

CITY OF WOODLAND

ADOPTED BUDGET

FISCAL YEAR 2018-2019



CITY OF WOODLAND

FISCAL YEAR 2018-2019 ADOPTED BUDGET

MEMBERS OF THE CITY COUNCIL

Enrique Fernandez, Mayor
Xochitl Rodriguez, Mayor Pro Tempore
Tom Stallard, Council Member
Angel Barajas, Council Member
Skip Davies, Council Member



STAFF

Paul Navazio, City Manager
Ken Hiatt, Assistant City Manager-Community & Economic Development
Kim McKinney, Finance Officer
Ana Gonzalez, City Clerk
Kara Ueda, City Attorney
Luis Soler, Police Chief
Rebecca Ramirez, Fire Chief
Craig Locke, Interim Public Works Director
Christine Engel, Community Services Director
Greta Galindo, Library Services Director

PREPARED BY

Kim McKinney, Finance Officer
Evis Morales, Senior Analyst
Lynn Johnson, Senior Analyst
Rachael Smith, Senior Human Resources Analyst

The Mission of Woodland is.....

The City of Woodland will create and sustain community vitality by:

- Providing quality services, programs and facilities
- Safeguarding our community
- Promoting community involvement
- Planning for our City's future

RESOLUTION NO. 7114

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ADOPTING THE FISCAL YEAR 2018-2019 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland has been prepared for fiscal year 2018-2019 and presented to the City Council and reviewed at a public meeting on March 20, 2018, and May 15, 2018; and

WHEREAS, the proposed budget also includes the fiscal year 2018-2019 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2018-2019 has been prepared; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2018-2019 and any remaining amounts shall be credited against their respective fund balances, except for:

- a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
- b. Any appropriations for incomplete capital projects at the end of fiscal year 2018-2019; and

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND HEREBY RESOLVES:

Section 1. The 2018-2019 Annual Budget is hereby adopted for the following funds (detail shown as Exhibit A):

| | |
|------------------------|---------------|
| General Fund | \$50,751,376 |
| Enterprise Funds | 51,087,012 |
| Special Revenue Funds | 12,648,871 |
| Internal Service Funds | 16,865,041 |
| Capital Funds | 17,601,751 |
| Debt Service Funds | 6,232,900 |
| Successor Agency | 1,065,782 |
| Total | \$156,252,733 |

Section 2. The one-time and ongoing funding recommendations outlined in the proposed budget are hereby approved, including additions of positions described therein.

Section 3. Full-time Equivalent positions are hereby approved, by classification, as detailed in Exhibit B.

Section 4. Hereby assigns \$2.0 million of Measure J fund balance to the following activities: \$1.0 million to the Sports Park Phase II and \$1.0 million to the second (2nd) Pool complex.

Section 5. Appropriations are hereby made at the individual fund level. The City Manager and Finance Officer are authorized to make budgetary transfers within an individual fund, so long as total appropriations for such fund remain unchanged. Interfund loans and/or transfers necessary to support fund level appropriations are hereby approved and authorized. Any changes to total fund level appropriations require further Council action.

Section 6. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2018-2019 Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

PASSED AND ADOPTED by the City Council this 19th day of June, 2018, by the following vote:

AYES: Council Member Barajas, Rodriguez, Stallard and Mayor Fernandez
NOES: None
ABSENT: Council Member Davies
ABSTAIN: None


Enrique Fernandez, Mayor

ATTEST:


Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:


Kara K. Ueda, City Attorney

TABLE OF CONTENTS

Manager's Transmittal

| | | |
|----|---|---------|
| | City Manager's Proposed Budget Transmittal..... | I-VII |
| 1. | City Council Priorities Goals..... | 1-19 |
| 2. | Budget Preparation Process..... | 20-23 |
| 3. | Budget Summary..... | 24-40 |
| 4. | General Fund 5-Year Forecast..... | 41-49 |
| 5. | City Organization | |
| | Organizational Chart..... | 50 |
| | Approved FTEs..... | 51-54 |
| 6. | Department Summaries | |
| | Administrative Services..... | 55-64 |
| | Community Development..... | 65-83 |
| | Community Services..... | 84 -91 |
| | Police | 92-102 |
| | Fire | 103-112 |
| | Library..... | 113-119 |
| | Public Works..... | 120-139 |
| 7. | Capital Improvement Program Budget..... | 140-236 |
| 8. | Debt Service Schedule..... | 237 |
| 9. | Appendices | |
| | Financial Policies..... | 238 |
| | Investment Policy..... | 239-244 |
| | Glossary..... | 245-249 |



July 1, 2018

Honorable Mayor and Members of the City Council:

Presented herein is the City's Adopted Budget for fiscal year 2018/19.

The adopted spending plan totals \$156.25 million, supporting city operating funds (\$113.59 million), capital funds (\$19.88 million) and debt service obligations (\$22.79 million) and represents an increase of 1.3% from last year's adopted budget. Consistent with previous years, costs associated with the City's investment management function (\$90,000) are not shown as expenditure appropriations, but are instead netted against total investment income for the fiscal year.

The budget includes a set of specific funding recommendations totaling \$4,881,466 including \$3,801,260 representing partial year appropriations from Measure F (voter-approved half-cent sales tax), \$517,000 in one-time funding allocation and \$303,205 in ongoing budget augmentations. The Adopted Budget includes funding recommendations to support six new positions. The adopted FY2018/19 full-time equivalent staffing level of 302 positions remains 50 positions (14%) fewer than pre-recession staffing levels of FY2008/09 budget.

The General Fund budget, totaling \$50.57 million, as adopted, represents an increase of \$1.42 million (2.9%) over the prior year, with \$490,000 representing one-time funding allocations from available excess General Fund reserves, and \$27,000 in one-time Measure J allocations. The overall budget, which includes specific funding recommendations to meet selected priority needs, result in an anticipated year-end fund balance in the General Fund of \$10.78 million (23.9%), or \$1.75 million above the Council-adopted reserve policy level of 20%.

The projected General Fund reserve level also reflects recent Council action appropriating \$3.04 million as the General Fund contribution toward paying down the City's CalPERS unfunded pension liability. This payment, required to be paid prior to the end of the current fiscal year, results in a reduction of \$485,000 per year in pension contributions.

The adopted FY2018/19 Capital Improvement Program budget includes funding recommendations totaling \$21.2 million, of which \$6.09 million is allocated for investment in transportation infrastructure, \$5.79 million to advance capital projects with our water and sewer utilities, and \$1.87 million supports park and library facility improvements. Of this amount, \$3.43 million is provide through Measure E and

Manager's Transmittal

\$2.5 million from Measure F, consistent with the FY2018/19 funding allocations presented to the Council earlier in the budget process, as required. In addition, the adopted budget recommends designating \$2.0 million in available Measure J fund balance in support of Phase II development of the Sports Park (\$1.0 million) and the planned second pool complex (\$1.0 million). Appropriation of these funds for expenditure will require separate Council action as planning progresses in coordination with user groups and community partners.

The overall budget remains consistent city's framework to advance the Council's goal of fiscal stability. The FY2018/19 adopted budget provides a modest amount of budget flexibility to address priority needs. As the city continues to make progress in tackling its long-term structural budget deficit, managing personnel costs and addressing unfunded liabilities, more work is needed over the next few years. Specifically, while the adopted budget provides for a balanced budget for FY2018/19, and nearly closes the projected deficit for FY2019/20, the updated General Fund forecast reflects a projected deficit of \$1.75 million for FY2021/22. This budget gap is attributable almost entirely to projected increases in CalPERS retirement contribution rates resulting from lower interest earnings assumptions adopted by the CalPERS Board.

Otherwise, the City's fiscal and economic outlook has improved over the course of the prolonged economic recovery and is expected to further benefit from implementation of the newly-adopted General Plan as well as targeted investment in infrastructure and initiatives to support economic development opportunities.

Adopted Budget Recommendations

The overall Adopted Budget is consistent with the budget framework developed over the past several fiscal years as well as feedback provided by the City Council through its regular quarterly budget updates and the Spring Budget Workshops held this past March.

As has been the case in recent years, the budget necessarily incorporates fairly conservative revenue estimates, which contribute to limited discretionary budget flexibility. Nonetheless, the ability of the city to maintain, and increase, reserve levels has provided an opportunity to, at once, exercise diligence in implementing long-term, sustainable structural budget changes, while also providing the ability to utilize a prudent amount of one-time funding to address priority needs, above what can be supported by the baseline budget.

Several baseline General Fund budget adjustments are recommended in order to provide for a balanced budget and contribution to additional budget flexibility to support priority unmet needs:

Revenue Projections (Increases)

| | |
|--|---------------|
| Pacific Coast Producers Lease Revenues | \$ 214,280 |
| Park Rental Fee Revenues | <u>40,000</u> |
| Sub-Total Revenue Adjustments | \$ 254,280 |

Expenditure Adjustments (Reductions)

| | |
|---|----------------|
| Community Center Grounds Maintenance Savings | \$ 20,000 |
| Staff Salary Fixed Cost Coding to Grant Funds | 10,000 |
| Fleet Fuel Cost Reduction | 34,490 |
| CALPERS Annual Obligation Pre-payment | <u>123,000</u> |

Manager's Transmittal

Sub-Total Expenditure Adjustments \$ 187,490

Total General Fund Baseline Adjustments \$ 441,770

The budget also includes an allocation of \$3.046 million from available excess reserves to pay-down the City's CalPERS unfunded pension liability plus an additional \$490,000 in proposed General Fund appropriations for other one-time priority needs. The following summarizes the specific one-time funding recommendations included as part of the FY2018/19 Adopted Budget:

| | <u>FY2017/18</u> | <u>FY2018/19</u> |
|---|---------------------|-------------------|
| CalPERS Unfunded Liability Payment | \$ 3,046,402 (GF) | |
| Economic Development Initiatives | | \$ 50,000 |
| Homeless Initiatives | | 50,000 |
| Neighborhood Traffic Calming | | 100,000 |
| Special Events | | 25,000 |
| Downtown – Dead Cat Alley Infrastructure | | 30,000 |
| Library Master Plan – Phase 1 Projects (selected) | | 55,000 |
| Fire Dept. – SCBA Filling Station | | 90,000 |
| Fire Dept. – Standards of Coverage Study | | 40,000 |
| Sustainability Projects | | <u>50,000</u> |
| <i>Sub-Total One-Time Funding Recommendations</i> | <u>\$ 3,046,402</u> | <u>\$ 490,000</u> |

Under the current budget framework, limited budget flexibility is available to support on-going budget augmentations. The following table summarizes the FY18/19 recommendations for ongoing, recurring annual General Fund appropriations:

Budget-Balancing Measures -

| | | |
|--|--------------------------------|--|
| CalPERS Unfunded Liability Payment | \$ 485,700 (GF) | |
| Administrative Services - Reduce Contract Services | \$ 50,000 | |
| Fire Prevention / Inspection Fee Adjustments | <u>\$ 50,000</u> (partial yr.) | |
| Sub-Total Balancing Measures | \$ 585,700 | |

Recurring Funding Augmentations:

| | | |
|--|-------------------|---------|
| Administrative Services Support Staffing | \$ 50,000 (GF) | 1.0 FTE |
| Social Services Coordinator | <u>\$ 128,357</u> | 1.0 FTE |
| Sub-Total Funding Augmentations | \$ 178,357 | |

Capital Budget Overview

A major component of the city's annual budget process is the update to the five-year Capital Improvement Program. For FY2018/19, the CIP budget proposes funding totaling \$19.88 million, as follows:

PROJECT TOTALS BY CATEGORY

| Project Category | FY2017/18 | FY2018/19 | FY2019/20 | FY2020/21 | FY2021/22 |
|----------------------------------|----------------------|----------------------|----------------------|---------------------|---------------------|
| Fire Total | \$ - | \$ 10,000 | \$ - | \$ - | \$ - |
| General Total | \$ - | \$ 25,000 | \$ - | \$ - | \$ - |
| Library Total | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 |
| Park Facilities Total | \$ 3,173,000 | \$ 3,140,000 | \$ 1,855,000 | \$ 15,000 | \$ 15,000 |
| Sewer Total | \$ 1,735,000 | \$ 2,765,000 | \$ 1,260,000 | \$ 1,260,000 | \$ 1,260,000 |
| SLIF Infrastructure Total | \$ 188,000 | \$ 1,503,000 | \$ 4,494,000 | \$ - | \$ - |
| Storm Drain Total | \$ 60,000 | \$ 1,510,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| Transportation Total | \$ 12,797,474 | \$ 10,155,611 | \$ 4,281,000 | \$ 4,766,000 | \$ 3,716,500 |
| Water Total | \$ 9,265,823 | \$ 688,017 | \$ 2,708,017 | \$ 2,708,017 | \$ 2,708,017 |
| Grand Total | \$ 27,304,297 | \$ 19,881,628 | \$ 14,693,017 | \$ 8,844,017 | \$ 7,794,517 |

Selected Highlights of the adopted FY2018/19 Capital Improvement Program budget Include:

Parks Projects:

| | |
|--|--------------|
| Spring Lake Park (Land Acquisition payments) | \$ 1,700,000 |
| Sports Park Turf Replacement | \$ 1,300,000 |
| Regional Park Site | \$ 30,000 |

Transportation Projects:

| | |
|--|--------------|
| West Main Street Road & Bike/Ped. Improvements | \$ 4,100,000 |
| West Woodland Safe Routes to School | \$ 2,500,000 |
| Road Rehabilitation | \$ 900,000 |
| Annual In-House Road Support Program | \$ 750,000 |
| I-5/CR 102 Interchange Landscaping | \$ 658,987 |

Utility Projects:

| | |
|--|--------------|
| Lower Cache Creek Flood Project Feasibility Study | \$ 1,000,000 |
| Annual Sewer Repair and Replacement | \$ 975,000 |
| Large Diameter Wastewater Pipeline Repair | \$ 870,000 |
| Water System Leak Detection, Maintenance & Repairs | \$ 688,017 |

Highlights of Funding Support for Selected Strategic Initiatives

Public Safety

The Adopted Budget includes recommended supplemental appropriations totaling \$1,065,666 from the first year of the Measure F ½-cent sales tax in support of public safety.

