \$250,000 from the WPCF Asset Replacement Project, CIP 14-02, to the WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12, and (2) Approving an increase in construction contingency up to \$567,720 for a total contract amount of up to \$3,744,920 for the WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12.

Prepared by: Mark Miller, Associate Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer

Brent Meyer, Community Development Director / City Engineer

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

Ken Hiatt  
City Manager

**Attachments:**

1. Proposed Resolution - WPCF Grit CIP 24-12

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
APPROVING AN INCREASE IN CONSTRUCTION CONTINGENCY FOR THE WPCF  
INFLUENT PUMP STATION AND GRIT FACILITY IMPROVEMENTS PROJECT, CIP 24-12**

**WHEREAS**, the City Council approved Resolution 8542 on July 15, 2025, to execute a construction contract with Cushman Contracting Corporation in the amount of \$3,177,200 and approved up to 10% construction contract contingency (\$317,720) for the WPCF Influent Pump Station & Grit Facility Improvements Project, CIP 24-12 (the “Project”); and

**WHEREAS**, additional construction contingency is necessary to cover changes in the Project. The current approved construction contract contingency is \$317,720 and the currently anticipated contract change order total is \$567,720, which covers costs related to pump station repairs at the Gibson Ranch Lift Station, additional potholing, utility conflict resolution and grade changes for the grit washout and pump pads, additional reclaimed water line repairs, and scope increases for construction of new grit platform; and

**WHEREAS**, to cover the cost of Project changes, the City Council wishes to approve the reallocation of \$250,000 of Sewer Enterprise Funds from the WPCF Asset Replacement Project, CIP 14-02, to CIP 24-12; and

**WHEREAS**, the City Council wishes to approve an increase in Project construction contingency up to \$567,720 for a total contract amount of up to \$3,744,920.

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

**SECTION 1.** The City Council hereby approves the reallocation of \$250,000 of Sewer Enterprise Funds from the WPCF Asset Replacement Project, CIP 14-02, to CIP 24-12.

**SECTION 2.** The City Council hereby approves a construction contingency increase of up to \$567,720 for a total construction contract amount of up to \$3,744,920 for CIP 24-12.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

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Marissa Kersey, City Clerk

---

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.9  
SUBJECT: 2026 Lighting Efficiency Replacement Project

**Recommendation for Action:** Staff recommends that the Woodland City Council approve Resolution No. \_\_\_\_ authorizing staff to request bids for the 2026 Lighting Efficiency Replacement project.

**Staff Contact:**

Joey Gines, O&M Infrastructure Administrator, (530) 661-5904, [joey.gines@cityofwoodland.gov](mailto:joey.gines@cityofwoodland.gov)

**Report in Brief:**

This project proposes the replacement of 140 existing High Pressure Sodium (HPS) post-top luminaires with energy-efficient LED post-top luminaires, including 118 fixtures in the Spring Lake area and 22 fixtures in the Gateway area that are approaching 20 years old. The project is estimated to cost between \$250,000 and \$350,000 and is expected to improve lighting quality while significantly improving the reducing energy costs for street lighting in these neighborhoods.

**Fiscal Impact:**

Staff estimates the purchase cost of the LED fixtures to be between \$250,000 and \$350,000 depending on the volume discount. The project will not require any additional funding allocation for installation as this work will be performed by City staff and covered within their regular duties. There will be nominal hazardous waste disposal fees for the existing bulbs. Going forward, it is estimated that the more efficient fixtures will result in a savings of more than \$2,000 per month (based on current utility rates) and will require less maintenance.

The funds for this replacement project will come from existing reserve funds in the Spring Lake and Gateway Landscaping and Lighting assessment districts. Specific appropriation amounts will be requested when the contract for the successful bid is brought to Council for award.

**Background:**

City staff began evaluating an energy efficiency lighting replacement project for this area in 2022. At the time, the Federal Government was offering an Electrical Efficiency Community Development Block Grant (EECDBG) for qualifying projects and staff drafted a proposal to replace over 800 High Pressure Sodium (HPS) fixtures that would have resulted in an annual energy savings near \$100,000. The funding for federal grant program was discontinued before the project could be awarded.

Realizing the potential significant savings for the conversion of these fixtures to LED Staff is proposing to proceed with the replacement of HPS fixtures on arterial streets within Spring Lake and the Gateway neighborhoods.

**Discussion:**

The conversion of HPS to LED bulbs will provide about \$2,000 per month in energy savings based on current PG&E rates. These savings will continue to grow as rates increase. By reducing the City's energy usage wherever possible, this project supports Woodland's sustainability goals.

HPS bulbs are treated as hazardous waste and require special handling after removal. By removing these lamps and processing the hazardous materials they contain in a responsible way, this project helps protect the environment.

LED lights have an estimated 10-year service life compared to 3 to 4 years for HPS bulbs. City staff typically replace 10 to 15 HPS bulbs per month. In addition to energy savings, the City will also realize maintenance savings through reduced replacement while gaining enhanced performance through fewer dark areas caused by burnt out lights.

If approved, staff anticipates the lighting replacement project will be completed within approximately 12 weeks.

**Conclusion:**

Staff recommends that the Woodland City Council approve Resolution No. \_\_\_\_ authorizing staff to request bids for the 2026 Electrical Efficiency Replacement project.

Prepared by: Courtney Morgan, Management Analyst

Reviewed by: Craig Locke, Public Works Director



Ken Hiatt  
City Manager

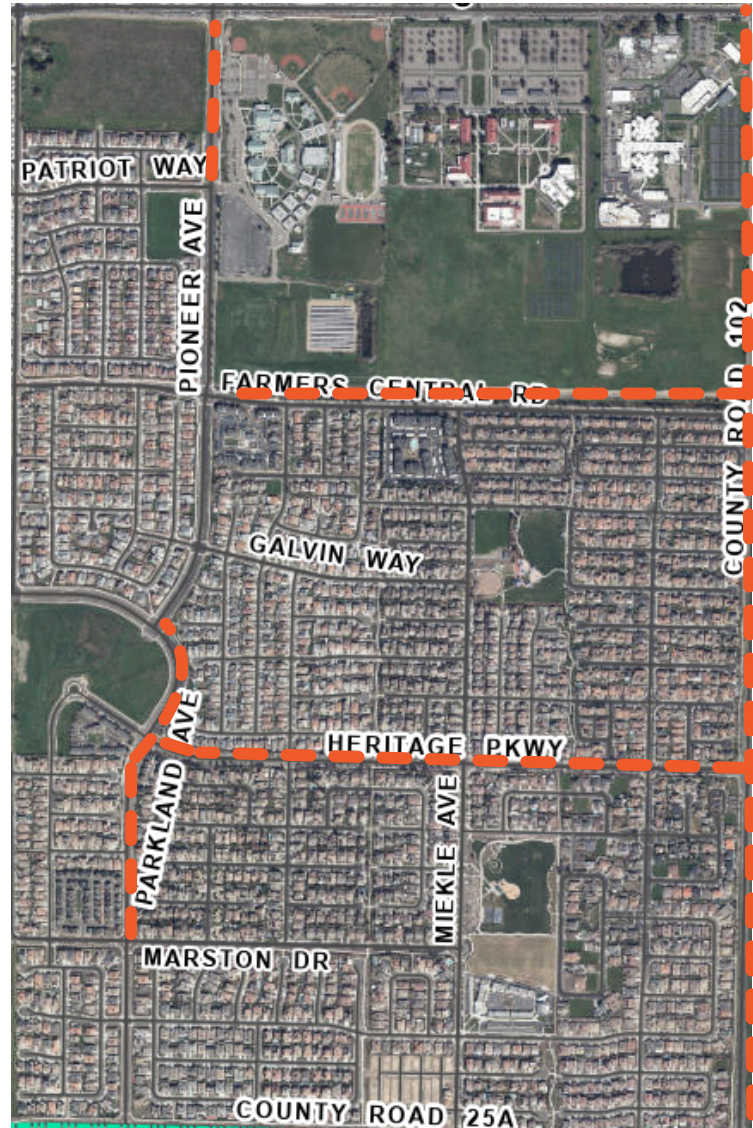
**Attachments:**

1. 2026 Lighting Efficiency
2. Proposed Resolution - 2026 Lighting Efficiency Replacement Project (1)

# 2026 Lighting Efficiency Replacement Project

## Springlake

118 streetlights will be replaced



## Gateway

22 streetlights will be replaced



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING STAFF TO PROCEED WITH BIDDING THE 2026  
LIGHTING EFFICIENCY REPLACEMENT PROJECT**

**WHEREAS**, the City of Woodland is committed to improving energy efficiency, reducing operational costs, and supporting the City’s sustainability goals; and

**WHEREAS**, City staff has evaluated the replacement of High Pressure Sodium (HPS) streetlight heads with energy-efficient LED fixtures as part of the 2026 Lighting Efficiency Replacement Project; and

**WHEREAS**, the proposed project will result in significant energy savings, estimated at approximately \$2,000 per month based on current PG&E rates, with additional long-term maintenance savings due to the extended service life of LED fixtures; and

**WHEREAS**, HPS bulbs are classified as hazardous waste and require special handling and disposal, and this project will allow the City to responsibly remove and properly dispose of these materials; and

**WHEREAS**, the estimated cost of the project is between \$250,000 and \$350,000 for LED light heads, with installation to be completed by City staff and funded through the appropriate Lighting and Landscape Districts; and

**WHEREAS**, if approved, staff anticipates the lighting replacement project will be completed within approximately twelve (12) weeks; and

**WHEREAS**, City Council finds that proceeding with the bidding of this project is in the best interest of the City and supports operational efficiency and fiscal responsibility.

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

SECTION 1. The City Council authorizes staff to proceed with bidding the 2026 Lighting Efficiency Replacement Project.

SECTION 2. Staff is directed to take all necessary actions consistent with this resolution to implement the bidding process in accordance with applicable purchasing requirements.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3rd day of February 2026, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.10  
SUBJECT: Affordable Housing and Sustainable Communities (AHSC) Grant

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_ authorizing the acceptance of the Affordable Housing and Sustainable Communities Program grant funds and execution of associated standard agreements by the City Manager for the provision of bicycle lanes and sidewalk infrastructure in the Armfield-Lemen neighborhood.

**Staff Contact:**

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

**Fiscal Impact:**

If approved, the City of Woodland is the payee for \$970,140 of the Affordable Housing and Sustainable Communities (AHSC) Program Grant Award funds, which would be appropriated into Transportation Fund 351. Based on estimated costs, the funds would be utilized as follows: \$375,000 for bikeway improvements, \$30,000 for sidewalk and crossing improvements on Matmor Road, and \$565,140 for sidewalk improvements on Lemen Avenue. The City shall not be responsible for any loans included in the AHSC award.

**Background:**

On December 10, 2025, the California Department of Housing and Community Development (HCD) and Strategic Growth Council (SGC) made a conditional commitment of AHSC Program funds to assist the Tupelo development project, a transit-oriented affordable housing development of 73 units located on a 2.4-acre site in the Armfield-Lemen neighborhood in Woodland. The funds include a \$14,000,000 AHSC Program Loan Award and \$13,999,100 AHSC Program Grant Award, as detailed in the Conditional Award Letter in Attachment 2.

The AHSC Program application was submitted by Brinshore Development, LLC, Yolo County Housing Authority (YCHA), and New Hope Community Development Corporation. The City of Woodland partnered with these groups on the application to serve as a Transportation Infrastructure Partner for the Sustainable Transportation Improvements (STI) incorporated into the Tupelo development project. If authorized by City Council, the City will be a payee of a portion of the AHSC Program Grant Award included in the conditional commitment. City Council approval is required to facilitate the deployment of these grant funds and completion of the following three transit improvement projects:

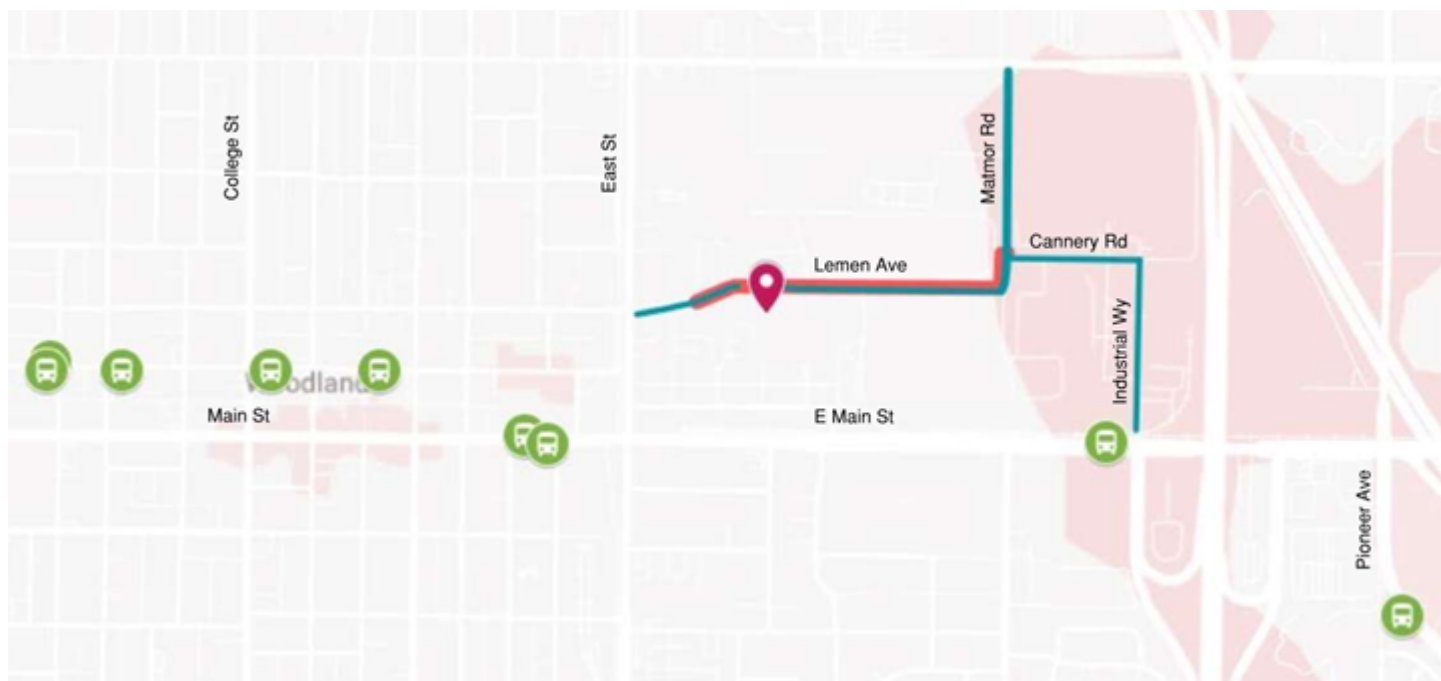
**STI Grant 1** – Construct Class II bikeways on Matmor Road, Lemen Avenue, Industrial Way, and Cannery Road. This would establish critical connections within the City’s transportation network and create safer routes for alternative transportation. The City owns the land where bikeways are proposed.

**STI Grant 2** – Construct sidewalk improvements on Matmor Road. Specifically, create two accessible crossings and connecting sidewalks that allow residents to safely access transit stops, employment centers, and community services. The sidewalks would be built on land currently owned and

controlled by Yolo County Housing. The crossings would be built in the City right-of-way.

**STI Grant 3** – Construct sidewalk improvements on Lemen Avenue. Specifically, improve three distinct segments of sidewalk along Lemen Avenue, creating more than 2,000 linear feet of new pedestrian walkways that connect the proposed Tupelo affordable housing site to essential services and transit. The City owns the land where these walkways are proposed.

The Yolo Transit District (YTD) is the payee of STI Grant 4, which involves the establishment of 10 new bus shelters. For the shelters proposed on City right-of-way, the City would commit to providing site control upon approval. A map displaying the locations of these STI items is included below for reference. Class II bikeways are shown in blue, sidewalk improvements are shown in red, and bus shelters are marked in green.



*Image:* Proposed transit improvement projects to be completed by City of Woodland with AHSC funding

**Discussion:**

To be one of the payees of the AHSC Program Grant Award, the City Council must adopt the attached resolution (Attachment 1) authorizing that the City may accept the AHSC Program award, as well as incur the obligations described above. Additionally, this resolution asserts that the City acknowledges it will be subject to the forthcoming Standard Agreement, which will spell out more specifically the terms and conditions of the STIs for which the City would be responsible. Finally, the resolution establishes an authorized signatory eligible (the City Manager) to execute AHSC Program Award documents, such as the Standard Agreement, on behalf of the City.

**Conclusion:**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_ authorizing the acceptance of the Affordable Housing and Sustainable Communities Program grant funds and execution of associated standard agreements by the City Manager for the provision of bicycle lanes and sidewalk infrastructure in the Armfield-Lemen neighborhood.

Prepared by: Hadlie Ward, Assistant Planner

Reviewed by: Erika Bumgardner, Community Development Department Deputy Director

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

Ken Hiatt  
City Manager

**Attachments:**

1. AHSC Round 9 Conditional Award Letter - Tupelo
2. Proposed Resolution - AHSC Grant

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF STATE FINANCIAL ASSISTANCE**

651 BANNON STREET, SUITE 400, SACRAMENTO, CA 95811  
 P. O. BOX 952054, SACRAMENTO, CA 94252-2054  
 (916) 263-2771  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



December 10, 2025

David Brint, President  
 Brinshore Development, L.L.C.  
 1603 Orrington Avenue, Suite 450  
 Evanston, IL 60201

Ian Evans, President  
 New Hope Community Development  
 Corporation  
 147 West Main Street  
 Woodland, CA 95695

Ian Evans, Executive Director  
 Housing Authority of the County of Yolo  
 147 West Main Street  
 Woodland, CA 95695

Dear David Brint and Ian Evans:

**RE: Conditional Award Commitment and Acceptance of Terms and Conditions  
 Affordable Housing and Sustainable Communities (AHSC), Round 9, Notice of  
 Funding Availability (NOFA), Fiscal Year 2025/2026  
 Brinshore Development, L.L.C., New Hope Community Development Corporation,  
 and Housing Authority of the County of Yolo – *Tupelo*  
 Contract No. 25-AHSC-18875 and 25-AHSC-18876**

The California Department of Housing and Community Development (“**Department**” or “**HCD**”) and the Strategic Growth Council (“**SGC**”) issued the AHSC Round 9, NOFA on March 25, 2025. The Department is pleased to inform you of this Conditional Award to Brinshore Development, L.L.C., New Hope Community Development Corporation, and the Housing Authority of the County of Yolo (“**Awardees**”). This Conditional Award is a loan and grant in the amount of \$27,999,100 (the “**Conditional Award**”) for the above-referenced project (the “**Project**”) and includes the following:

<b>AHSC Program Award Components</b>	<b>Award Amount</b>	<b>Contract Number</b>
AHSC Program Loan Award	\$14,000,000	<b>25-AHSC-18875</b>
AHSC Program Grant Award	\$13,999,100	<b>25-AHSC-18876</b>

The Conditional Award is based on and subject to the Applicant Representations and the Terms and Conditions of Conditional Award, both as further specified and described in this notice of the Conditional Award (the “**Conditional Award Commitment**”). This Conditional Award may only be accepted by timely delivery of a fully executed Acceptance of Terms and Conditions of Conditional Award form to the Department (an executed copy of this form is enclosed herein).

**I. Applicant Representations – Basis of Conditional Award**

In response to the above-mentioned NOFA, the Awardee(s) submitted an application for financing and grant funding of the Project (application, and all communications and documentation submitted to the Department in support thereof, the “**Application**”).

The Department and SGC are making this Conditional Award to the Awardee(s) on the basis of, and in reliance upon, the representations, warranties, projections, and descriptions that the Awardee(s) submitted as part of the Application (the “**Applicant Representations**”).

The Department and SGC may rescind this Conditional Award if the Department discovers, at any time prior to disbursement of the Conditional Award, that the Applicant Representations included material misrepresentations or omissions, regardless of whether or not such misrepresentations or omissions were innocent, unintentional, and/or based upon belief.

**II. Terms and Conditions of Conditional Award**

TIME IS OF THE ESSENCE IN THE SATISFACTION OF THESE TERMS AND CONDITIONS OF CONDITIONAL AWARD.

The Department may rescind this Conditional Award if any of the terms and conditions enumerated in this Section II (the “**Terms and Conditions of Conditional Award**”) are not timely satisfied. The Terms and Conditions of this Conditional Award and their corresponding timelines are described below.

If the Terms and Conditions of this Conditional Award are timely satisfied, the Department will (i) promptly provide a written notification to the Awardee(s) via electronic mail; and (ii) circulate an executed copy of an STD 213, Standard Agreement, for all appropriate signatures and approvals in accordance with the timeline specified in Section III of this Conditional Award Commitment.

All timelines shall be calculated in calendar days. Any deadline falling on a weekend or State of California holiday shall be extended to the next business day.

**A. Timely Execution of Acceptance of Terms and Conditions of Conditional Award Form**

The Awardee(s) shall execute and deliver a copy of the enclosed Acceptance of Terms and Conditions of Conditional Award to the Department within ten (10) calendar days of the date of this Conditional Award Commitment. The Department will deem this condition to be unsatisfied if it receives an executed Acceptance of Terms and Conditions of Conditional Award that has been substantively modified,

altered, or amended in any way. The signed Acceptance of Terms and Conditions of Conditional Award form must be submitted to [AHSC@hcd.ca.gov](mailto:AHSC@hcd.ca.gov).

#### **B. Timely Delivery of Authorization and Organizational Documents.**

If not provided at the time of application, the Awardee(s) shall deliver to the Department, within sixty (60) calendar days of the date upon this Conditional Award Commitment, a legally sufficient set of Authorization and Organizational Documents, as further described and specified below. Specifically, the Awardee(s) shall deliver a duly adopted authorizing resolution, as well as a complete and duly filed or adopted set of organizational documents and all amendments (the “**Authorization and Organizational Documents**”), for each of the following entities as applicable:

- each Awardee entity; the ultimate borrower of the Conditional Award funds (the “**Borrower**”); and,
- each separate legal entity that is part of the Awardee’s or Borrower’s organizational structure.

Each entity’s resolution must constitute, to the Department’s reasonable satisfaction, an unconditional, duly adopted, and legally binding authorization of the entity to accept the total amount of these Conditional Award funds, to fully participate in the relevant Department program, and to be legally bound by the requirements of the Department program. The Department may agree to an extension of fifteen (15) calendar days based on the Awardee’s demonstration of necessity.

**Note:** Public Agencies, as defined in the above-mentioned NOFA and/or Final Program Guidelines, are not required to submit a complete and duly filed or adopted set of organizational documents and amendments. Both the Conditional Award and this Conditional Award Commitment are subject to Health and Safety Code section 50406, subdivision (p), as subsequently amended (“**AB 1010**”).

The Department has posted resolution templates on its website as informational guidance. Please note that use of the resolution templates is not compulsory. However, use of the provided templates will assist in the timely review and approval of the Standard Agreement. While entities may choose to use modified language in their resolutions, Awardees should be aware that this may delay preparation of the Standard Agreement or, if deemed insufficient, may result in the need to submit a revised resolution.

At any point prior to disbursement, the Department may also require the Awardee(s) to resubmit Authorization and Organizational Documents if the original submittals were determined to be inaccurate or incomplete.

### **III. Delivery of Standard Agreement**

In an effort to be responsive to each Awardee's closing needs and to ensure timely commitment of funds, the Department commits to delivering an executed copy of the Standard Agreement relative to this Conditional Award within ninety (90) calendar days of receiving all required documents, including all legally sufficient Authorization and Organizational Documents, in connection with this Project and as applicable.

Please be advised that the form of the Standard Agreement, Exhibits A through D, are posted on the Department's website and will not be circulated for public comment or otherwise subject to change or negotiation except as may be required to achieve compatibility with the requirements of other governmental programs and third-party lenders.

Your contract is assigned to a Single Point of Contact (SPOC), Linda Riedel, Housing & Community Development Representative II, Climate Change Branch at (916) 809-5630 or Linda.Riedel@hcd.ca.gov, which will serve as your contact for any and all inquiries related to the development and execution of the Standard Agreement. If this project has previously received funding from HCD, this new award will be referred to the same SPOC as your previous award so as to minimize the points of contact from within HCD. You will receive an email from your SPOC within 48 hours of receipt of your signed Acceptance of Terms and Conditions of Conditional Award.

Among the responsibilities of the SPOC will be to maintain contact throughout the next several months as you work to secure all necessary funding sources to begin construction. Your SPOC will be reaching out to you on a monthly basis to inquire on status and progress. In the meantime, should you have any changes to the status or make up of your project we ask that you communicate these changes as soon as possible to your assigned SPOC.


### **IV. Deadline to Secure Permanent Financing**

Please note, that the Awardee must secure all permanent financing, including tax credits and bond allocations, within 24 months of the date of the first Department funding award to the Project, consistent with the Department's Disencumbrance Policy (Administrative Notice Number 2022-02: Disencumbrance Policy). Sponsors must demonstrate that all permanent financing is in place allowing the project to commence construction. Failure to meet this requirement shall result in the withdrawal or recapture of this Conditional Award and any other prior or subsequent funds awarded to the Project.

Affordable Housing and Sustainable Communities Round 9, Conditional Award Commitment  
Brinshore Development, L.L.C., New Hope Community Development Corporation, and  
Housing Authority of the County of Yolo – *Tupelo*  
Contract No. 25-AHSC-18875 and 25-AHSC-18876  
December 10, 2025  
Page 5

Congratulations on your successful Application. For further information, please contact your  
SPOC as outlined in Section III above.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Seeger".

Jennifer Seeger  
Deputy Director  
Division of State Financial Assistance

Enclosure: Acceptance of Terms and Conditions of Conditional Award form

**California Department of Housing and Community Development**

**Affordable Housing and Sustainable Communities  
Acceptance of Terms and Conditions of Conditional Award**

Brinshore Development, L.L.C., New Hope Community Development Corporation, and Housing Authority of the County of Yolo (“ <b>Awardee(s)</b> ”) Tupelo (“ <b>Project</b> ”)
--

Affordable Housing and Sustainable Communities award totaling \$27,999,100 (“**Conditional Award**”), as detailed below:

<b>AHSC Program Award Components</b>	<b>Award Amount</b>	<b>Contract Number</b>
Loan Award	\$14,000,000	<b>25-AHSC-18875</b>
Grant Award	\$13,999,100	<b>25-AHSC-18876</b>
HRI component		
STI component	\$13,725,140	
PGM component	\$273,960	


By signing this Acceptance of Terms and Conditions of Conditional Award, the Awardee acknowledges having read and fully understood the terms and conditions of the Conditional Award Commitment, dated December 10, 2025, in connection with the Project.

In addition, the Awardee acknowledges having read and fully understood all of the Department’s requirements relative to the Conditional Award, including the requirements set forth in Administrative Notice Number 2022-22: Disencumbrance Policy, and the Awardee agrees to abide by and comply with those requirements.


In addition, the Awardee(s) must acknowledge that they have reviewed and verified the accuracy of the final project report prepared by the Department no later than seven business days of receipt.

**Project Specific Award Conditions:**

1. The Standard Agreement Exhibits A, B, D, and E are posted on the Department’s AHSC Program website and will not be circulated for public comment or otherwise subject to change or negotiation.


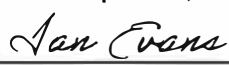

Initials: Brinshore Development, L.L.C.   
New Hope Community Development Corporation: IE  
Housing Authority of the County of Yolo: IE

2. To facilitate timely processing of Standard Agreements, a condition of the award will be the delivery of a duly adopted and legally sufficient authorizing resolution and any duly filed or adopted organizational documents not included in the application, within 60 calendar days of the Department’s issuance of the conditional award letter, but no later than February 9, 2026. Failure to provide documentation may result in the assessment of negative points pursuant to the Departments Negative Points policy dated March 30, 2022, as amended, Section 102 (b) (1 & 2).

Initials: Brinshore Development, L.L.C.:   
New Hope Community Development Corporation: IE  
Housing Authority of the County of Yolo: IE

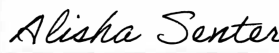
3. The Awardee(s) shall remain a party to the Standard Agreement for the entire term of the Standard Agreement; removal of the awardee(s) without the Department’s prior written consent is prohibited and will result in a default.

Initials: Brinshore Development, L.L.C.: DB  
New Hope Community Development Corporation: IE  
Housing Authority of the County of Yolo: IE

	12/19/25
David Brint, President Brinshore Development, L.L.C.	Date
	12/19/2025
Ian Evans, Executive Director New Hope Community Development Corporation	Date
	12/19/2025
Ian Evans, Executive Director Housing Authority of the County of Yolo	Date

**\*\* For HCD Use Only \*\***

Authorized Representatives Verified  
 All Parties Signed  
Date Received: 12/19/2025

HCD Acknowledgment  
 Program Manager  
[Name, Position]

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FROM THE  
AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES  
PROGRAM AND EXECUTION OF A STANDARD AGREEMENT BY THE  
CITY MANAGER FOR PROVISION OF BICYCLE LANES AND  
SIDEWALK INFRASTRUCTURE IN THE ARMFIELD-LEMEN  
NEIGHBORHOOD**

**WHEREAS**, the California Department of Housing and Community Development ("HCD") and the Strategic Growth Council ("SGC") issued an Affordable Housing & Sustainable Communities Program ("AHSC" or "AHSC Program") Notice of Funding Availability, dated March 25, 2025 ("AHSC Program NOFA"); and

**WHEREAS**, the City of Woodland partnered with Brinshore Development, LLC, Yolo County Housing Authority ("YCHA"), and New Hope Community Development Corporation in their application in response to the AHSC Program NOFA to improve affordable housing, transportation, and sustainability in the Armfield-Lemen neighborhood through the Tupelo development project, and was determined to be an eligible applicant; and

**WHEREAS**, HCD and SGC have made a conditional commitment of AHSC Program funds to assist the Tupelo development project, pursuant to the conditional award letter dated December 10<sup>th</sup>, 2025, in the amount of \$14,000,000 in AHSC Program Loan Award and \$13,999,100 in AHSC Program Grant Award; and

**WHEREAS**, the City of Woodland is committed to the completion of bicycle lanes, sidewalk improvements, and providing right-of-way where applicable for bus shelters included in the Sustainable Transportation Infrastructure ("STI") components of the AHSC Program application and deployment of AHSC Program Grant Award funds allocated for these improvements; and

**WHEREAS**, the proposed infrastructure improvements align with the rules, regulations, codes, policies enforced by the City of Woodland, and the City's Armfield-Lemen Neighborhood Framework Plan, Climate Action Plan, Active Transportation Plan, and the Circulation Element of the General Plan.