- Funding totaling \$552,934 is being recommended for the addition of three (3) new sworn police officers as well as part-time support staff (Records Specialist and Community Service Officers). This past fiscal year, the City was unsuccessful in our effort to secure a federal COPS grant to

Manager's Transmittal

help fund three new sworn police officer positions. However, given the priority placed by the Council on augmenting public safety resources, and with Measure F expected to provide matching funds as well as ongoing costs had we received the COPS grant, the Adopted Budget allocates funding to augment staffing in the Police Department.

- The FY2017/18 budget provided one-time funding from General Fund reserves to restore the position of Fire Chief and full-time Fire Marshal, again, in anticipation of the passage of Measure F that would provide ongoing funding. The Adopted Budget thus allocates \$512,732 to support full-year recurring funding in support of Fire Department administration.
- One-time funding totaling \$130,000 is also proposed from available General Fund reserves for replacement of filling station for Self-Contained Breathing Apparatus (SCBA) and for ongoing work in support of updating the Fire Department Master Plan, including completion of a Standards of Coverage analysis. Concurrently, the Fire Department has submitted a grant application for the replacement of SCBA equipment that, if successful, will provide additional budget flexibility in support of the updated Fire Master Plan, including next steps in the planning for relocation of Fire Station #3.

Homelessness

The Adopted Budget continues to allocate funding to advance the Council-adopted Homeless Action Plan, to include the addition of a Social Services Manager position, continued support for our Homeless Outreach Street Team, and matching funds in support of grants being secured to advance housing options for homeless residents. Additional funding will be required this year in hopes of leveraging significant outside funding to develop a proposed Micro-Housing project to include as many as 60 pre-fabricated units for very-low income individuals and families. The proposed project is being advanced in collaboration with Friends of the Mission and Woodland Opportunity Village (both non-profit project partners) with assistance from Yolo County's Health and Human Services Agency.

Economic Development

In addition to ongoing funding support from Measure F for staffing support, the Adopted Budget also includes a one-time allocation of \$50,000 from General Fund reserves in support of our FY2018/19 Economic Development work plan. Specifically, these efforts include:

- Support of staff position (CDD) for ED initiatives through transition to Measure F
- Continued Implementation new General Plan Policies / Projects
 - Zoning Update
 - Permit Streamlining
 - Development Impact Fee Update
- Business Research / Tech Park Project
- Continue to Support Expanded Business Retention / Attraction
- Continues partnership with Greater Sacramento Area Economic Council

Manager's Transmittal

Neighborhood Traffic Calming

In response to increasing Council and constituent referrals for assistance in addressing neighborhood traffic safety concerns, the Adopted Budget allocates \$100,000 to help re-establish a Neighborhood Traffic Calming program. This funding is expected to support pilot traffic-calming projects in select locations throughout the City and help inform ongoing funding requirements to mitigate traffic safety concerns. This initiative will supplement work being undertaken on a citywide basis through a grant received from CalTrans to improve traffic and bike/pedestrian safety across our major thoroughfares.

Public Outreach / Constituent Services

As we look to continually improve the City's public outreach efforts and respond to constituent inquiries, funding is provided to again upgrade the City's website and integration with our multiple social media platforms. In addition, a support position is recommended within our Administrative Services Department that will allow existing staff to provide more dedicated support for public information and constituent services.

Measure J / Youth Initiative –

The adopted budget provides ongoing funding support for programs established through the passage of Measure J through the voter-approved quarter-cent sales tax that generates roughly \$2.5 million per year. The Adopted Budget includes the following funding allocations:

| Measure J Spending Plan | Baseline FY2019 | Recommended Additions | Proposed FY2019 |
|------------------------------------|----------------------------|----------------------------------|----------------------------|
| Utility Assistance | \$ 224,627 | | \$ 224,627 |
| General Recreation | \$ 478,545 | \$ 30,000 | \$ 508,545 |
| Middle School Programs | \$ 254,523 | \$ 5,000 | \$ 259,523 |
| Aquatics | \$ 260,665 | \$ 15,000 | \$ 275,665 |
| Recreation Van | \$ 102,451 | \$ - | \$ 102,451 |
| Summer Camp | \$ 211,732 | \$ - | \$ 211,732 |
| Youth Advisory Committee & Academy | \$ 5,000 | \$ - | \$ 5,000 |
| At-Risk Youth | \$ 170,928 | \$ 7,000 | \$ 177,928 |
| Crime Prevention | \$ 133,464 | \$ - | \$ 133,464 |
| GREAT Program | \$ 47,000 | \$ 43,500 | \$ 90,500 |
| Library | \$ 545,718 | \$ - | \$ 545,718 |
| Programming Subtotal | \$ 2,434,653 | \$ 100,500 | \$ 2,535,153 |
| Unallocated | \$ 155,506 | | \$ 55,006 |
| Total Measure J | \$ 2,590,159 | \$ 100,500 | \$ 2,590,159 |

Measure J funding has also been identified in this budget to support two of the Council's strategic project priorities developed over the past year. Specifically, \$2 million in available Measure J fund balance is recommended to be set-aside (pending future appropriation) representing the City's initial funding contribution for Phase 2 build-out of the Sports Park (\$1 million) and the development of a second pool complex (\$1 million). Both of these projects envision a public/private partnership to include the City, user groups, businesses, and the community at-large, to develop new recreation facilities to meet the growing needs of the City. City funds are envisioned to help defray costs of backbone infrastructure, site

Manager's Transmittal

acquisition, and provide seed funding for community-wide capital campaign in support of these two exciting projects.

Looking Ahead

As we look forward to implementing the budget for FY2018/19, our goal continues look for ways to leverage our local funding to enhance programs and services consistent with City Council and community priorities.

Through ongoing partnerships and collaborations with public and private sector partners, we are seeing the fruits of key initiatives undertaken over the past few years. Our efforts are also significantly buoyed by the support provided by voters through passage of both Measure J and Measure F.

It is the overall goal of the Adopted Budget and long-term financial plan that the City of Woodland can continue to deliver and sustain quality programs and invest in the future of the community without compromising future Councils' ability to meet the challenges of tomorrow.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul Navazio".

Paul Navazio

City Manager

CITY COUNCIL PRIORITY GOALS - 2017-2018



City Council Priority Goals - FY 2017-2018

| | |
|--|---|
| QUALITY OF LIFE | |
| | <i>Maintain and enhance Woodland's quality of life by promoting a wide range of parks and recreational facilities and activities, and provision of exceptional public services, consistent with community expectations.</i> |
| SUSTAINABILITY | |
| | <i>Foster a sustainable community for the next generation and protect and improve the quality of the natural environment and human well-being through stewardship of land, water, air and energy resources and by providing all residents with opportunities to live active and healthy lifestyles.</i> |
| STRENGTHEN DOWNTOWN | |
| | <i>Revitalize the Downtown district as the Heart of the City, and center of civic activity, by enhancing a mix of residential and commercial activity, while preserving its historic and cultural resources and small-town character.</i> |
| ECONOMIC DEVELOPMENT / JOB CREATION | |
| | <i>Provide for a diversified economic base with a range of employment opportunities by supporting growth of existing businesses, and providing expanded opportunities for new businesses through targeted infrastructure investments and leveraging existing community and regional assets.</i> |
| PUBLIC SAFETY | |
| | <i>Maintain and enhance Woodland's quality of life by ensuring the highest level of public safety</i> |
| INFRASTRUCTURE | |
| | <i>Ensure that the City's physical infrastructure is planned, funded and maintained to provide for current and future community needs, in support of commercial, recreational and environmental requirements and standards, while managing the overall cost consistent with available resources.</i> |
| FISCAL RESPONSIBILITY | |
| | <i>Maintain structurally-balanced budget where current services can be sustained with ongoing, recurring revenues, while maintaining prudent reserves, adequately funding infrastructure maintenance and replacement needs, and addressing long-term unfunded liabilities and debt obligations.</i> |
| GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS | |
| | <i>Promote a local government and city organization that is committed to meeting the needs of the community, encourages collaboration, civic participation, and promotes accountability and transparency in the effective delivery of services.</i> |

CITY COUNCIL PRIORITY GOALS

Goal Strategies

QUALITY OF LIFE

Strategies

- Identify funding opportunities to further expand recreation programs and library services, to include focus on facility needs
- Ensure adequate funding to maintain parks, streetscapes, and other community amenities
- Promote bicycle and pedestrian friendly infrastructure: downtown, community, and safe-routes to school
- Work collaboratively with WJUSD and WCC to support enhanced educational opportunities and academic achievement goals
- Assess park utilization and work to promote expanded programming and community events in neighborhood parks
- Improve public outreach to all segments of the community related to city programming

SUSTAINABILITY

Strategies

- Implement the City's 2035 Climate Action Plan by supporting projects and programs that:
 - Reduce non-renewable energy demand and increase renewable energy supply
 - Reduce private motor vehicle dependency
 - Maintain, enhance, and improve the City's tree canopy
 - Reduce, reuse, and recycle solid waste
- Protect and enhance the natural quantity and qualities of surface water and groundwater resources, and expanded use of recycled water
- Support projects and programs that protect and enhance sensitive natural habitats
- Implement and support programs that promote the well-being of Woodland residents

STRENGTHEN DOWNTOWN

Strategies

- Update General Plan & Downtown Specific Plan to streamline development consistent with ED goals
- Improve Live/Work Balance in the Downtown district
- Seek to leverage remaining Redevelopment Assets and Financing tools for targeted projects
- Continue efforts to enhance flexibility with regard to Code interpretations and fee structure for older downtown structures
- Increase number and frequency of Special Events and Community Activities throughout the downtown
- Expand Arts & Entertainment Activities/Venues in Downtown
- Continue to enhance walkability and "Sense of Place"

ECONOMIC DEVELOPMENT / JOB CREATION

Strategies

- Update General Plan with Land Use Plan and Policies that support diversification of economy
- Comprehensive Review of City Codes and Regulations
- Continue to Improve Business-Friendly Culture and Practices
- Develop Plan to Mitigate Flood Issues in City's Industrial Area
- Market and Promote Targeted Business Opportunities in collaboration with Local and Regional Agencies/Organizations to: Cities/County/UCD/Chamber/YCVB/Business Associates/GSAEC
- Establish new master Tax-Sharing Agreement(s) with Yolo County
- Continue efforts to make City process and procedures “user friendly”

PUBLIC SAFETY

Strategies

- Ensure appropriate staffing and resource support of public safety departments
- Expand Crime Prevention and Neighborhood Watch
- Implement Prevention and Intervention program for at-risk youth
- Review and Update Fire Department Master Plan

INFRASTRUCTURE

Strategies

- Secure long-term, reliable and high-quality water supply
- Manage existing infrastructure to reduce long-term cost of maintenance and replacement needs
- Seek support for securing Federal/State, regional and local funding for major infrastructure projects
- Process Improvements at Wastewater Treatment Facility
- Explore regional opportunities for sharing of infrastructure facilities, reduce environmental impacts and costs
- Complete Lower Cache Creek Flood Control Plan
- Update Facilities Mater Plan to include energy plan

FISCAL RESPONSIBILITY

Strategies

- Ensure ongoing expenditures are supported by ongoing revenues; one-time sources applied to one-time needs
- Maintain prudent reserves across all major operating funds
- Achieve agreement on fair and sustainable labor contracts
- Implement measures to address long-term unfunded liabilities
- Reduce burden of existing debt obligations

GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS

Strategies

- Build-up and strengthen collaborations with Yolo County and its cities
- Actively engage in advocacy at State/Federal level to support City interests
- Partner with community-based organizations to leverage community assets towards common objectives
- Empower city employees and work groups
- Enable appropriate alternative service-delivery models

QUALITY OF LIFE

Goal Statement/Objective(s) – What are we trying to accomplish?

Maintain and enhance Woodland’s quality of life by promoting a wide range of parks and recreational facilities and activities, provision of exceptional public services, consistent with community expectations.

Goal Strategies - How do we envision accomplishing this goal/objective(s)?

- A. Identify funding opportunities to further expand recreation programs and library services, to include focus on facility needs
- B. Ensure adequate funding to maintain parks, streetscapes, and other community amenities
- C. Promote bicycle and pedestrian friendly infrastructure: downtown, community, and safe-routes to school
- D. Work collaboratively with WJUSD and WCC to support enhanced educational opportunities and academic achievement goals
- E. Assess park utilization and work to promote expanded programming and community events in neighborhood parks
- F. Improve public outreach to all segments of the community related to city programming

Critical Initiatives/Special Projects – What specific work plan efforts are most likely to advance this goal and related strategies?

COMPLETED INITIATIVES

- Update Parks Master Plan – to include assessment of current park facilities and utilization and potential unmet sports facility needs, including funding plan to address unmet needs
- Update of Sports Park Master Plan, consistent with updated Parks Master Plan
- Complete construction of Rick Gonzalez Park (SL Park N3)
- Initiate construction of Spring Lake L Park – Phase 1 Park N1
- Complete demolition of Hiddleson Pool (*and plan for new amenities in Southland Park*)
- Complete construction of Library Makerspace facility.
- Complete Library Master Plan (*and assess library facility improvement projects*).

INITIATIVES IN PROGRESS

- Implement programs and strategies to engage community around healthy active lifestyles.
- Continue to implement programming consistent with the Measure J Spending Plan to expand recreational opportunities and increase Library hours of operation
- Develop plan and funding options for a second community aquatics complex
- Advance City’s Housing First Model addressing homelessness and expand collaboration with local and regional partners to expand housing options.
- Expand citywide Volunteer Program in support of community projects, events and programs

PENDING INITIATIVES

City Council Priority Goals

- Update Joint Use Agreement between the City and the WJUSD
- Identify means to increase funding for maintenance of parks and urban forest

NEW INITIATIVES – *(Identified since adoption of 2017-2018 Goals)*

- Completed relocation of the City’s Boxing Program to new gym at the Community and Senior Center (former Teen Center location).
- Establishment of inter-departmental Homeless Outreach Street Team (HOST), led by Police Department, to respond to community issues associated with homeless population.
- Seek to establish Homeless Coordinator / Social Services staff position to coordinate referral of eligible individuals to available resources and improve collaboration with other agencies and service providers.
- Begin implementation of Sports Park Master Plan (Phase II) in coordination with individual user groups and the Woodland Recreation Foundation.
- Collaborate with WJUSD on “pilot” Summer at City Hall program for high school students (Summer 2018).
- Develop funding plan to advance short-term priority projects identified through the recently completed Library Master Plan.
- Partner with Woodland Dinner on Main St. to construct Edible Learning Garden at City Hall.

SUSTAINABILITY

Goal Statement/Objective(s) – What are we trying to accomplish?

Foster a sustainable community for the next generation and protect and improve the quality of the natural environment and human well-being through stewardship of land, water, air, and energy resources and by providing all residents with opportunities to live active and healthy lifestyles.

Goal Strategies - How do we envision accomplishing this goal/objective(s)?

- A. Implement the City's 2035 Climate Action Plan by supporting projects and programs that:
 - Reduce non-renewable energy demand and increase renewable energy supply
 - Reduce private motor vehicle dependency
 - Maintain, enhance, and improve the city's tree canopy
 - Reduce, reuse, and recycle solid waste
- B. Protect and enhance the natural quantity and qualities of surface water and groundwater resources, and expanded use of recycled water
- C. Support projects and programs that protect and enhance sensitive natural habitats
- D. Implement and support programs that promote improving the well-being of Woodland residents

Critical Initiatives/Special Projects – What specific work plan efforts are most likely to advance this goal and related strategies?

COMPLETED INITIATIVES

- Complete the City's 2.4-megawatt solar project
- Convert streetlights to LED lighting
- Formulate a recommendation for participation in a Community Choice Energy program
- Develop a food waste diversion program
 - Work with local partners in Yolo County to build and participate in a Groundwater Sustainability Agency

INITIATIVES IN PROGRESS

- Continue to improve the city's pedestrian and bikeway network
- Complete a habitat conservation easement on the City's Regional Park site
- Update municipal code sections related to sustainability
 - Continue to implement communitywide health and wellness programs for youth, adults, and seniors
 - Continue to implement youth and adult sport programs to promote physical fitness and improved well-being
 - Expand the City's use of recycled water
 - Adopt an Urban Forest Management Plan

City Council Priority Goals

PENDING INITIATIVES

- Improve energy efficiency of municipal facilities, vehicles and processes
- Increase electric vehicle charging opportunities

NEW INITIATIVES – *(Identified since adoption of 2017-2018 Goals)*

- Adoption of Yolo Habitat Conservation Plan HCP/NCCP
- Update city's Agricultural Mitigation Ordinance consistent with General Plan policy objectives
- Partner with Tulyome and Yolo Explorit on planning, design and grant-funding to develop Regional Park site and Environmental Education Center.

STRENGTHEN DOWNTOWN

Goal Statement/Objective(s) – What are we trying to accomplish?

Revitalize the Downtown district as the Heart of the City and center of civic activity, by enhancing mix of residential, commercial & entertainment activity, while preserving its historic and cultural resources and small-town character.

Goal Strategies - How do we envision accomplishing this goal/objective(s)?

- A. Convene regular meetings of Downtown Subcommittee
- B. Update General Plan & Downtown Specific Plan to streamline development consistent with ED goals
- C. Improve Live/Work Balance in the Downtown district
- D. Seek to leverage remaining Redevelopment Assets and Financing tools for targeted projects
- E. Increase number and frequency of Special Events and Community Activities throughout the downtown
- F. Expand Art & Entertainment Activities/Venues in Downtown
- G. Continue to enhance the walkability and Sense of Place

Critical Initiatives/Special Projects – What specific work plan efforts are most likely to advance this goal and related strategies?

COMPLETED INITIATIVES

- Complete Renovation of State Theater & Multiplex Project
- Complete “Good Neighbor” policy/procedures for Events
- Host annual California Honey Festival

INITIATIVES IN PROGRESS

- Complete Wayfinding and Signage Upgrade
- Complete comprehensive downtown parking and access plan
- Complete Downtown Hotel Project
- Develop strategies for advancing infill housing development on opportunity sites
- Identify deficiencies and develop plan to upgrade infrastructure in support of downtown revitalization and infill development.
- Evaluate diagonal parking and all-way stop controls downtown on Main Street
- Continue to make improvements to lighting, landscaping, and outdoor dining

PENDING INITIATIVES

- Update Downtown Specific Plan
- Targeted improvements/upgrades to alleys for circulation and activity
- Improve broadband service throughout downtown (1GB Service Goal)
- Complete the Tree House Music Venue
- ~~Partner with Yolo County on reuse strategy for existing Court House~~

City Council Priority Goals

- Support establishment of a Property Based Business Improvement District
- Improve Heritage Plaza to support community events and function as community's central civic space

ECONOMIC DEVELOPMENT/JOBS

Goal Statement/Objective(s) – What are we trying to accomplish?

Provide for a diversified economic base with a range of employment opportunities by supporting growth of existing businesses, and providing expanded opportunities for new business through targeted infrastructure investments and leveraging existing community and regional assets.

Goal Strategies - How do we envision accomplishing this goal/objective(s)?

- A. Update General Plan with Land Use Plan and Policies that support diversification of economy
- B. Comprehensive Review of City Codes and Regulations
- C. Continue to improve Business-Friendly Culture and Practices
- D. Develop Comprehensive Plan to Mitigate Flood issues in City's Industrial Area
- E. Market and Promote Targeted Business opportunities in collaboration with Local and Regional Agencies/Organizations: Cities/County/UCD/Chamber/YCVB
- F. Establish new master Tax Sharing Agreement with Yolo County

Critical Initiatives/Special Projects – What specific work plan efforts are most likely to advance this goal and related strategies?

COMPLETED INITIATIVES

- Update General Plan with Land Use Plan and Policies that support diversification of economy
- Incorporate Technology Park(s) in General Plan Update and work with land owners to advance development
- Complete Master Tax Sharing Agreement with Yolo County (*Council - 2/6/18*)
- Develop Targeted Marketing Campaign and Strategy focused on Food and Ag Industry (The Food Front)

INITIATIVES IN PROGRESS

- Continue collaboration with hoteliers and YCVB to promote Woodland as a destination
- Establish a robust local workforce development program that aligns educational programs with evolving industry needs
- Partner with local and regional workforce development organizations to develop coordinated and dynamic strategic plan
- Complete Entitlement Process and annex Woodland Commerce Center and Woodland Research and Technology Park
- Complete Lower-Cache Creek Flood Study and Implementation Plan
- Develop economic development strategies to leverage Woodland's proximity to UCD
- Support growth of AgStart as the region's premier Ag Technology Business incubator/accelerator.
- Evaluate Development Impact Fee Program (MPFP) and set fees/establish programs to avoid discouraging job generating development

City Council Priority Goals

PENDING INITIATIVES

- Improve Infrastructure / Industrial Area
 - Industrial Area Capital Infrastructure and Financing Plan
 - Broadband Service
 - Aesthetics / Brand of Industrial District(s)

PUBLIC SAFETY

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Maintain and enhance Woodland’s quality of life by ensuring the highest level of public safety.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Ensure appropriate staffing and resource support of public safety departments, programs and initiatives
- B. Expand Crime Prevention and Neighborhood Watch
- C. Implement prevention and intervention programs for at-risk youth
- D. Review and Update Fire Department Master Plan
- E. Continue to explore opportunities for shared services with neighboring agencies
- F. Enhance public education in support of public safety objectives

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

COMPLETED INITIATIVES

- Continue to identify application of new technology to improve crime prevention and suppression activities
 - Implement Intelligence-Led Policing
- Work collaboratively to develop framework for permitting and regulation of marijuana Expand community outreach to enhance Neighborhood Watch and communication with the community (Police Dept. Re-org 9/1/17)

INITIATIVES IN PROGRESS

- Continue to strengthen and support the Police Volunteer Program
- Staffing Plan:
 - Review and update Police and Fire management succession plans
 - Seek means to enhance staffing resources in priority public safety areas
 - Expand and enhance cultural diversity in hiring and practices
- Finalize plans for new fire station to serve Southeast Area (Spring Lake)
- Continue to support and expand YGRIP Program;
 - Implement next phase of GREAT program
 - Restore Youth Diversion Program
 - Support and integrate Police Activities League (PAL)

NEW INITIATIVES – *(Identified since adoption of 2017-2018 Goals)*

- Completed recruitment of new Police Chief and Fire Chief

City Council Priority Goals

- Completed update of City's Emergency Operations Plan
- Implement body-worn cameras for Police Officers
- Conducted Joint Fire Academy

INFRASTRUCTURE

Goal Statement/Objective(s) – What are we trying to accomplish?

Ensure that the City's physical infrastructure is planned, funded and maintained to provide for current and future community needs, in support of commercial, recreational and environmental requirements and standards, while managing the overall cost consistent with available resources.

Goal Strategies - How do we envision accomplishing this goal/objective(s)?

- A. Secure long-term, reliable and high-quality water supply
- B. Manage existing infrastructure to reduce long-term cost of maintenance and replacement needs
- C. Seek support for securing Federal/State, regional and local funding for major infrastructure projects
- D. Explore regional opportunities for sharing of infrastructure facilities, reduce environmental impacts and costs
- E. Complete Lower Cache Creek Flood Control Plan
- F. Update Facilities Master Plan (to include energy efficiency)

Critical Initiatives/Special Projects – What specific work plan efforts are most likely to advance this goal and related strategies?

COMPLETED INITIATIVES

Water / Wastewater

- Develop ASR program in order to provide water security for the City's residents
- Investigate odor control at the WPCF in order to clearly define a buffer for development activity

Facilities

- Complete construction of Library Makerspace facility.
- Complete Library Master Plan and assessment for the library facility improvement projects.

Parks

- Update Parks Master Plan – to include assessment of current park facilities and utilization and potential unmet sports facility needs, including funding plan to address unmet needs
- Completed construction of Rick Gonzalez Park Phase 1 (SL Park N3)
- Complete first phase of construction of Spring Lake Park (SL Park N1)
- Identify means to increase funding for maintenance of parks and urban forest

INITIATIVES IN PROGRESS

Flood Control / Storm water Management

- Develop comprehensive flood solution(s) and funding plan to address flood risk from Lower Cache Creek and West Levee of the Yolo Bypass to protect the Industrial Area; complete LCC Feasibility Study

City Council Priority Goals

- Develop a funding source that will sufficiently cover needs of current and future NPDES MS4 Storm Drain Permit requirements.