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

SECTION 1. The City of Woodland is hereby authorized and directed to act in connection with the AHSC Program award.

SECTION 2. The City Council authorizes the acceptance of \$970,140 in AHSC Program Grant Award funds and appropriation into Transportation Fund 351.

SECTION 3. The City of Woodland is hereby authorized and directed to accept and incur an obligation for the AHSC Program award. That in connection with the AHSC Program award, the City of Woodland is authorized and directed to enter into, execute, and deliver one or more STD 213, Standard Agreements for a sum not to exceed the full amount of the AHSC Program Award, and any and all other documents required or deemed necessary or appropriate to secure the AHSC Program Award from the Department and to participate in the AHSC Program, and all amendments thereto (collectively, the “Program Award Documents”).

SECTION 4. The City of Woodland acknowledges and agrees that it shall be subject to the terms and conditions specified in the STD 213, Standard Agreements, and that the Affordable Housing Sustainable Communities Program of 2025 NOFA and the Application will be incorporated by reference therein and made a part thereof. The City of Woodland also acknowledges and agrees that any and all activities, expenditures, information, and timelines represented and described in the Application are enforceable through the relevant STD 213, Standard Agreement(s). The City of Woodland also acknowledges and agrees that Program Award funds are to be expended only on the eligible uses and activities identified in the relevant STD 213, Standard Agreement(s).

SECTION 5. The City Council hereby authorizes the City Manager, or designee, to execute program award documents and all amendments, as well as take all actions necessary to implement and administer the award in accordance with applicable laws, regulations, and grant requirements on behalf of the City of Woodland.

SECTION 6. This resolution shall take effect immediately upon its passage, and any actions taken thus far in furtherance of the activities authorized by this resolution are hereby ratified.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting of the City Council held on the 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.11  
SUBJECT: Public Works Semi-Annual Status Report

**Recommendation for Action:** Staff recommends that the City Council accept the Public Works Semi-annual Status Report for the period of July 2025 through December 2025.

**Staff Contact:**

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

**Background:**

This Semi-Annual report covers the period from July 2025 through December 2025. The dashboard presents a summary of easily quantifiable data such as Service Requests and Work Orders received. This report provides a narrative description of major work performed and notable department highlights.

**Discussion:**

Public Works is proud to work as a team internally and with other departments to provide excellent customer service for the citizens of Woodland. Individual divisions highlighted an achievement from the last six (6) months in the section below, but there are many projects that require contributions from multiple departments to be successful.

One of the most visible collaborative efforts resulted in the ice rink in Freeman Park. Crews from Water and Electrical worked with the Visit Woodland and Woodland Hoteliers groups to make the ice rink possible. Last year electrical installed a new connection point for the ice making equipment. Staff altered the water system controls to take well 28 offline for the duration of the ice rink, except for weekly flushing of the water column. With the conclusion of the ice rink, crews have restored well 28 to full operation. Currently the ASR well is injecting 800 gallons of surface water per minute, contributing to the 4.1 million gallons of water that the city is storing every day.

Each division is also constantly improving the infrastructure in their charge; below are some highlights of their accomplishments.

**Electrical Division**

The Electrical Division provided an in-house upgrade of the city’s Supervisory Control and Data Acquisition (SCADA) system software. They also inspected work at the CSD pool, parking lot, and EV charging stations. In addition to upgrading the Opticom traffic signal preemption detectors, they replaced all collapsed underground conduits at the intersection of East Beamer Street and County Road 102.

**Signs and Markings Division**

The Signs and Markings Division completed several key maintenance projects throughout the city. They also completed upgrades to several city parking lots, replaced JAPA equipment, and supported parking lot improvements. These efforts enhance accessibility, safety, and functionality for both residents and visitors.

**Streets Division**

The Streets Division is preparing the roadway in the northwest section of town north of Main and west of West streets. Collector streets are not included in the project. The Streets Division is also about 80% complete with crack sealing in the southeast part of town including the Springlake Lighting and Landscaping District. These repairs will reduce water intrusion in the base, preserving pavement condition and extending roadway service life.

### **Collections Division**

The Collections Division hit a milestone by becoming fully staffed in December. During the last 6 months, they removed the sediment from the East Main street lift station, a large job done on a 5-year rotation, then installed newly fabricated debris gates in the facility. Staff rented equipment and cleaned the Kentucky Avenue concrete ditch, burned the north canal with assistance from Fire, and performed additional ditch cleaning using goats, sheep, spraying, and parole work detail crews. The annual goals for inspection and cleaning outlined in the Sanitary Sewer Management Plan were met or exceeded last year.

### **Fleet and Facilities Division**

Facilities completed the bid package for the library roof replacement, which includes new HVAC units close to the end of their service life. The equipment area will require modifications to accommodate these more efficient units, but they are 15 to 25% more efficient than the existing units and will create savings in the Library's electric bill.

Fleet has purchased 4 new EV F150 Lightnings, a difficult feat since production was halted last year. These are the lowest cost EV trucks, the state "Advanced Clean Fleets" regulations requires that 50% new fleet vehicles purchased are zero emission in 2026.

### **Water Pollution Control Facility**

Staff continues with project management work on the UV lights and filters as contractors make capital improvements to the facility at the headworks, and aeration basin while replacing valves throughout the facility. Solids removal from Pond 9 is also scheduled this year.

The lab is updating procedures for monitoring and reporting to comply with the new National Pollution Discharge Elimination Program permit to be adopted later this year.

The Pretreatment team is fully staffed and is working on ramping up residential discharge awareness with their no FOG (fats, oils and grease) down the storm drain campaign. On the industrial side, they continue to issue permits for new businesses as well and renew and inspect existing businesses for compliance.

### **Water Division**

The Water Division has been very busy keeping up with new state requirements. Last year saw the implementation of the in-house backflow testing program, and 2026 will see the implementation of the Cross Connection Control Program developed in the last half of 2025. Ultimately, surveys will be conducted of all businesses in Woodland to eliminate threats to the water system's integrity. In addition to complying with that mandate, the Water Division completed the required 3-year lead and copper testing and tested and repaired the cathodic protection on 4.5 miles of transmission main. Working with Utility Engineering, they took 5,500 feet of BOW 2" water main out of service because 90% of the emergency leak repairs come from these pipes.

### **Administrative Division**

The Administrative Division is working with PG&E to consolidate accounts and track rate plan changes to reduce cost and complexity. They provide backflow testing and more than 3,300 cross-connection survey notifications. The team initiated a satisfaction survey outreach to residents

adjacent to public works activities during this period. In addition, they reissued fuel cards for the entire city fleet. The admin staff helps bring the team together by making quarterly all-hands meetings something special, providing the question of the month bulletin board, and providing training sessions for the staff on new aspects of the city's administration software.

**Conclusion:**

Staff recommends that the City Council accept the Public Works Semi-annual Status Report for the period of July 2025 through December 2025.

Prepared by: Craig Locke, Public Works Director



Ken Hiatt  
City Manager

**Attachments:**

1. Final Semi Annual Report

# Public Works

# SEMI ANNUAL REPORT

July 1, 2025 - December 31, 2025

## SEWER & STORM

- Responded to **91** service requests
- Installed **33** clean outs
- Replaced **15** service taps
- Cleaned **212** drain inlets

REPAIRED OVER  
**539 FT**  
OF SEWER MAINLINE  
& LATERAL PIPE

### Stormwater Preventative Maintenance

By cleaning **19,463 feet** of pipe and inspecting **15,866 feet** via CCTV, the Collections Department ensures our stormwater network operates at peak performance.

### Sewer CCTV Inspections

The Sewer Department inspected **102,976 ft** of mainline gravity mains and **47,559 ft** of lower sewer laterals.

By identifying defects early via CCTV, we prioritize preventative maintenance to stop blockages before they happen and avoid costly emergency repairs.

### Sewer Cleaning (HVVC)

The Sewer Department completed **136,762 feet** (approx. **26 miles**) of high-velocity vacuum cleaning (HVVC) to remove debris, F.O.G. (Fats, Oils, and Grease) prevent blockages, and maintain a reliable wastewater system.



The Sewer Department hydro excavating for emergency repairs on the sewer lateral.

## ADMIN



Answered **2,670** customer calls



Entered **2,597** requests for service



Submitted **3,481** invoices

# Public Works

# SEMI ANNUAL REPORT


July 1, 2025 - December 31, 2025

## STREETS

- Responded to **132** service requests
- Skin-patched **474 sq ft** of damaged asphalt
- Approx. **43 Tons** of Asphalt used to repair sinkholes & trench



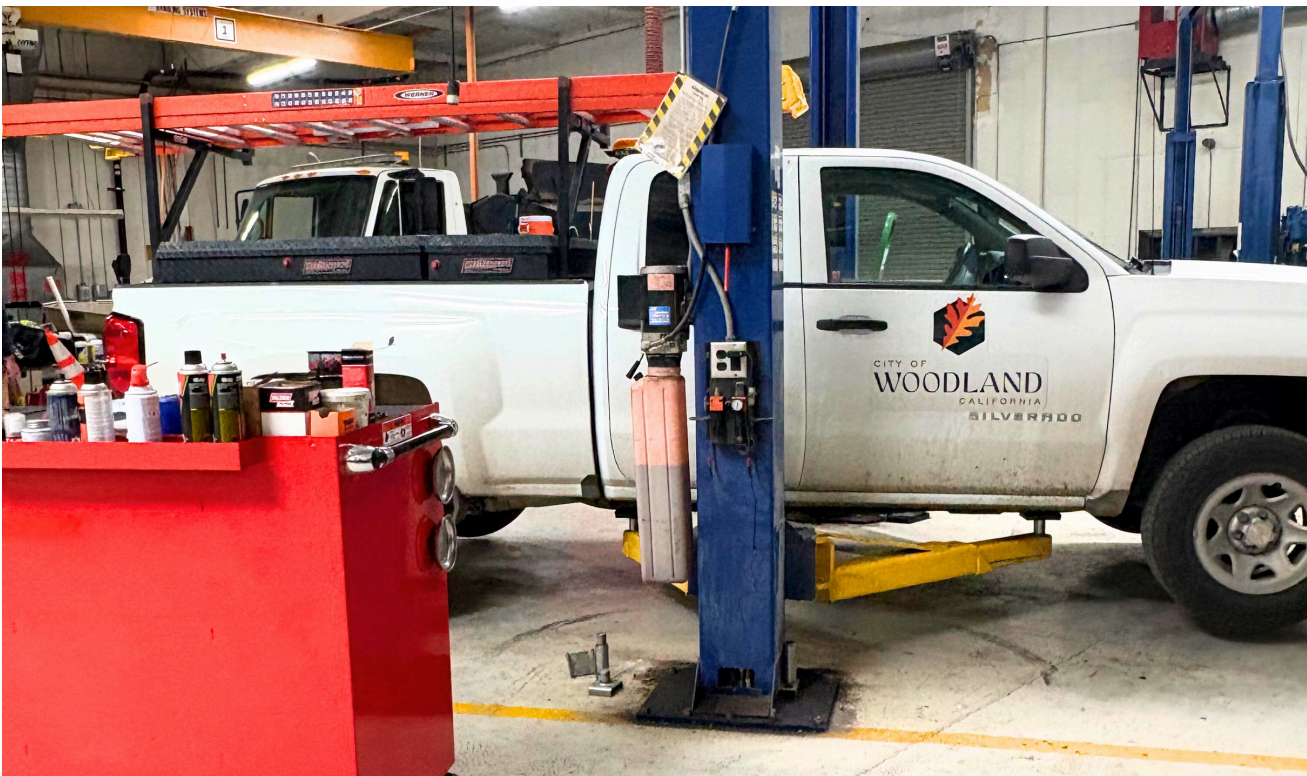
Streets Department crews remove damaged asphalt to prepare the roadway for smooth, durable repairs.

<b>CRACK SEALING</b> <b>46.64 MILES</b>	<b>665</b> <b>POTHOLES REPAIRED</b> 
--	--

<b>4</b> CURB & GUTTER REPLACEMENT
<b>29</b> SIDEWALK RAMPING
<b>26</b> SIDEWALK REPLACEMENT PROJECT

## FLEET & FACILITIES

Fleet shop responded to approx. **277** service requests



City vehicle in shop for repairs

FACILITIES RESPONDED TO **168** CALLS FOR SERVICE AT CITY FACILITIES



FACILITIES REPAIRED **25** SAFETY ISSUES



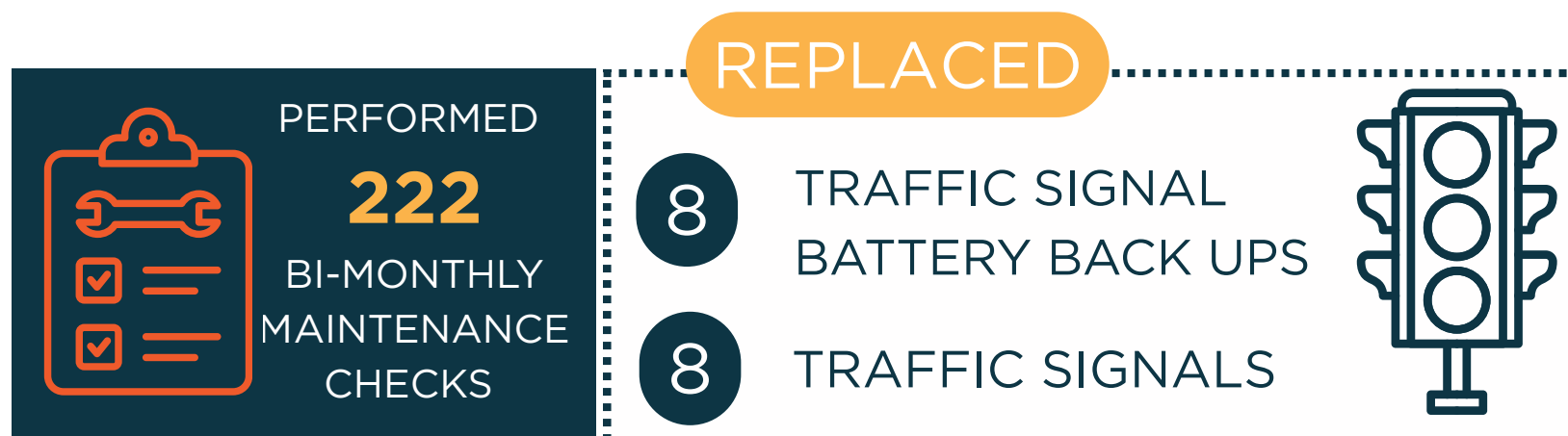
# Public Works

# SEMI ANNUAL REPORT

July 1, 2025 - December 31, 2025

## ELECTRICAL

- Repaired **36** existing traffic signals
- Retrofitted **23** lights to energy efficient leds
- Upgraded **10** traffic signals
- **4** streetlight pole knockdowns



An electrical department employee collects flow data using an ultrasonic flow meter to help monitor and maintain critical electrical systems.

## SIGNS & MARKINGS

### White Thermal Markings (Citywide)

White thermal pavement markings were installed throughout the city, including **9,602 linear ft** of white thermal lines and **2,670 sq ft** of white thermo markings. These markings guide motorists and support safe traffic operations.

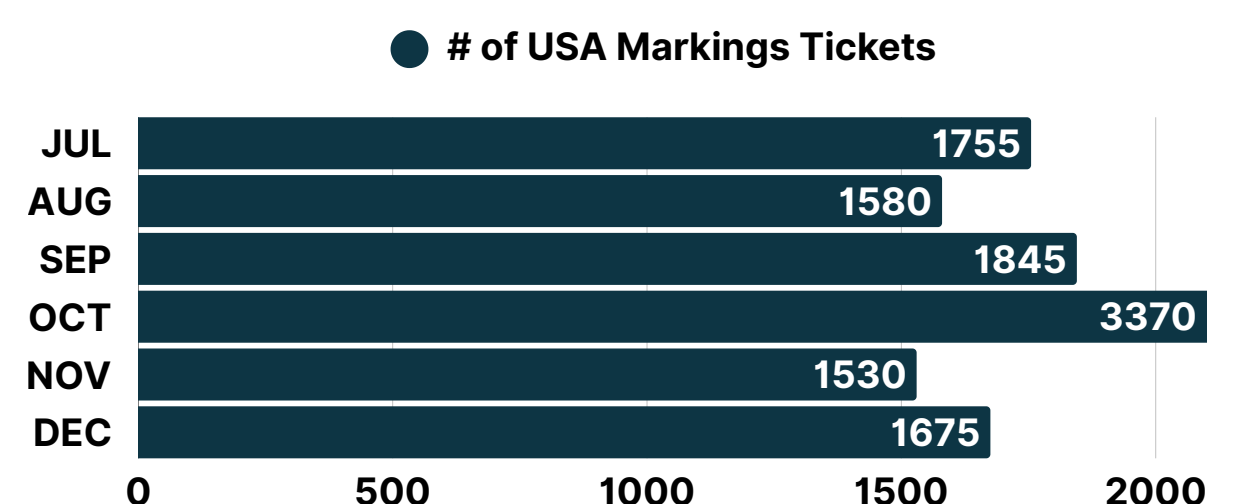
- **525 linear ft** of red curb paint applied
- **3,579** raised pavement markers were replaced.



### USA MARKINGS

USA markings identify underground utilities prior to construction.

Temporary paint and flags mark utility locations, helping protect infrastructure and improve worker and public safety.



# Public Works

# SEMI ANNUAL REPORT

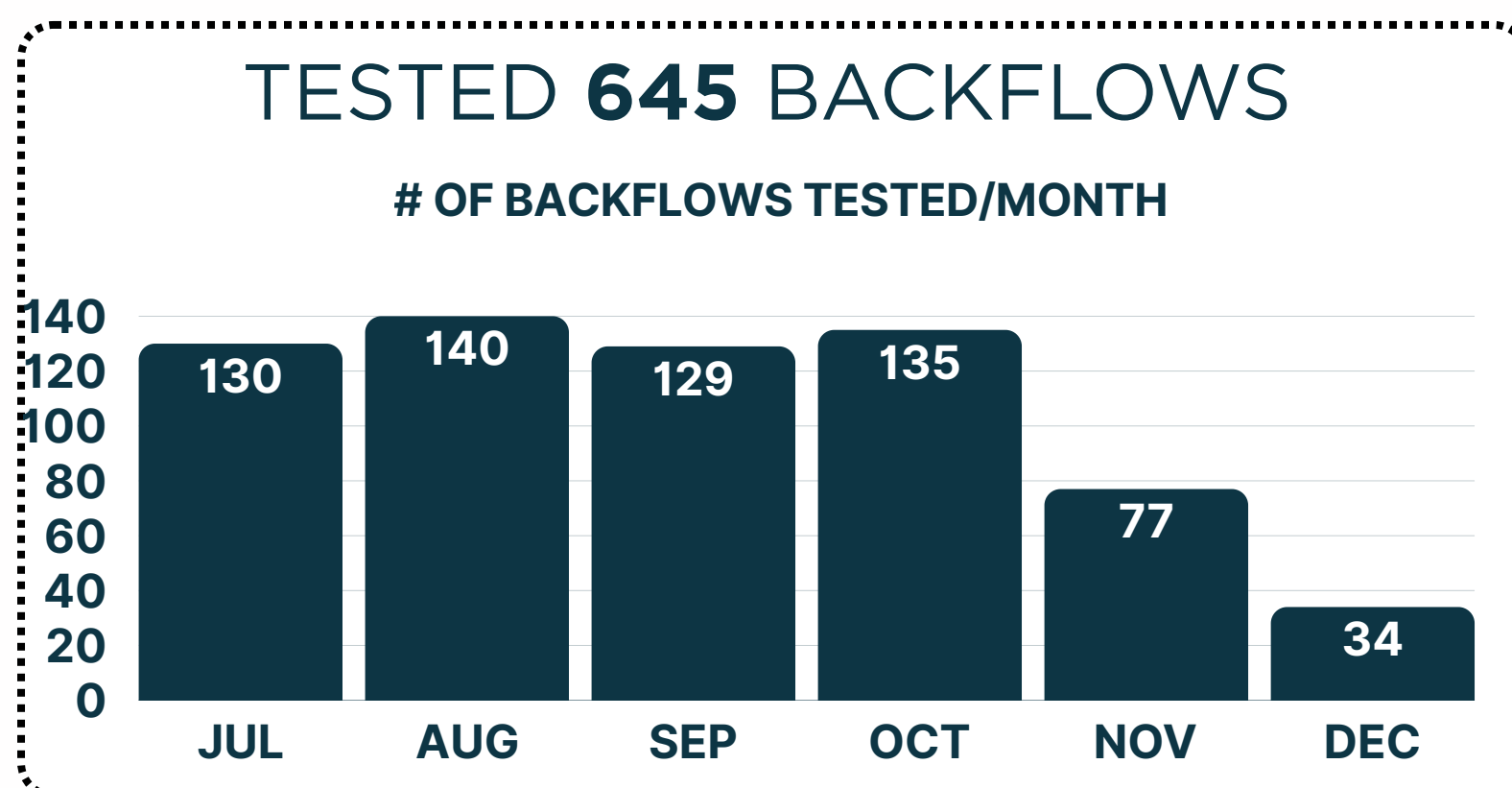
July 1, 2025 - December 31, 2025

## WATER DISTRIBUTION & PRODUCTION

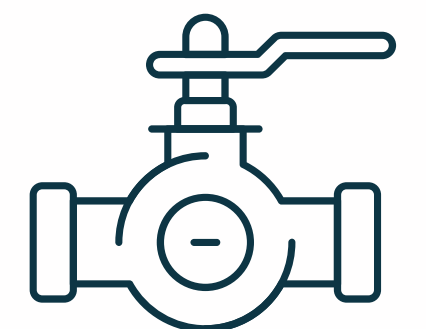
- Responded to **1,656** service requests
- **550** water quality samples were taken and tested to ensure standards are met
- Tested **1,006** water meters
- Replaced **1,037** water meters
- Installed **888** AMRs
- Repaired **33** broken water mains



Older water meter units removed as part of the Water Department's ongoing meter replacement project.



## 90 WATER MAIN SHUTDOWN



- 20 Emergency shutdowns
- 40 Scheduled shutdowns
- 30 Contractor-related shutdowns

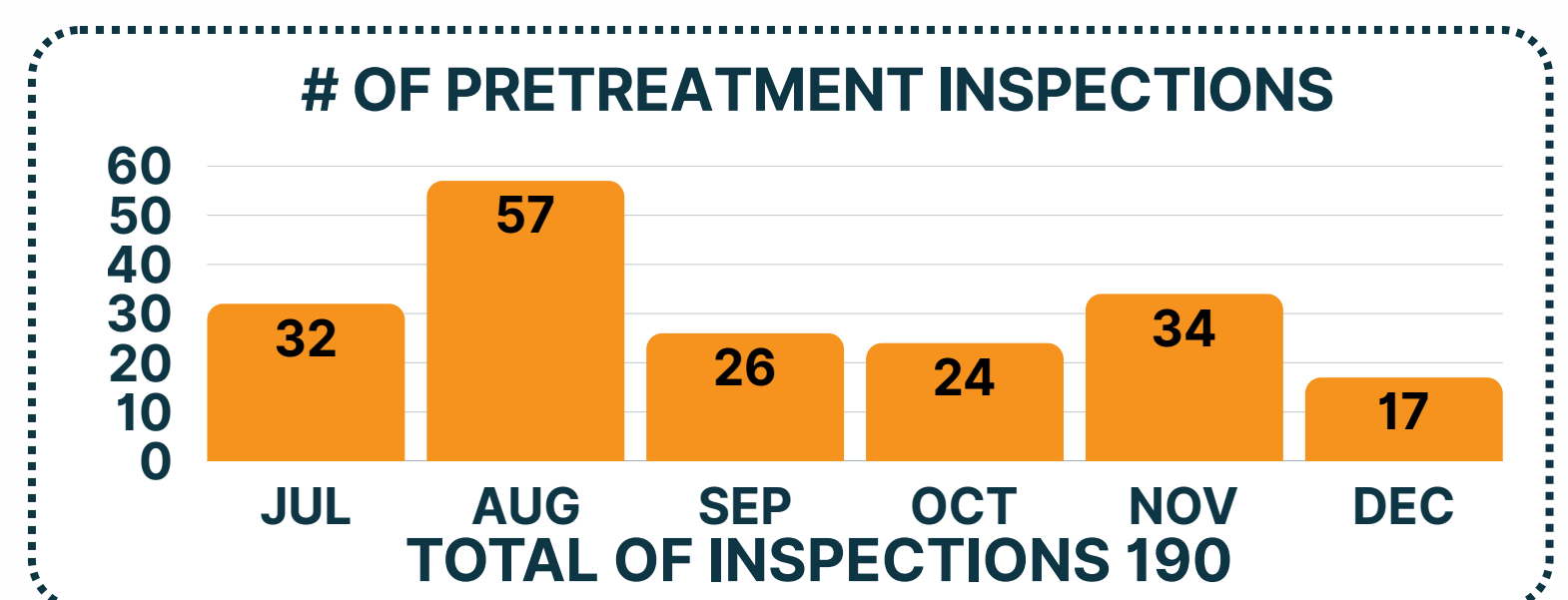
These shutdowns were necessary to support system repairs, planned maintenance, and construction activities while maintaining safe and reliable water service citywide.

## WASTEWATER OPERATIONS

### What is Treated Wastewater?

Treated wastewater is water that has been cleaned so it can be safely reused or released back into the environment.

- **749 million gallons** of incoming wastewater treated
- **571 million gallons** of treated water released safely
- **72 million gallons** of treated water reused as recycled water
- **26 million gallons** of leftover solids (sludge) sent to South Ponds



**Pretreatment inspections** help the Water Pollution Control Facility prevent harmful pollutants from reaching the sewer system and treatment plant.



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.12  
SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Revising Section 9.48, Camping within the City Limits

**Recommendation for Action:** Staff recommends that the City Council waive the second reading and adopt Ordinance No. \_\_\_\_\_, revising sections within Chapter 9.48, “Camping within the City Limits,” of Title 9 of the Woodland Municipal Code.

**Staff Contact:**

Ryan L. Kinnan, Chief of Police, 530-661-7813, Ryan.Kinnan@cityofwoodland.gov  
Victoria Danzl, Lieutenant, 530-661-7860, Victoria.Danzl@citofwoodland.gov

**Background:**

Recent guidance and actions at the state and judicial levels have expanded the authority of local jurisdictions to regulate camping and related activities within city limits. Specifically, actions issued by Governor Gavin Newsom, along with relevant court decisions, have clarified and, in some cases, broadened the scope of permissible local regulation in this area.

In response to these developments, City of Woodland staff initiated a review of the City’s existing ordinance governing camping within city limits to determine whether additional amendments could be implemented consistent with current legal standards. This review focused on evaluating opportunities to enhance regulatory clarity, improve enforceability, and ensure that the City’s ordinance aligns with updated state guidance and applicable court rulings.

The proposed ordinance changes reflect the results of this review and are intended to provide the City with clearer authority to manage camping activities within city limits while balancing public health, safety, and welfare considerations.

**Discussion:**

The proposed amendments to Chapter 9.48 are intended to strengthen the City’s ability to regulate camping within City limits by addressing limitations in the current ordinance and aligning local regulations with updated state guidance and applicable court decisions. While the existing ordinance provides authority to regulate camping activities, its application is limited to nighttime enforcement. Staff has identified opportunities to improve effectiveness by expanding the ordinance to allow for enforcement during daytime hours, providing clearer regulatory authority, and more consistent application.

A central component of the proposed amendments is the removal of the nighttime-only limitation, allowing camping regulations to apply regardless of the time of day. This change is designed to address ongoing impacts associated with camping that may occur during daylight hours, including public health concerns, obstruction of public spaces, fire hazards, and impacts to public and private property. By enabling daytime enforcement, the City can respond more promptly to these issues rather than deferring action until nighttime hours.

The amendments also improve regulatory clarity and enforceability by more clearly defining the City’s

authority to manage camping activities within its jurisdiction. Establishing a consistent enforcement framework reduces ambiguity for both the public and enforcement personnel, supports fair and uniform application of the ordinance, and enhances compliance. These changes are intended to be consistent with recent state-level guidance and judicial rulings that have clarified the scope of permissible local regulation in this area.

Overall, the proposed amendments represent a measured and legally informed update to the City's existing camping ordinance. By expanding enforcement authority, improving clarity, and strengthening the City's ability to protect public spaces, the updated ordinance is intended to balance public health, safety, and welfare considerations while providing the City of Woodland with effective tools to manage camping activities within City limits.