Facilities

- Develop listing of facilities assets with lifecycle maintenance and replacement costs as a basis for building an adequate reserve fund.

Transportation

- Develop plan for downtown Transit Center
- Complete Kentucky Avenue (East to West Streets) reconstruction project.
- Design for the E. Main Street Improvement Project which will provide aesthetic enhancement and improved bicycle/pedestrian connectivity from Pioneer Avenue to East Street along E. Main Street.
- Continue advanced planning for the Highway 113 Bicycle and Pedestrian overpass
- Expand Bicycle and Pedestrian-friendly infrastructure in support of active lifestyle and environmental quality
- Continue to evaluate opportunities for Rail Relocation project

Parks

- Identify means to increase funding for maintenance of parks and urban forest
- Update Park/Facilities Joint Use Agreement with WJUSD

PENDING INITIATIVES

Flood Control / Storm water Management

- Construct the south urban growth area drainage project including the North Gibson Pond detention basin and East Main Street pump station
- Revise the north area storm drainage master plan in order to facilitate development in the industrial area

Transportation

- Complete/Advance major road projects:
 - West Woodland Safe Routes to School (2018 construction season)
 - W Main Street (2019 construction season)
 - East Main Street (2021 construction season)
 - Complete I-5/CR 102 landscaping project (2019 construction)

FISCAL RESPONSIBILITY

Goal Statement/Objective(s) – What are we trying to accomplish?

Maintain structurally-balanced budget where current services can be sustained with ongoing, recurring revenues, while maintaining prudent reserves, adequately funding infrastructure maintenance and replacement needs, and addressing long-term unfunded liabilities and debt obligations.

Goal Strategies - How do we envision accomplishing this goal/objective(s)?

- A. Ensure ongoing expenditures are supported by ongoing revenues; one-time sources applied to one-time needs
- B. Maintain prudent reserves across all major operating funds
- C. Achieve agreement on fair and sustainable labor contracts
- D. Implement measures to address long-term unfunded liabilities
- E. Reduce burden of existing debt obligations

Critical Initiatives/Special Projects – What specific work plan efforts are most likely to advance this goal and related strategies?

COMPLETED INITIATIVES

- Approved FY2018 Budget; balanced budget maintaining prudent reserves
- Implemented new labor agreements with multiple employee bargaining groups
- Made lump-sum contribution to CalPERS to pay down unfunded liabilities and reduce ongoing annual contribution costs.

INITIATIVES IN PROGRESS

- Implement a two-year Budget for FY 2018 and FY 2019 to improve financial planning, enhance organizational stability, and align with Council two-year goals and initiatives.
- Develop plan to manage impact of increasing CalPERS pension costs.
- Continue to work with labor groups to address ongoing burden of unfunded liabilities while ensuring adequate benefits for active employees and retirees.
- Review and update City User Fees to ensure that they are commensurate with actual costs of providing services.
- Continue to pursue opportunities for restructuring existing debt obligations to minimize overall burden on existing community.

PENDING INITIATIVES

- Review and update comprehensive budget and fiscal management policies
- Review Development Impact Fee Program (MPFP) to ensure that current fees are consistent with long-term infrastructure requirements and development projections.

GOVERNANCE/ORGANIZATIONAL EFFECTIVENESS

Goal Statement/Objective(s) – What are we trying to accomplish?

Promote local government and city organization that is committed to meeting the needs of the community: encourages collaboration, civic participation, and promotes accountability and transparency in the effective delivery of services.

Goal Strategies - How do we envision accomplishing this goal/objective(s)?

- A. Build-up and strengthen collaborations with Yolo County and its cities
- B. Actively engage in advocacy at State/Federal level to support City interests
- C. Partner with community-based organizations to leverage community assets towards common objectives
- D. Empower city employees and work groups
- E. Enable appropriate alternative service models

Critical Initiatives/Special Projects – What specific work plan efforts are most likely to advance this goal and related strategies?

INITIATIVES IN PROGRESS

- Evaluate city’s recruitment and retention of essential staff across all city departments.
- Improve collaboration with partner agencies and community organizations to leverage resources toward evidenced-based programs.
- Continue to engage and collaboration with employee bargaining groups.
- Improve and enhance access to public information and constituent services.
- Review and updates to city’s electronic information and social media platforms.
- Expand volunteer programs.

NEW INITIATIVES – *(Identified since adoption of 2017-2018 Goals)*

- Transition City’s Document Management System to digital format
- Adopt Government Accountability and Transparency policies consistent with other Yolo LAFCO jurisdictions.
- Review Board and Commission structure and appointment process to support policy development and promote public engagement.

BUDGET PREPARATION PROCESS

The budget itself is the process of allocating limited resources to attain specific goals and objectives as defined by the City Council. The process is dynamic and constantly changing in tune with the public interest and needs.

All departments become extensively involved in a detailed review of their current operating budgets, and their goals and objectives. From this cogent analysis, the need for financial resources is quantified. Through this deliberative process, guided by the City Manager and monitored by Finance, a proposed budget is produced.

The initial phase of the budget preparation begins with the formulation of the budget calendar. The calendar is prepared by Finance with input from the City Manager. Soon after the formulation of the calendar, the City Manager, Finance Officer and the Finance Analyst meet to discuss the budget preparation process and associated policies.

During the following several months, all departments become involved in a detailed review of the current operating budgets, goals and objectives. From this analysis, appropriations for new and additional services, positions, capital acquisitions and capital improvement projects are prioritized. Finally, in early May a final review of the budget requests are made by the City Manager, the Finance Officer and the Finance Analyst. As soon as the City Manager approves the final details, a proposed budget document is printed.

Fiscal Policies

The City's Financial Policies provide a summary of the City's policies addressing the operating budget; revenues and expenditures; utility rates and fees; capital improvement program; long and short-term debt; reserves; investments; and, accounting/auditing reporting.

Once the budget is adopted by the City Council, the responsibility of implementing each department's budget lies with each Department Director, with the ultimate responsibility resting with the City Manager. Department Directors are responsible for ensuring those expenditures are within departmental budget categories of salaries & benefits; materials, supplies and services; and capital outlay do not exceed appropriations. Budget appropriations are made at the line-item level; however, the level of control (level at which expenditures may not exceed appropriations) will be total departmental appropriations for each of these budget categories.

The City also operates under a set of investment policies required by the California Government Code (Section 53646) and the City's financial Policy XII.

Budget Summaries

The Budget Summaries provide a multi-year overview of the City's revenues and expenditures / expenses.

Summary of Revenues:

This section provides a more detailed overview of each fund's estimated revenue. Appropriations, in turn, are based on these assumed revenue increases.

Budget Preparation Process

Summary of Expenditures:

This section provides a more detailed overview of each fund's estimated expenditures. Appropriations, in turn, are based on these assumed expenditure increases.

Department Budgets

The department sections represent the main body of the budget document. Each section has the following:

- Service Description
- Department Accomplishments & Goals
- Budget appropriations for the year

The City has numerous funds that it is accountable for, however, the one's listed below comprise the majority of the day-to-day operating activities for the City. The remaining fund types are more specialized funds, and typically account for one-time and/or specific activities rather than ongoing and recurring services.

Internal Service Funds

Internal Service Funds allow for the accumulation of resources for equipment replacement, ease in costing and pricing of services, and the ability to accumulate the total cost of each activity. This section contains the City's six internal service funds:

- Vehicle Maintenance Fund
- Vehicle Replacement Fund
- Equipment Replacement Fund
- Information Systems Fund
- Employee Benefits Fund
- Self-Insurance Fund

General Fund

The General Fund is the primary revenue source and operating fund for most services cities typically offer. These include public safety (police and fire), recreation and community services, etc. In addition, the City Council, the City Manager's Office, Finance, Human Resources, and the City Attorney budgets are predominantly funded by the General Fund. These activities are financed through general tax dollars from sales and property taxes, motor vehicle-in-lieu fees, and by revenues generated by permits, fees, and investment earnings.

Enterprise Funds

These funds account for city activities, which operate as public enterprises. Revenues come from fees charged to programs and/or customers. Enterprise funds provide for water, sewer, storm drain, etc. and represent separate business activities of the city.

Special Revenue Funds

This section contains funds that provide Special Revenue activities. In most cases, these funds represent activities that are provided by specific user fees, charges, taxes or grants. These revenues are usually legally restricted to expenditures for specific purposes. Special Revenue funds contained within this budget include:

- Transportation Development Act (TDA)
- Gas Tax Fund
- Landscaping and Lighting District Funds
- Community Development Block Grant (CDBG) Fund
- HOME Grant Fund
- Supportive Housing Grant Fund
- Supplemental Law Enforcement Fund
- Proposition 172 Fund

Budget Preparation Process

Capital Funds

These are the Capital Improvement Program (CIP) funds. They are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds) i.e. the development of a new road or a neighborhood park. The majority of the revenues in these funds are derived from impact fees levied on new development, or from the City's ½ cent sales tax (Measure E).

Debt Service

These are monies set aside to meet current and future debt service obligations on general government debt. Monies are then used to meet subsequent payment of the City's general long-term debt principal and interest.

Glossary

These are budget terms provided to better familiarize the reader with some of the budgetary and financial vocabulary found throughout this document. It also contains a description of all fund types and a brief explanation of accounts used.

City Overview

The City of Woodland is located in what continues to be one of the most prosperous and fastest growing areas of the State. The City is eighty-five miles northeast of San Francisco, and, thus, feels the impact of growth in suburban areas of the Greater Bay Area.

Even more importantly, Woodland is only eighteen miles northwest of Sacramento and shares in the economic trends of the Sacramento Valley Region. A pleasant, mild climate coupled with excellent access to rail and highway transportation continue to make Woodland a leading location for residential, commercial and industrial development.

The City's diversified economic basis includes agriculture, manufacturing, warehousing and retail. Such businesses as Walgreen's and Target have located large distribution centers in the City. Over the next few years, retail growth is expected with projected residential growth in the area, particularly the Spring Lake Specific Plan, which assumes build-out of over 4,000 new single family and multi-family units over a 12 – 15 year period.

Governance

The City of Woodland, first incorporated in 1871, is a general law City under the provisions of the State of California. A directly elected five-member City Council represents citizens in determining services and regulations to be provided by the City. The Council appoints a full time City Manager whose job is to carry out the Council's policy directives and to coordinate, control and direct City operations, functions and projects. In making its policy determinations, the Council works with advisory committees and receives other citizen input from the public at its regular and special meetings. The Council's business meetings are scheduled for the first and third Tuesday of each month in the Council Chambers of City Hall. Other special or study session meetings are scheduled as needed and are open to the public. The public is always invited and is encouraged to attend.

City Management

City Manager – Under the Council/Manager form of government, the City Manager is appointed by and responsible to the City Council to serve as the administrative head of the municipal organization and to direct the overall performance and coordination of all City services and programs. Pursuant to the City Code, the City Manager is responsible for the enforcement of all City ordinances and the implementation of City policies. The City Manager prepares and administers the City's budgets, appoints and evaluates department

Budget Preparation Process

directors, and keeps the City Council advised as to the needs of the City. This division contains the expenditures for the City Manager's Office. This City Manager's Office is comprised of the City Manager, City Clerk, City Attorney, Information Technology (IT), and Human Resources.

Human Resources – This is a support division to the six departments in the City organization and is primarily responsible for recruitment, testing and selection of employees; records management, classification and compensation, benefit and retirement administration, employee and labor relations, centralized training; development and monitoring of the City's personnel rules and policies; enforcement of labor related federal/state laws and regulations, monitoring City-wide performance evaluations; coordinating worker's compensation claims; and promotion of safety in the workplace.

Finance – This is a support division and reports to the City Manager. Its operations include responsibility for overall department management, budget preparation and monitoring, annual audit compliance, debt and assessment district management, development of financial reports and analyses, and special projects related to City financial issues. Finance provides oversight for all City fiscal operations, including the Successor Agency (former Redevelopment Agency). Also included in is the City Treasurer function, which is responsible for administration of the City's investment program.

Police Department – This department is responsible for law enforcement services in the community. Police is committed to maintaining a safe and healthy environment for all Woodland residents, businesses and guests, which is free from violence, property damage or loss, and injuries resulting from criminal acts.

Fire Department – This department provides emergency responses for fires, medical

emergencies, rescue services and hazardous material releases. Fire also provides non-emergency services including – plan checking, inspections, hazard abatement and fire safety education programs.

Community Services – This department through its volunteer, donated and fiscal resources provides facilities, programs and services to meet the recreational needs of the community through planning, plan implementation, effective and efficient use of resources, and the collaborative efforts of public-private, non-profit and joint intergovernmental partnerships.

Community Development Department - This department is composed of six divisions; Administration, Planning, Building Inspection, Engineering, Redevelopment and Economic Development. This department is responsible for the overall management and coordination of all activities concerning environmental review, building inspections within the City and focuses on specific actions that are under the control of the city government and that provide the engine to stimulate private business and industry retention, expansion and development.

Public Works Department – This department plans, programs, designs, constructs and maintains the public works facility and utility infrastructure in Woodland. Public Works facility and utility infrastructure includes the transportation system (pavements, parking, traffic signals/signage, street lighting), utility systems (water supply and treatment, sanitary sewer treatment and disposal, storm drainage/flood protection), and City Buildings and parks. Public Works also manages the City's tree program, vehicle and equipment fleet and environmental compliance and conservation program.

**CITY OF WOODLAND
FISCAL YEAR 2018/19
TOTAL REVENUES BY FUND**

| Fund | Title | Actual | Actual | Actual | Amended | Adopted |
|------|----------------------------|------------|------------|------------|------------|------------|
| | | FY 2014/15 | FY 2015/16 | FY 2016/17 | FY 2017/18 | FY 2018/19 |
| 010 | EQUIP SERVICES | 1,010,788 | 2,622,546 | 2,405,411 | 2,502,083 | 2,445,602 |
| 011 | FACILITIES REPLACEMENT | 325,308 | 443,163 | 708,737 | 236,880 | 236,880 |
| 012 | EQUIPMENT REPLACEMENT | 3,893,814 | 931,637 | 1,178,376 | 731,879 | 841,230 |
| 013 | BENEFITS FUND | 7,255,515 | 7,920,279 | 8,278,955 | 8,610,437 | 8,974,331 |
| 015 | INFORMATION SYSTEMS FUND | 101,802 | 1,666,952 | 1,824,341 | 2,041,348 | 2,160,839 |
| 091 | SELF INSURANCE | 1,922,363 | 1,639,182 | 1,875,620 | 1,716,664 | 1,771,153 |
| 099 | DISBURSE FUND-PR | 1,144 | 5,470 | 90 | 0 | 0 |
| 101 | GENERAL FUND | 45,157,820 | 48,022,820 | 49,404,689 | 47,680,024 | 50,384,235 |
| 102 | TRANS DEBT SVC | 252 | 1,582 | 2,704 | 0 | 0 |
| 103 | INVESTMENT FUND | 0 | 219,634 | (569,890) | 0 | 0 |
| 210 | WATER ENTERPRISE FUND | 11,417,801 | 19,712,483 | 24,802,477 | 23,850,397 | 24,550,440 |
| 220 | SEWER ENTERPRISE FUND | 6,218,465 | 13,632,523 | 17,350,625 | 18,658,459 | 19,743,599 |
| 221 | STRM DR ENTERPRISE FUND | 247,964 | 553,668 | 594,981 | 509,822 | 465,000 |
| 222 | WASTEWATER PRE-TREATMENT | (284,010) | 500,869 | 545,412 | 591,500 | 617,500 |
| 240 | CEMETERY | 288,183 | 283,567 | 304,858 | 290,000 | 290,000 |
| 250 | RECYCLING | 192,833 | 222,846 | 240,820 | 229,950 | 232,400 |
| 252 | CONST/DEMO DEBRIS RECYCLE | 44,073 | 68,718 | 65,033 | 43,900 | 63,800 |
| 253 | RECREATION ENTERPRISE | 335,427 | 375,046 | 359,286 | 388,000 | 388,000 |
| 260 | FIRE GRANTS | 45 | 29,227 | 641 | 0 | 0 |
| 280 | TRANSIT SYSTEM | 1,369,885 | (105,394) | 3,053,379 | 1,558,885 | 1,687,102 |
| 301 | LITERACY GRANT | 97,059 | 94,884 | 107,891 | 95,500 | 95,500 |
| 320 | COMMUNITY DEV. BLOCK GRNT | 346,158 | 268,725 | 508,952 | 433,750 | 510,835 |
| 321 | OFF-SITE AFFORD HOUSING | 348,066 | (9,502) | 86,092 | 0 | 0 |
| 322 | SUPPORT HOUSING PROGR | 247,190 | 204,360 | 195,104 | 248,084 | 275,590 |
| 323 | HOME GRANT | 431,556 | 58,877 | 19,987 | 0 | 0 |
| 324 | HOUSING ASSISTANCE GRANTS | 142,942 | 36,380 | 82,215 | 0 | 0 |
| 325 | WORFORCE HOUSING GRANT | 137,831 | 351,723 | 173,274 | 331,325 | 110,950 |
| 326 | HOUSING ASSISTANCE | 15,896 | 215,448 | 152,630 | 13,500 | 13,770 |
| 327 | AFFORDABLE HOUSING IN-LIEU | 0 | 0 | 61,177 | 0 | 0 |
| 328 | CDBG - ARRA FUNDS | 19,911 | 67 | 108 | 0 | 0 |
| 329 | ARRA GRANT PROJECTS | 0 | 37,508 | 0 | 0 | 0 |
| 340 | POLICE GRANTS | 8,109 | 272,339 | 270,830 | 496,021 | 709,549 |
| 350 | COPS MORE TECH GRANT | 5 | 0 | 0 | 0 | 0 |
| 351 | TRANSPORTATION GRANT | 1,416,030 | 1,396,700 | 788,438 | 18,612,048 | 2,608,987 |
| 352 | SLESF | 98,080 | 105,545 | 100,829 | 100,000 | 117,642 |
| 353 | PROPISTION 172 | 484,936 | 476,098 | 491,393 | 476,098 | 506,245 |

| Fund | Title | Actual | Actual | Actual | Amended | Adopted |
|------|---------------------------------------|------------|------------|------------|------------|------------|
| | | FY 2014/15 | FY 2015/16 | FY 2016/17 | FY 2017/18 | FY 2018/19 |
| 354 | TRANS DVLP (SB325) | 1,568,327 | 281,595 | 3,301,452 | 1,042,749 | 1,831,534 |
| 355 | GAS TAX-2106 (SELECT) | 1,653,498 | 1,166,300 | 1,217,290 | 1,311,129 | 1,331,808 |
| 356 | CEMETERY ENDOWMENT FUND | 11,373 | 9,171 | 16,123 | 9,000 | 9,000 |
| 357 | ASSET FORFEITURE FUND | 19,267 | 33,622 | 2,757 | 25,000 | 25,000 |
| 358 | HOUSING MONITORING FUND | 37,634 | (17,091) | 10,946 | 10,900 | 11,000 |
| 359 | FIRE SUPPRESSION DISTRICT | 340,206 | 96,749 | 175,716 | 60,000 | 175,000 |
| 361 | ROAD MAINT AND REHAB ACCOUNT | 0 | 0 | 0 | 340,001 | 989,986 |
| 365 | ENVIRONMENTAL COMPLIANCE | 312,586 | 314,923 | 1,118,607 | 237,600 | 297,200 |
| 379 | HISTORIC WALKING TOUR | 1,118 | 1,207 | 1,310 | 1,898 | 1,898 |
| 381 | GIBSON RANCH L&L | 683,979 | 706,036 | 704,457 | 727,748 | 746,060 |
| 383 | N PARK L&L DISTRICT | 26,739 | 26,788 | 26,922 | 26,710 | 26,710 |
| 384 | SP ASSESS STRENG PD LAND | 14,279 | 24,343 | 34,050 | 34,064 | 34,064 |
| 386 | USED OIL RECYCLING GRANT | 19,033 | 34,103 | 16,755 | 16,000 | 16,025 |
| 387 | WOODLAND WEST L&L | 19,346 | 22,448 | 23,403 | 23,573 | 24,421 |
| 389 | SPRINGLAKE L&L | 806,950 | 1,037,384 | 1,170,496 | 1,328,902 | 1,831,431 |
| 391 | SPORTS PARK O&M CFD | 411,378 | 460,544 | 436,930 | 429,685 | 429,685 |
| 392 | GATEWAY L&L | 93,644 | 116,234 | 133,355 | 149,087 | 173,070 |
| 501 | CAPITAL PROJECTS | 522,404 | 153,691 | 95,960 | 22,777 | 152,777 |
| 502 | STATE BOND ACT - PARKS PRJS | 0 | 0 | (63,398) | 0 | 0 |
| 506 | MEASURE E | 4,900,927 | 4,998,915 | 5,088,312 | 4,757,155 | 1,313,317 |
| 507 | MEASURE F | 0 | 0 | 0 | 0 | 3,930,200 |
| 510 | GENERAL CITY DEVELOPMENT | 260,302 | 193,480 | 186,018 | 137,175 | 140,879 |
| 522 | RECOGNIZED OBLIGATION RETIREMENT FUND | 1,207,291 | 1,125,346 | 1,331,762 | 900,000 | 900,000 |
| 523 | RDA 07 TAB BOND PROCEEDS | 4,024,417 | 0 | 125,583 | 0 | 0 |
| 540 | PARK & RECREATION DVLP | 1,888,308 | 1,875,310 | 1,865,226 | 1,863,045 | 1,655,176 |
| 541 | PARK IN-LIEU FEES | 1,277 | 2,557 | 4,149 | 207,500 | 209,500 |
| 550 | POLICE DEVELOPMENT FUND | 341,314 | 249,636 | 236,625 | 180,885 | 185,769 |
| 560 | FIRE DEVELOPMENT | 304,193 | 283,308 | 279,719 | 211,420 | 217,128 |
| 570 | LIBRARY DEVELOPMENT FUND | 11,386 | 13,479 | 15,260 | 8,370 | 8,596 |
| 580 | SURFACE WATER DEVELOPMENT | 531,691 | 661,875 | 602,942 | 473,680 | 486,469 |
| 581 | STORM DRAIN DEVELOPMENT | 83,819 | 25,705 | 39,563 | 10,000 | 10,000 |
| 582 | ROAD DEVELOPMENT | 1,772,150 | 1,350,891 | 1,280,675 | 914,345 | 939,032 |
| 583 | TREE RESERVE | 7 | 37 | 54 | 0 | 0 |
| 584 | WATER DEVELOPMENT FUND | 120,783 | 125,325 | 117,036 | 90,985 | 93,442 |
| 585 | SEWER DEVELOPMENT FUND | 1,513,829 | 1,419,087 | 1,402,359 | 992,155 | 1,018,943 |
| 590 | SOUTHEAST AREA CONSTRUCT | 63 | 399 | 647 | 0 | 0 |
| 593 | GIBSON RANCH INFRA-STRUC | 962 | 6,042 | 9,799 | 0 | 0 |
| 594 | SPRING LAKE CAPITAL | 9,791,722 | 2,979,292 | 14,961,449 | 0 | 0 |
| 601 | SPRINGLAKE ADMINISTRATION | 202,069 | 335,857 | 304,078 | 256,050 | 262,983 |
| 640 | SLIF PARKS & RECREATION | 895,802 | 1,503,940 | 1,531,395 | 892,433 | 892,433 |

| Fund | Title | Actual | Actual | Actual | Amended | Adopted |
|------|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | FY 2014/15 | FY 2015/16 | FY 2016/17 | FY 2017/18 | FY 2018/19 |
| 681 | SLIF STORM DRAIN FUND | 1,371,559 | 2,345,915 | 1,769,582 | 1,698,000 | 1,743,846 |
| 682 | SLIF STREET IMPROVEMENT | 2,102,880 | 3,580,155 | 2,683,176 | 2,608,050 | 2,678,467 |
| 684 | SLIF WATER FUND | 291,059 | 496,993 | 374,277 | 360,600 | 370,336 |
| 685 | SLIF SEWER FUND | 453,976 | 778,362 | 589,838 | 561,600 | 576,763 |
| 830 | SOUTHEAST AREA DEBT SERV | 1,245,410 | 1,247,327 | 1,255,986 | 1,308,600 | 1,234,660 |
| 831 | SOUTHEAST AREA-RES FUND | 122 | 766 | 1,342 | 0 | 0 |
| 840 | BEAMER/KENTUCKY ASSESMENT | 0 | 465 | 0 | 0 | 0 |
| 841 | BEAMER/KENTUCKY ASSESS-R | 74 | 0 | 754 | 0 | 0 |
| 850 | EAST MAIN ASSESS DIST 90 | 180,608 | 0 | 0 | 0 | 0 |
| 851 | EAST MAIN ST ASSESS DIST-R | 248 | 51 | 0 | 0 | 0 |
| 870 | CFD#2 SPRINGLAKE DEBT SRV | (1,455,002) | 2,830,330 | 4,430,976 | 3,086,350 | 3,400,400 |
| 880 | 2005 CAPITAL PROJECTS L/R | 7 | 493 | 0 | 0 | 0 |
| 881 | 2007 CAPITAL PROJECTS LRB | 0 | 1,250 | 0 | 0 | 0 |
| 882 | 2012 LEASE REFUNDING | 1,057,897 | 1,060,146 | 1,059,904 | 312,205 | 0 |
| 883 | 2014 REFUNDING LEASE REV BONDS | 1,538,229 | 1,540,230 | 1,537,927 | 1,542,900 | 1,542,900 |
| 915 | RECREATION CONTRACT TRUST | 27 | 0 | 0 | 0 | 0 |
| 917 | LIBRARY TRUST FUND | 11,439 | 38,533 | 84,628 | 0 | 0 |
| | | \$124,485,851 | \$137,795,515 | \$167,059,640 | \$159,616,880 | \$151,719,086 |