At the January 20, 2026, meeting, the City Council introduced and waived the first reading of this proposed Ordinance.

**Conclusion:**

Staff recommends that the City Council waive the second reading and adopt Ordinance No. \_\_\_\_\_, revising sections within Chapter 9.48, "Camping within the City Limits," of Title 9 of the Woodland Municipal Code.

Prepared by: Victoria Danzl, Lieutenant  
Reviewed by: Ryan L. Kinnan, Chief of Police



Ken Hiatt  
City Manager

**Attachments:**

1. Proposed Ordinance - Camping Ordinance Revision (1)

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AMENDING CHAPTER 9.48 OF THE WOODLAND MUNICIPAL CODE RELATING  
TO CAMPING WITHIN CITY LIMITS**

**WHEREAS**, the City of Woodland is committed to protecting the public health, safety, and general welfare as well as public and private property; and

**WHEREAS**, regulation of camping, generally meaning use of undeveloped land for the purpose of living and sleeping, is important for the orderly conduct and maintenance of public and private property for all and, in this vein, the City adopted regulations pertaining to camping within the City limits codified at City Municipal Code chapter 9.48; and

**WHEREAS**, as drafted, Chapter 9.48 only applies to nighttime camping and, in order to effectively protect the public health, safety, and general welfare as well as public and private property related to camping, staff propose amendments to Chapter 9.48 to allow daytime enforcement, specifically the amendments shown in EXHIBIT A, attached hereto and incorporated herein by reference; and

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

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

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

**SECTION 2. California Environmental Quality Act (CEQA).** The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. Moreover, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment) because this Ordinance will not cause a change in any of the physical conditions within the area affected.

**SECTION 3. Code Amendment/Adoption.** Chapter 9.48 of the Woodland Municipal Code is hereby amended as set forth in the attached EXHIBIT A, attached hereto and incorporated by this reference.

**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 take effect thirty (30) days after its adoption and shall be published by summary in a newspaper of general circulation published and circulated within the City of Woodland in accordance with applicable law.

**INTRODUCED** at a regular meeting of the City Council of the City of Woodland, California on the 20<sup>th</sup> day of January 2026 and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3rd day of February 2026 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney

## EXHIBIT A

### Proposed Changes to Woodland Municipal Code Chapter 9.48

#### CHAPTER 9.48

#### CAMPING WITHIN THE CITY LIMITS

##### **§ 9.48.010. Authority and purpose.**

The purpose of this chapter is to protect public and private property within the City from the destruction that accompanies camping. It also is enacted to ensure that proper health and safety accommodations be provided to those who do camp. It is enacted to prevent degradation of public and private lands and assure that such lands can be utilized for their intended purpose. The City Council enacts the ordinance codified in this chapter in accordance with the authority granted to cities by Article XI, Section 11 of the California Constitution.

(Prior code § 7-1)

##### **§ 9.48.020. "Camping" defined.**

For purposes of this chapter, "camping" is defined as residing on or using any City-owned public or private property ~~at night~~ for living accommodation purposes, such as sleeping activities or making preparations to sleep (including the laying down of bedding for the purpose of sleeping); or storing personal belongings (including, but not limited to, clothing, sleeping bags, bedrolls, blankets, sheets, luggage, backpacks, kitchen utensils, cookware, and similar material); or making any fire or using any tents; regularly cooking meals; or living in a parked vehicle. These activities constitute camping when it reasonably appears, in light of all the circumstances, that a person(s) is using public or private property as a living accommodation, with the intent to camp.

(Prior code § 7-2)

##### **§ 9.48.030. Camping on public property.**

A. Except as may be permitted within parks by the Community Services Director, it is unlawful to camp upon any public property owned by the City, including, without limitation, streets, easements, parks, dump sites, creek beds, sidewalks, alleyways, drainage channels, storm drain ponds, well sites electric utility substations, parking lots, corporation yards, and buildings, including the curtilage of such buildings. No person shall set up upon any City property ~~at any time during nighttime hours~~ tents, shacks, house trailers, motor homes, campers, or any other temporary or permanent shelter for the purpose of camping, nor shall any person leave in any such place any movable structure or special vehicle to be used for the purpose of camping, such as a house trailer, tent, automobile, or the like. It is a violation of this section to set up provisions for the purpose of camping such as a house trailer, tent, automobile, or similar structure.

Setting up any provision or structure with the intent to camp, regardless of whether a full night is actually spent at the location, shall constitute a violation of this section. ~~whether or not a full night is actually spent at the location.~~

A.B. It is unlawful for any person to obstruct, or otherwise interfere with the free passage of pedestrians or motorists from ingress and egress on any public street, sidewalk, alleyway, or

other public property within the City by camping or placing stored personal property thereon.  
(Prior code § 7-3; Ord. 1725, 11/5/2024)

**§ 9.48.040. Camping on private property.**

- A. Except as otherwise provided in this section, it is unlawful to camp upon private property within the City. No person shall set up upon any private property ~~at any time during nighttime hours~~ tents, shacks, campers or any other temporary or permanent shelter for the purpose of camping, nor shall any person leave upon any private property any ~~movable structures~~ or special vehicle to be used for such a purpose, such as a tent or automobile or similar structure~~the like~~. Violation of this section shall be charged as a misdemeanor.
- B. Exceptions. This section shall not apply to persons camping upon their own land or camping with the owner of the land, or to persons camping with the written consent of the owner of the land; provided, that such written consent is in their possession at the time and is shown upon demand of any peace officer; and provided that all local zoning ordinances of the City and County are met and all Health Code sections of the State are complied with. This section shall not apply to persons lawfully camping within campgrounds or trailer parks specifically designated and/or approved for such use pursuant to the Zoning Ordinance of the City.  
(Prior code § 7-4)

**§ 9.48.050. Campfires.**

No person shall kindle or maintain an open campfire, bonfire, or flame.

Nothing in this chapter shall be construed to permit fires otherwise prohibited by law or to negate the requirement for burning permits otherwise required by law.  
(Prior code § 7-5; Ord. 1725, 11/5/2024)

**§ 9.48.060. Unlawful storage of personal property on public and private property.**

It is unlawful and a public nuisance for any person to deposit, leave, or maintain stored personal property on public property or private property without the consent of the property owner.

Stored personal property left on public or private property in violation of this section may be impounded pursuant to the provisions of this chapter.  
(Ord. 1725, 11/5/2024)

**§ 9.48.070. Impounding stored property.**

- A. The Police Chief, or his or her designee, is authorized to impound stored personal property located on public property or private property pursuant to the provisions of this chapter. The Police Chief is authorized to adopt written policies and procedures to implement provisions of this chapter. Nothing in this chapter shall be construed to limit or otherwise interfere with State law regarding the impounding of evidence related to a crime.
- B. Stored personal property may be impounded and disposed of without notice if there is a cause to reasonably believe that the stored property is:
  - 1. Perishable;
  - 2. Contaminated with feces, urine, or bodily fluid;

3. Infested with insects;
  4. Contaminated with mold or mildew;
  5. Intentionally discarded/abandoned;
  6. An immediate threat to public health or safety.
- C. Actual notice shall be deemed provided by placing on or near the stored personal property a writing containing the following information:
1. Description of the stored personal property;
  2. Location of the stored personal property;
  3. Date and time of notice;
  4. Notification that the stored personal property is done so in violation of Section 9.48.060 of the Woodland Municipal Code and will be impounded by the City if the stored property is not removed within the compliance period of the notice.
- D. Posted notice shall be deemed provided by erecting at least one sign in a conspicuous place providing notice that any stored personal property found in a described area may be removed, and impounded if not claimed and removed within the stated compliance period. The sign shall provide contact information where a person may retrieve their personal property impounded.
- E. After the notice period has expired, the stored personal property shall be deemed abandoned and may be impounded. Prior to impounding stored personal property, the City will provide notice in a conspicuous place at or near where the stored personal property was located with the following information:
1. A general description of the stored personal property;
  2. The location of the stored personal property;
  3. The date and time the notice was placed; and
  4. A statement that the stored personal property has been impounded by the City and the process to re-claim.

(Ord. 1725, 11/5/2024)

**§ 9.48.080. Storage of impounded personal property.**

- A. Stored personal property that is impounded pursuant to this chapter shall be stored by the City for a period of 90 days. If the owner of the stored personal property is reasonably ascertainable, the Police Chief, or his or her designee, shall make best efforts to promptly notify the owner of the procedure to claim his or her personal property.
- B. The Police Chief, or his or her designee, shall return the stored personal property to its owner upon presentation of satisfactory evidence of ownership.
- C. In the event the stored personal property is not claimed within 90 days, it may be subject to disposition per Police Department policy.

(Ord. 1725, 11/5/2024)

**§ 9.48.090. Violations.**

Notwithstanding any other provision of this code, any person in violation of any section of this chapter shall be guilty of a misdemeanor.

(Ord. 1725, 11/5/2024)



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.13  
SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Revising Section 9.12, "Regulation of Shopping Carts"

**Recommendation for Action:** Staff recommends that the City Council waive the second reading and adopt Ordinance No. \_\_\_\_\_, revising sections within Chapter 9.12, "Regulation of Shopping Carts," of Title 9 of the Woodland Municipal Code.

**Staff Contact:**

Ryan L. Kinnan, Chief of Police, 530-661-7813, [Ryan.Kinnan@cityofwoodland.gov](mailto:Ryan.Kinnan@cityofwoodland.gov)  
Victoria Danzl, Lieutenant, 530-661-7860, [Victoria.Danzl@cityofwoodland.gov](mailto:Victoria.Danzl@cityofwoodland.gov)

**Background:**

The purpose of this agenda item is to present proposed amendments to Chapter 9.12, *Regulation of Shopping Carts*, of Title 9 of the Woodland Municipal Code. Upon the Community Enhancement Specialist's commencement of employment with the City of Woodland, it was identified that the handling of commercial shopping carts left within the city limits was not effective. This prompted a comprehensive review of existing procedures and enforcement practices.

As part of this effort, staff conducted research on ordinances and best practices implemented by other municipalities to address similar issues. The proposed revisions to Chapter 9.12 are informed by this research and are intended to align the City's regulations with effective, current practices while improving consistency in enforcement.

**Discussion:**

The proposed amendments to Chapter 9.12 are intended to strengthen the City's approach to preventing the removal and abandonment of shopping carts from retail properties through a more coordinated and accountable framework with local businesses. While the existing ordinance provides general authority to regulate shopping carts, staff has identified opportunities to improve effectiveness by clearly defining expectations for businesses and establishing consistent follow-through when carts are not properly managed.

A central component of the updated ordinance is the requirement for businesses to implement and maintain shopping cart loss prevention plans and containment systems. These measures are designed to proactively prevent carts from leaving store premises, rather than relying primarily on reactive enforcement once carts are abandoned in the community. By emphasizing prevention, the City seeks to reduce nuisance conditions, community blight, and safety hazards associated with displaced shopping carts.

The amendments also enhance accountability by clarifying enforcement mechanisms and penalties when businesses fail to comply with required loss prevention measures. Establishing clear consequences, along with defined actions and follow-through, ensures that the ordinance is

enforceable and applied consistently. This approach supports fair treatment of businesses while reinforcing their responsibility to manage shopping carts associated with their operations.

Overall, the proposed changes represent a collaborative strategy between the City and the business community. By setting clear standards, improving prevention requirements, and strengthening enforcement provisions, the updated ordinance is intended to reduce the number of shopping carts removed from retail sites, improve neighborhood conditions, and protect the public health, safety, and general welfare of the Woodland community.

At the January 20, 2026, meeting, the City Council introduced and waived the first reading of this proposed Ordinance.

**Conclusion:**

Staff recommends that the City Council waive the second reading and adopt Ordinance No. \_\_\_\_, revising sections within Chapter 9.12, "Regulation of Shopping Carts," of Title 9 of the Woodland Municipal Code.

Prepared by: Victoria Danzl, Lieutenant  
Reviewed by: Ryan L. Kinnan, Chief of Police



Ken Hiatt  
City Manager

**Attachments:**

1. Shopping Cart Plan
2. Proposed Ordinance - Shopping Cart Ordinance Updates

**City of Woodland  
Shopping Cart Loss Prevention Plan & Annual Reporting**

Woodland Municipal Code section 9.12.030(E) requires all retailers with \_\_\_\_\_ or more shopping carts to establish and maintain a Shopping Cart Loss Prevention Plan and annually report on the same on or before July 1 each year. The purpose of the plan and reporting is to have an effective means to manage, contain, and track down shopping carts in the City to avoid their abandonment, vandalism, or other misuse in the community. Failure to establish, update, and report on the plan is subject to penalty and fine starting at \$100 per day, per cart.

**Please annually complete all sections of this form, and attach any necessary documentation, then mail to City of Woodland, c/o \_\_\_\_\_, 100 First Street, Woodland, CA 95695 or email to \_\_\_\_\_.**

**General Information**

Business Name			
Primary Contact			
Address			
Email			
Phone			
City Business License	No.:	Expiration	/ /

**Annual Reporting**

Carts In Use on July 1, Prior Year	
Carts Lost/Abandoned Past 12m	Recovered #
Carts Vandalized Past 12m	Repaired #
Carts in Currently In Use	

**Business and Cart Signage**

Every business that provides carts for customer use shall post conspicuous signs at or near each entrance to its parking lot and each public entrance to the premises notifying its customers that removal of carts from the premises is prohibited.

Every shopping cart provided by a business must have a sign permanently affixed to the cart that contains the following in English and Spanish (see, Bus. & Prof Code, § 22345.1)

1. Business name, address, and phone number;
2. Notice of the procedure for authorized removal of the cart from the premises; and



Date:

ATTACHED

- Photo of business' shopping cart identification sign
- Photo of business' shopping cart warning signs
- Copy of all vendor contracts related to shopping cart management and confinement

DRAFT

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AMENDING CHAPTER 9.12 OF TITLE 9 OF THE WOODLAND MUNICIPAL CODE  
RELATING TO REGULATION OF SHOPPING CARTS**

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

**WHEREAS**, the City finds that shopping carts abandoned, vandalized, used beyond the parking lots of retail centers, or otherwise used in ways beyond their intended purposes contributes to nuisance conditions and community blight and poses a threat to the public health, safety, and general welfare; and

**WHEREAS**, Chapter 9.12 of the Woodland Municipal Code “Regulation of Shopping Carts” regulates the possession and use of shopping carts in the City to the benefit of the public; and

**WHEREAS**, enforcement of Chapter 9.12 by authorized City agents, including but not limited to the Woodland Police Department, is ongoing; and

**WHEREAS**, City staff has identified that enforcement would be more effective, thereby further protective of the community, if certain changes are made to Chapter 9.12 specifically regarding shopping cart loss prevention plans, containment systems, and penalties, and those changes are shown in Exhibit A, attached hereto and incorporated herein by reference; and

**WHEREAS**, the proposed changes are exempt from environmental view under the California Environmental Quality Act, Public Resources Code section 21000 et seq. (“CEQA”), pursuant to CEQA Guidelines section 15061(b)(3) where it can be seen with certainty that regulations on the management of shopping carts have no potential to cause a significant effect on the environment and section 15308 where the regulation of shopping carts is for the protection of the environment to avoid abandonment, vandalism, or other misuse of shopping carts in the community; and

**WHEREAS**, the City Council wishes to memorialize the proposed changes to Chapter 9.12 to increase the effective enforcement of shopping cart regulation.

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

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

**SECTION 2. Amendments.** The following amendments are made to Chapter 9.12 “Regulation of Shopping Carts” of the City of Woodland Municipal Code.

Section 9.12.030 is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein for reference

Section 9.12.110 is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein for reference

**SECTION 3. California Environmental Quality Act (CEQA).** The City Council hereby finds the proposed changes to Chapter 9.12 of the City Municipal Code are exempt from environmental view under the California Environmental Quality Act, Public Resources Code section 21000 et seq. (“CEQA”), pursuant to CEQA Guidelines section 15061(b)(3) where it can be seen with certainty that regulations on the management of shopping carts have no potential to cause a significant effect on the environment and section 15308 where the regulation of shopping carts is for the protection of the environment to avoid abandonment, vandalism, or other misuse of shopping carts in the community.

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

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

**INTRODUCED** at a regular meeting of the City Council of the City of Woodland, California on the 20th day of January 2026, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting on the 3rd day of February 2026, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Tom Stallard, Mayor

ATTEST:

\_\_\_\_\_  
Marissa Kersey, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Ethan Walsh, City Attorney

**EXHIBIT A**  
**PROPOSED CHANGES TO WOODLAND MUNICIPAL**  
**CODE CHAPTER 9.12 REGULATION OF SHOPPING**  
**CARTS**

**§ 9.12.010. Definitions.**

As used in this chapter the following words and phrases shall have the meanings given in this section.

"Abandoned shopping cart" means any cart that is located outside the premises or parking lot of a retail establishment which provides the cart, except a cart that is in the physical possession of a person who has the written consent of the cart owner.

"Cart owner" means every person who, in connection with the conduct of a retail establishment owns, right-fully possesses or makes any cart available to patrons and/or the public. This shall include the owner's agent or authorized representative.

"City" means the City of Woodland or its designated representatives.

"City Manager" means the City Manager of the City or designee.

"Contractor" means an authorized independent contractor approved by the City Council for the purpose of effecting the removal of abandoned shopping carts.

"Identified cart" means a shopping cart that has a permanently affixed sign that identifies it, in accordance with Section 9.12.050 of this chapter.

"Parking area" means a parking lot or other property provided by a retail establishment for use by a customer for parking an automobile or other vehicle. In a multi-store complex or shopping center, "parking area" includes the entire parking area used by or controlled by the complex or center.

"Person" means a natural person, firm, association, organization, partnership, business, trust, corporation, limited liability company or other entity.

"Retail establishment" means any trade establishment selling articles, commodities, services or any line of merchandise where shopping carts are made available for and used by its customers.

"Shopping cart" or "cart" means a basket that is mounted on wheels or a similar device generally used in retail establishments by a customer for the purpose of transporting goods of any kind.

"Shopping cart" also includes a cart used in a coin-operated laundry or dry-cleaning retail establishment for purposes of transporting clothes and necessary cleaning materials.

"Unidentified cart" means a shopping cart that is not an identified cart.

**§ 9.12.020. Declaration of a public nuisance.**

Any abandoned shopping cart is declared to constitute a public nuisance that could impede emergency services, interfere with pedestrian and vehicular traffic, reduce property values, promote blight and deterioration, comprise an attractive nuisance and create other hazards to the health, safety and general welfare of the community.

**§ 9.12.030. Mandatory containment systems and loss prevention plan for shopping carts.**

A. It is unlawful for any person owning a retail establishment located in the City where one or more shopping carts are available for customer use not to install and maintain an effective containment system to contain all shopping carts within the property boundaries of the business or adjacent parking area. The cart owner shall provide signage in a conspicuous location notifying shopping cart users that removal of shopping carts from the premises or parking area is prohibited without the written consent of the cart owner.

B. Containment systems shall be designed to effectively manage and contain the retail establishment's shopping carts at all hours of the day, not only during business hours. The retail establishment shall ensure that all shopping carts are accounted for in the containment system at the close of business each day. Containment systems may include, but are not limited to, any one or combination of the following:

1. A physical barrier, such as bollards, restricting shopping carts from being removed from the business premises;
2. Shopping carts equipped with a protruding arm or similar device prohibiting the cart from being removed from the interior of the business;
3. Shopping carts equipped with a wheel-locking mechanism that is used in conjunction with an electronic barrier along the perimeter of the area shopping carts are allowed. The wheel-locking mechanism will activate when the shopping cart crosses the electronic barrier;
4. A system, which may be mechanical in nature, requiring a deposit to use a shopping cart. The deposit should be of a reasonable amount that would not deter the use of the cart, but would encourage the return of the cart. This system may include the rental or sale of carts that can be temporarily or permanently used for transport of purchases off-site;

5. Security guards posted to deter and stop customers who attempt to remove carts from the business premises.;

6. A policy mandating employees offer to escort customers to their vehicle, assist with unloading, and return the cart to a designated space; or

5.7. A policy designating a specific employee be responsible for management and control of all shopping carts during business hours and capture at the close of business.

C. In lieu of installing an effective containment system, a cart owner may obtain a waiver of this section from the City Manager by establishing, to the satisfaction of the City Manager, that

the cart owner maintains its own cart retrieval program that has been certified as effective by the City Manager. The City Manager will evaluate such programs according to a standard established by City Council resolution in order to ensure that cart retrieval programs achieve the goals of this chapter.

No enforcement action for violating this section may be taken against a cart owner who has a valid waiver pursuant to this subsection. The City Manager may revoke any waiver if the cart owner no longer qualifies for it.

D. For purposes of this section, "effective containment system" means a system that results in no more than five shopping carts being removed without the owner's consent from the business premises or parking area within any 12-month period. There is a rebuttable presumption that a cart found abandoned somewhere off the premises of the cart owner was removed from the premises without the cart owner's consent.

E. Each cart owner with twenty-five (25) or more shopping carts for use shall have a written shopping cart loss prevention plan detailing the containment systems and policies employed by the retail establishment to avoid the loss, stealing, abandonment, vandalism, or other misuse of shopping carts. On or before July 1 of each year, Each such cart owner must file with the City an annual evaluation of the cart owner's shopping cart loss prevention plan and a copy of the cart owner's updated plan. Such annual evaluation shall include, at least, an inventory of carts in use, temporarily or permanently lost or stolen carts, repaired carts, and description of amendments to the owner's shopping cart loss prevention plan to decrease adverse cart incidents.

#### **§ 9.12.040. Removal of shopping carts from retail establishments prohibited.**

It is unlawful for any person, other than a cart owner or its authorized representative, to remove a cart from the premises of the cart owner's retail establishment, unless the cart owner expressly authorizes its removal in writing.

#### **§ 9.12.050. Mandatory marking of shopping carts.**

A. The cart owner shall mark all shopping carts used in its business by its customers as required by Business and Professions Code Section 22435.1. The cart owner shall permanently affix a sign to each cart that:

1. Identifies the owner of the cart or the retailer, or both;
2. Notifies the public of the procedure to be utilized for authorized removal of the cart from the cart owner's premises;
3. Notifies the public that the unauthorized removal of the cart from the cart owner's premises or parking area or the unauthorized possession of the cart is a violation of State law; and
4. Lists a valid telephone number or address for returning the cart to the cart owner. If the cart owner operates more than one store, the sign shall identify the location of the store where the cart is used.

B. Each day during which all of the carts of a cart owner are not marked as required by this section shall constitute a separate violation.

**§ 9.12.060. Impounding of abandoned carts.**

A. Identified Carts. The City, or a contractor, may remove and impound any abandoned identified shopping cart from any public or private property.

1. The cart shall be marked with a tag indicating the date and location of its discovery and shall be stored for 30 calendar days at a location selected by the City that is reasonably convenient to the cart owner and is open at least six hours of each business day.

2. Within 24 hours following the cart impoundment, the owner of an identified cart or his or her representative shall be given actual notice of the location where the cart may be claimed.

B. Unidentified Carts. The City, or a contractor, may remove and impound any abandoned unidentified shopping cart from any public or private property.

1. The unidentified cart shall be marked with a tag indicating the date and location of its discovery and shall be stored for 30 calendar days at a location selected by the City that is reasonably convenient to the cart's owner and is open at least six hours of each business day.

2. If there is any reasonably credible evidence on the cart of the name and address of its owner, within five business days following the cart impoundment, the cart owner shall be given actual notice of the location where the cart may be claimed.

**§ 9.12.070. Nuisance abatement administrative fees and fines.**

A. Administrative Fees. Except as provided in Section 9.12.080 of this chapter, an administrative fee to cover the City's cost for the removal, tagging and storage of abandoned shopping carts and associated administrative activities performed by the City, or a contractor, may be established by resolution of the City Council and imposed upon the owners of abandoned carts. Such fee shall not exceed the City's reasonable estimate of actual cost for such services.

B. Fines. In addition to the payment of an administrative fee as set forth in subsection A of this section and except as provided in Section 9.12.080 of this chapter, the owner of an impounded cart shall also be subject to a fine in the maximum amount established by Business and Professions Code Section 22435.7(f), as may be amended from time to time. The fine for identified carts shall be based on each occurrence in excess of three during any six-month period for failure to reclaim identified carts in accordance with Section 9.12.080 of this chapter. An occurrence includes all identified carts impounded by the City, or a contractor, in a one-day period. The fine for unidentified carts shall be the same fine amount as for each occurrence set forth in this subsection for identified carts but imposed on each unidentified cart impounded, beginning with the first unidentified cart impounded.

**§ 9.12.080. Recovery by owner.**

Claims to recover an impounded shopping cart shall be presented to the City in accordance with the following:

A. A cart owner or authorized representative, may, by appointment, inspect impounded carts to determine if any of the owner's carts are present.

B. A cart owner may reclaim an impounded cart at any time during normal business hours prior to disposal or destruction by paying all applicable administrative fees and fines, except as provided in subsection C of this section.

C. The owner of an identified cart may reclaim it within three business days following the date of actual notice of impoundment at no charge whatsoever, including the waiver of any administrative fees and fines that would otherwise be applicable pursuant to Section 9.12.070 of this chapter. Any identified cart reclaimed by the owner or his or her authorized representative within the three business days shall not be deemed an occurrence for purposes of Section 9.12.070(B) of this chapter. Any impounded identified cart that is not reclaimed by the owner within three business days following the date of actual notice of impoundment shall be subject to any applicable administrative fees and fines imposed pursuant to Section 9.12.070 of this chapter, commencing on the fourth business day following the date of actual notice of impoundment.

D. No cart shall be released to a person seeking to reclaim it, unless such person submits to the City reasonably credible evidence of ownership or right to possession of the impounded cart. There shall be a presumption that an identified cart is owned by the business establishment designated on the cart.

E. Any release of a cart to a person deemed by the City to be entitled thereto, shall be an absolute defense of the City against any other person claiming to be entitled thereto.

**§ 9.12.090. Disposal.**

Any identified or unidentified cart may be sold or otherwise disposed of by the City, or a contractor, if not reclaimed within 30 days of receipt by the cart owner of a notice of impoundment, or within 30 days from the date of impoundment if no notice was required by this chapter. In the event an unclaimed cart remains unclaimed and is disposed of or destroyed, the City retains the right to collect any applicable fees and/or fines from the cart owner.

**§ 9.12.100. Appeals of cart impound.**

A person who can demonstrate that he or she is the owner of an impounded cart may appeal the imposition of the nuisance abatement administrative fee and/or fine by presenting evidence that the cart removal and storage was not performed substantially in accordance with the provisions of this chapter. Appeals shall be made in writing to the City Manager within 10 calendar days of the receipt of a request for an appeal. The cart owner or authorized representative shall appear and be heard on the matter. If the City Manager determines that the shopping cart was not removed and stored in substantial accordance with the provisions of this chapter, the nuisance

abatement administrative fee and/or fine shall be refunded. The decision of the City Manager shall be final.

**§ 9.12.110. Penalty for violation.**

A. Any violation of the provisions of this chapter shall be subject to summary abatement pursuant to Section 9.04.110. Any violation of this chapter shall also be subject to administrative citation and fine pursuant to Chapter 9.20. Each day and each cart on which a violation of any provision of this chapter exists shall be a new and separate violation.

B. Notwithstanding any other enforcement action allowed under this code, the City Council may also prescribe the civil fine for any cart owner who is given a civil citation for not having established an effective containment system or shopping cart loss prevention plan pursuant to Section 9.12.030 of this chapter.



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.14  
SUBJECT: 345 W. Court Street – Exempt Surplus Land Determination

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, declaring a former City-owned well site property located at 345 W. Court Street (APN 064-170-051) to be exempt surplus land.

**Staff Contact:**

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

**Fiscal Impact:**

There is no immediate fiscal impact associated with adoption of the proposed resolution. Future fiscal impacts, if any, will depend on the City Council’s decision regarding the ultimate disposition or use of the Property.

**Background:**

The City of Woodland owns a former municipal well site located at 324 W. Court Street, Assessor’s Parcel Number (APN) 064-170-051 (“Property”). The Property was previously used for public utility purposes and is no longer required for current or foreseeable municipal operations. The Property consists of approximately 0.483 acres, which is less than one-half acre. Under the California Surplus Lands Act (SLA), Government Code section 54220 et seq., a local agency must follow specific notice and disposition procedures prior to selling or leasing surplus land, unless a statutory exemption applies.

The Legislature has expressly provided exemptions for certain properties that, due to size or physical constraints, are not suitable for the development objectives contemplated by the SLA. Government Code section 54221(f)(1)(B) exempts properties that are less than one-half acre in size and not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes. A local agency must make findings supporting the applicability of the exemption.

**Discussion:**

The former City well site located at 345 W. Court Street (APN 064-170-051) has been surveyed and confirmed to consist of 0.483 acres, which is less than the one-half acre threshold established by Government Code Section 54221(f)(1)(E). Consistent with guidance from the California Department of Housing and Community Development (HCD), properties below one-half acre are presumed to have limited feasibility for residential or mixed-use development and therefore qualify for a statutory exemption from the Surplus Lands Act so long as they are not contiguous to lands owned by a state or local agency and used as open space or low- and moderate-income housing. The former well site is not contiguous to land owned by a state or local agency and used for these purposes.

Staff is recommending that the City Council find that the property’s size and physical constraints render it impractical for development consistent with the purposes of the Surplus Lands Act. Accordingly, requiring compliance with the Act’s notice and negotiation procedures would not further

the Act's intent to facilitate affordable housing development. Adoption of the proposed resolution establishes a clear administrative record demonstrating the City's compliance with Government Code section 54221(f)(1)(B) and applicable HCD guidance.