GENERAL FUND REVENUE DETAIL BY CATEGORY

| REVENUE SOURCE | ACTUAL FY2014-2015 | ACTUAL FY2015-2016 | ACTUAL FY 2016-2017 | AMENDED BUDGET FY 2017-2018 | ADOPTED BUDGET FY 2018-2019 |
|------------------------------------|-----------------------|-----------------------|------------------------|-----------------------------------|-----------------------------------|
| PROPERTY TAXES | | | | | |
| PROPERTY TAX CY SECURED | \$ 9,143,595 | \$ 9,656,830 | \$ 10,273,941 | \$ 10,609,760 | \$ 11,289,899 |
| SUPPLEMENTAL TAX ROLL | 114,620 | 183,569 | 251,430 | 115,000 | 118,450 |
| PROPERTY TAX CY UNSECURED | 394,985 | 418,365 | 438,537 | 450,943 | 546,480 |
| PROPERTY TAX PY UNSECURED | 3,159 | 8,483 | 9,160 | 8,644 | 8,700 |
| SPECIAL ASSMNT COLLECTION | 11,404 | 11,404 | 11,480 | 11,981 | 12,179 |
| Sub-Total Property Taxes | 9,667,763 | 10,278,650 | 10,984,547 | 11,196,328 | 11,975,708 |
| SALES/OTHER TAXES | | | | | |
| SALES & USE TAX | 10,817,577 | 12,313,107 | 12,077,551 | 12,129,051 | 12,335,390 |
| SPEC DIST SALES TAX (MEASURE E) | 4,622,761 | 4,980,823 | 5,020,049 | 4,888,156 | 1,310,067 |
| SPEC DIST SALES TAX (MEASURE F) | 0 | 0 | 0 | 0 | 3,930,200 |
| MEASURE V | 574,870 | 0 | 0 | 0 | 0 |
| MEASURE J | 1,724,611 | 2,467,809 | 2,483,241 | 2,410,950 | 2,590,159 |
| HOTEL/MOTEL TAX | 1,246,542 | 1,592,670 | 1,686,978 | 1,507,058 | 1,755,132 |
| TOT PASS THRU | -405,634 | -422,037 | -337,396 | -301,412 | -351,026 |
| WVAD ASSESSMENT | 0 | 0 | 253,203 | 348,743 | 355,718 |
| WVAD PASS THRU | 0 | 0 | -126,602 | -348,743 | -355,718 |
| DOCUMENT STAMP TAX | 378,380 | 419,415 | 524,532 | 224,512 | 318,381 |
| Sub-Total Other Taxes | 18,959,107 | 21,351,788 | 21,581,557 | 20,858,315 | 21,888,303 |
| STATE SUBVENTIONS | | | | | |
| STATE MOTOR VEHICLE IN LIEU | 4,130,608 | 4,407,140 | 4,627,445 | 4,785,741 | 5,148,637 |
| STATE MANDATED COST REIMB | 389,542 | 41,793 | 3 | 0 | 0 |
| STATE HOME OWNER PROPERTY TAX | 119,753 | 120,039 | 119,785 | 127,083 | 124,625 |
| Sub-Total State Subventions | 4,639,903 | 4,568,972 | 4,747,233 | 4,912,824 | 5,273,262 |

GENERAL FUND REVENUE DETAIL BY CATEGORY

| | ACTUAL | ACTUAL | ACTUAL | AMENDED | ADOPTED |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| REVENUE SOURCE | FY2014-2015 | FY2015-2016 | FY 2016-2017 | BUDGET | BUDGET |
| | | | | FY 2017-2018 | FY 2018-2019 |
| PERMITS, FEES & CHARGES | | | | | |
| BUSINESS LICENSE | 383,195 | 384,018 | 394,458 | 363,600 | 400,000 |
| VARIANCE FEE & USE PERMIT | 72,836 | 56,879 | 60,162 | 57,000 | 58,140 |
| LIABILITY ACCOUNT REVENUES | 51,485 | 64,088 | 31,761 | 63,764 | 65,040 |
| "ZONE CHG,GEN PLAN AMMEND" | 6,146 | 2,256 | 3,008 | 6,522 | 6,652 |
| TENTATIVE MAPS | 4,458 | 4,458 | 6,687 | 4,731 | 6,957 |
| SUS GREEN BLDG STANDARDS | 1,305 | 573 | 546 | 0 | 0 |
| PLAN CHECK FEE | 154,732 | 128,307 | 131,081 | 100,000 | 105,000 |
| DISABILITY ACCESS & EDUC REVOLVING | 2,101 | 2,351 | 2,219 | 2,149 | 2,308 |
| BUILDING PERMITS | 653,778 | 752,942 | 619,747 | 713,828 | 716,803 |
| PLUMBING PERMITS | 76,273 | 108,373 | 104,480 | 117,241 | 117,534 |
| ELECTRICAL PERMITS | 88,063 | 105,683 | 155,206 | 244,208 | 244,676 |
| MECHANICAL PERMITS | 41,905 | 59,212 | 69,491 | 81,522 | 81,833 |
| INSPECTION FEE | 546,427 | 92,472 | 108,836 | 56,250 | 57,938 |
| PLAN CHECK FEE | 237,472 | 260,480 | 588,527 | 24,596 | 25,334 |
| ENCROACHMENT PERMIT | 56,802 | 90,717 | 46,931 | 26,775 | 27,578 |
| TRANSPORTATION PERMIT | 13,562 | 13,468 | 13,498 | 17,500 | 18,025 |
| PLANNING FEE | 16,784 | 9,926 | 32,887 | 2,408 | 2,480 |
| LIABILITY ACCOUNT REVENUES | 90,379 | 354,912 | 338,989 | 358,321 | 369,071 |
| ENG MAP CHK FEES | 32,742 | 3,033 | 66,728 | 3,000 | 3,090 |
| SUBDIVISION INSPECTIONS | 80,377 | 100,217 | 207,644 | 0 | 0 |
| <i>Sub-Total Community Development</i> | <i>2,610,822</i> | <i>2,594,365</i> | <i>2,982,887</i> | <i>2,243,415</i> | <i>2,308,459</i> |
| PLAN CHECK FEE | 0 | 0 | 0 | 0 | 0 |
| RED CROSS COURSE FEE | 140 | 880 | 445 | 500 | 510 |
| <i>Sub-Total Community Services</i> | <i>140</i> | <i>880</i> | <i>445</i> | <i>500</i> | <i>510</i> |
| BUSINESS LICENSE | 10,257 | 8,763 | 12,021 | 9,267 | 9,267 |
| PLANNING FEE | 1,750 | 1,000 | 1,625 | 1,415 | 1,415 |
| BICYCLE LICENSE | 24 | 0 | 36 | 359 | 359 |

GENERAL FUND REVENUE DETAIL BY CATEGORY

| | ACTUAL | ACTUAL | ACTUAL | AMENDED | ADOPTED |
|--|------------------|------------------|------------------|------------------|------------------|
| REVENUE SOURCE | FY2014-2015 | FY2015-2016 | FY 2016-2017 | BUDGET | BUDGET |
| | | | | FY 2017-2018 | FY 2018-2019 |
| MASSAGE PERMITS | 2,940 | 2,420 | 1,340 | 2,184 | 2,184 |
| TAXI CAB PERMITS | 300 | 75 | 225 | 300 | 300 |
| FIRE ALARM RECOVERY | 4,706 | 2,349 | 3,393 | 3,000 | 3,060 |
| FIRE RECOVERY USA | 0 | 0 | 0 | 0 | 0 |
| LIABILITY ACCOUNT REVENUES | 0 | 0 | 0 | 0 | 0 |
| INSPECTION FEE | 35,579 | 26,272 | 28,461 | 27,000 | 27,540 |
| PLAN CHECK FEE | 92,797 | 120,700 | 108,068 | 70,000 | 140,000 |
| BUSINESS LICENSE | 1,316 | 1,120 | 1,456 | 1,302 | 1,302 |
| PLANNING FEE | 1,750 | 1,000 | 1,625 | 415 | 415 |
| FIRE PERMITS | 67,587 | 64,451 | 59,408 | 110,000 | 65,000 |
| FIRE - COUNTY SERVICES | 7,630 | 398 | 612 | 0 | 0 |
| Sub-Total Public Safety | 226,636 | 228,548 | 218,270 | 225,242 | 250,842 |
| STRONG MOTION INSPEC FEE | 0 | -434 | -222 | 0 | 0 |
| APPEAL FEE | 251 | 0 | 251 | 251 | 251 |
| FRANCHISE FEE | 2,298,110 | 2,299,902 | 2,396,434 | 2,390,605 | 2,512,062 |
| HABITAT EDUCATION | 16,900 | 0 | 4,144 | 0 | 4,144 |
| MISC LICENSES & PERMITS | 0 | 0 | 1,000 | 0 | - |
| Sub-Total Permits, Fees & Charges | 2,315,261 | 2,299,468 | 2,401,607 | 2,390,856 | 2,516,457 |
| FINES & FORFEITURES | | | | | |
| NUISANCE ABATEMENT FINES | 200 | 1,100 | 300 | 212 | 312 |
| BAIL FORFEITURE FINES | 212 | -17,017 | 0 | 0 | 0 |
| BOOKING FINES | 8,488 | 4,609 | 3,778 | 5,000 | 5,000 |
| VEHICLE STORAGE FEE | 4,956 | 4,779 | 3,909 | 4,600 | 4,600 |
| FINGERPRINT FEE | 64 | 0 | 0 | 56 | 56 |
| VEHICLE CODE FINES | 75,089 | 134,911 | 111,209 | 79,640 | 90,000 |
| PARKING VIOLATION FINES | 42,403 | 195,755 | 152,077 | 217,922 | 155,000 |
| LIBRARY FINES | 21,986 | 26,792 | 25,662 | 25,000 | 25,500 |
| DMV SURCHARGE | 0 | 0 | 0 | 0 | 0 |

GENERAL FUND REVENUE DETAIL BY CATEGORY

| | ACTUAL | ACTUAL | ACTUAL | AMENDED | ADOPTED |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| REVENUE SOURCE | FY2014-2015 | FY2015-2016 | FY 2016-2017 | BUDGET | BUDGET |
| | | | | FY 2017-2018 | FY 2018-2019 |
| OTHER FINES | 0 | 0 | 0 | 0 | 0 |
| MISC PENALTY INCOME | 175 | 125 | 100 | 186 | 104 |
| <i>Sub-Total Fines & Forfeitures</i> | <i>153,573</i> | <i>351,054</i> | <i>297,035</i> | <i>332,616</i> | <i>280,572</i> |