**Environmental Review:**

The proposed action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(5), as it involves an organizational or administrative activity of government that will not result in direct or indirect physical changes to the environment.

**Conclusion:**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, declaring a former City-owned well site property located at 345 W. Court Street (APN 064-170-051) to be exempt surplus land.



Ken Hiatt  
City Manager

**Attachments:**

1. Resolution - 345 W Court St Surplus Land
2. Parcel Description and Exhibit
3. Location Map 345 W. Court St

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
DECLARING THE FORMER CITY WELL SITE PROPERTY LOCATED AT 345 W.  
COURT STREET EXEMPT FROM THE CALIFORNIA SURPLUS LANDS ACT**

**WHEREAS**, The City of Woodland (“City”) is the owner of certain real property commonly known as the former City well site located at 345 W. Court Street, Assessor’s Parcel Number 064-170-051, consisting of approximately 0.483 acres, and is more particularly describe in Exhibit “A” attached hereto an incorporated herein by this reference (“Property”); and

**WHEREAS**, The City has determined that the Property is no longer necessary for current or foreseeable municipal purposes; and

**WHEREAS**, The California Surplus Lands Act (Government Code section 54220 et seq.) establishes requirements for the disposition of surplus land by local agencies, subject to specific statutory exemptions; and

**WHEREAS**, Government Code section 54221(f)(1)(B) expressly exempts properties that are less than one-half acre in size and are not contiguous to state or local agency property used for open-space or low- or moderate-income housing from the requirements of the Surplus Lands Act; and

**WHEREAS**, The City Council has reviewed substantial evidence, including acreage information and location, demonstrating that the Property is less than one-half acre in size and is not contiguous to state or local agency property used for open-space or low- or moderate-income housing; and

**WHEREAS**, Consistent with guidance from the California Department of Housing and Community Development and best practices articulated by municipal counsel, the City Council finds that the Property qualifies for the exemption set forth in Government Code section 54221(f)(1)(B) and that application of the Surplus Lands Act to the Property would not further the purposes of the Act.

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

SECTION 1. The above recitals are true and correct and are a substantive part of this Resolution.

SECTION 2. Findings. The City Council hereby finds that the former City well site property located at 345 W. Court Street is less than one-half acre in size and qualifies for the exemption from the California Surplus Lands Act pursuant to Government Code section 54221(f)(1)(E).

SECTION 3. Exemption Declaration. The Property is hereby declared exempt from the requirements of the California Surplus Lands Act.

SECTION 4. Authority. City staff is authorized to take all actions necessary and appropriate to implement this Resolution.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3<sup>rd</sup> day of February, 2026 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney

## EXHIBIT A

### LEGAL DESCRIPTION

THAT portion of real property situate in the City of Woodland, County of Yolo, State of California, and being a portion of the Southwest Quarter of Section 30, Township 10 North, Range 2 East, Mount Diablo Base and Meridian, also being a portion of that Parcel of land as described in Book 1464 of Official Records at Page 239, said County Records, and being more particularly described as follows:

BEGINNING at a point on the North line of said Parcel of land, said point being distant North 89°32'50" West 33.08 feet from the Northeast corner of said Parcel of land; thence, from said POINT OF BEGINNING and leaving said North line, along a non-tangent curve to the left concave Easterly, the radial line of said curve bears South 44°05'37" East, said curve having a radius of 30.50 feet, through a central angle of 45°34'11", and having an arc distance of 24.26 feet; thence South 00°20'12" West 33.25 feet; thence, along a curve to the left concave Northeasterly, said curve having a radius of 25.00 feet, through a central angle of 89°53'02", and having an arc distance of 39.22 feet; thence South 89°33'13" East 17.28 feet to the East line of said Parcel of land; thence, along said East line, South 00°20'12" West 147.00 feet to the Southeast corner of said Parcel of land; thence, along the South line of said Parcel of land, North 89°32'50" West 120.86 feet to the Southeast corner of Parcel Three as described in Document No. 2025-0016938; thence, along the East line of said Parcel Three the following three (3) courses and distances: 1) North 00°20'12" East 147.00 feet; 2) South 89°32'50" East 40.00 feet; and 3) North 00°20'12" East 80.00 feet to the Northeast corner of said Parcel Three; thence, along said North line of said Parcel of land, South 89°32'50" East 47.78 feet to the POINT OF BEGINNING.

Containing 0.483 acres of land, more or less.

The basis of bearings for this description is North 89°32'50" West, being the North line of said Parcel of land, as shown in Book 8 of Maps and Surveys at Page 125, said County Records.

End of description.

**EXHIBIT "A"**  
**PARCEL A**

THAT portion of real property situate in the City of Woodland, County of Yolo, State of California, and being a portion of the Southwest Quarter of Section 30, Township 10 North, Range 2 East, Mount Diablo Base and Meridian, also being a portion of that Parcel of land as described in Book 1464 of Official Records at Page 239, said County Records, and being more particularly described as follows:


BEGINNING at a point on the North line of said Parcel of land, said point being distant North 89°32'50" West 33.08 feet from the Northeast corner of said Parcel of land; thence, from said POINT OF BEGINNING and leaving said North line, along a non-tangent curve to the left concave Easterly, the radial line of said curve bears South 44°05'37" East, said curve having a radius of 30.50 feet, through a central angle of 45°34'11", and having an arc distance of 24.26 feet; thence South 00°20'12" West 33.25 feet; thence, along a curve to the left concave Northeasterly, said curve having a radius of 25.00 feet, through a central angle of 89°53'02", and having an arc distance of 39.22 feet; thence South 89°33'13" East 17.28 feet to the East line of said Parcel of land; thence, along said East line, South 00°20'12" West 147.00 feet to the Southeast corner of said Parcel of land; thence, along the South line of said Parcel of land, North 89°32'50" West 120.86 feet to the Southeast corner of Parcel Three as described in Document No. 2025-0016938; thence, along the East line of said Parcel Three the following three (3) courses and distances: 1) North 00°20'12" East 147.00 feet; 2) South 89°32'50" East 40.00 feet; and 3) North 00°20'12" East 80.00 feet to the Northeast corner of said Parcel Three; thence, along said North line of said Parcel of land, South 89°32'50" East 47.78 feet to the POINT OF BEGINNING.

Containing 0.483 acres of land, more or less.

The basis of bearings for this description is North 89°32'50" West, being the North line of said Parcel of land, as shown in Book 8 of Maps and Surveys at Page 125, said County Records.

End of description.



  
\_\_\_\_\_  
Matthew K. Souza, L.S.

01/12/2026  
Date

LANDS OF GARTON PROPERTIES  
DOC-2017-0019248-00

BASIS OF BEARINGS  
N89°32'50"W 33.08'

POINT OF BEGINNING

47.78'  
S89°32'50"E

SONOMA WAY

35.00'  
1666 OR 416

LANDS OF  
TOWER JACKSON II  
DOC-2025-0016938

N0°20'12"E 80.00'

R=30.50'  
Δ=45°34'11"  
L=24.26'

R=25.00'  
Δ=89°53'02"  
L=39.22'

40.00'  
842 OR 336

COURT STREET

40.00'  
S89°32'50"E

S89°33'13"E 17.28'

PARCEL A  
0.483± ACRES

LANDS OF  
CITY OF WOODLAND  
1464 OR 239

N0°20'12"E 147.00'

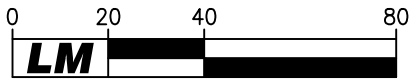
S0°20'12"W 147.00'

LANDS OF WOODLAND CIC, LP  
DOC-2022-0008702

N89°32'50"W 120.86'

LANDS OF RUDI  
DOC-2015-0006056

LANDS OF POOL  
DOC-2009-00288860



SCALE: 1"=40'



**EXHIBIT B  
PARCEL A**

FOR

**CITY OF WOODLAND**

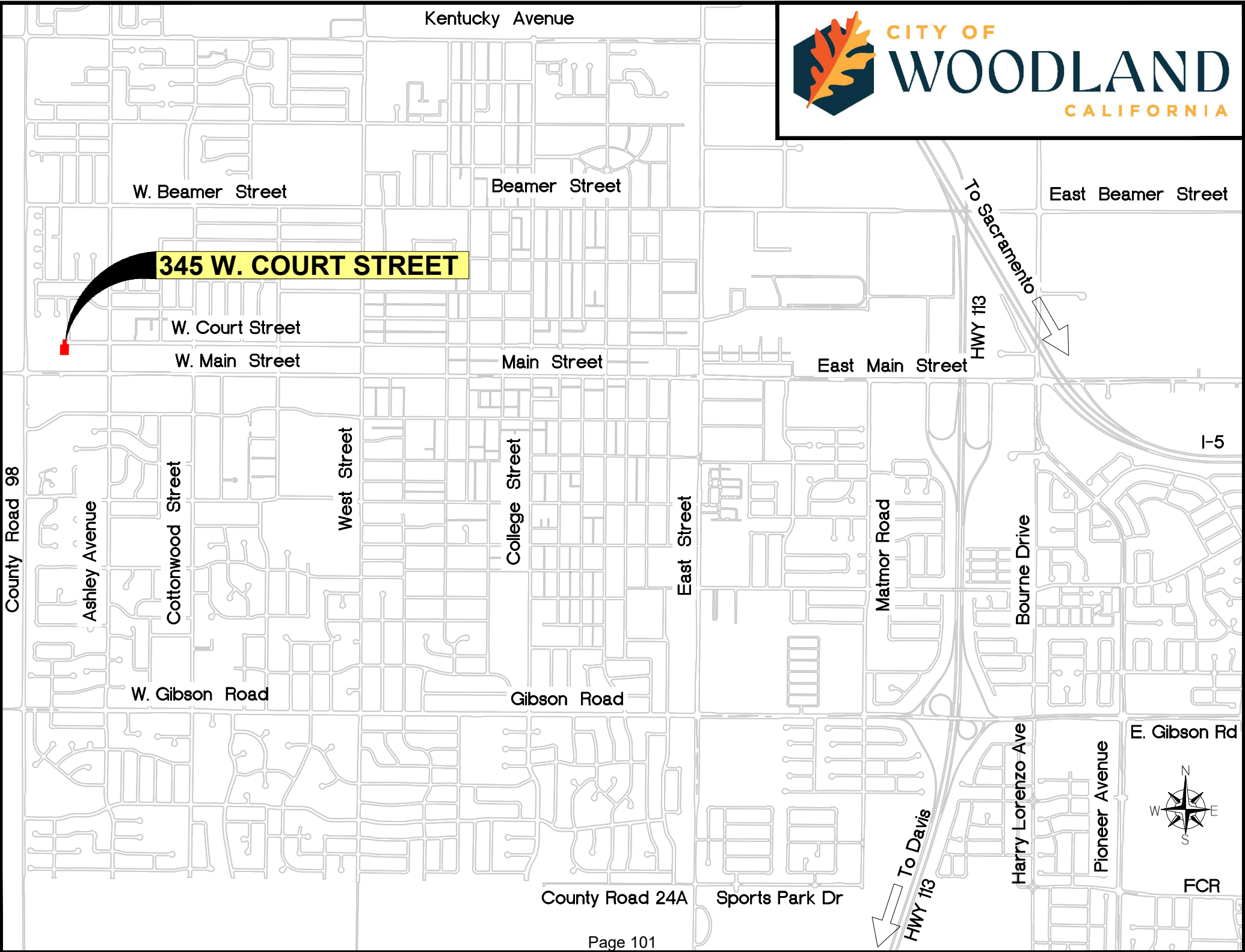
BEING A PORTION OF SECTION 30,  
TOWNSHIP 10 NORTH, RANGE 2 EAST,  
MOUNT DIABLO BASE & MERIDIAN,  
CITY OF WOODLAND, YOLO COUNTY,  
STATE OF CALIFORNIA

SHEET 1 OF 1

JANUARY 12, 2026

**LM LAUGENOUR AND MEIKLE**  
CIVIL ENGINEERING · LAND SURVEYING · PLANNING  
608 COURT STREET, WOODLAND, CALIFORNIA 95695 · PHONE: (530) 662-1755  
P.O. BOX 828, WOODLAND, CALIFORNIA 95776 · FAX: (530) 662-4602

X:\Land Projects\449-125-1\dwg\449-125-1\_Parcel A Exhibit



**345 W. COURT STREET**



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.15  
SUBJECT: Authorization to Appropriate Funds and Purchase a Vac-con Hydroexcavator Under Sourcewell Contract for the Water Division

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_ to:

1. Authorize the appropriation of \$630,242 from the Water Enterprise Fund (2210) balance for transfer to the Equipment Replacement Fund (2012) to fully fund the out-of-cycle replacement; and
2. Authorize the appropriation of \$670,000 in the Equipment Replacement Fund (2012) for the purchase of the replacement vehicle; and
3. Authorize the City Manager, or designee, to execute all purchasing documents related to Sourcewell Contract No. 101221-VAC for the purchase of a Vac-Con Hydroexcavator from MME Equipment of Sacramento in an amount not to exceed \$670,000.

**Staff Contact:**

Reece Ulrich, Fleet and Facilities Manager, (530) 661-5828, reece.ulrich@cityofwoodland.gov

**Fiscal Impact:**

Typically, the City sets aside funds each year through the annual budget process to replace vehicles and equipment at the end of their useful lives. Because Vehicle 3-104 was acquired through a lease, the City made annual lease payments but did not set aside additional funds for its future replacement. As a result, only minimal funding is currently available for this purpose. To avoid the borrowing costs associated with entering into another lease, staff proposes using existing reserve balances in the Water Enterprise Fund to purchase the replacement equipment. Going forward, funds for future replacements will be included in the annual budget, eliminating the need for leases and reducing overall costs.

Vehicle 3-104 has accumulated \$39,758 in replacement reserves, which exist in the Equipment Replacement Fund (2012) to support the purchase. Because this is an out-of-cycle replacement, the remaining \$630,242 will be appropriated from the Water Enterprise Fund (2210) fund balance. The total purchase amount is not to exceed \$670,000.

**Background:**

Hydroexcavation is an integral part of maintaining the City's water distribution system. It provides a significantly safer method for exposing underground infrastructure than mechanical excavation, as soil is removed by vacuum rather than with a toothed backhoe bucket, greatly reducing the risk of utility strikes.

The hydroexcavator proposed for replacement (Unit 3-104) was purchased via lease in 2017 and was originally programmed for replacement in FY 2026–27. However, the unit has experienced ongoing mechanical failures that have negatively impacted reliability and operational availability. Most recently, the vehicle required installation of its third transfer case at a cost of approximately \$40,000. Due to the increasing frequency and severity of mechanical issues, staff are recommending

that the unit be replaced ahead of schedule to ensure continued reliability for emergency response and system maintenance.

Current CARB Advanced Clean Fleets regulations allow for the purchase of an internal combustion hydroexcavator at this time. Staff believes that a vehicle critical to emergency response operations must prioritize operational flexibility and reliability, which internal combustion equipment currently provides.

**Discussion:**

Staff evaluated comparable equipment manufactured by Vactor and Kaiser. These alternatives were found to be either cost prohibitive or less compatible with the operational and ergonomic needs of crews working in Woodland’s roadway conditions. Additionally, maintaining continuity with Vac-Con equipment allows crews to continue using familiar control systems, improving safety and efficiency.

The proposed Vac-Con unit will be built on a Kenworth T480 chassis, a platform that has performed reliably in the City’s fleet. Importantly, this configuration will utilize a pony motor to power the vacuum system, eliminating the need for a transfer case. This design mirrors the configuration of the department’s other Vac-Con unit and has demonstrated improved reliability.

The purchase will be made through Sourcewell Contract No. 101221-VAC, satisfying competitive procurement requirements while providing favorable pricing and contract protections.

**Conclusion:**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_ to:

1. Authorize the appropriation of \$630,242 from the Water Enterprise Fund (2210) balance for transfer to the Equipment Replacement Fund (2012) to fully fund the out-of-cycle replacement; and
2. Authorize the appropriation of \$670,000 in the Equipment Replacement Fund (2012) for the purchase of the replacement vehicle; and
3. Authorize the City Manager, or designee, to execute all purchasing documents related to Sourcewell Contract No. 101221-VAC for the purchase of a Vac-Con Hydroexcavator from MME Equipment of Sacramento in an amount not to exceed \$670,000.

Prepared by: Courtney Morgan, Management Analyst

Reviewed by: Craig Locke, Public Works Director



Ken Hiatt  
City Manager

**Attachments:**

1. Sourcewell Vac-Con VX390LH800 Quotation 1-15-26
2. Proposed Resolution - 3-104 Vac-con Replacement

January 15, 2026

City of Woodland  
655 N. Pioneer Ave  
Woodland, CA 95776

Tel: 530-681-8633  
Corey.Paulson@cityofwoodland.org

Attention: Corey Paulson, Water Systems Administrator

We are pleased to provide the enclosed contract pricing sheet off the Sourcewell Contract No. 101221-VAC, for One (1) Vac-Con VX390LH/800 mounted on a new Kenworth T480 4x2 truck chassis for your review.

Summary:	Complete Unit per attached Sourcewell price sheet	
	Price F.O.B. Woodland, CA	\$598,122.90
	8.0% Estimated Sales Tax	47,849.83
	CA Tire Fee (6 @ \$1.75 Each)	<u>10.50</u>
	Total	\$645,983.23

- Vac-Con is the Sourcewell Contract Holder and all purchasing documents are to go directly to them:  
**City's Purchase Order to be prepared and sent directly to Vac-Con Inc.**  
969 Hall Park Drive, Green Cove Springs, FL 32043  
Contact: Rachel Deel Email: Rdeel@vac-con.com Tel : 904-529-1315
- Municipal Maintenance Equipment, Inc. is the local dealer and will provide warranty support and future service for the PB Loader products.
- CARB Disclosure: A vehicle operated in California may be subject to California Air Resources Board Advanced Clean Fleets regulations. It therefore could be subject to the requirements to reduce emissions of air pollutants. For more information, please visit the CARB Advanced Clean Fleets webpage at <https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets>
- Pricing includes delivery and on-site training
- Normal Delivery 150-210 Days ARO, subject to change at time of order.
- Sales tax applicable at time of delivery will be shown on invoice
- Terms: per Sourcewell Program
- Quotation valid for 30 days

Thank you for your continued interest in this fine product. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,  
Municipal Maintenance Equipment, Inc.

*Bryce Newell*

Bryce Newell  
Northern VP of Sales  
Enclosure



DATE:01/08/2026  
QUOTE: 113592

**HYDRO-EXCAVATOR**

**SOURCEWELL CONTRACT: 101221-VAC**

**Customer: CITY OF WOODLAND, CA, 655 N. PIONEER AVE, WOODLAND, CA 95776**

**COREY PAULSON, Corey.Paulson@cityofwoodland.gov, 530.681.8633**

**SHIPPING: MME SACRAMENTO**

VX390LH/800	
Sourcewell Discount	
Kenworth T480 PACCAR FX-9 370HP ALLISON 3000 RDS 4X2 43K GVW **Special Ordered	
Body mounting on chassis	
10' x 8" Aluminum Telescoping Boom with Pendant Control Station	
20 gpm/4000 psi Water System - Hydrostatic Drive	
Vacuum System (as specified by Model Number)	
Cyclone Separator	
Hydrostatic Blower Drive	
270 Degree Rotating Boom	
8" Vacuum Intake Hose	
Aluminum Diamond Plate Storage Boxes & Cabinets	
Cross Linked Polyethylene Water Capacities: 650 gallons with 10 Year Warranty	
Automatic Vacuum Breaker Shut Off-Relief to Atmosphere & Dual Stainless Steel Float Balls	
20 gpm/4000 psi Water System - Hydraulically Driven	
100' retractable high-pressure hose reel, high-pressure digging wand	
1/4" Corten Steel Debris Body with 5 Year Warranty	
Debris tank Dumping: minimum 50 deg., hydraulic scissors lift - power up/power down	
Full Opening Rear Door / Hydraulic Door Locks / Hydraulic Door Grabber	
Passenger Side Controls	
Passenger Control Panel Cabinet Aluminum Diamond Plate (35" x 14" x 24")	
Water Pump and Hose Reel Cabinet / Passenger Side Aluminum Diamond Plate (51" x 20" x 30")	
Storage Box Behind Cab Aluminum Diamond Plate (16" x 42" x 96")	
Single Axle Units: Drivers Side Storage Cabinet Aluminum Diamond Plate (51" x 24" x 24")	
2 Joystick Controls 1-Passenger Side Control Panel, 1-Front Bumper	
Emergency Shut Off	
Reflective Striping / Side & Chevrons	
20.5' aluminum intake pipe(1-3', 1-5', 1-6', and 1-6.5' nozzle)	
ICC lighting	
PPG Polyurethane Paint	
12 month standard warranty - see certificate for details	
5# Fire Extinguisher	
Set of Triangles	
6" Knife Valve with Center Post and Handle, in Lieu of the 5" Butterfly Valve (662-0125)	
A Flat Style Rear Door illo Dome Style Door Including Hydraulic Opener will be Provided	
Built in Body Prop - Rear Support Frame Mounted	
Electric Vibrator	
Rear splash guard (2 - 10 O'clock) - tank mounted	
Wear Plate, Swing Style	
100' Capacity Handgun Hose Reel	
Air Purge System	



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING THE TRANSFER AND APPROPRIATION OF FUNDS AND  
THE PURCHASE OF A VAC-CON HYDROEXCAVATOR FOR THE WATER  
DIVISION THROUGH SOURCEWELL CONTRACT NO. 101221-VAC**

**WHEREAS**, the City of Woodland Public Works Department Water Division relies on specialized fleet equipment to perform critical water system maintenance, emergency response, and infrastructure repair activities; and

**WHEREAS**, hydroexcavation equipment provides a significantly safer method for exposing underground utilities compared to mechanical excavation, reducing the risk of damage to critical infrastructure; and

**WHEREAS**, Water Division vehicle 3-104, a Vac-Con hydroexcavator purchased in 2017, has experienced increasing mechanical failures impacting reliability and operational availability, including the recent replacement of a third transfer case at a cost of approximately \$40,000; and

**WHEREAS**, due to these reliability concerns, staff has determined that the vehicle must be replaced out-of-cycle to ensure continued operational readiness; and

**WHEREAS**, vehicle 3-104 has accumulated \$39,758 in replacement reserves within the Equipment Replacement Fund, which is available to be appropriated for this purpose; and

**WHEREAS**, the remaining balance required to complete the purchase, in the amount of \$630,242, must be appropriated from the Water Enterprise Fund balance due to the out-of-cycle nature of the replacement; and

**WHEREAS**, the total purchase amount for the Vac-Con hydroexcavator shall not exceed \$670,000; and

**WHEREAS**, the purchase will be made through Sourcewell Contract No. 101221-VAC with MME Equipment of Sacramento, satisfying competitive procurement requirements while providing favorable pricing and contractual protections; and

**WHEREAS**, staff has evaluated alternative manufacturers and determined that the proposed Vac-Con configuration, including a Kenworth T480 chassis and pony motor vacuum system, best meets the operational needs and reliability expectations of the Water Division.

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

SECTION 1. The City Council hereby authorizes the appropriation of \$630,242 from the Water Enterprise Fund (Fund 2210) fund balance and transfer to the Equipment Replacement Fund (Fund 2012) to fully fund the out-of-cycle replacement.

SECTION 2. The City Council hereby authorizes the appropriation of \$670,000 in the Equipment Replacement Fund ( Fund 2012) for the purchase of the replacement vehicle.

SECTION 3. The City Council hereby authorizes the City Manager, or designee, to execute all purchasing documents and agreements related to Sourcewell Contract No. 101221-VAC for the purchase of a Vac-Con hydroexcavator from MME Equipment of Sacramento in an amount not to exceed \$670,000.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.16  
SUBJECT: Replacement of Public Works Electrical Division Vehicle 5-001 and Appropriation of Vehicle Replacement and Water Enterprise Funds

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_ to:

1. Appropriate \$10,798 from Water Enterprise Fund (2210) fund balance and transfer to the Equipment Replacement Fund (2012); and
2. Appropriate \$61,264 in the Equipment Replacement Fund (2012) to fully fund the total vehicle purchase price; and
3. Authorize the City Manager, or designee, to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.

**Staff Contact:**

Reece Ulrich, Fleet and Facilities Manager, (530) 661-5828, reece.ulrich@cityofwoodland.gov

**Fiscal Impact:**

The total cost of the replacement vehicle is \$52,264 for the base vehicle purchased from Woodland Ford, with an estimated \$9,000 required for upfitting (including safety lighting, equipment, and accessories), for a total vehicle cost of \$61,264.

Vehicle 5-001 has accumulated \$50,466 in replacement reserves to be applied toward this purchase. Because this vehicle is partially funded by the Water Enterprise fund, the remaining \$10,798 is requested from the Water Enterprise Fund (2210) fund balance to fully fund the replacement of vehicle 5-001 with a Ford F-150 Lightning electric vehicle.

There is no additional ongoing fiscal impact associated with this action beyond routine vehicle operating and maintenance costs, which are already included in existing departmental budgets. Over time, the use of an electric vehicle in place of a gasoline-powered unit is expected to support the City Council's emphasis on energy efficiency by reducing fuel consumption and lowering long-term operating and maintenance costs.

**Background:**

The City of Woodland Public Works Department relies on a dependable fleet of vehicles to support essential electrical maintenance, emergency response, system troubleshooting, and infrastructure repair operations. Vehicle 5-001 supports daily operational needs and is a critical tool in maintaining safe and reliable infrastructure throughout the City.

Vehicle 5-001 is included on the requested vehicle replacements list submitted to Finance for Fiscal Year 2026–27 as part of the City's fleet replacement planning process.

As part of the City's fleet replacement planning process, funds for future replacement of this vehicle have been contributed annually to the Equipment Replacement Fund. To date, a reserve balance of

\$50,466 has been accumulated specifically for the replacement of Vehicle 5-001. Historically, this vehicle has been funded through a combination of funding sources.

Replacing vehicles at the appropriate time ensures operational reliability, reduces long-term maintenance costs, and supports continuity of service for field staff.

**Discussion:**

Fleet Services, in coordination with the Public Works Department, evaluated replacement options and determined that a Ford F-150 Lightning electric vehicle best meets the operational needs of the Electrical Division while supporting the City’s sustainability goals. The existing vehicle being replaced is a gasoline-powered unit, and replacement with an electric vehicle will reduce emissions, lower fuel consumption, and support the City’s fleet electrification objectives. This action is consistent with the City Council’s emphasis on energy efficiency and responsible energy use across City operations.

The replacement vehicle was purchased from Woodland Ford at a cost of \$52,264. An additional \$9,000 is anticipated for necessary upfitting, including safety lighting, equipment storage, and accessories required for field operations, resulting in a total project cost of \$61,264.

Vehicle 5-001’s replacement reserves of \$50,466 will be applied toward the purchase. Because this vehicle is partially funded by the Water Enterprise fund, the remaining \$10,798 is required to fully fund the replacement and is requested from the fund balance, consistent with the historical funding allocation for this vehicle. Transferring and appropriating these funds through the Equipment Replacement Fund (2012) ensures proper accounting treatment, aligns with established fleet replacement practices, and allows the acquisition to be completed in accordance with City purchasing policies and budgetary controls.

**Conclusion:** Staff recommends that the City Council adopt Resolution No. \_\_\_ to:

1. Appropriate \$10,798 from Water Enterprise Fund (2210) fund balance and transfer to the Equipment Replacement Fund (2012); and
2. Appropriate \$61,264 in the Equipment Replacement Fund (2012) to fully fund the total vehicle purchase price; and
3. Authorize the City Manager, or designee, to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.

Prepared by: Courtney Morgan, Management Analyst

Reviewed by: Craig Locke, Public Works Director



Ken Hiatt  
City Manager

**Attachments:**

1. Proposed Resolution - 5-001 Replacement

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING THE APPROPRIATION OF VEHICLE REPLACEMENT  
AND WATER ENTERPRISE FUNDS AND APPROVING THE  
REPLACEMENT OF PUBLIC WORKS ELECTRICAL DIVISION  
VEHICLE 5-001**

**WHEREAS**, the City of Woodland Public Works Department relies on a dependable fleet of vehicles to support essential electrical maintenance, emergency response, system troubleshooting, and infrastructure repair operations; and

**WHEREAS**, Vehicle 5-001 is currently a gasoline-powered unit and is included on the requested vehicle replacements list submitted to Finance for Fiscal Year 2026–27 as part of the City’s fleet replacement planning process; and

**WHEREAS**, Fleet Services and the Public Works Department have determined that replacing the existing gasoline-powered vehicle with a Ford F-150 Lightning electric vehicle supports operational needs while advancing the City Council’s emphasis on energy efficiency and responsible energy use; and

**WHEREAS**, the replacement vehicle was purchased from Woodland Ford at a cost of \$52,264, and the estimated cost of necessary upfitting is approximately \$9,000, for a total vehicle cost of \$61,264; and

**WHEREAS**, Vehicle 5-001 has accumulated \$50,446 in Vehicle Reserve balance, which is insufficient to fully fund the replacement; and

**WHEREAS**, Vehicle 5-001 is partially funded by the Water Enterprise Fund, and the remaining \$10,798 is required to fully fund the replacement and is requested to be appropriated from the Water Enterprise Fund (2210) fund balance, consistent with the historical funding allocation for this vehicle; and

**WHEREAS**, appropriating these funds through the Equipment Replacement Fund (2012) ensures proper accounting treatment and consistency with established fleet replacement and purchasing practices.

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

SECTION 1. The appropriation of \$10,798 from the Water Enterprise Fund (Fund 2210) fund balance, and transfer to the Equipment Replacement Fund (Fund 2012) is hereby approved.

SECTION 2. The appropriation \$61,264 in the Equipment Replacement Fund (Fund 2012) to fully fund the total vehicle purchase price is hereby approved.

SECTION 3. The City Manager, or designee, is authorized to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

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Marissa Kersey, City Clerk

---

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.17  
SUBJECT: Authorize Appropriations for the Replacement of Water Division Vehicle 3-003

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_ to:

1. Appropriate \$15,995 from the Water Enterprise Fund (2210) fund balance and transfer to the Equipment Replacement Fund (2012), to fully fund the out-of-cycle replacement of vehicle 3-003; and
2. Appropriate \$65,024 in the Equipment Replacement Fund (2012) to fully fund the total vehicle purchase price; and
3. Authorize the City Manager, or designee, to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.

**Staff Contact:**

Reece Ulrich, Fleet and Facilities Manager, (530) 661-5828, reece.ulrich@cityofwoodland.gov

**Fiscal Impact:**

The replacement vehicle was purchased from Ron DuPratt Ford for \$56,024. An additional \$9,000 is estimated for necessary upfitting, including safety lighting, equipment, and accessories, for a total project cost of \$65,024.

Vehicle 3-003 has accumulated \$49,029 in the Equipment Replacement Fund toward its replacement. These funds will be appropriated in the Equipment Replacement Fund (2012) for this purchase. Because this replacement is occurring ahead of the normal funding cycle, the remaining \$15,995 is requested to be appropriated from the Water Enterprise Fund (2210) fund balance and transferred to the Equipment Replacement Fund (2012) to fully fund the acquisition.

There is no additional ongoing fiscal impact associated with this action beyond routine vehicle operating and maintenance costs, which are already included in existing departmental budgets. Over time, replacing a gasoline-powered vehicle with an electric vehicle is expected to reduce fuel consumption and support the City Council's emphasis on energy efficiency while lowering long-term operating and maintenance costs.

**Background:**

The City of Woodland Public Works Department relies on a dependable fleet of vehicles to support essential field operations, emergency response, and infrastructure maintenance activities. Vehicle 3-003 supports daily operational needs and is a critical tool for field staff.

Vehicle 3-003 is currently a gasoline-powered unit that has developed ongoing transmission issues, which have impacted reliability and increased maintenance concerns. Continued investment in major repairs is not considered cost-effective given the age and condition of the vehicle.

This vehicle is not programmed for replacement in the current fiscal year or the following fiscal year.

However, due to ongoing transmission problems that are impacting reliability and increasing the risk of service disruption, staff are recommending a timely, out-of-cycle replacement to maintain operational continuity and avoid continued investment in major repairs.

As part of the City's fleet replacement planning process, funds for future replacement of this vehicle have been contributed annually to the Equipment Replacement Fund. To date, a reserve balance of \$49,029 has been accumulated toward this vehicle's replacement.

**Discussion:**

Fleet Services, in coordination with the Public Works Department, evaluated replacement options and determined that a Ford F-150 Lightning electric vehicle best meets operational needs while advancing the City's sustainability and energy efficiency goals. Replacing the existing gasoline-powered vehicle with an electric vehicle will improve operational reliability, reduce emissions, and support the City Council's emphasis on energy efficiency and responsible energy use. The replacement also avoids the need for continued costly transmission repairs on the existing vehicle.

The replacement vehicle was purchased from Ron DuPratt Ford for \$56,024. An estimated \$9,000 in additional costs is anticipated for upfitting to ensure the vehicle is properly equipped for field operations. Transferring and appropriating funds through the Equipment Replacement Fund (2012) ensures proper accounting treatment and consistency with established fleet replacement and purchasing practices.

**Conclusion:** Staff recommends that the City Council adopt Resolution No. \_\_\_ to:

1. Appropriate \$15,995 from the Water Enterprise Fund (2210) fund balance and transfer to the Equipment Replacement Fund (2012), to fully fund the out-of-cycle replacement of vehicle 3-003; and
2. Appropriate \$65,024 in the Equipment Replacement Fund (2012) to fully fund the total vehicle purchase price; and
3. Authorize the City Manager, or designee, to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.

Prepared by: Courtney Morgan, Management Analyst  
Reviewed by: Craig Locke, Public Works Director



Ken Hiatt  
City Manager

**Attachments:**

1. Proposed Resolution - 3-003 Replacement

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING THE APPROPRIATION OF FUNDS FOR THE PURCHASE  
OF A REPLACEMENT ELECTRIC VEHICLE FOR 3-003**

**WHEREAS**, the City of Woodland Public Works Department relies on a dependable fleet of vehicles to support essential electrical maintenance, emergency response, system troubleshooting, and infrastructure repair operations; and

**WHEREAS**, Vehicle 3-003 is currently a gasoline-powered unit that has developed ongoing transmission problems, which have negatively impacted reliability and increased the risk of service disruption; and

**WHEREAS**, Vehicle 3-003 is not programmed for replacement in the current fiscal year or the following fiscal year; however, due to its mechanical condition, staff has determined that a timely, out-of-cycle replacement is necessary to maintain operational continuity and avoid continued investment in major repairs; and

**WHEREAS**, Fleet Services and the Public Works Department have determined that replacing the existing gasoline-powered vehicle with a Ford F-150 Lightning electric vehicle best meets operational needs while advancing the City Council's emphasis on energy efficiency and responsible energy use; and

**WHEREAS**, the replacement vehicle was purchased from Ron DuPratt Ford at a cost of \$56,024, and the estimated cost of necessary upfitting is approximately \$9,000, for a total project cost of \$65,024; and

**WHEREAS**, Vehicle 3-003 has accumulated \$49,029 in Equipment Replacement Fund toward its replacement; and

**WHEREAS**, due to the out-of-cycle nature of this replacement, the remaining \$15,995 must be appropriated from the Water Enterprise Fund (Fund 2210) fund balance to fully fund the purchase; and

**WHEREAS**, transferring and appropriating funds through the Equipment Replacement Fund ensures proper accounting treatment and consistency with established fleet replacement and purchasing practices.

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

**SECTION 1.** Appropriate \$15,995 from the Water Enterprise Fund (Fund 2210) fund balance to the Equipment Replacement Fund (Fund 2012), to fully fund the out-of-cycle replacement.

SECTION 2. Appropriate \$65,024 in the Equipment Replacement Fund (Fund 2012) to fully fund the total vehicle purchase price.

SECTION 3. Authorize the City Manager, or designee, to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.18  
SUBJECT: Authorization to Appropriate Funds and Purchase a Fully Upfitted Aries Industries CCTV Van Under Sourcewell Contract for the Replacement of Vehicle 2-007

**Recommendation for Action:** Staff recommends that the City Council adopted Resolution No. \_\_\_\_ to:

1. Authorize an appropriation of \$147,000 from Sewer Enterprise Fund (2220) fund balance and transfer to the Equipment Replacement Fund (2012); and
2. Authorize a transfer of \$118,000 from the existing Sewer Enterprise Fund (2220) FY2025/26 operating budget to the Equipment Replacement Fund (2012); and
3. Authorize the appropriation of \$265,000 in the Equipment Replacement Fund (2012) to fully fund the total project cost; and
4. Authorize the City Manager, or designee, to execute all purchasing documents related to the purchase of a fully up-fitted Aries Industries CCTV van under Sourcewell Contract #120721-ARS to replace Vehicle 2-007 and match the Division's primary CCTV van; and
5. Authorize the disposal of surplus property, specifically the sewer department's 2019 Ford Sprinter CCTV van (Vehicle 2-007), as a trade-in for credit against the purchase, finding that the sale in such alternative manner is in the best interest of the City and is supported by documentation sufficient to establish that the City is receiving compensation at least equal to the fair market value of the materials, supplies or equipment.

**Staff Contact:**

Craig Locke, Public Works Director, (530) 661-5899, [craig.locke@cityofwoodland.gov](mailto:craig.locke@cityofwoodland.gov)

**Fiscal Impact:**

Aries Industries provided a cooperative purchasing quote through Sourcewell Contract #120721-ARS totaling \$251,278, which reflects a \$70,000 trade-in credit for the City's existing 2019 Ford Sprinter CCTV van (Vehicle 2-007). The quote includes the vehicle, a complete Aries CCTV equipment package, software, installation, and all required accessories, resulting in a fully up-fitted turnkey CCTV van.

Staff recommends a total purchase authorization of \$265,000 to account for additional costs such as registration, taxes, delivery, and any unforeseen administrative or outfitting-related expenses.

Funding for the project is proposed as follows:

- \$118,000 from the existing Sewer Enterprise Fund (2220) FY2025/26 operating budget; and
- \$147,000 as a supplemental appropriation from the Sewer Enterprise Fund (2220) fund balance.

Annual software licensing and maintenance costs are already included in the approved Sewer

Enterprise operating budget and will not result in additional ongoing fiscal impacts.

Purchasing through Sourcewell Contract #120721-ARS ensures compliance with City purchasing requirements while leveraging competitively awarded cooperative pricing.

**Background:**

The Collections Division operates two CCTV vans that are essential for sewer system inspections, asset condition assessment, identification of structural defects, and support of both preventative and emergency maintenance activities. These inspections are critical to regulatory compliance and long-term system reliability.

One van is equipped with modern Aries Industries equipment and software and performs reliably. The second van, Vehicle 2-007 (2019 Ford Sprinter), is equipped with a Rausch CCTV system that has not met operational expectations and has become increasingly difficult to support.

**Discussion:**

Vehicle 2-007 is no longer able to pass California SMOG requirements and is currently operating under a temporary one-year exemption issued by the California Air Resources Board. While there is a possibility that the manufacturer and state regulators may reach a long-term solution, there is no certainty that this will occur. As a result, staff must plan for timely replacement to avoid operational disruption.

In addition to emissions concerns, the Rausch camera system has proven inferior to the Aries system in both usability and compatibility with Woodland's sewer infrastructure. The camera tractor dimensions are not well suited to portions of the City's system, and the user interface has limited operational efficiency. Conversely, the existing Aries-equipped van consistently delivers higher-quality data, better functionality, and stronger field performance.

The proposed purchase will be a fully up-fitted Aries Industries CCTV van, ensuring system consistency across the fleet and operational continuity for crews.

During negotiations, staff explored options to dispose of the existing van. If the van is unable to pass California SMOG, then its value would be close to that of a used Rausch camera. Staff realized that the van would have more value outside of California and set out to determine what fair market compensation the City should receive for the surplus unit. Staff reviewed government surplus CCTV van sales nationwide and found that comparably outfitted vans had sold for up to \$70,000 in the previous year. Aries Industries agreed to provide a \$70,000 trade in credit on the surplus vehicle, since they have outlets in jurisdictions with less restrictive emissions regulations. This credit is reflected in the \$251,278 Sourcewell quote.

**Conclusion:** Staff recommends that the City Council adopted Resolution No. \_\_\_\_ to:

1. Authorize an appropriation of \$147,000 from Sewer Enterprise Fund (2220) fund balance and transfer to the Equipment Replacement Fund (2012); and
2. Authorize a transfer of \$118,000 from the existing Sewer Enterprise Fund (2220) FY2025/26 operating budget to the Equipment Replacement Fund (2012); and
3. Authorize the appropriation of \$265,000 in the Equipment Replacement Fund (2012) to fully fund the total project cost; and
4. Authorize the City Manager, or designee, to execute all purchasing documents related to the purchase of a fully up-fitted Aries Industries CCTV van under Sourcewell Contract #120721-ARS to replace Vehicle 2-007 and match the Division's primary CCTV van; and

5. Authorize the disposal of surplus property, specifically the sewer department's 2019 Ford Sprinter CCTV van (Vehicle 2-007), as a trade-in for credit against the purchase, finding that the sale in such alternative manner is in the best interest of the City and is supported by documentation sufficient to establish that the City is receiving compensation at least equal to the fair market value of the materials, supplies or equipment.

Prepared by: Courtney Morgan, Management Analyst  
Reviewed by: Craig Locke, Public Works Director



Ken Hiatt  
City Manager

**Attachments:**

1. Woodland Voyager System in an Outfitted High-Cube Van\_\_12-15-25\_\_QT-38533-S251215 (Rev-B)
2. Proposed Resolution - 2-007 CCTV Van Replacement



INDUSTRIES, INC.  
550 Elizabeth Street  
Waukesha, WI 53186

Phone 262-896-7205 Fax: 262-896-7099

Sourcewell

Awarded Contract

Contract # 120721-ARS

**QUOTATION**

Quote Number: S251215

Page: 1 of 1

<p><b>Quote To:</b> Eric Medrano City Of Woodland Ca 655 N Pioneer Ave Woodland CA 95776-6112 USA</p> <p>Sourcewell Account #: 80454</p> <p>Phone: 530-661-5829 Fax: eric.medrano@cityofwoodland.org</p>	<p><b>Date:</b> 1/26/2026 <b>Valid Thru:</b> 2/25/2026 <b>Sales Person:</b> Dave Chapman <b>Terms of Sale:</b> FOB Orig PPD <b>Payment Terms:</b> Net 30 Days <b>Ship Via:</b> Other</p> <p><b>Fax:</b> dave.chapman@ariesindustries.com</p>
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Line	Part Number	Quantity	Description	Unit Price	Extended Price
<i>US Dollars</i>					
<div style="border: 1px solid black; padding: 5px;"> <p><i>Sourcewell Contract Pricing Per specifications dated 12/15/2025 Estimated delivery TBD</i></p> </div>					
1	CFG-QQ-1108	1.00 EA	Woodland Voyager System in an Outfitted High-Cube Van	232,372.00	\$232,372.00
<b>Line(1) - Miscellaneous Charge -</b>					
Tax Rate (general use)					18,589.76
2	TRK003	1.00 EA	Ford E450 Gas Cutaway Van with 16 FT Box	65,112.00	\$65,112.00
<div style="border: 1px solid black; padding: 5px;"> <p><i>Vehicle price and delivery are subject to change by the vehicle manufacturer/dealer at the time the order is placed.</i></p> </div>					
3	970000	1.00 EA	In-Field Training by Aries Staff on Aries Equipment		\$0.00

<b>QUOTE - Miscellaneous Charge -</b>	
Delivery	5,205.00
Trade-In Allowance	-70,000.00

I accept the Terms and Conditions of this Quotation.	Name: _____	<b>Sub Total:</b>	<b>\$321,278.00</b>
PO #: _____	Title: _____	<b>Trade-In:</b>	<b>(\$70,000.00)</b>
	Signature: _____	<b>Total:</b>	<b>\$251,278.00</b>

\*\*\* TOTAL SUBJECT TO CHANGE FOR TAXES AND FREIGHT \*\*\*  
A restocking charge of 15% will apply to all unused returned parts



**Woodland Voyager-Sidewinder System in an Outfitted High-Cube Van**

**REF Quote Lines 1 – Outfitting & System Details**

**1 Ford E450 16' hi-cube van, 14500 GVWR, 7.3L gas engine. See detailed specs for full vehicle specifications, to which Aries includes:**

- 1 Roadside DOT-rated safety kit including fire extinguisher, triangles, and flares
- 2 Full width rear bumper steps, high grip tread
- 1 Backup alarm
- 2 Adjustable LED floodlights, mounted above rear doors
- 1 Vehicle exterior lighting package, including:
  - 1 LED traffic advisor, mounted rear facing, with cab mounted controller
  - 1 LED traffic advisor, mounted front facing, with cab mounted controller
  - 2 Amber LED strobe lights, 1ea mounted front and rear of roof
    - 1 Strobe control switch in traffic advisor controller

**1 7,000W, gas powered, commercial grade generator, 120V, 60 Hz, with electric local and remote start/stop control to include:**

- 1 OEM generator enclosure with airflow separating devices
- 1 Hinged, vented cover with lock mechanism and air spring supports
- 1 Exhaust system with internal muffler
- 1 Auxiliary battery, 12V DC and case
- 1 DC converter, 45A
- 1 Electric distribution panel and circuit breaker box, 16-space
- 1 Electric supply transfer system, house power or generator system, automatic, 50A
- 1 35' cord and house power receptacle with cover
- 1 System engineering panel to include:
  - 1 Generator voltage and frequency meter, digital
  - 1 Generator start/stop switch
  - 1 Generator hour meter

**1 High Cube “Command Center” control room interior including:**

- 1 Lonplate non-skid floor covering
- 1 Pewter Formica laminated surface wall covering
- 1 White Kemlite embossed ceiling cover
- 1 Bulkhead wall with door and sliding Plexiglas window
- 1 Low profile roof mounted air conditioner, 11000 BTU
- 1 Ergonomically contoured and finished control desk
- 1 Standard electrical upfitting package
- 1 LED lighting system with dimmer switch
  - 1 LED dome light with timer and switch by walkthrough door
- 1 Operator chair, swivel with casters
- 1 Padded bench seat with storage underneath

- 1 Closet/cabinet/storage space, 76”H, minimum 4 removable shelves
  - 1 Printer shelf
  
- 1 High Cube equipment room interior including:**
  - 1 Lonplate non-skid floor covering
  - 1 White Kemlite laminated surface wall covering
  - 1 White Kemlite embossed ceiling cover
  - 1 Standard electrical upfitting package
  - 1 LED lighting system
    - 1 LED dome light with timer and switch by rear body door
  - 1 Set equipment storage hooks and pair of wall-mounted storage rails
  - 1 Tie down brackets, shipped loose for floor installation
  - 1 Fire extinguisher, 10lb, 4A60 B:C rating, OSHA/DOT-approved
  - 1 Work bench with Lonplate worktop and vise
    - 1 Storage cabinet over work bench with light underneath
  - 1 7-drawer tool chest with locking hasp
  - 1 Equipment storage shelf, 3 levels, 40x18, between reel and bulkhead
  - 1 Downhole pole storage brackets, door mounted
  - 1 Manhole roller storage bracket
  - 1 Invert roller wall/door storage bracket
  
- 1 Water wash down system for equipment clean-up including:**
  - 1 Water storage tank, 19-gallon
  - 1 Set of fill, vent and drain connections
  - 1 Water tank demand pump
  - 1 25’ retractable wash down hose with spring-loaded hand nozzle
  
- 1 Equipment hoist, 800lb. rating, with drop-down boom storage**
  - 1 Floor mounting kit with floor reinforcement
  
- 2 22” LCD flat panel monitors, TV/PC viewing, mounted to control room desktop**
- 1 22” LCD flat panel monitor, TV/PC viewing, mounted rear viewing in equipment room**
  
- 1 Ultra compact computer system, including:**
  - 1 Compact PC housing, with features including:
    - Intel 13<sup>th</sup> Gen 10-Core i5-1135U processor
    - 16GB of RAM
    - 512GB solid state hard drive, storage
    - (2) HDMI 2.1 ports
    - (6) USB ports, (2) USB Type C (back) + (2) USB3.2 Gen2 (front) + (2) USB2.0 (front)
    - Super Fast 2.5G LAN + WiFi 6 Module
  - 1 Wireless keyboard and optical mouse
  - 1 Windows 11 Pro operating system, 64-bit
  
- 1 Aries UC400 Voyager All-in-One Desktop Controller, including:**
  - 10" color flat touch-screen status & diagnostics monitor
  - Sealed connector for interconnect cable to reel
  - Camera controls
  - Tractor controls

- Lateral launch controls
- Reel controls
- Internal overlay module with footage & inclination
- Alphanumeric full “QWERTY” keyboard for video titling and report data input
- 1 Storage and transportation case (460281)

**1 Truck mount inter-connect cables**

**1 Aries HD400 Voyager zoom, rotate & horizontal pan camera w/ high-intensity LED lighting and integrated self-cleaning lens wiper system, including:**

- Voyager zoom pan and tilt camera w/ multi-axis infinite rotation
- Integrated on-demand self-cleaning lens wiper system
- 120X zoom (10X optical & 12X digital)
- High-resolution 1080(V) x 1920(H) output
- Auto-focus with manual override
- Auto-iris with manual override
- Maintenance-free directional white LED lighting that follows the camera’s field of view
- High-sensitivity camera sensor for low-light applications
- “Starlite” low-light level amplification feature with (4) user selectable amplification steps
- Automatic home feature with forks at top and bottom of camera head
- “One Touch Scanning” feature with (2) user selectable continuous joint scan presets
- “Quick Look” preset view positions (6) (Up, Down, Right, Left, Lat R, Lat L)
- Robust, environmentally sealed camera for use in live pipe, including:
  - Scratch-resistant sapphire lens window
  - Camera recessed behind forks for frontal impact protection
  - Rubber bumpers on forks
  - Camera housing with hardened metal finishes and non-corrosive metals
  - Recessed fasteners & no camera protrusions
- Proportionately slowed camera movements when zooming
- Fast-check internal pressure monitoring system
- On-screen camera diagnostics functions including:
  - Camera internal pressure, temperature, operating hours, internal power regulated voltage value, camera model, serial number, firmware revision, control error recognition, LED current value.
- 1 Camera storage and transport case (460283)
- 1 Camera nitrogen recharge kit (950011)

**1 Aries TR400 Voyager steerable self-propelled transporter for 6” relined to 24” lines, including:**

- Transporter assembly with continuous duty 120-Watt brushless drive motors
- Remotely-operated electric camera lifting mechanism
- Fast-check pressure monitoring system
- Rear viewing camera with LED lighting
- 512 Hz internal locating beacon
- Integrated inclinometer system
- 6 Rubber wheels, 3-3/8” diameter for 6” lines (580660)
- 4 Rubber wheels, 4-3/8” diameter for 8-12” lines (580661)
- 4 Rubber wheels, 5” diameter for 12-18” lines (580662)
- 4 Extended hub dually rubber wheels, 5” diameter for 18-24” lines (580663)

- 1 Auxiliary detachable light head (LH40)
- 1 Set maintenance parts (950351)
- 1 Storage and transport case (460282)
  
- 2 Carbide high traction wheels, 3 $\frac{3}{8}$ " dia. for 6" lines, coarse grit (580721-2)
- 2 Carbide high traction wheels, 3 $\frac{3}{8}$ " dia. for 8-12" lines, coarse grit (580722-2)
- 2 Carbide high traction wheels, 5" dia. for 12-18" lines, coarse grit (580723-2)
- 2 Ext. hub carbide high traction wheels, 5" dia. for 18-24" lines, coarse grit (580724-2)
  
- 1 **PR400 Voyager cable and reel assembly, including:**
  - Lightweight aluminum frame
  - Drum and motor assembly with electric clutch
  - Cable level wind assembly with one-button adjustment
  - Sealed continuous contact 6-conductor slip ring assembly
  - Distance meter encoder
  - Emergency stop push button switch
  - 1200' of 6-conductor Kevlar-strengthened cable with water-block to prevent wicking
  - AC power switch
  - 120 VAC power input plug with cord
  - Cable guide rollers on extendable downrigger assembly with single-button deployment and spring-loaded top roller for easy cable removal.
  - Drum tensioner control with knob for fine adjustment
  - CANbus controlled cable management system
  - 6-pin cable termination
- 1 HC400 handheld pendant with 15' coiled cable for at-manhole operation of reel & transporter
- 1 Wireless Xbox One X style handheld controller (822655)
  
- 1 **Storage drawer under PR400 Voyager reel**
  
- 1 **Cable manhole guide system including:**
  - 1 Manhole top roller assembly (610309)
  - 1 Tiger tail bottom cable guide (611200)
  - 1 Insertion and extractor pole assembly and tractor adapter (610025)
  - 8 Additional fiberglass extension poles (610714)
  
- 2 **Operation / maintenance and spare parts manuals**
- 1 **One year warranty, TV system**
- 1 **Delivery of system**

**REF Quote Line 2 – Vehicle Details**

**Chassis**

Ford E450 Super Duty cutaway chassis  
176" wheelbase, 118" cab-to-axle  
14,500lb gross vehicle weight rating  
Front GAWR 5000lb, coil spring suspension  
Rear GAWR 9640lb, multi-leaf suspension

Dual rear wheels  
Front and rear shock absorbers  
(6) tires, LT225/75R16E BSW AS  
(6) wheels, 16" x 6" steel disc 8-hole  
Power steering  
Hydraulic front and rear disc brakes  
12V 210A alternator  
12V 750CCA automotive battery  
ICC running lights plus standard lights including stop, turn, reverse, plate, and 4-way  
55g fuel tank, driver's side fill

Drivetrain

7.3L V8 premium gas engine, 350hp @ 3900rpm, 468lb-ft @ 3900rpm  
Torqshift automatic 6-speed transmission with overdrive and auxiliary oil cooler  
Differential ratio 4.56  
Dry type air filter  
Spin on type oil filter, disposable type  
Heavy-duty cooling system

Cab

Fresh air heater and defrosters  
Cab air conditioning  
AM/FM radio with rear camera display  
Dual high back bucket seats with 3-point seatbelts  
Sun visors and arm rests, driver and passenger seats  
Intermittent windshield wipers with washers  
12V dome light  
Dual rear view mirrors, external, manual swing-away type with standard top and convex bottom section, retractable and adjustable  
Tilt steering wheel

High Cube Walkthrough Body

Aluminum construction  
84" interior clear height  
96" exterior width  
Minimum interior load space of 185"  
Flat floor with undercoating  
Rear viewing camera mounted above rear doors  
Rear door grab handles, qty.2  
Full opening rear doors with 3 hinges per door, cam lock, and positive hold-open clamps at head height  
Aerodynamic wind fairing with full height walkthrough sliding lockable door to cab area

**REF Quote Line 3 – On-Site**

**1 Day of in-field training by Aries staff on Aries equipment**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING A SUPPLEMENTAL APPROPRIATION AND TRANSFER OF  
SEWER ENTERPRISE FUNDS INTO THE EQUIPMENT REPLACEMENT FUND AND  
APPROVING THE PURCHASE OF A FULLY UP-FITTED ARIES INDUSTRIES CCTV  
VAN UNDER SOURCEWELL CONTRACT #120721-ARS FOR THE REPLACEMENT  
OF VEHICLE 2-007**

**WHEREAS**, the City of Woodland Public Works Department Collections Division relies on CCTV vans to perform critical sewer system inspections, assess infrastructure conditions, support regulatory compliance, and respond to emergency maintenance needs; and

**WHEREAS**, Vehicle 2-007, a 2019 Ford Sprinter CCTV van, is no longer able to pass California SMOG requirements and is currently operating under a temporary exemption, creating uncertainty regarding its continued legal operation; and

**WHEREAS**, the existing Rausch CCTV system installed in Vehicle 2-007 has not met operational expectations and lacks compatibility with portions of the City's sewer infrastructure; and

**WHEREAS**, the City's existing Aries Industries-equipped CCTV van has demonstrated superior performance, efficiency, and reliability; and

**WHEREAS**, staff recommends the purchase of a fully upfitted Aries Industries CCTV van to ensure continuity of operations and consistency of equipment across the fleet; and

**WHEREAS**, Aries Industries has provided a cooperative purchasing quote through Sourcewell Contract #120721-ARS in the amount of \$251,278, which includes a \$70,000 trade-in credit for the existing van; and

**WHEREAS**, staff recommends a total project authorization of \$265,000 to account for additional costs including registration, taxes, delivery, and unforeseen expenses; and

**WHEREAS**, \$118,000 is available within the existing Sewer Enterprise Fund (2220) FY2025/26 operating budget, and a supplemental appropriation of \$147,000 from the Sewer Enterprise Fund (2220) fund balance is requested to complete the project; and

**WHEREAS**, transferring and appropriating these funds through the Equipment Replacement Fund (2012) ensures proper accounting treatment and consistency with established fleet replacement and purchasing practices.

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

**SECTION 1.** A supplemental appropriation of \$147,000 from the Sewer Enterprise Fund (Fund 2220) fund balance for transfer to the Equipment Replacement Fund (Fund 2012) is authorized.

SECTION 2. The City Council authorizes the use of \$118,000 from the existing Sewer Enterprise Fund (Fund 2220) fiscal year 2025/26 operating budget, for transfer to the Equipment Replacement Fund (Fund 2012).

SECTION 3. The City Council authorizes the appropriation of \$265,000 in the Equipment Replacement Fund (Fund 2012) to fully fund the total project cost.

SECTION 4. The City Council authorizes the purchase of a fully upfitted Aries Industries CCTV van under Sourcewell Contract #120721-ARS to replace Vehicle 2-007 and match the Division's primary CCTV van.

SECTION 5. The City Manager, or designee, is authorized to execute all purchasing documents related to the Sourcewell contract, vehicle purchase, up-fitting, and system integration.

SECTION 6. The City Council authorizes and approves the disposal of surplus property, specifically the sewer department's 2019 Ford Sprinter CCTV van (Vehicle 2-007), as a trade-in for credit against the purchase, finding the sale in such alternative manner is in the best interest of the City and is supported by documentation sufficient to establish that the City is receiving compensation at least equal to the fair market value of the materials, supplies or equipment.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: H.19  
SUBJECT: City Council Meeting Minutes of January 20, 2026.

**Recommendation for Action:** Staff recommends the City Council adopt the minutes of the Joint Special and Regular City Council/Woodland Finance Authority Meeting of January 20, 2026.