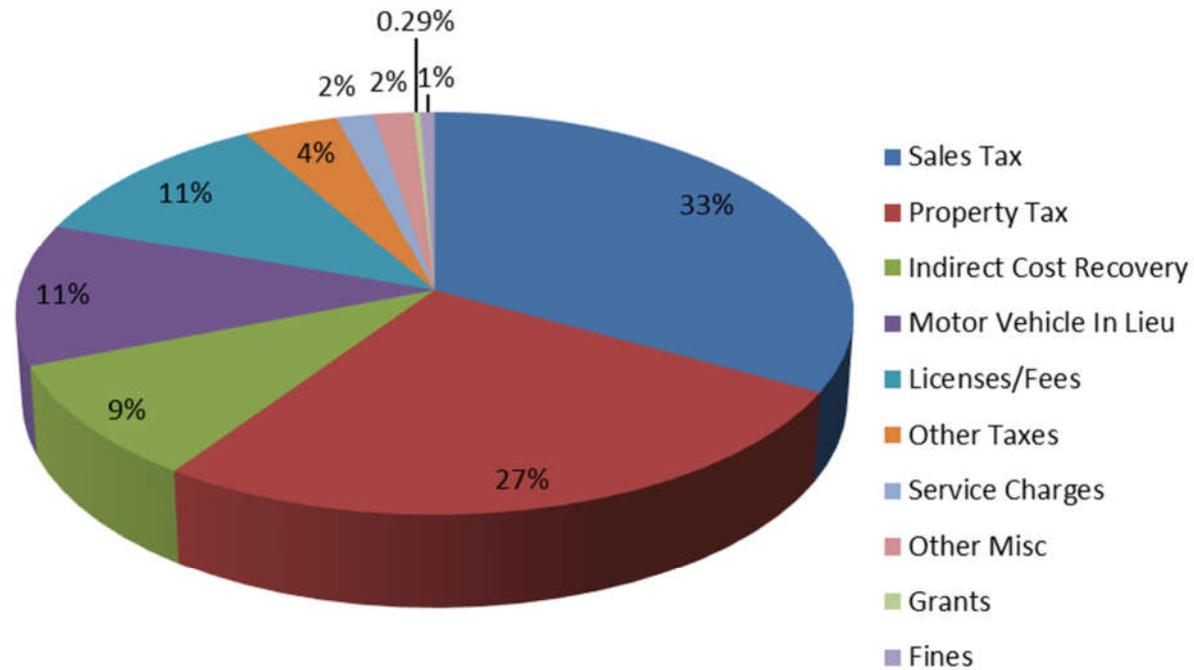
GENERAL FUND REVENUE DETAIL BY CATEGORY

| REVENUE SOURCE | ACTUAL FY2014-2015 | ACTUAL FY2015-2016 | ACTUAL FY 2016-2017 | AMENDED BUDGET FY 2017-2018 | ADOPTED BUDGET FY 2018-2019 |
|----------------------------------|-----------------------|-----------------------|------------------------|-----------------------------------|-----------------------------------|
| SERVICE CHARGES | | | | | |
| COPY MACHINE REVENUE | 0 | 0 | 0 | 0 | 0 |
| PARK REVENUE | 69,641 | 76,641 | 69,640 | 60,000 | 101,200 |
| COMMUNITY SENIOR CENTER MISCEL | 0 | 0 | 0 | 0 | 0 |
| ADULT PARTICIPNT NON RESIDENT | 315 | 644 | 0 | 0 | 0 |
| C BROOKS SWIM CTR REV | 159,435 | 142,287 | 151,830 | 150,000 | 153,000 |
| SENIOR CENTER PROGRAMS REVENU | 9,166 | 6,330 | 0 | 0 | 0 |
| COMMUNITY SENIOR CENTER MISCEL | 69,759 | 89,388 | 75,112 | 80,000 | 81,600 |
| GENERAL RECREATION (MEASURE J) | 35,886 | 21,750 | 37,980 | 15,000 | 15,300 |
| ADULT REC & LEAGUE PROGRAMS | 0 | 0 | 0 | 0 | 0 |
| PARK RESERVE FEE | 944 | 472 | 944 | 0 | 0 |
| COMMUNITY FITNESS CENTER | 35,558 | 36,608 | 27,025 | 36,000 | 36,720 |
| COMMUNITY SPORTS PARK | 234,493 | 231,812 | 253,022 | 205,000 | 209,100 |
| MHFPC FEE FOR SERVICE | 15,620 | 9,720 | 25,720 | 9,690 | 9,690 |
| SPEC POLICE SERVICES | 15,643 | 13,664 | 12,053 | 14,576 | 14,576 |
| ALARM PROGRAM | 70,268 | 76,809 | 92,612 | 70,000 | 75,000 |
| EVIDENCE & PROPERTY REVENUE | 3,173 | 11,598 | 8,887 | 3,989 | 5,000 |
| EXTRADITION REIMBURSEMENT | 6,045 | 7,039 | 13,637 | 6,027 | 6,027 |
| FIRE SERVICES CHARGE | 0 | 0 | 0 | 1,000 | 1,020 |
| HAZ MAT RESPONSE REVENUE | 297 | 0 | 0 | 500 | 510 |
| WEED & LOT CLEANING | 192 | 0 | 0 | 200 | 204 |
| FIRE MISCELLANEOUS SERVICES | 0 | 0 | 0 | 0 | 0 |
| REFUSE DELINQUENT COLLECTIONS | 29,524 | 26,736 | 32,598 | 27,816 | 20,531 |
| Sub-Total Service Charges | 755,959 | 751,497 | 801,060 | 679,798 | 729,478 |
| GRANTS/REIMBURSEMENTS | | | | | |
| YGRIP CONTRIBUTION | 0 | 0 | 0 | 30,000 | 0 |
| TRUANCY~SCHOOL SRO REIMB. | 111,178 | 130,193 | 111,761 | 123,196 | 129,356 |
| OTS STEP GRANT | 0 | 0 | 0 | 75,000 | 0 |

GENERAL FUND REVENUE DETAIL BY CATEGORY

| | ACTUAL | ACTUAL | ACTUAL | AMENDED | ADOPTED |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| REVENUE SOURCE | FY2014-2015 | FY2015-2016 | FY 2016-2017 | BUDGET | BUDGET |
| | | | | FY 2017-2018 | FY 2018-2019 |
| AB109 REIMBURSEMENT | 189,351 | 146,238 | 161,083 | 0 | 0 |
| <i>Sub-Total Grants/Reimbursements</i> | <i>300,529</i> | <i>276,431</i> | <i>272,844</i> | <i>228,196</i> | <i>129,356</i> |
| OTHER MISCELLANEOUS | | | | | |
| COMMISSION ON POST REIMB. | 38,164 | 11,141 | 12,684 | 16,998 | 12,684 |
| CELL TOWER LEASE REVENUE | 68,725 | 32,574 | 52,759 | 74,290 | 54,048 |
| RENTAL INCOME | 16,305 | 4,150 | 3,100 | 0 | 214,280 |
| EQUIPMENT STOCK SALES | 0 | 0 | 0 | 0 | 0 |
| OTHER MISCELLANEOUS REVENUE | 1,836 | -9,714 | 14,937 | 0 | 1,463 |
| DONATIONS | 1,755 | 600 | 450 | 1,755 | 2,205 |
| STRIKE TEAM REIMBURSEMENT | 204,728 | 427,174 | 357,694 | 0 | 15,000 |
| ECONOMIC DEVELOPMENT REVENUE | 25,700 | 834 | 0 | 0 | 36,000 |
| SPRINGLAKE PERSONNEL REIMBURSEMENT | 196,085 | 215,698 | 210,483 | 160,000 | 190,000 |
| SPRINGLAKE APPARATUS REIMBURSEMENT | 26,481 | 26,766 | 39,819 | 30,000 | 30,000 |
| MISCELLANEOUS SALES | 570 | 165 | 282 | 500 | 510 |
| MISCELLANEOUS SALES | 2,455 | 810 | 730 | 1,000 | 1,000 |
| VARIABLE FLEET COST RECOVERY | 0 | 0 | 0 | 0 | 0 |
| CASH SHORT/OVER | -406 | -164 | 10 | 0 | 0 |
| SETTLEMENT REVENUE | 83,574 | 42,750 | 0 | 0 | 10 |
| REIMBURSEMENTS | 257,041 | 15,120 | 20,594 | 8,000 | 8,000 |
| REBATE REVENUE | 3,479 | 485 | 0 | 18,000 | 0 |
| OTHER MISCELLANEOUS REVENUE | 190,479 | 1,751 | 30,841 | 1,463 | 0 |
| INTEREST INCOME | 12,849 | 127,720 | 115,053 | 40,000 | 120,000 |
| CHARGES TO OTHER DEPARTMENTS | 4,259,928 | 4,259,928 | 4,257,767 | 4,259,928 | 4,259,928 |
| TRANSFER FROM ENTER/OTHER FUND | 138,378 | 163,378 | 0 | 0 | 86,160 |
| <i>Subtotal Other Miscellaneous</i> | <i>5,528,126</i> | <i>5,321,165</i> | <i>5,117,204</i> | <i>4,611,934</i> | <i>5,031,288</i> |
| TOTAL GENERAL FUND REVENUE | \$45,157,819 | \$48,022,819 | \$49,404,689 | \$47,680,024 | \$50,384,235 |

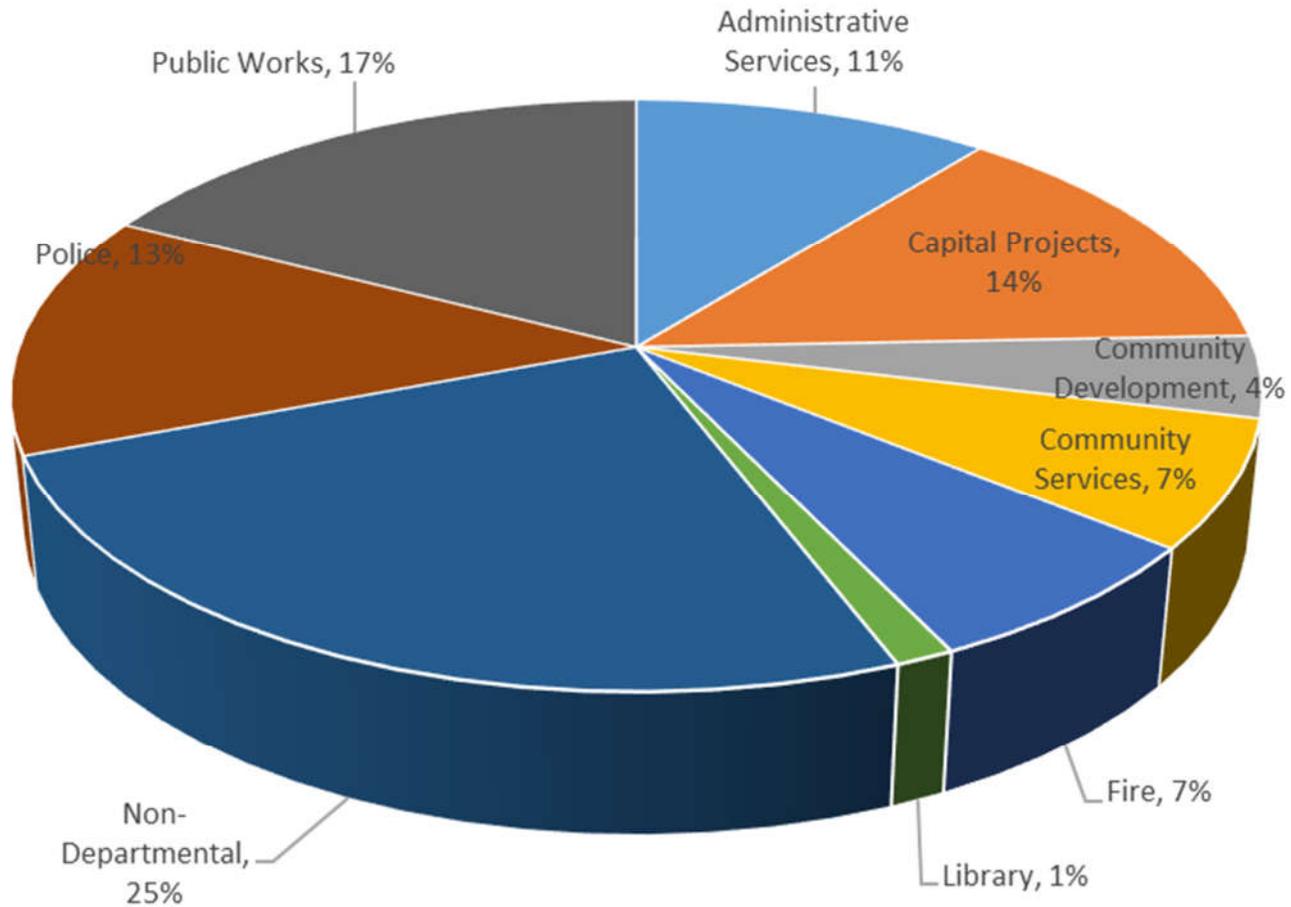
ADOPTED BUDGET FY2018-2019 GENERAL FUND REVENUE BY CATEGORY



**SUMMARY OF EXPENDITURES BY DEPARTMENT
ALL FUNDS**

| | ACTUAL | ACTUAL | ACTUAL | AMENDED BUDGET | ADOPTED BUDGET |
|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | <u>FY 2014-2015</u> | <u>FY 2015-2016</u> | <u>FY 2016-2017</u> | <u>FY 2017-2018</u> | <u>FY 2018-2019</u> |
| EXPENDITURES | | | | | |
| ADMINISTRATIVE SERVICES | \$14,285,670 | 15,367,612 | \$15,461,570 | \$16,748,758 | \$16,857,494 |
| COMMUNITY DEVELOPMENT | 7,158,003 | 6,617,493 | 6,494,979 | 6,926,993 | 6,979,908 |
| COMMUNITY SERVICES | 3,463,832 | 4,437,244 | 8,636,686 | 12,252,819 | 10,925,795 |
| POLICE | 16,294,440 | 17,332,519 | 18,338,761 | 19,532,845 | 20,843,048 |
| FIRE | 9,661,490 | 9,793,863 | 10,433,744 | 11,177,364 | 10,948,727 |
| LIBRARY | 1,578,006 | 1,900,414 | 1,938,516 | 2,001,178 | 2,067,351 |
| PUBLIC WORKS | 30,800,476 | 27,719,794 | 26,962,206 | 27,431,315 | 27,261,439 |
| CAPITAL IMPROVEMENTS | 59,899,888 | 28,042,163 | 10,923,588 | 80,856,454 | 21,217,568 |
| NON-DEPARTMENTAL | 38,253,094 | 37,124,635 | 32,170,896 | 44,728,029 | 39,151,403 |
| TOTAL EXPENDITURES: | <u>\$181,394,899</u> | <u>\$148,335,738</u> | <u>\$131,360,944</u> | <u>\$221,655,755</u> | <u>\$156,252,733</u> |