Ken Hiatt  
City Manager

**Attachments:**

1. Draft Minutes for January 20, 2026 Council Meeting

# **City of Woodland**

City Hall  
Council Chambers  
300 First Street  
Woodland, CA 95695



CITY OF  
**WOODLAND**  
CALIFORNIA

## **Regular Meeting Minutes**

**Tuesday, January 20, 2026**

6:00 PM

**City Council**

**CITY COUNCIL**

**CLOSED SESSION  
5:30 PM**

**A. CALL TO ORDER**

**B. CLOSED SESSION**

1. Conference with Legal Counsel – Existing Litigation (Sec. 54956.9)  
Name of Case: Mark Baker v. City of Woodland (Yolo County Superior Court Case No. CV 2025-3624)
2. Conference with Labor Negotiators (Gov. Code §54957.6)  
Agency Designated Representative: City Manager and Director of Administrative Services  
Employee Organizations: Woodland Mid-Management Professional Association, Woodland City Employees Association, Woodland Police Mid-Management Unit, Woodland Police Officers' Association, Woodland Police Supervisors Association, Woodland Fire Mid-Management Association, and Woodland Professional Firefighters Association.

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

**C. CALL TO ORDER**

Meeting called to order at 6:04 PM.

**D. ROLL CALL**

**Council Members Present: Members Lansburgh, Garcia-Cadena, Moreno, and Mayor Stallard**

**Absent: Mayor Pro Tem Vega**

**E. PLEDGE OF ALLEGIANCE**

**Pledge of Allegiance led by Chris Christensen.**

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

**F. COMMUNICATIONS - PUBLIC COMMENT**

*This is an opportunity for the public to speak to the Council on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.gov. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.*

3. SUBJECT: General Public Comments

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

**Mayor Stallard invited public comment. Speaking from the public was James Vorhees, Aniek Pflager, and Nick Roncoroni. 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.**

4. 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**

5. SUBJECT: Dr. Martin Luther King Jr. Student Essay, Poetry, and Visual Art Contest Winners.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council acknowledge the 2026 Dr. Martin Luther King Jr. Student Essay, Poetry, and Visual Art Contest Winners.

**Community Services Director Christine Ferrara introduced the item and the contest winners presented their winning artwork, poems, and essays.**

**I. CONSENT CALENDAR**

**Mayor Stallard invited public comment. Speaking from the public was James Vorhees. No further comment was received.**

**On a motion by Councilmember Lansburgh, seconded by Councilmember Garcia-**

Cadena and carried on a 4-0 vote, Council Members approved Consent Calendar items No. 6 through 13.

**AYES: Members Lansburgh, Garcia-Cadena, Moreno, and Mayor Stallard**

**NOES: None**

**ABSENT: Mayor Pro Tem Vega**

6. SUBJECT: Salary Schedule - January 1, 2026

RECOMMENDATION FOR ACTION: Staff recommends the City Council approve the City of Woodland Salary Schedule effective January 1, 2026.

**Approved the City of Woodland Salary Schedule effective January 1, 2026.**

7. SUBJECT: Approval of Increase in Contract Amount for Fire Fleet Maintenance and Repair Services.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. \_\_\_\_, approving an increase to the Riverview International contract for fire fleet and repair services in an amount not to exceed \$100,000.00, increasing the total contract value to \$200,000.00, to ensure continued safe and reliable operation of the Fire Department apparatus.

**Approved Resolution No. 8602, approving an increase to the Riverview International contract for fire fleet and repair services in an amount not to exceed \$100,000.00, increasing the total contract value to \$200,000.00, to ensure continued safe and reliable operation of the Fire Department apparatus.**

8. SUBJECT: FY25 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant Award Acceptance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_ to:

- (1) Accept the FY25 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant in the amount of \$90,000;
- (2) Appropriate \$90,000 in reimbursable grant funding into the State Grant Fund (Fund 1325) and;
- (3) Augment the existing Police department budget in Fund 1325 by \$90,000.

**Adopted Resolution No. 8603 to: (1) Accept the FY25 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant in the amount of \$90,000; (2) Appropriate \$90,000 in reimbursable grant funding into the State Grant Fund (Fund 1325) and; (3) Augment the existing Police department budget in Fund 1325 by \$90,000.**

9. SUBJECT: Approve the Plans, Specifications, and Bid Authorization for 2026 Water & Sewer Replacement Project, CIP 25-01

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. \_\_\_\_\_, 1) Appropriating \$3,655,966 from the Water Enterprise Fund, Fund 2210; 2) Appropriating \$800,000 from the Sewer Enterprise Fund, Fund 2220; 3) Approving the Project plans and specifications; and 4) Authorizing bid advertisement for the 2026 Water & Sewer Replacement Project, CIP 25-01.

**Adopted Resolution No. 8604, 1) Appropriating \$3,655,966 from the Water Enterprise Fund, Fund 2210; 2) Appropriating \$800,000 from the Sewer Enterprise Fund, Fund 2220; 3) Approving the Project plans and specifications; and 4) Authorizing bid advertisement for the 2026 Water & Sewer Replacement Project, CIP 25-01.**

10. SUBJECT: Authorization of Appropriations for the Replacement of Collections Division Vehicle 2-002

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_ authorizing the following actions:

1. Appropriate \$29,656 from the Sewer Fund (2220) Reserve Balance, for transfer to the Equipment Replacement Fund (2012);
2. Appropriate \$67,600 from the Equipment Replacement Fund (2012) to fully fund the total vehicle purchase price; and
3. Authorize the City Manager, or designee, to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.

**Adopted Resolution No. 8605 authorizing the following actions: 1. Appropriate \$29,656 from the Sewer Fund (2220) Reserve Balance, for transfer to the Equipment Replacement Fund (2012); 2. Appropriate \$67,600 from the Equipment Replacement Fund (2012) to fully fund the total vehicle purchase price; and 3. Authorize the City Manager, or designee, to execute all necessary purchasing documents, agreements, and budget transfers required to complete the vehicle acquisition in accordance with City policies and procedures.**

11. SUBJECT: Authorize the City Manager to enter a contract regarding Police radios to comply with City of Woodland Purchasing Code §3.32.40

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, to authorize the City Manager to enter into a contract for goods and services with Motorola Solutions, Inc. and their Manufacturing Representative, Sutter-Buttes Communication, not to exceed \$500,000.

**Adopted Resolution No. 8606, to authorize the City Manager to enter into a contract for goods and services with Motorola Solutions, Inc. and their Manufacturing Representative, Sutter-Buttes Communication, not to exceed \$500,000.**

12. SUBJECT: City Council Meeting Minutes of December 9, 2025 and December 16, 2025.

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt the minutes of the Joint Special and Regular City Council/Woodland Finance Authority Meetings of December 8 and 16, 2025.

**Adopted the minutes of the Joint Special and Regular City Council/Woodland Finance Authority Meetings of December 8 and 16, 2025.**

13. SUBJECT: 2026 Affordable Housing Bond

RECOMMENDATION FOR ACTION: Staff recommends that the City Council authorize staff to send letters of support for AB 736 and SB 417, the parallel bills to place an affordable housing bond measure before voters in June 2026.

**Authorized staff to send letters of support for AB 736 and SB 417, the parallel bills to place an affordable housing bond measure before voters in June 2026.**

## J. REPORTS OF THE CITY MANAGER

14. SUBJECT: Approve Lease Agreement between the City of Woodland and Woodland Soccer Club.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_ approving the Lease Agreement between the City of Woodland and Woodland Soccer Club regarding the use of City Property.

**City Manager Ken Hiatt introduced the item. Community Development Director Brent Meyer presented the item and answered questions from Council. Woodland Soccer Club President Shawn Seyk provided additional comments on the item and answered questions from Council.**

**Mayor Stallard invited public comment. Speaking from the public was James Vorhees. No further public comment was received.**

**On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Moreno and carried on a 4-0 vote, Council Members adopted Resolution No. 8607 approving the Lease Agreement between the City of Woodland and Woodland Soccer Club regarding the use of City Property.**

**AYES: Members Lansburgh, Garcia-Cadena, Moreno, and Mayor Stallard**

**NOES: None**

**ABSENT: Mayor Pro Tem Vega**

15. SUBJECT: Introduce and Waive the First Reading of an Ordinance Revising Sections within Chapter 9.48, "Camping within City Limits," to Title 9 of the Woodland Municipal Code.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council introduce and waive the first reading of an ordinance of the City Council of the City of Woodland, California revising sections within Chapter 9.48, "Camping within City Limits," to Title 9 of the Woodland Municipal Code.

**Lieutenant Danzl presented the item and answered questions from Council.**

**Mayor Stallard invited public comment. No public comment was received.**

**On a motion by Councilmember Moreno, seconded by Councilmember Garcia-Cadena and carried on a 4-0 vote, Council Members introduced and waived the first reading of an ordinance of the City Council of the City of Woodland, California revising sections within Chapter 9.48, "Camping within City Limits," to Title 9 of the Woodland Municipal Code.**

**AYES: Members Lansburgh, Garcia-Cadena, Moreno, and Mayor Stallard**

**NOES: None**

**ABSENT: Mayor Pro Tem Vega**

16. SUBJECT: Introduce and Waive the First Reading of an Ordinance Revising Sections within Chapter 9.12, "Regulation of Shopping Carts" to Title 9 of the Woodland Municipal Code.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council introduce and waive the first reading of an ordinance of the City Council of the

City of Woodland, California revising sections within Chapter 9.12, "Regulation of Shopping Carts," to Title 9 of the Woodland Municipal Code.

**Lieutenant Danzl presented the item and answered questions from Council.**

**Mayor Stallard invited public comment. Speaking from the public was James Vorhees. No further public comment was received.**

**On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Moreno and carried on a 4-0 vote, Council Members introduced and waived the first reading of an ordinance of the City Council of the City of Woodland, California revising sections within Chapter 9.12, "Regulation of Shopping Carts," to Title 9 of the Woodland Municipal Code.**

**AYES: Members Lansburgh, Garcia-Cadena, Moreno, and Mayor Stallard**

**NOES: None**

**ABSENT: Mayor Pro Tem Vega**

**K. ADJOURN**

**Meeting adjourned at 7:35 PM in memory of Vern Cowen.**



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: I.20  
SUBJECT: Accessory Dwelling Unit (ADU) Ordinance Updates

**Recommendation for Action:** Staff recommends that the City Council hold a public hearing and take the following action: Introduce and waive the first reading of an ordinance amending Section 17.84.030 of the Woodland Municipal Code regarding accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs).

**Staff Contact:**

Hadlie Ward, Assistant Planner, (530) 661-5960, hadlie.ward@cityofwoodland.gov

**Background:**

In recent years, the California Legislature has approved, and the Governor has signed into law, several bills that amended the Government Code to impose new limits on local jurisdiction authority to regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs). Following updates during the 2024 legislative session, the City Council adopted amendments to the City ADU Ordinance on February 4<sup>th</sup>, 2025, to reflect changes in State law. To clarify and further align with State law, the ADU Ordinance was also updated as part of several zoning amendments adopted on October 7, 2025.

On October 10, 2025, Governor Gavin Newsom signed several bills, including Assembly Bill (AB) 462, AB 1154, Senate Bill (SB) 9, and SB 543, which further amended State ADU and JADU law, as summarized below:

**AB 462**

This bill included a new provision that allows the Certificate of Occupancy for a detached ADU to be issued prior to the primary dwelling on the same site, if the area is subject to a proclaimed state of emergency, the primary dwelling is damaged or destroyed, and certain requirements are met (Gov. Code § 66328(b)). The bill also modified the processing timelines for coastal development permits in coastal areas, which does not affect Woodland. AB 462 was an urgency measure that took effect on October 10, 2025.

**AB 1154**

Previously, a property owner was required to live on site for a JADU to be allowed. This bill reduced this owner occupancy requirement, so that owner occupancy is only required if the JADU and primary home share a bathroom (Gov. Code § 66333(b)). AB 1154 also prohibited JADUs from being operated as short-term rentals, or units rented for less than 30 days (Gov. Code § 66333(g)). This bill took effect January 1, 2026.

**SB 9 (2025)**

This bill expanded upon the existing requirement for a copy of an ADU ordinance to be submitted to the California Department of Housing and Community Development (HCD) within 60 days of adoption. SB 9 (2025) stipulated that an ADU ordinance becomes null and void if local jurisdictions do not submit the ordinance, and if the jurisdiction does not respond to a finding that the ordinance is out of compliance within the required timeframe (Gov. Code §§ 66323(d) and 66333.5(d)). SB 9

(2025) took effect January 1, 2026.

### **SB 543**

This bill modified the way in which ADU sizes are measured, as it pertains to the size requirements in state law, to be measured by "interior livable space" (Gov. Code §§ 66313(d) and 66321(b)(2)). Livable space is defined as "a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation" (Gov. Code § 66313(e)). Previous state law specified that ADUs that are 750 square feet or less and JADUs 500 square feet or less in size were exempt from impact fees. SB 543 modified this requirement, so that ADUs 750 square feet or less and JADUs 500 square feet or less of interior livable space are exempt from impact fees. While the area thresholds remain the same, the inclusion of "interior livable space" creates flexibility for exterior walls or stairs to be excluded from area calculations.

SB 543 also clarified that a combination of the ADU types allowed with a building-permit only, as specified in California Government Code Section 66323, may be constructed on a site. For example, a site with a single-family residence could potentially have a detached ADU under 800 square feet, a JADU, and an ADU converted from an existing building or portion of the primary home. This aligns with previous practice by staff.

Additionally, the bill further specified the timeframes in which cities must process completeness review for ADU and JADU applications. Cities must provide written notice of whether an application for an ADU or JADU is complete within 15 business days after the City receives the application. If determined to be incomplete, a list of remaining items required must be provided to the applicant, and the applicant has the opportunity to appeal (Gov. Code §§ 66317 and 66335).

SB 543 took effect January 1, 2026.

### **Planning Commission Recommendation**

At its January 15, 2026, meeting, the Woodland Planning Commission voted 7-0 to recommend City Council approval of the proposed amendments to Section 17.84.030 of the City of Woodland Municipal Code.

### **Discussion:**

The proposed amendments (Exhibit A) include minor changes to the City of Woodland ADU ordinance for clarification and compliance with recent changes to State law, including AB 462, AB 1154, and SB 543 described above. If the proposed amendments are adopted, staff will submit a copy of the ordinance to HCD within 60 days of adoption, as required to prevent the ordinance from being null and void, as required by SB 9 (2025).

Retaining a valid ADU ordinance allows the City to maintain local control where allowed by the State. The existing Woodland ADU ordinance specifies objective design standards for ADUs over 800 square feet to regulate setbacks, lot coverage, landscaping, and architectural requirements. The ordinance also allows some large ADUs otherwise not allowed under minimum state ADU requirements, by creating a path for ADUs over 1,000 square feet, and up to 1,200 square feet. These standards, which remain in the proposed ordinance, create flexibility for development of a variety of ADU sizes, while also assisting with integration of larger ADUs over 800 square feet into neighborhoods.

Staff recommends that City Council adopt the proposed amendments to comply with recent changes to state law so that Woodland may maintain a valid ADU ordinance.

### **Zoning Amendment Findings:**

The ADU ordinance is located in Section 17.84.030 of the Zoning Ordinance in the City of Woodland Municipal Code. Following a public hearing, the City Council may recommend approval of the

proposed amendments if all of the following findings can be made:

*1. The proposed amendment is consistent with the goals, objectives, and policies of the General Plan;*

Pursuant to California Government Code § 66314(c), if a local agency adopts an ADU ordinance to allow ADUs in single-family and multifamily zones, ADUs shall be a residential use consistent with the existing general plan. The City of Woodland Housing Element includes Implementation Program A.21, which requires continuous encouragement of ADUs for increased housing opportunities and technical assistance to homeowners regarding ADU applications and standards. Maintaining a valid ADU ordinance that complies with State law supports this program.

*2. That the proposed amendment will promote growth of the City in an orderly manner and will promote and protect the public health, safety, or welfare of the community;*

The proposed amendments align with State ADU law. Where possible, objective standards are included for larger ADUs to assist with orderly infill within existing neighborhoods.

*3. That the anticipated land uses on the subject site will be compatible with existing and future surrounding uses;*

The proposed amendments are citywide and not site-specific.

*4. That the City's inventory of residential lands for qualified housing sites has not been reduced; and*

The proposed amendments do not include any changes to the Zoning Map and the residential lands available for qualified housing are not reduced.

*5. That the proposed amendment is consistent with any development related application that is processed and approved concurrently with the amendment application.*

There are no development applications associated with the proposed amendments.

**Environmental Review:**

Under California Public Resources Code Section 21080.17, the California Environmental Quality Act (CEQA) does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the Government Code, which is California's ADU and JADU law. Therefore, the adoption of the proposed ordinance is statutorily exempt from CEQA in that it implements State ADU and JADU law.

**Public Noticing:**

Public notice advertising for the public hearing on the project was prepared by the Community Development Department in accordance with the notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law.

Legal notice was published in the Woodland Daily Democrat on January 22, 2026.

**Conclusion:**

Staff recommends that the City Council hold a public hearing and take the following action: Introduce and waive the first reading of an ordinance amending Section 17.84.030 of the Woodland Municipal Code regarding accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs).

Prepared by: Hadlie Ward, Assistant Planner

Reviewed by: Erika Bumgardner, Community Development Department Deputy Director

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

Ken Hiatt  
City Manager

**Attachments:**

1. Planning Commission Resolution No. PC 26-01
2. Proposed Ordinance - ADU Update
3. Exhibit A – Section 17.84.030 Accessory Dwelling Units

**PLANNING COMMISSION  
RESOLUTION NO. PC 26-01**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
WOODLAND RECOMMENDING THAT THE CITY COUNCIL ADOPT AN  
ORDINANCE AMENDING SECTION 17.84.030 OF THE WOODLAND MUNICIPAL  
CODE RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY  
DWELLING UNITS AND FINDING THE ACTION TO BE STATUTORILY EXEMPT  
FROM CEQA UNDER PUBLIC RESOURCES CODE § 21080.17.**

**WHEREAS**, California Government Code Section 66314 authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”); and

**WHEREAS**, in recent years, various sections of the Government Code have been amended to impose new limits on local authority to regulate ADUs and JADUs; and

**WHEREAS**, in the 2025 legislative session, the California Legislature approved and the Governor signed into law, legislation that further amended state ADU law, including Assembly Bill (“AB”) 462, effective October 10, 2025, and AB 1154, Senate Bill (“SB”) 9, and SB 543, effective January 1, 2026; and

**WHEREAS**, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to implement recent changes to state law and to retain a valid ADU ordinance; and

**WHEREAS**, proper noticing of this public hearing was given in all respects as required by law; and

**WHEREAS**, the City of Woodland Planning Commission has reviewed all written evidence and oral testimony presented to date.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Woodland Planning Commission does hereby resolve as follows:

**SECTION 1. Recitals.** The City of Woodland Planning Commission hereby adopts the above recitals as true and correct findings of the City of Woodland Planning Commission and incorporates them into this Resolution by reference.

**SECTION 2. Environmental Determination.** The City of Woodland Planning Commission finds that, under California Public Resources Code Section 21080.17, the California Environmental Quality Act (“CEQA”) does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the California Government Code, which is California’s ADU law and which also regulates JADUs, as defined by California Government Code Section 66313. Therefore, adoption of the proposed ordinance is statutorily exempt from CEQA.

**SECTION 3. General Plan.** The Planning Commission hereby finds that the adoption of the Ordinance is consistent with the General Plan as a matter of law under Government Code Section 66314(c).

**SECTION 4. Recommendation.** The City of Woodland Planning Commission hereby recommends that the City of Woodland City Council adopt the Ordinance attached hereto as Exhibit "A," approving the proposed amendments to Section 17.84.030 of the City of Woodland Municipal Code.

**SECTION 5. Effective Date.** This Resolution take effect immediately upon adoption.

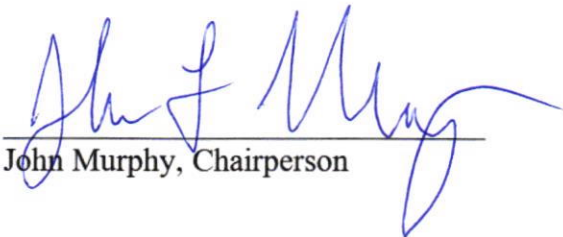
**PASSED, APPROVED, AND ADOPTED** by the Planning Commission of the City of Woodland at a regular meeting of the Planning Commission held on the 15<sup>th</sup> day of January 2026, by the following vote:

AYES: Harris, Lizarraga, Murphy, Ortiz, Roberts, Smith, Torney

NOES:

ABSTAIN:

ABSENT:

  
\_\_\_\_\_  
John Murphy, Chairperson

**ATTEST:**

  
\_\_\_\_\_

Erika Bumgardner, Deputy Community Development Director

**EXHIBIT A**

[Insert Exhibit A – Proposed Accessory Dwelling Unit Ordinance Updates]

**§ 17.84.030. Accessory Dwelling Units.**

A. **Purpose.** The purpose of this section is to provide reasonable regulations for the development of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in certain areas and on lots developed or proposed to be developed with single-family residential dwellings, duplexes, and multiple-unit dwellings. Such accessory dwelling units contribute needed housing to the community's housing stock and promote housing opportunities for the persons wishing to reside in the City. In addition, the regulations in this section are intended to promote the goals and policies of the City's General Plan and comply with requirements codified in the State Planning and Zoning Law related to accessory dwelling units in residential areas, including Chapter 13 of Division 1 of Title 7 of the California Government Code.

B. **Effect of Conforming Accessory Dwelling Unit.** An ~~accessory dwelling unit~~ ADU or JADU that conforms to this section shall:

1. Be deemed an accessory use and shall not be considered to exceed the allowable density for the lot upon which it is located;
2. Be deemed a residential use that is consistent with the General Plan and the zoning designations for the lot on which the ADU or JADU is located;
3. Not be considered in the application of any local ordinance, policy, or program to limit residential growth;
4. Not be considered a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service; and
5. Not be required to correct a nonconforming zoning condition, as defined in Section 17.84.030.C.76, Definitions, below. This does not prevent the City from enforcing compliance with applicable building standards in accordance with Health and Safety Code § 17980.12.

C. **Definitions.**

"Accessory dwelling unit (ADU)" means a residential dwelling unit that is either attached to, or located within, the proposed or existing primary dwelling(s), including attached garages, storage areas or similar uses, or an accessory structure detached from the proposed or existing primary dwelling(s) and located on the same lot as the proposed or existing primary dwelling(s), including detached garages and that provides independent living facilities for one or more persons. An accessory dwelling unit also includes:

1. An efficiency unit, as defined in California Health and Safety Code § 17958.1; and
2. A manufactured home, as defined in California Health and Safety Code § 18007.

"Complete independent living facilities" means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

"Efficiency kitchen" means a kitchen that includes each of the following:

1. A cooking facility with appliances.
  - a. A food preparation counter or counters that are of reasonable size in relation to the size of the ~~junior accessory dwelling unit~~ JADU; and
  - b. Food storage cabinets that are of reasonable size in relation to the size of the ~~junior accessory dwelling unit~~ JADU.

"Junior accessory dwelling unit" or "JADU" means a residential unit that satisfies all of the following:

1. Is no more than 500 square feet ~~in~~ of interior livable space in size;

2. Is contained entirely within an existing or proposed single-family structure. An enclosed use within the residence, such as an attached garage, is considered to be a part of and contained within the single-family structure;
3. Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure;
4. If the unit does not include its own separate bathroom, then it shall contain an interior entrance to the main living area of the existing or proposed single-family structure to allow bathroom access from the main house, in addition to an exterior entrance that is separate from the main entrance to the primary dwelling; and
5. Includes an efficiency kitchen, as defined in subsection C.3, Definitions.

"Livable space" means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.

"Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

"Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.

"Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

"Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

D. **Locations Permitted.** Accessory dwelling units and junior accessory dwelling units are permitted in all zones that allow for any single-family or multifamily residential uses, including the downtown and corridor mixed-use districts if they allow for any residential use.

E. **Approvals.** ~~Before constructing an ADU or converting an existing structure or portion of an existing structure or residence to an ADU or JADU, the applicant shall obtain permits in accordance with the requirements of~~ The following approvals apply to ADUs and JADUs created under this Section.

1. **Building Permits Required.** All ADUs and JADUs require a building permit. The City will review and approve permit applications in accordance with subsection E.4 below, ~~shall satisfy the requirements of the California Building Standards Code, as amended by the City, and any other applicable laws.~~

2. **Processing Fee.** The City may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the City's ADU ordinance. The ADU-permit processing fee is determined by the Director and approved by the City Council by resolution.

3. **Classes.**

~~2-a.~~ **Class 1: Statutorily Regulated.** Class 1 ADUs and JADUs are approved under Government Code § 66323. If an ADU or JADU complies with each of the general requirements in subsection F below, it is allowed in each of the scenarios provided in this subsection E.3.a. An ADU and JADU approved under subsection E.3.a.i may be combined with an ADU approved under subsection E.3.a.ii, and ADUs approved under subsection E.3.a.iii may be combined with ADUs approved under subsection E.3.a.iv. **Building Permit Only Approval.**

~~An applicant shall not be required to submit an application for an ADU Permit under subsection E.3, ADU Permit Review, and may instead seek Building Permit (see Section 17.100.130, Building Permit) only approval for an ADUs and/or JADUs, or both, where the proposal satisfies the requirements of California Government Code § 66323, as the same may be amended from time to time, the California Building Standards Code, as amended by the City, and any other applicable laws. The following are categories of ADUs and JADUs that shall be approved under this subsection E.2, Building Permit Only Approval:~~

- i. *Converted Space or Structure on Single-Family Lot.* ~~Only one~~ One ADU as described in this subsection E.23.a.i, Converted Spaced or Structure on Single-Family Lot, and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:
  - (A) Is either within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress;
  - (B) Has exterior access that is independent of that for the single-family dwelling;
  - (C) Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes; and
  - (D) The JADU complies with the requirements of California Government Code § 66333 through 66339.
- ii. *Limited Detached on Single-Family Lot.* One detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that might otherwise be established on the lot under subsection E.32.a.i, Converted Spaced or Structure on Single-Family Lot, above), if the detached ADU satisfies the following limitations:
  - (A) The side- and rear-yard setbacks are at least four feet.
  - (B) The total floor area is 800 square feet of livable space or smaller.
  - (C) The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height, below.
- iii. *Converted on Multifamily Lot.* One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages:
  - (A) If each converted, ADU complies with state building standards for dwellings.
  - (B) At least one converted ADU is allowed within an existing multifamily dwelling structure, ~~but~~ and the number of ADUs created under this subsection E.23.a.iii, Converted on Multifamily Lot, may not exceed 25% of the existing multifamily dwelling units.
- iv. *Limited Detached on Multifamily Lot.* No more than two detached ADUs on a lot with a proposed multifamily dwelling, or up to eight detached ADUs on a lot that has an existing multifamily dwelling if each detached ADU satisfies the following limitations:
  - (A) The side- and rear-yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the City will not require any modification to the multifamily dwelling as a

condition of approving the ADU.

(B) The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height.

(C) If the lot has an existing multifamily dwelling, the quantity of detached ADUs shall not exceed the number of primary dwelling units on the lot.

~~(C)~~ b. Class 2: Locally Regulated. Class 2 ADUs are approved under Government Code §§ 66314–66322. Except for Class 1 ADUs approved under subsection E.3.a, above, all ADUs are subject to a ministerial Development Review Tier 1 permit, processed according to the requirements in subsection E.4, prior to building permit submittal and the standards set forth in subsections F and G below.

### ~~3. ADU Permit Review.~~

~~a. The Director or designee shall administratively (ministerially) review and approve an ADU permit application filed pursuant to subsection E.5, Application Requirements and shall not require a public hearing, provided that the submitted application is complete and that the ADU complies with the requirements contained in that section and any other applicable law.~~

~~b. Except as allowed under subsection E.2, Building Permit Only Approval, no ADU may be created without a Building Permit (see Section 17.100.130, Building Permit) and an ADU permit in compliance with the standards set forth in subsections F, General ADU and JADU Requirements, and G, Specific ADU and JADU Requirements.~~

~~e. Additional review for an ADU is required as a result of noncompliance with standards set forth in subsections F, General ADU and JADU Requirements, and G, Specific ADU and JADU Requirements, and shall be subject to the review requirements in subsection I, ADUs That Do Not Qualify for Ministerial Approval.~~

### 4. ADU and JADU Permit Application Process and Timing.

#### a. Completeness.

i. Determination in 15 days. The City will determine whether an application to create or serve an ADU or JADU is complete and will provide written notice of the determination to the applicant within 15 business days after the City receives the application submittal.

ii. Incomplete items. If the City's determination under subsection E.4.a.i above is that the application is incomplete, the City's notice must list the incomplete items and describe how the application can be made complete.

iii. Cure. After receiving a notice that the application is incomplete, the applicant may cure and address the items that were deemed by the city to be incomplete.

iv. Subsequent submittals. If the applicant submits additional information to address incomplete items, within 15 business days of the subsequent submittal the City will determine in writing whether the additional information remedies all the incomplete items that the City identified in its original notice. The City may not require the application to include an item that was not included in the original notice.

v. Deemed complete. If the City does not make a timely determination as required by this subsection E.4.a, the application or resubmitted application is deemed complete for the purposes of subsection E.4.c below.

vi. Appeal of incompleteness. An applicant may appeal the City's determination that the

application is incomplete by submitting a written appeal to the City Clerk. The Planning Commission will review the written appeal and affirm or reverse the completeness determination and provide a final written determination to the applicant within 60 business days after receipt of the appeal.

b. No discretion or hearing. Ministerial permits for an ADU or JADU are considered and approved without discretionary review or a hearing.

d.c. Deadline to approve or deny ministerial approvals. The City must approve or deny an application to create an ADU or JADU within 60 days from the date that the City receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the City has not acted upon the completed application within 60 days, the application shall be deemed approved unless ~~the following~~ either:

- i. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay; or
- ii. If the permit application to create an ADU or JADU is submitted with an application to create a new single-family or multifamily dwelling on the lot, the City may delay acting on the permit application for the ADU or JADU until the City acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.

e.d. Denial. If the City denies an application to create an ADU or JADU, the City must provide the applicant with comments that include, among other things, a list of all defective or deficient items and a description of how the application may be remedied by the applicant. Notice of denial and corresponding comments must be provided to the applicant within the 60-day time period established by subsection E.4.a.c.

f.e. Concurrent review of demolition. A permit to demolish a detached garage that is to be replaced with an ADU is reviewed with the application for the ADU and issued at the same time.

#### 4.5. Application Requirements.

- a. Applications for an accessory dwelling unit permit shall be made in writing by the property owner or his or her authorized agent, on forms provided by the Community Development Department, and accompanied by such data and information as may be necessary to fully describe the request including:
  - i. Name and address of the applicant.
  - ii. Owner-Builder Acknowledgment and Information Verification Form.
  - iii. Assessor's parcel number(s) of the property.
  - iv. Plot Plan (drawn to scale) in sufficient detail to clearly describe:
    - (A) Physical dimensions of the property.
    - (B) Location and dimensions of all existing and proposed structures, walls, and fences.
    - (C) Location and dimensions of all existing and proposed easements, drainage structures, and utilities.
    - (D) Location, dimensions, and names of all adjacent roads, whether public or private.

(E) Setbacks.

(F) Existing and proposed methods of circulation, including ingress and egress, driveways, parking areas, and parking structures.

~~(G) A narrative description of architectural treatments proposed for the ADU.~~

v. *Floor Plans.* Complete floor plans of both existing and proposed conditions shall be provided. Each room shall be dimensioned and resulting floor area calculation included. The use of each room shall be labeled. The size and location of all doors, closets, walls, and cooking facilities shall be clearly depicted. For an attached ADU, the plans must include the primary dwelling as well.

vi. Elevations of all sides of the exterior structures ~~and show all exterior structures,~~ **including** all architectural projections; and all openings for both the primary residence and the proposed ADU ~~including with~~ building dimensions; and material call outs.

~~vii. A color and materials sample board as requested by the Director.~~

~~viii.vii.~~ vii. Color photographs of the exterior of the primary residence ~~as requested by the Director.~~

~~ix. Construction Management Plan. Construction hours and staging to minimize impacts on surrounding residential properties, as requested by the Director.~~

~~b. The filing and review fee shall be as prescribed by City Council resolution or ordinance. The City may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the City's ADU ordinance.~~

F. **General ADU and JADU Requirements.** The following requirements apply to all Class 1 and Class 2 ADUs and JADUs ~~that are approved under Subsection 17.84.030.E.2, Building Permit Only Approval, or Subsection 17.84.030.E.3, ADU Permit Review:~~

~~1. Zoning.~~

~~a. An ADU or JADU subject only to a Building Permit under subsection E.2, Building Permit Only Approval, may be created on a lot in a Residential or Mixed Use zone.~~

~~b. An ADU or JADU subject to an ADU permit under subsection E.3, ADU Permit Review, may be created on a lot that is zoned to allow single family dwelling residential use or multifamily dwelling residential use.~~

2.1. Height.

a. Except as otherwise provided by subsection F. 1.2.b and F.1.c below, a detached ADU created on a lot with an existing or proposed single-family or multifamily dwelling unit may not exceed 16 feet in height.

b. A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height.

~~b.c.~~ A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or high quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.

~~e.d.~~ An ADU that is attached to the primary dwelling may occupy any level of the primary dwelling unit if it is designed as an integral part of the primary dwelling and a separate ingress and egress is provided. A height of 25 feet or the height limitation imposed by the

underlying zone that applies to the primary dwelling, whichever is lower shall apply to an ADU attached to a primary dwelling. Notwithstanding the foregoing, ADUs subject to this subsection F.2.~~de~~, may not exceed two stories.

- ~~d.e.~~ An ADU above a detached structure located contiguous to an alley may be up to 25 feet in height.
- ~~e.f.~~ For purposes of this subsection F.2, ~~Height~~, height is measured ~~above~~ from existing legal grade to the peak of the structure.

### 3.2. Fire Sprinklers.

- a. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.
- b. The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

### 3. Rental Term.

a. Generally. No ADU or JADU may be rented for a term that is shorter than 30 days.

4.b. Exception. Notwithstanding the above, if there is no other ADU or JADU on the lot, one Class 2 ADU may be operated as a short-term rental if the lot is in a zone where short-term rentals are allowed, subject to full compliance with the short-term rental regulations in Section 17.84.340 of this Code. No ADU or JADU may be rented for a term that is shorter than 30 days, except for one unit per parcel in zones where short-term rentals are allowed, subject to approval through a Zoning Administrator Permit and the requirements in Section 17.84.340, Short Term Rentals. This prohibition applies regardless of when the ADU or JADU was created.

5.4. No Separate Conveyance. An ADU or JADU may be rented; ~~E~~ except as otherwise provided in Government Code § 66341, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).

### 6.5. Owner Occupancy.

a. ADUs are not subject to owner occupancy requirements.

b. JADUs.

i. Generally. As required by State law, ~~all~~ JADUs are generally subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. ~~However, the owner-occupancy requirement of this paragraph does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.~~

ii. Exceptions. The owner-occupancy requirement in this subsection F.6.b does not apply in either of the following situations:

(A) The JADU has separate sanitation facilities (i.e., does not share sanitation facilities with the existing primary dwelling unit structure).

~~b.~~ (B) The property is entirely owned by another governmental agency, land trust, or housing organization.

### 7.6. Building and Construction.

a. Subject to subsection F.6.c, All ADUs and JADUs must comply with all local Building Code

requirements.

- b. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
- c. No Change of Occupancy. Construction of an ADU does not constitute a Group R occupancy change under the local Building Code, as described in the California Building Code § 310, ~~unless the Building Official or Code Enforcement Division makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection prevents the City from changing the occupancy code of a space that was uninhabitable space or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this section.~~except as specified in California Government Code § 66314(d)(8).

#### 7. Certificate of Occupancy Timing.

- a. Generally. No certificate of occupancy for an ADU or JADU may be issued before the certificate of occupancy is issued for the primary dwelling unit.
- b. Limited Exception for State-declared Emergencies. Notwithstanding subsection F.7.a above, a certificate of occupancy for an ADU may be issued before a certificate of occupancy for the primary dwelling if each of the following requirements are met:
  - i. The county is subject to a proclamation of a state of emergency made by the California Governor on or after February 1, 2025.
  - ii. The primary dwelling was substantially damaged or destroyed by an event referenced in the Governor's state of emergency proclamation.
  - iii. The ADU has been issued construction permits and has passed all required inspections.
  - iv. The ADU is not attached to the primary dwelling.

- 8. **Deed Restriction.** Prior to issuance of a Building Permit for a JADU, a deed restriction must be recorded against the title of the property in the County Recorder's office and a copy filed with the Director. The deed restriction must include the provisions described in California Government Code § 66333(c) to run with the land and bind all future owners. ~~The form of the deed restriction will be provided by the City and must provide that:~~

- a. ~~The JADU may not be sold separately from the primary dwelling.~~
- b. ~~The JADU is restricted to the approved size and to other attributes and applicable JADU requirements and standards.~~
- e. ~~The deed restriction runs with the land and may be enforced against future property owners.~~
- d.a. The deed restriction may be removed if the owner eliminates the JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the Director, providing evidence that the JADU has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of an JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this Code.
- e. ~~The deed restriction is enforceable by the Director or designee for the benefit of the City. Failure of the property owner to comply with the deed restriction may result in legal action~~

against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the JADU in violation of the recorded restrictions or abatement of the illegal unit.

9. **Income Reporting.** In order to facilitate the City's obligation to identify adequate sites for housing in accordance with Government Code §§ 65583.1 and 66330, the following requirements must be satisfied:

- a. With the Building Permit application, the applicant must provide the City with an estimate of the projected annualized rent that will be charged for the ADU or JADU. See § 17.100.130, Building Permit.
- b. By January 30 of each year after initial Building Permit issuance, the owner shall report the actual rent charged for the ADU or JADU during the prior year. If the City does not receive the report within the 90-day period, the City shall send a request for information to the owner.

G. **Specific ADU and JADU Requirements.** The following requirements apply only to Class 2 ADUs that require an ADU permit approved under subsection E.3.b, ADU Permit Review and subsection I.1, ADUs That Do Not Qualify for Ministerial Approval.

1. **Maximum Size.**

- a. The maximum size of a detached or attached ADU subject to this subsection G.1, Maximum Size, is 1,000 square feet of interior livable space.
  - i. ~~An ADU over 1,000 square feet shall be subject to Zoning Administrator review as provided in subsection I, ADUs That Do Not Qualify for Ministerial Approval.~~
  - ii. ~~No ADU shall exceed 1,200 square feet per subsection I.1.b.~~
- b. An attached ADU that is created on a lot with an existing primary dwelling shall not exceed 50% of the existing floor area of the primary dwelling.
- c. Exception. Application of other development standards such as size based on a percentage of the proposed or existing primary dwelling, FAR, lot coverage, front setbacks, minimum lot size, or open-space requirements for an attached or detached ADU may not require an ADU ~~that meets all the requirements of subsection 17.84.030.F, General ADU and JADU Requirements,~~ to be less than 800 square feet of interior livable space ~~or prevent the development of an 800 square foot ADU on a qualifying lot.~~

2. **Parking—General Requirement.** ~~Accessory dwelling units must meet the following parking standards.~~

- a. Generally. One off-street parking space is required ~~for an~~ per ADU or per bedroom, whichever is less. ~~that is approved under subsection E.3, ADU Permit Review.~~
- b. Parking configuration, if required:
  - i. The required parking space(s), if required, may be located in setback areas or tandem parking on an existing driveway. ~~unless specific findings are made under subsection G.2.b.ii.~~
  - ii. Each unenclosed parking space shall be at least eight and one-half feet wide and 18 feet long.
  - iii. Each parking space that is provided in an enclosed garage shall be at least 10 feet wide and 20 feet long and have at least seven and one-half feet vertical clearance.
  - ii. ~~Parking arrangements in subsection G.2.b.i, are not permitted if the Director (or~~

~~designee) makes specific findings that such parking arrangements are not feasible based upon specific site or regional topographical or fire or life safety conditions.~~

- c. *Exceptions.* Parking standards shall not be imposed on an ADU in any of the following circumstances:
- i. The ADU is located within one-half mile walking distance of public transit, including a public bus stop, bus station or transit station that charge set fares, run on fixed routes, and are available to the public.
  - ii. The ADU is located within an architecturally and historically significant historic district.
  - iii. The ADU is part of the existing primary residence or an existing accessory structure ~~under subsection E.2.a, Converted Space or Structure on Single Family Lots.~~
  - iv. When on-street parking permits are required but not offered to the occupant of the ADU.
  - v. When there is an established car share vehicle stop located within one block of the ADU.
  - vi. When the permit application to create an ADU is submitted with an application to create a new single-family or new multifamily dwelling on the same lot, provided the ADU or the lot satisfies any other criteria listed in parking exception subsections G.2.c.i through v.
- d. *No Replacement.* When a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

### 3. *Setbacks.*

- a. An ADU that is subject to this subsection must conform to a 20-foot front yard setback, or the front setback imposed by the underlying zone, whichever is greater, except as otherwise allowed under subsection ~~G.1.c.17.84.030.G.1(e).~~
- b. An ADU that is subject to this subsections G, Specific ADU and JADU Requirements must conform to four-foot side- and rear-yard setbacks.
- c. *Alley Adjacent ADUs Adjacent to Non-residentially Zoned Property.* Side or rear yard setbacks adjacent to an alley or non-residentially zoned property may be zero feet. Parking provided off the alley shall maintain a 24-foot back-out, which includes the alley.
- d. *Garage and Accessory Building Conversion.* No setback shall be required for a legally established, existing garage or accessory building that is converted to an ADU, provided the structure is not expanded. ~~under subsection E.2.a.i.~~ Any expansion of the structure ~~under subsection E.2.a.i~~ is subject to side and rear setbacks of four feet.
- e. *Addition Over a Garage.* The four-foot minimum side and rear setback requirement of subsection G.3.b shall apply to the newly constructed portion of an ADU constructed above a legally established existing garage.
- f. *Roof Decks.* All roof decks along the project perimeter and abutting residential uses shall be stepped back a minimum of five feet from the roof edge and a minimum of eight feet from the property line and shall include a minimum 42-inch solid rail or parapet, so that they are oriented away from and screened to prevent direct views of abutting residential neighbors. Roof decks facing/adjacent to a right-of-way or alley are not required to be stepped back.

4. ***Lot Coverage.***

- a. No ADU subject to this subsection G, Specific ADU and JADU Requirements, may cause the total lot coverage of the single-family lot to exceed 50%, subject to subsection G.1.c.; ~~except that an ADU that is 800 square feet or less, not more than 16 feet in height, and compliant with a minimum four foot side and rear setback, shall be considered consistent with all City development standards, irrespective of any other Municipal Code limitations governing lot coverage, floor area ratio, and open space.~~
- b. ***Rear Yard Coverage.*** Except as otherwise provided in subsection G.1.c., ~~An-an~~ ADU shall not result in more than 30% rear yard coverage as measured from the rear wall of the primary residence to the rear property line (or as measured from the average distance of the rear wall from the rear property boundary if the rear wall does not follow a straight line). ~~Except that an ADU that is 800 square feet or less, not more than 16 feet in height, and compliant with a minimum four foot side and rear setback, shall be considered consistent with all City development standards, irrespective of any other Municipal Code limitations governing lot coverage, floor area ratio, and open space.~~

5. ***Architectural Requirements.***

- a. ~~The materials and colors of the exterior walls, roof, and windows and doors must match the architectural design of the primary dwelling.~~
- ~~b.~~ b.a. The Any exterior lighting must be limited to ~~down lights~~ downlights or as otherwise required by the Building or Fire Code.
- ~~e.~~ b. The ADU must have an independent exterior entrance, apart from that of the primary dwelling.
- ~~d.~~ c. The interior horizontal dimensions of an ADU must be at least 10 feet wide in every direction, with a minimum interior wall height of seven feet.
- e. ~~Windows and doors of the ADU may not have a direct line of sight to an adjoining residential property. Fencing, landscaping, or privacy glass may be used to provide screening and prevent a direct line of sight.~~
- ~~f.~~ d. All second-story windows and doors in a second unit that are less than 30 feet from a property line that is not a right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and for doors) utilize frosted or obscure glass.
- ~~g.~~ e. Access stairs, entry doors and decks must face the primary residence or the alley, if applicable.
- ~~h.~~ f. A garage converted to an accessory dwelling unit shall include removal of garage door(s) which shall be replaced with architectural features, including walls, doors, windows, trim and accent details.
- ~~i.~~ g. The architectural treatment of an ADU to be constructed on a lot that has an identified historical resource listed on the ~~Federal, State, or local register of historic places~~ California Register of Historical Resources must comply with all applicable ministerial requirements imposed by the Secretary of Interior.

6. ***Landscape and Screening Requirements.*** The following shall apply, except as specified in subsection G.1.c.

- a. Evergreen landscape screening must be planted and maintained between the ADU and adjacent parcels when there is direct adjacency of the ADU to an existing primary dwelling on an adjacent parcel in which there is no screening as follows:

- i. At least one five-gallon size plant shall be provided for every five linear feet of exterior wall.
- ii. As an alternative, a solid fence of at least six feet in height may be installed along a side or rear yard in compliance with fencing standards.

b. All landscaping must be drought-tolerant plants.

~~7. **Other.**~~

~~a. The ADU and primary dwelling must use the same driveway to access the street, unless otherwise required for fire apparatus access, as determined by the fire authority.~~

~~b. Each unenclosed parking space shall be at least eight and one-half feet wide and 18 feet long.~~

~~c. Each parking space that is provided in an enclosed garage shall be at least 10 feet wide and 20 feet long and have at least seven and one-half feet vertical clearance.~~

H. **Fees.** The following requirements apply to all Class 1 ADUs and JADUs and Class 2 ADUs that are approved under subsections E.2.3.a and E.3.b, Building Permit Only Approval, and E.3, ADU Permit Review.

1. **Impact Fees.**

a. For purposes of this subsection, "impact fee" means a "fee" under the Mitigation Fee Act (California Government Code § 66000(b)) and a fee under the Quimby Act, California Government Code § 66477. "Impact fee" here does not include any connection fee or capacity charge for water or sewer service.

b. No impact fee is required for an ADU or JADU that is less than 750 square feet in size of interior livable space.

c. Any impact fee that is required for an ADU that is 750 square feet or larger in size more of interior livable space must be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling).

e.d. A JADU or ADU with less than 500 square feet of interior livable space does not increase assessable space by 500 square feet for purposes of Education Code § 17620(a)(1)(C), and is therefore not subject to school fees under Education Code § 17620.

I. **ADUs That Do Not Qualify for Ministerial Approval.**

1. Any proposed ADU ~~or JADU~~ that does not conform to the objective standards set forth herein, and thus does not qualify for ministerial approval ~~under subsection E.2, Building Permit Only Approval or E.3, ADU Permit Review,~~ may be allowed by the City with a Zoning Administrator Permit in accordance with Section 17.100.090, Zoning Administrator Permit and Section 17.92.020.D, Zoning Administrator. ~~If required, a noticed public hearing shall be held in accordance with Section 17.96.080, Public Notice and Section 17.96.090, Conduct of Public Hearing.~~

~~a. Applies to ADUs over 1,000 square feet.~~

~~b. The maximum size of an ADU subject to this subsection I, ADUs That Do Not Qualify for Ministerial Approval, is 1,200 square feet.~~

2. Findings. Before approval of the Zoning Administrator Permit (see Section 17.100.090, Zoning Administrator Permit) granting the exception, the Zoning Administrator shall find that:

a. The total floor area of the ADU is 1,200 or fewer square feet of interior livable space.

- ~~a.b.~~ The exterior design of the accessory dwelling unit is in harmony with, and maintains the scale of, the neighborhood;
- ~~b.~~ If an exception to parking requirements is requested, the exception will not result in excessive parking congestion;
- c. The site plan provides adequate open space usable and useful for both the accessory dwelling unit and the primary residence;
- d. Where applicable, open space and landscaping provides for privacy and screening of adjacent properties;
- e. The location and design of the accessory unit maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, noise, light air, solar access, or parking of adjacent properties; and
- f. Windows that impact the privacy of the neighboring side or rear yard have been minimized. Major windows, access stairs, entry doors and decks are generally limited to the walls facing the primary residence or the alley, if applicable.

**J. Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.**

- 1. Generally. The City will not deny an ADU or JADU application due to a nonconforming zoning condition, Building Code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.

- 2. *Unpermitted ADUs and JADUs Constructed Before 2020.*

- a. Enforcement. The City shall delay enforcement of a building standard upon request of an owner of ADU in accordance with the requirements in California Government Code § 66331.

- ~~a.b.~~ Permit to Legalize. As required by State law, the City may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if denial is based on either of the following grounds:

- i. The ADU or JADU violates applicable building standards; or
- ii. The ADU or JADU does not comply with the State ADU or JADU law (~~California Government Code § 65852.2~~) or this section Section 17.84.030.

- ~~b.c.~~ Exceptions.

- i. Notwithstanding subsection J.2.a, ~~Permit to Legalize~~ above, the City may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if the City makes a finding that correcting a violation is necessary to comply with the standards specified in California Health and Safety Code § 17920.3.
- ii. Subsection J.2.a above, ~~Permit to Legalize~~ does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code § 17920.3.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AMENDING SECTION 17.84.030 OF THE WOODLAND MUNICIPAL CODE  
RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY  
DWELLING UNITS**

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

**WHEREAS**, California Government Code Section 66314 authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”); and

**WHEREAS**, in recent years, the California Legislature has approved, and the Governor has signed into law, a number of bills that amend various sections of the Government Code to impose new limits on local authority to regulate ADUs and JADUs; and

**WHEREAS**, in the 2025 legislative session, the California Legislature approved and the Governor signed into law, Assembly Bill (“AB”) 462, AB 1154, Senate Bill (“SB”) 9, and SB 543, which further amend State ADU law; and

**WHEREAS**, for the City’s ADU ordinance to remain valid, it must be amended to reflect the requirements of the recent State legislation which is now in effect; and

**WHEREAS**, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to reflect recent changes to State law; and

**WHEREAS**, on January 15, 2026, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning this proposed Ordinance, following which the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

**WHEREAS**, on February 3, 2026, the City Council held a duly-noticed public hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance, (2) the policy considerations discussed therein, and (3) the consideration and recommendation by the City’s Planning Commission; and

**WHEREAS**, proper noticing of this public hearing was given in all respects as required by law; and

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

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

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

**SECTION 2. CEQA.** The City Council finds that the adoption of the Ordinance is exempt from review under the California Environmental Quality Act (“CEQA”) under California Public Resources Code Section 21080.17, which states that CEQA does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the California Government Code, which is California’s ADU and JADU law. Therefore, adoption of the proposed Ordinance is statutorily exempt from CEQA.

**SECTION 3. Code Amendment.** Section 17.84.030 (Accessory Dwelling Units) of the Woodland Municipal Code is hereby amended to read in its entirety as set forth in Exhibit “A,” attached hereto and incorporated herein by this reference.

**SECTION 4. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable.

**SECTION 5. HCD Submittal.** In accordance with California Government Code Section 66326, a copy of this Ordinance shall be submitted to the California Department of Housing and Community Development within 60 days after adoption.

**SECTION 6. Certification and Publication.** The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within 15 days of adoption in a newspaper of general circulation printed and published within the City of Woodland, and shall post a certified copy of this ordinance, including the vote for and against the same, in the Office of the City Clerk in accordance with the California Government Code Section 36933. The custodian of records for this Ordinance is the City Clerk and the records comprising the administrative record are located at 300 First Street, Woodland, CA.

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

**INTRODUCED** at a regular meeting of the City Council of the City of Woodland, California on the 3<sup>rd</sup> of February, 2026, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2026, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

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Marissa Kersey, City Clerk

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Ethan Walsh, City Attorney

**EXHIBIT A**

[Insert Exhibit A – Section 17.84.030 Accessory Dwelling Units]

**§ 17.84.030. Accessory Dwelling Units.**

A. **Purpose.** The purpose of this section is to provide reasonable regulations for the development of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in certain areas and on lots developed or proposed to be developed with single-family residential dwellings, duplexes, and multiple-unit dwellings. Such accessory dwelling units contribute needed housing to the community's housing stock and promote housing opportunities for the persons wishing to reside in the City. In addition, the regulations in this section are intended to promote the goals and policies of the City's General Plan and comply with requirements codified in the State Planning and Zoning Law related to accessory dwelling units in residential areas, including Chapter 13 of Division 1 of Title 7 of the California Government Code.

B. **Effect of Conforming Accessory Dwelling Unit.** An ~~accessory dwelling unit~~ ADU or JADU that conforms to this section shall:

1. Be deemed an accessory use and shall not be considered to exceed the allowable density for the lot upon which it is located;
2. Be deemed a residential use that is consistent with the General Plan and the zoning designations for the lot on which the ADU or JADU is located;
3. Not be considered in the application of any local ordinance, policy, or program to limit residential growth;
4. Not be considered a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service; and
5. Not be required to correct a nonconforming zoning condition, as defined in Section 17.84.030.C.76, Definitions, below. This does not prevent the City from enforcing compliance with applicable building standards in accordance with Health and Safety Code § 17980.12.

C. **Definitions.**

"Accessory dwelling unit (ADU)" means a residential dwelling unit that is either attached to, or located within, the proposed or existing primary dwelling(s), including attached garages, storage areas or similar uses, or an accessory structure detached from the proposed or existing primary dwelling(s) and located on the same lot as the proposed or existing primary dwelling(s), including detached garages and that provides independent living facilities for one or more persons. An accessory dwelling unit also includes:

1. An efficiency unit, as defined in California Health and Safety Code § 17958.1; and
2. A manufactured home, as defined in California Health and Safety Code § 18007.

"Complete independent living facilities" means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

"Efficiency kitchen" means a kitchen that includes each of the following:

1. A cooking facility with appliances.
  - a. A food preparation counter or counters that are of reasonable size in relation to the size of the ~~junior accessory dwelling unit~~ JADU; and
  - b. Food storage cabinets that are of reasonable size in relation to the size of the ~~junior accessory dwelling unit~~ JADU.

"Junior accessory dwelling unit" or "JADU" means a residential unit that satisfies all of the following:

1. Is no more than 500 square feet ~~in~~ of interior livable space in size;

2. Is contained entirely within an existing or proposed single-family structure. An enclosed use within the residence, such as an attached garage, is considered to be a part of and contained within the single-family structure;
3. Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure;
4. If the unit does not include its own separate bathroom, then it shall contain an interior entrance to the main living area of the existing or proposed single-family structure to allow bathroom access from the main house, in addition to an exterior entrance that is separate from the main entrance to the primary dwelling; and
5. Includes an efficiency kitchen, as defined in subsection C.3, Definitions.

"Livable space" means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.

"Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

"Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.

"Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

"Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

D. **Locations Permitted.** Accessory dwelling units and junior accessory dwelling units are permitted in all zones that allow for any single-family or multifamily residential uses, including the downtown and corridor mixed-use districts if they allow for any residential use.

E. **Approvals.** ~~Before constructing an ADU or converting an existing structure or portion of an existing structure or residence to an ADU or JADU, the applicant shall obtain permits in accordance with the requirements of~~ The following approvals apply to ADUs and JADUs created under this Section.

1. **Building Permits Required.** All ADUs and JADUs require a building permit. The City will review and approve permit applications in accordance with subsection E.4 below, shall satisfy the requirements of the California Building Standards Code, as amended by the City, and any other applicable laws.

2. **Processing Fee.** The City may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the City's ADU ordinance. The ADU-permit processing fee is determined by the Director and approved by the City Council by resolution.

3. **Classes.**

~~2-a.~~ **Class 1: Statutorily Regulated.** Class 1 ADUs and JADUs are approved under Government Code § 66323. If an ADU or JADU complies with each of the general requirements in subsection F below, it is allowed in each of the scenarios provided in this subsection E.3.a. An ADU and JADU approved under subsection E.3.a.i may be combined with an ADU approved under subsection E.3.a.ii, and ADUs approved under subsection E.3.a.iii may be combined with ADUs approved under subsection E.3.a.iv. **Building Permit Only Approval.**

~~An applicant shall not be required to submit an application for an ADU Permit under subsection E.3, ADU Permit Review, and may instead seek Building Permit (see Section 17.100.130, Building Permit) only approval for an ADUs and/or JADUs, or both, where the proposal satisfies the requirements of California Government Code § 66323, as the same may be amended from time to time, the California Building Standards Code, as amended by the City, and any other applicable laws. The following are categories of ADUs and JADUs that shall be approved under this subsection E.2, Building Permit Only Approval:~~

- i. *Converted Space or Structure on Single-Family Lot.* ~~Only one~~ One ADU as described in this subsection E.23.a.i, Converted Spaced or Structure on Single-Family Lot, and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:
  - (A) Is either within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress;
  - (B) Has exterior access that is independent of that for the single-family dwelling;
  - (C) Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes; and
  - (D) The JADU complies with the requirements of California Government Code § 66333 through 66339.
- ii. *Limited Detached on Single-Family Lot.* One detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that might otherwise be established on the lot under subsection E.32.a.i, Converted Spaced or Structure on Single-Family Lot, above), if the detached ADU satisfies the following limitations:
  - (A) The side- and rear-yard setbacks are at least four feet.
  - (B) The total floor area is 800 square feet of livable space or smaller.
  - (C) The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height, below.
- iii. *Converted on Multifamily Lot.* One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages:
  - (A) If each converted, ADU complies with state building standards for dwellings.
  - (B) At least one converted ADU is allowed within an existing multifamily dwelling structure, ~~but~~ and the number of ADUs created under this subsection E.23.a.iii, Converted on Multifamily Lot, may not exceed 25% of the existing multifamily dwelling units.
- iv. *Limited Detached on Multifamily Lot.* No more than two detached ADUs on a lot with a proposed multifamily dwelling, or up to eight detached ADUs on a lot that has an existing multifamily dwelling if each detached ADU satisfies the following limitations:
  - (A) The side- and rear-yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the City will not require any modification to the multifamily dwelling as a

condition of approving the ADU.

(B) The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height.

(C) If the lot has an existing multifamily dwelling, the quantity of detached ADUs shall not exceed the number of primary dwelling units on the lot.

~~(C)~~ b. Class 2: Locally Regulated. Class 2 ADUs are approved under Government Code §§ 66314–66322. Except for Class 1 ADUs approved under subsection E.3.a, above, all ADUs are subject to a ministerial Development Review Tier 1 permit, processed according to the requirements in subsection E.4, prior to building permit submittal and the standards set forth in subsections F and G below.