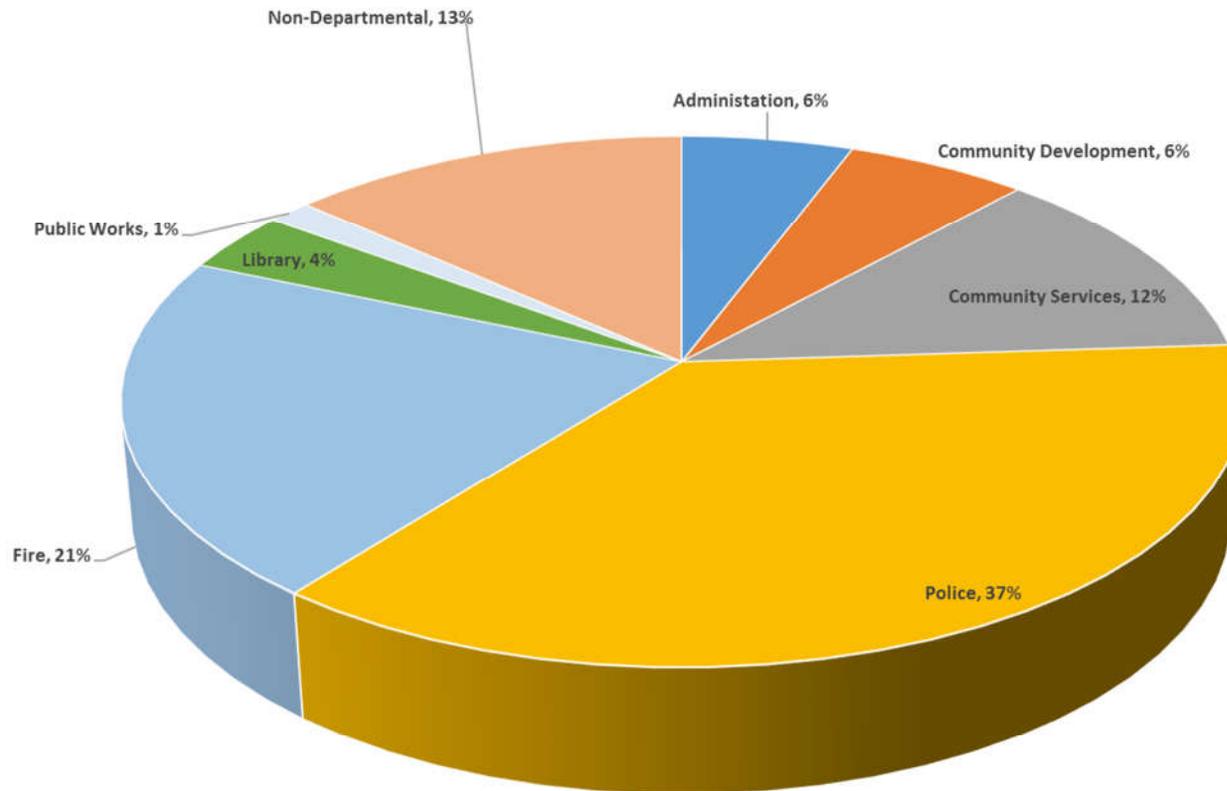
ADOPTED BUDGET FY2018-2019 SUMMARY OF EXPENDITURES BY DEPARTMENT – ALL FUNDS



**SUMMARY OF EXPENDITURES BY DEPARTMENT
GENERAL FUND**

| | ACTUAL | ACTUAL | ACTUAL | AMENDED | ADOPTED |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | <u>FY 2014-2015</u> | <u>FY 2015-2016</u> | <u>FY 2016-2017</u> | <u>BUDGET</u> | <u>BUDGET</u> |
| | <u>FY 2014-2015</u> | <u>FY 2015-2016</u> | <u>FY 2016-2017</u> | <u>FY 2017-2018</u> | <u>FY 2018-2019</u> |
| <i>EXPENDITURES</i> | | | | | |
| ADMINISTRATIVE SERVICES | \$2,570,179 | \$2,804,168 | \$2,813,805 | \$2,960,967 | \$2,948,506 |
| COMMUNITY DEVELOPMENT | 2,495,853 | 2,792,758 | 3,116,696 | 3,294,942 | 2,900,202 |
| COMMUNITY SERVICES | 2,258,804 | 2,924,823 | 5,261,561 | 6,156,928 | 6,376,600 |
| POLICE | 15,680,039 | 16,669,757 | 17,416,341 | 18,222,501 | 19,257,679 |
| FIRE | 9,436,568 | 9,566,932 | 10,272,486 | 10,988,605 | 10,252,025 |
| LIBRARY | 1,474,433 | 1,768,936 | 1,753,227 | 1,877,948 | 1,934,347 |
| PUBLIC WORKS | 2,586,117 | 2,618,742 | 719,122 | 800,917 | 640,047 |
| CAPITAL IMPROVEMENTS | 0 | 608 | 20,045 | 35,497 | 0 |
| NON-DEPARTMENTAL | 6,053,172 | 6,570,901 | 6,586,134 | 10,382,396 | 6,267,633 |
| <i>TOTAL EXPENDITURES:</i> | <u>\$42,555,166</u> | <u>\$45,717,624</u> | <u>\$47,959,418</u> | <u>\$54,720,701</u> | <u>\$50,577,039</u> |

ADOPTED BUDGET FY2018-2019 SUMMARY OF EXPENDITURES BY DEPARTMENT – GENERAL FUND



**CITY OF WOODLAND
FISCAL YEAR 2018/19
TOTAL EXPENDITURES BY FUND**

| Fund | Title | Actual FY 2014/15 | Actual FY 2015/16 | Actual FY 2016/17 | Amended FY 2017/18 | Adopted FY 2018/19 |
|-------------|----------------------------|------------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|
| 010 | EQUIP SERVICES | 6,028,697 | 2,826,644 | 3,478,204 | 2,649,053 | 3,106,443 |
| 011 | FACILITIES REPLACEMENT | 120,519 | 98,185 | 136,303 | 743,195 | 100,000 |
| 012 | EQUIPMENT REPLACEMENT | 840,624 | 893,798 | 1,327,998 | 1,362,707 | 870,019 |
| 013 | BENEFITS FUND | 7,727,412 | 7,944,470 | 8,195,565 | 9,087,872 | 9,027,296 |
| 015 | INFORMATION SYSTEMS FUND | 1,521,459 | 1,968,235 | 1,755,230 | 2,215,815 | 2,089,539 |
| 091 | SELF INSURANCE | 1,383,234 | 1,531,960 | 1,625,833 | 2,015,403 | 1,671,744 |
| 099 | DISBURSE FUND-PR | 0 | 0 | 93,223 | 0 | 0 |
| 101 | GENERAL FUND | 42,555,166 | 45,717,624 | 47,959,418 | 54,720,701 | 50,577,039 |
| 103 | INVESTMENT FUND | 0 | 0 | 0 | 160,000 | 174,337 |
| 210 | WATER ENTERPRISE FUND | 48,453,993 | 24,664,336 | 32,870,620 | 50,961,911 | 28,577,661 |
| 220 | SEWER ENTERPRISE FUND | 24,624,721 | 21,457,716 | 13,406,290 | 22,071,605 | 17,535,452 |
| 221 | STRM DR ENTERPRISE FUND | 1,216,289 | 1,336,966 | 1,347,103 | 1,409,518 | 1,441,199 |
| 222 | WASTEWATER PRE-TREATMENT | 443,192 | 358,761 | 514,775 | 556,827 | 587,536 |
| 240 | CEMETERY | 388,824 | 356,774 | 379,366 | 460,811 | 492,432 |
| 250 | RECYCLING | 192,640 | 230,495 | 243,898 | 322,860 | 255,800 |
| 252 | CONST/DEMO DEBRIS RECYCLE | 30,482 | 36,920 | 40,696 | 67,397 | 71,613 |
| 253 | RECREATION ENTERPRISE | 331,978 | 296,740 | 327,152 | 410,183 | 397,633 |
| 260 | FIRE GRANTS | 0 | 0 | 0 | 0 | 40,584 |
| 280 | TRANSIT SYSTEM | 1,384,767 | 1,473,371 | 1,579,634 | 1,558,885 | 1,687,102 |
| 301 | LITERACY GRANT | 73,618 | 85,292 | 80,424 | 94,730 | 95,210 |
| 320 | COMMUNITY DEV. BLOCK GRNT | 516,672 | 332,212 | 523,464 | 832,110 | 510,838 |
| 321 | OFF-SITE AFFORD HOUSING | 6,666 | 77,350 | 0 | 1,060,000 | 0 |
| 322 | SUPPORT HOUSING PROGR | 190,339 | 201,908 | 222,876 | 372,891 | 275,590 |
| 323 | HOME GRANT | 292,528 | 38,725 | 0 | 185,250 | 0 |
| 324 | HOUSING ASSISTANCE GRANTS | 401,948 | 29,398 | 66,448 | 0 | 0 |
| 325 | WORFORCE HOUSING GRANT | 137,775 | 351,723 | 173,033 | 331,325 | 110,950 |
| 326 | HOUSING ASSISTANCE | 218,828 | 191,255 | 139,427 | 34,773 | 21,100 |
| 327 | AFFORDABLE HOUSING IN-LIEU | 0 | 0 | 0 | 140,000 | 0 |
| 340 | POLICE GRANTS | 17,996 | 136,116 | 403,995 | 585,487 | 440,892 |
| 349 | LOCAL LAW ENFORCEMENT BL | 0 | 1,382 | 0 | 0 | 0 |
| 350 | COPS MORE TECH GRANT | 0 | 7,968 | 0 | 0 | 0 |
| 351 | TRANSPORTATION GRANT | 1,360,648 | 1,508,523 | 1,914,661 | 18,612,048 | 2,608,987 |
| 352 | SLESF | 108,198 | 113,100 | 105,134 | 134,105 | 147,931 |
| 353 | PROPISTION 172 | 554,586 | 537,080 | 491,453 | 539,958 | 498,335 |
| 354 | TRANS DVLP (SB325) | 1,421,503 | 1,517,803 | 1,527,542 | 1,259,229 | 1,346,589 |
| 355 | GAS TAX-2106 (SELECT) | 1,262,891 | 1,313,678 | 1,335,850 | 1,831,203 | 1,853,572 |

| Fund | Title | Actual FY 2014/15 | Actual FY 2015/16 | Actual FY 2016/17 | Amended FY 2017/18 | Adopted FY 2018/19 |
|-------------|---------------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|
| 357 | ASSET FORFEITURE FUND | 39,589 | 8,529 | 0 | 56,000 | 25,000 |
| 358 | HOUSING MONITORING FUND | 87 | 15,735 | 87 | 87 | 87 |
| 359 | FIRE SUPPRESSION DISTRICT | 6,781 | 5,622 | 6,199 | 3,500 | 3,500 |
| 361 | ROAD MAINT AND REHAB ACCOUNT | 0 | 0 | 0 | 325,000 | 990,000 |
| 365 | ENVIRONMENTAL COMPLIANCE | 230,049 | 361,193 | 1,109,061 | 198,491 | 231,112 |
| 381 | GIBSON RANCH L&L | 703,496 | 756,616 | 710,294 | 868,852 | 881,508 |
| 383 | N PARK L&L DISTRICT | 21,982 | 21,624 | 25,340 | 37,307 | 38,477 |
| 384 | SP ASSESS STRENG PD LAND | 21,193 | 20,627 | 28,508 | 41,030 | 37,194 |
| 386 | USED OIL RECYCLING GRANT | 17,921 | 32,978 | 16,963 | 16,000 | 16,000 |
| 387 | WOODLAND WEST L&L | 11,509 | 9,260 | 11,077 | 32,477 | 26,062 |
| 389 | SPRINGLAKE L&L | 876,272 | 883,629 | 979,541 | 1,332,124 | 1,818,593 |
| 391 | SPORTS PARK O&M CFD | 361,363 | 412,139 | 351,772 | 473,287 | 468,730 |
| 392 | GATEWAY L&L | 81,500 | 83,089 | 103,057 | 152,781 | 164,820 |
| 501 | CAPITAL PROJECTS | 300,631 | 224,578 | 161,747 | 398,562 | 829,416 |
| 506 | MEASURE E | 4,196,380 | 3,526,783 | 4,837