### ~~3. ADU Permit Review.~~

~~a. The Director or designee shall administratively (ministerially) review and approve an ADU permit application filed pursuant to subsection E.5, Application Requirements and shall not require a public hearing, provided that the submitted application is complete and that the ADU complies with the requirements contained in that section and any other applicable law.~~

~~b. Except as allowed under subsection E.2, Building Permit Only Approval, no ADU may be created without a Building Permit (see Section 17.100.130, Building Permit) and an ADU permit in compliance with the standards set forth in subsections F, General ADU and JADU Requirements, and G, Specific ADU and JADU Requirements.~~

~~e. Additional review for an ADU is required as a result of noncompliance with standards set forth in subsections F, General ADU and JADU Requirements, and G, Specific ADU and JADU Requirements, and shall be subject to the review requirements in subsection I, ADUs That Do Not Qualify for Ministerial Approval.~~

### 4. ADU and JADU Permit Application Process and Timing.

#### a. Completeness.

i. Determination in 15 days. The City will determine whether an application to create or serve an ADU or JADU is complete and will provide written notice of the determination to the applicant within 15 business days after the City receives the application submittal.

ii. Incomplete items. If the City's determination under subsection E.4.a.i above is that the application is incomplete, the City's notice must list the incomplete items and describe how the application can be made complete.

iii. Cure. After receiving a notice that the application is incomplete, the applicant may cure and address the items that were deemed by the city to be incomplete.

iv. Subsequent submittals. If the applicant submits additional information to address incomplete items, within 15 business days of the subsequent submittal the City will determine in writing whether the additional information remedies all the incomplete items that the City identified in its original notice. The City may not require the application to include an item that was not included in the original notice.

v. Deemed complete. If the City does not make a timely determination as required by this subsection E.4.a, the application or resubmitted application is deemed complete for the purposes of subsection E.4.c below.

vi. Appeal of incompleteness. An applicant may appeal the City's determination that the

application is incomplete by submitting a written appeal to the City Clerk. The Planning Commission will review the written appeal and affirm or reverse the completeness determination and provide a final written determination to the applicant within 60 business days after receipt of the appeal.

b. No discretion or hearing. Ministerial permits for an ADU or JADU are considered and approved without discretionary review or a hearing.

d.c. Deadline to approve or deny ministerial approvals. The City must approve or deny an application to create an ADU or JADU within 60 days from the date that the City receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the City has not acted upon the completed application within 60 days, the application shall be deemed approved unless ~~the following~~ either:

- i. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay; or
- ii. If the permit application to create an ADU or JADU is submitted with an application to create a new single-family or multifamily dwelling on the lot, the City may delay acting on the permit application for the ADU or JADU until the City acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.

e.d. Denial. If the City denies an application to create an ADU or JADU, the City must provide the applicant with comments that include, among other things, a list of all defective or deficient items and a description of how the application may be remedied by the applicant. Notice of denial and corresponding comments must be provided to the applicant within the 60-day time period established by subsection E.4.ac.

f.e. Concurrent review of demolition. A permit to demolish a detached garage that is to be replaced with an ADU is reviewed with the application for the ADU and issued at the same time.

#### 4.5. Application Requirements.

- a. Applications for an accessory dwelling unit permit shall be made in writing by the property owner or his or her authorized agent, on forms provided by the Community Development Department, and accompanied by such data and information as may be necessary to fully describe the request including:
  - i. Name and address of the applicant.
  - ii. Owner-Builder Acknowledgment and Information Verification Form.
  - iii. Assessor's parcel number(s) of the property.
  - iv. Plot Plan (drawn to scale) in sufficient detail to clearly describe:
    - (A) Physical dimensions of the property.
    - (B) Location and dimensions of all existing and proposed structures, walls, and fences.
    - (C) Location and dimensions of all existing and proposed easements, drainage structures, and utilities.
    - (D) Location, dimensions, and names of all adjacent roads, whether public or private.

(E) Setbacks.

(F) Existing and proposed methods of circulation, including ingress and egress, driveways, parking areas, and parking structures.

~~(G) A narrative description of architectural treatments proposed for the ADU.~~

v. *Floor Plans.* Complete floor plans of both existing and proposed conditions shall be provided. Each room shall be dimensioned and resulting floor area calculation included. The use of each room shall be labeled. The size and location of all doors, closets, walls, and cooking facilities shall be clearly depicted. For an attached ADU, the plans must include the primary dwelling as well.

vi. Elevations of all sides of the exterior structures ~~and show all exterior structures,~~ **including** all architectural projections; and all openings for both the primary residence and the proposed ADU ~~including with~~ building dimensions; and material call outs.

~~vii. A color and materials sample board as requested by the Director.~~

~~viii.vii.~~ **vii.** Color photographs of the exterior of the primary residence ~~as requested by the Director.~~

~~ix. Construction Management Plan. Construction hours and staging to minimize impacts on surrounding residential properties, as requested by the Director.~~

~~b. The filing and review fee shall be as prescribed by City Council resolution or ordinance. The City may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the City's ADU ordinance.~~

F. **General ADU and JADU Requirements.** The following requirements apply to all **Class 1 and Class 2** ADUs and JADUs ~~that are approved under Subsection 17.84.030.E.2, Building Permit Only Approval, or Subsection 17.84.030.E.3, ADU Permit Review:~~

~~1. Zoning.~~

~~a. An ADU or JADU subject only to a Building Permit under subsection E.2, Building Permit Only Approval, may be created on a lot in a Residential or Mixed Use zone.~~

~~b. An ADU or JADU subject to an ADU permit under subsection E.3, ADU Permit Review, may be created on a lot that is zoned to allow single family dwelling residential use or multifamily dwelling residential use.~~

~~2.1. Height.~~

a. Except as otherwise provided by subsection F. **12.b and F.1.c below**, a detached ADU created on a lot with an existing or proposed single-family or multifamily dwelling unit may not exceed 16 feet in height.

**b.** A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height.

**b.c.** **A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or high quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.**

**e.d.** An ADU that is attached to the primary dwelling may occupy any level of the primary dwelling unit if it is designed as an integral part of the primary dwelling and a separate ingress and egress is provided. A height of 25 feet or the height limitation imposed by the

underlying zone that applies to the primary dwelling, whichever is lower shall apply to an ADU attached to a primary dwelling. Notwithstanding the foregoing, ADUs subject to this subsection F.2.~~de~~, may not exceed two stories.

- ~~d.e.~~ An ADU above a detached structure located contiguous to an alley may be up to 25 feet in height.
- ~~e.f.~~ For purposes of this subsection F.2, ~~Height~~, height is measured ~~above~~ from existing legal grade to the peak of the structure.

### 3.2. Fire Sprinklers.

- a. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.
- b. The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

### 3. Rental Term.

a. Generally. No ADU or JADU may be rented for a term that is shorter than 30 days.

4.b. Exception. Notwithstanding the above, if there is no other ADU or JADU on the lot, one Class 2 ADU may be operated as a short-term rental if the lot is in a zone where short-term rentals are allowed, subject to full compliance with the short-term rental regulations in Section 17.84.340 of this Code. No ADU or JADU may be rented for a term that is shorter than 30 days, except for one unit per parcel in zones where short-term rentals are allowed, subject to approval through a Zoning Administrator Permit and the requirements in Section 17.84.340, Short Term Rentals. This prohibition applies regardless of when the ADU or JADU was created.

5.4. No Separate Conveyance. An ADU or JADU may be rented; Except as otherwise provided in Government Code § 66341, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).

### 6.5. Owner Occupancy.

a. ADUs are not subject to owner occupancy requirements.

b. JADUs.

i. Generally. As required by State law, ~~all~~ JADUs are generally subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. ~~However, the owner-occupancy requirement of this paragraph does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.~~

ii. Exceptions. The owner-occupancy requirement in this subsection F.6.b does not apply in either of the following situations:

(A) The JADU has separate sanitation facilities (i.e., does not share sanitation facilities with the existing primary dwelling unit structure).

~~b.~~ (B) The property is entirely owned by another governmental agency, land trust, or housing organization.

### 7.6. Building and Construction.

a. Subject to subsection F.6.c, All ADUs and JADUs must comply with all local Building Code

requirements.

- b. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
- c. No Change of Occupancy. Construction of an ADU does not constitute a Group R occupancy change under the local Building Code, as described in the California Building Code § 310, ~~unless the Building Official or Code Enforcement Division makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection prevents the City from changing the occupancy code of a space that was uninhabitable space or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this section.~~except as specified in California Government Code § 66314(d)(8).

#### 7. Certificate of Occupancy Timing.

- a. Generally. No certificate of occupancy for an ADU or JADU may be issued before the certificate of occupancy is issued for the primary dwelling unit.
  - b. Limited Exception for State-declared Emergencies. Notwithstanding subsection F.7.a above, a certificate of occupancy for an ADU may be issued before a certificate of occupancy for the primary dwelling if each of the following requirements are met:
    - i. The county is subject to a proclamation of a state of emergency made by the California Governor on or after February 1, 2025.
    - ii. The primary dwelling was substantially damaged or destroyed by an event referenced in the Governor's state of emergency proclamation.
    - iii. The ADU has been issued construction permits and has passed all required inspections.
    - iv. The ADU is not attached to the primary dwelling.
8. **Deed Restriction.** Prior to issuance of a Building Permit for a JADU, a deed restriction must be recorded against the title of the property in the County Recorder's office and a copy filed with the Director. The deed restriction must include the provisions described in California Government Code § 66333(c) to run with the land and bind all future owners. ~~The form of the deed restriction will be provided by the City and must provide that:~~
- a. ~~The JADU may not be sold separately from the primary dwelling.~~
  - b. ~~The JADU is restricted to the approved size and to other attributes and applicable JADU requirements and standards.~~
  - e. ~~The deed restriction runs with the land and may be enforced against future property owners.~~
  - d.a. The deed restriction may be removed if the owner eliminates the JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the Director, providing evidence that the JADU has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of an JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this Code.
  - e. ~~The deed restriction is enforceable by the Director or designee for the benefit of the City. Failure of the property owner to comply with the deed restriction may result in legal action~~

against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the JADU in violation of the recorded restrictions or abatement of the illegal unit.

9. **Income Reporting.** In order to facilitate the City's obligation to identify adequate sites for housing in accordance with Government Code §§ 65583.1 and 66330, the following requirements must be satisfied:

- a. With the Building Permit application, the applicant must provide the City with an estimate of the projected annualized rent that will be charged for the ADU or JADU. See § 17.100.130, Building Permit.
- b. By January 30 of each year after initial Building Permit issuance, the owner shall report the actual rent charged for the ADU or JADU during the prior year. If the City does not receive the report within the 90-day period, the City shall send a request for information to the owner.

G. **Specific ADU and JADU Requirements.** The following requirements apply only to Class 2 ADUs that require an ADU permit~~approved~~ under subsection E.3.b, ADU Permit Review and subsection I.1, ADUs That Do Not Qualify for Ministerial Approval.

1. **Maximum Size.**

- a. The maximum size of a detached or attached ADU subject to this subsection G.1, Maximum Size, is 1,000 square feet of interior livable space.
  - ~~i. An ADU over 1,000 square feet shall be subject to Zoning Administrator review as provided in subsection I, ADUs That Do Not Qualify for Ministerial Approval.~~
  - ~~ii. No ADU shall exceed 1,200 square feet per subsection I.1.b.~~
- b. An attached ADU that is created on a lot with an existing primary dwelling shall not exceed 50% of the existing floor area of the primary dwelling.
- c. Exception. Application of other development standards such as size based on a percentage of the proposed or existing primary dwelling, FAR, lot coverage, front setbacks, minimum lot size, or open-space requirements for an attached or detached ADU may not require an ADU ~~that meets all the requirements of subsection 17.84.030.F, General ADU and JADU Requirements,~~ to be less than 800 square feet of interior livable space ~~or prevent the development of an 800 square foot ADU on a qualifying lot.~~

2. **Parking—General Requirement.** ~~Accessory dwelling units must meet the following parking standards.~~

- a. Generally. One off-street parking space is required ~~for an~~ per ADU or per bedroom, whichever is less. ~~that is approved under subsection E.3, ADU Permit Review.~~
- b. Parking configuration, if required:
  - ~~i. The required parking space(s), if required,~~ may be located in setback areas or tandem parking on an existing driveway, unless specific findings are made under subsection G.2.b.ii.
  - ii. Each unenclosed parking space shall be at least eight and one-half feet wide and 18 feet long.
  - iii. Each parking space that is provided in an enclosed garage shall be at least 10 feet wide and 20 feet long and have at least seven and one-half feet vertical clearance.
  - ~~ii. Parking arrangements in subsection G.2.b.i, are not permitted if the Director (or~~

~~designee) makes specific findings that such parking arrangements are not feasible based upon specific site or regional topographical or fire or life safety conditions.~~

- c. *Exceptions.* Parking standards shall not be imposed on an ADU in any of the following circumstances:
- i. The ADU is located within one-half mile walking distance of public transit, including a public bus stop, bus station or transit station that charge set fares, run on fixed routes, and are available to the public.
  - ii. The ADU is located within an architecturally and historically significant historic district.
  - iii. The ADU is part of the existing primary residence or an existing accessory structure ~~under subsection E.2.a, Converted Space or Structure on Single Family Lots.~~
  - iv. When on-street parking permits are required but not offered to the occupant of the ADU.
  - v. When there is an established car share vehicle stop located within one block of the ADU.
  - vi. When the permit application to create an ADU is submitted with an application to create a new single-family or new multifamily dwelling on the same lot, provided the ADU or the lot satisfies any other criteria listed in parking exception subsections G.2.c.i through v.
- d. *No Replacement.* When a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

### 3. *Setbacks.*

- a. An ADU that is subject to this subsection must conform to a 20-foot front yard setback, or the front setback imposed by the underlying zone, whichever is greater, except as otherwise allowed under subsection ~~G.1.c.17.84.030.G.1(e).~~
- b. An ADU that is subject to this subsections G, Specific ADU and JADU Requirements must conform to four-foot side- and rear-yard setbacks.
- c. *Alley Adjacent ADUs Adjacent to Non-residentially Zoned Property.* Side or rear yard setbacks adjacent to an alley or non-residentially zoned property may be zero feet. Parking provided off the alley shall maintain a 24-foot back-out, which includes the alley.
- d. *Garage and Accessory Building Conversion.* No setback shall be required for a legally established, existing garage or accessory building that is converted to an ADU, provided the structure is not expanded. ~~under subsection E.2.a.i.~~ Any expansion of the structure ~~under subsection E.2.a.i~~ is subject to side and rear setbacks of four feet.
- e. *Addition Over a Garage.* The four-foot minimum side and rear setback requirement of subsection G.3.b shall apply to the newly constructed portion of an ADU constructed above a legally established existing garage.
- f. *Roof Decks.* All roof decks along the project perimeter and abutting residential uses shall be stepped back a minimum of five feet from the roof edge and a minimum of eight feet from the property line and shall include a minimum 42-inch solid rail or parapet, so that they are oriented away from and screened to prevent direct views of abutting residential neighbors. Roof decks facing/adjacent to a right-of-way or alley are not required to be stepped back.

4. ***Lot Coverage.***

- a. No ADU subject to this subsection G, Specific ADU and JADU Requirements, may cause the total lot coverage of the single-family lot to exceed 50%, subject to subsection G.1.c.; ~~except that an ADU that is 800 square feet or less, not more than 16 feet in height, and compliant with a minimum four foot side and rear setback, shall be considered consistent with all City development standards, irrespective of any other Municipal Code limitations governing lot coverage, floor area ratio, and open space.~~
- b. ***Rear Yard Coverage.*** Except as otherwise provided in subsection G.1.c., ~~An-an~~ ADU shall not result in more than 30% rear yard coverage as measured from the rear wall of the primary residence to the rear property line (or as measured from the average distance of the rear wall from the rear property boundary if the rear wall does not follow a straight line). ~~Except that an ADU that is 800 square feet or less, not more than 16 feet in height, and compliant with a minimum four foot side and rear setback, shall be considered consistent with all City development standards, irrespective of any other Municipal Code limitations governing lot coverage, floor area ratio, and open space.~~

5. ***Architectural Requirements.***

- a. ~~The materials and colors of the exterior walls, roof, and windows and doors must match the architectural design of the primary dwelling.~~
- ~~b.~~ b.a. The Any exterior lighting must be limited to ~~down lights~~ downlights or as otherwise required by the Building or Fire Code.
- ~~e.~~ b. The ADU must have an independent exterior entrance, apart from that of the primary dwelling.
- ~~d.~~ c. The interior horizontal dimensions of an ADU must be at least 10 feet wide in every direction, with a minimum interior wall height of seven feet.
- e. ~~Windows and doors of the ADU may not have a direct line of sight to an adjoining residential property. Fencing, landscaping, or privacy glass may be used to provide screening and prevent a direct line of sight.~~
- ~~f.~~ d. All second-story windows and doors in a second unit that are less than 30 feet from a property line that is not a right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and for doors) utilize frosted or obscure glass.
- ~~g.~~ e. Access stairs, entry doors and decks must face the primary residence or the alley, if applicable.
- ~~h.~~ f. A garage converted to an accessory dwelling unit shall include removal of garage door(s) which shall be replaced with architectural features, including walls, doors, windows, trim and accent details.
- ~~i.~~ g. The architectural treatment of an ADU to be constructed on a lot that has an identified historical resource listed on the ~~Federal, State, or local register of historic places~~ California Register of Historical Resources must comply with all applicable ministerial requirements imposed by the Secretary of Interior.

6. ***Landscape and Screening Requirements.*** The following shall apply, except as specified in subsection G.1.c.

- a. Evergreen landscape screening must be planted and maintained between the ADU and adjacent parcels when there is direct adjacency of the ADU to an existing primary dwelling on an adjacent parcel in which there is no screening as follows:

- i. At least one five-gallon size plant shall be provided for every five linear feet of exterior wall.
- ii. As an alternative, a solid fence of at least six feet in height may be installed along a side or rear yard in compliance with fencing standards.

b. All landscaping must be drought-tolerant plants.

~~7. Other.~~

- ~~a. The ADU and primary dwelling must use the same driveway to access the street, unless otherwise required for fire apparatus access, as determined by the fire authority.~~
- ~~b. Each unenclosed parking space shall be at least eight and one-half feet wide and 18 feet long.~~
- ~~c. Each parking space that is provided in an enclosed garage shall be at least 10 feet wide and 20 feet long and have at least seven and one-half feet vertical clearance.~~

H. **Fees.** The following requirements apply to all Class 1 ADUs and JADUs and Class 2 ADUs that are approved under subsections E.2.3.a and E.3.b, Building Permit Only Approval, and E.3, ADU Permit Review.

1. **Impact Fees.**

- a. For purposes of this subsection, "impact fee" means a "fee" under the Mitigation Fee Act (California Government Code § 66000(b)) and a fee under the Quimby Act, California Government Code § 66477. "Impact fee" here does not include any connection fee or capacity charge for water or sewer service.
- b. No impact fee is required for an ADU or JADU that is ~~less than~~ 750 square feet in size or less of interior livable space.
- c. Any impact fee that is required for an ADU that is larger than 750 square feet or larger in size of interior livable space must be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling).
- ~~e.d. A JADU or ADU with less than 500 square feet of interior livable space does not increase assessable space by 500 square feet for purposes of Education Code § 17620(a)(1)(C), and is therefore not subject to school fees under Education Code § 17620.~~

I. **ADUs That Do Not Qualify for Ministerial Approval.**

- 1. Any proposed ADU ~~or JADU~~ that does not conform to the objective standards set forth herein, and thus does not qualify for ministerial approval ~~under subsection E.2, Building Permit Only Approval or E.3, ADU Permit Review,~~ may be allowed by the City with a Zoning Administrator Permit in accordance with Section 17.100.090, Zoning Administrator Permit and Section 17.92.020.D, Zoning Administrator. ~~If required, a noticed public hearing shall be held in accordance with Section 17.96.080, Public Notice and Section 17.96.090, Conduct of Public Hearing.~~
  - ~~a. Applies to ADUs over 1,000 square feet.~~
  - ~~b. The maximum size of an ADU subject to this subsection I, ADUs That Do Not Qualify for Ministerial Approval, is 1,200 square feet.~~
- 2. Findings. Before approval of the Zoning Administrator Permit (see Section 17.100.090, Zoning Administrator Permit) granting the exception, the Zoning Administrator shall find that:
  - a. The total floor area of the ADU is 1,200 or fewer square feet of interior livable space.

- ~~a.b.~~ The exterior design of the accessory dwelling unit is in harmony with, and maintains the scale of, the neighborhood;
- ~~b.~~ If an exception to parking requirements is requested, the exception will not result in excessive parking congestion;
- c. The site plan provides adequate open space usable and useful for both the accessory dwelling unit and the primary residence;
- d. Where applicable, open space and landscaping provides for privacy and screening of adjacent properties;
- e. The location and design of the accessory unit maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, noise, light air, solar access, or parking of adjacent properties; and
- f. Windows that impact the privacy of the neighboring side or rear yard have been minimized. Major windows, access stairs, entry doors and decks are generally limited to the walls facing the primary residence or the alley, if applicable.

**J. Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.**

- 1. Generally. The City will not deny an ADU or JADU application due to a nonconforming zoning condition, Building Code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.
- 2. *Unpermitted ADUs and JADUs Constructed Before 2020.*
  - a. Enforcement. The City shall delay enforcement of a building standard upon request of an owner of ADU in accordance with the requirements in California Government Code § 66331.
  - ~~a.b.~~ Permit to Legalize. As required by State law, the City may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if denial is based on either of the following grounds:
    - i. The ADU or JADU violates applicable building standards; or
    - ii. The ADU or JADU does not comply with the State ADU or JADU law (~~California Government Code § 65852.2~~) or this section Section 17.84.030.
  - ~~b.c.~~ Exceptions.
    - i. Notwithstanding subsection J.2.a, ~~Permit to Legalize~~ above, the City may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if the City makes a finding that correcting a violation is necessary to comply with the standards specified in California Health and Safety Code § 17920.3.
    - ii. Subsection J.2.a above, ~~Permit to Legalize~~ does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code § 17920.3.



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: February 3, 2026  
ITEM #: J.21  
SUBJECT: Fire Station #4 – Authorization to Advertise Requests for Qualifications

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_ to authorize staff to proceed with advertising a Request for Qualifications (RFQ) for the Design-Build team to design and construct Fire Station #4.

**Staff Contact:**

Ed Wisniewski, Principal Civil Engineer, (530) 661-5975, ed.wisniewski@cityofwoodland.gov

**Council Goals:**

This action advances key initiatives called for within the Strengthen Public Safety & Infrastructure Goal of the City Council Priority Goals & Strategic Plan, including updating the Fire Department Strategic plan and evaluating service delivery models to inform future fire station facility planning.

**Fiscal Impact:**

Construction of the fire station is being funded from a variety of sources. A portion of the project has been included in the City's development impact fee program and in the Spring Lake Infrastructure Fee (SLIF) program, which established fees to be collected at the time of building permit to go toward the cost of constructing new public facilities and infrastructure needed to serve new growth. Additionally, development agreements approved for various housing projects have been negotiated to include payment of a Community Benefit payment, which is also intended, in part, to contribute towards construction costs for a new station.

Not including the purchase of the site, the General Fund has allocated \$1 million from reserves towards the project. The Measure F spending plan, approved for FY2024/25, allocated \$2 million toward construction of the fire station. Additionally, as of July 1, 2025, the development impact fee fund has accumulated more than \$4 million in available funding for the project, and the SLIF fund has collected \$1.3 million toward the fire station. Based on these amounts, there is more than \$8 million in currently available funding for the project, with anticipated future collections from impact fees of close to \$1 million over the coming years depending on development activity.

Total project costs are not fully known at this time. However, based on research of recently completed and comparably sized stations built within the region, it is estimated that the design and construction of the new station will cost in the range of \$9 million to \$11 million. Therefore, additional funding sources may need to be identified to complete the project. Potential funding sources could include additional use of Measure F sales tax revenues, proceeds from the sale of City-owned surplus land at the project site, and internal or external borrowing. Staff will return to Council with a complete funding plan as the project costs are better defined through the first phase of project design and cost estimating after the most qualified design-build team is selected.

Finally, although additional personnel will not be required to staff the new station, there will be additional ongoing operating and maintenance costs associated with the new facility. Those costs will also be estimated and included within future budget discussions should the Council direct staff to proceed as recommended.

## **Background:**

In 2018, the City acquired the Willow Spring School Site at E. Gibson Road and Bourn Drive from the School District with the intent of constructing a new fire station to better serve the southeast area of Woodland, including Spring Lake. After considerable analysis to define the programmatic needs of the new fire station, as well as the City's Fire Master Plan, the following project scope was identified for fire station #4:

### *Proposed Fire Station #4 Scope*

- Approximately 1 acre developed site
- Paved access to accommodate apparatus turning movements with access from Bourn Drive
- Two drive through single depth apparatus bays
- Interior living quarters to accommodate four personnel 24/7, 365 days a year
- Contamination reduction and containment features / facility design
- Dayroom sized for current and future staffing and functional as training space
- Office Area equipped with publicly accessible customer service counter and ADA restroom
- Commercial grade kitchen
- Three dedicate office spaces for Company Officer plus 1-2 spaces for collateral assignments designed for future conversion to dorm rooms when/if needed.
- Fitness room
- Fleet maintenance and reserve storage out building
- Energy efficient features and solar panels
- Construction to be durable to ensure low maintenance and long-lasting consistent with a life cycle cost analysis of 50+ years.

On September 2, 2025, the City Council received a presentation regarding the next steps in advancing design and construction of the project. Affirming the preferred project delivery method was discussed. Traditionally, City projects are constructed using the Design-Bid-Build (or "hard bid") method of delivery. For vertical construction projects such as this one, alternative methods are often employed to deliver the project in a quicker, more efficient manner, and with lower risk of excessive change orders. After considerable research and conversing with other agencies in the region, staff recommended that the project be delivered through the Progressive Design-Build (PDB) approach and Council directed staff to proceed accordingly.

Staff also identified a need to hire an "Owner's Representative" to guide the City through each phase of the PDB process, from programming through construction. After a competitive RFP process, the City selected Kitchell to guide the City through the PDB process and the Council approved the contract award on October 21, 2025. City staff and Kitchell have been working on preparing a request for qualifications (RFQ) and are ready to advertise the document for potential design-build teams to prepare their statements of qualifications.

## **Discussion:**

Staff is ready to advance the project to the design and construction phases. The progressive design-build (PDB) project delivery method combines design and construction services under a single contract (typically held with the general contractor), with a focus on early collaboration and a 2-phased contracting approach. This delivery method begins with a collaborative design development phase (phase 1) where the City and the design-build team work together to define the project design, schedule, and budget.

The selection of the design-build team is based primarily on their qualifications and experience demonstrated through the RFQ process, which includes a written statement of qualifications (SOQ) and interviews. Given that the design and budget lack detail initially, construction cost and schedule is not a significant criterion of the procurement process. At the end of the RFQ advertisement period, a selection committee made up of City staff and Kitchell consultants will evaluate the SOQs received and interview the top-rated teams.

Once the preferred design-build team is identified by the selection committee, staff will finalize negotiations for the scope and fee of the phase 1 pre-construction services where the design-build team will work closely with the City to refine the design of the fire station. This process is a highly collaborative and efficient approach to verifying the feasibility and constructability of preliminary designs. The contractor is required to submit comprehensive and transparent cost estimates for the City to consider in development of the final project budget. Once the design is sufficiently defined (typically 65%) the contractor will submit a guaranteed maximum price (GMP) and schedule for construction. If the City accepts the proposal, the contract is extended through construction services. If not, there are provisions in the original contract to allow the City to “off ramp” and pursue alternative means of bidding and constructing the project. The second phase of PDB is completion of the design and construction of the project.

With Council approval to continue the process, staff intends to advertise the RFQ for design-build teams within the next week. It is anticipated that the selection process will be completed by early April, at which time staff will bring forth a recommendation to award the design-build contract for pre-construction services (Phase 1). Once all Phase 1 services are completed (likely fall of 2026), staff will return to Council to approve the design and amend the contract to the final GMP, thereby triggering the construction phase of the contract. Construction is anticipated to begin as early as fall of 2026 or winter 2027 (weather dependent).

**Conclusion:**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_ to authorize staff to proceed with advertising a Request for Qualifications (RFQ) for the Design-Build team to design and construct Fire Station #4.

Prepared by: Ed Wisniewski, Principal Civil Engineer

Reviewed by: Eric Zane, Fire Chief  
Kim McKinney, Administrative Services Director  
Brent Meyer, Community Development Director/City Engineer



Ken Hiatt  
City Manager

**Attachments:**

1. Proposed Resolution - Fire Station 4 RFQ

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING ADVERTISEMENT OF A REQUEST FOR QUALIFICATIONS FOR  
THE DESIGN-BUILD TEAM TO DESIGN AND CONSTRUCT THE FIRE STATION #4  
PROJECT, CIP 16-10**

**WHEREAS**, the Project is identified in the current capital budget as the Fire Station #4 Project (CIP 16-10); and

**WHEREAS**, on September 2, 2025, the City Council authorized staff to proceed with delivering the project through a progressive design-build (PDB) process, which includes a 2-phased contracting approach (Phase 1: design and cost identification and Phase 2: construction), and

**WHEREAS**, the project is currently funded in the Capital Budget at \$3.2 million, with another \$5 million in development fees earmarked for the project. Additional appropriation of funds may be requested after the design is completed with Phase 1 contract efforts and a guaranteed maximum price (GMP) for construction is known; and

**WHEREAS**, with the progressive design-build process, a team of designer & contractor is chosen through a qualifications-based selection process, which is followed by a collaborative design development phase where the City and design-build team work together to define the project design, schedule, and budget; and

**WHEREAS**, a selection committee made up of City staff and the City's consultant providing Owner's Representative services (Kitchell) will be formed to evaluate the statements of qualifications received; and

**WHEREAS**, staff will return to Council to approve the design-build contract once a qualified team has been selected and the scope and fee for Phase 1 preconstruction services has been negotiated; and

**WHEREAS**, through the adoption of this Resolution, the City wishes to move forward with advertising a request for qualifications for the design-build team to design and construct the Fire Station #4 Project.

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

**SECTION 1.** The City Council authorizes staff to advertise a Request for Qualifications for Design-Build teams to design and construct the Fire Station #4 Project, CIP 16-10.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held the 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Marissa Kersey, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney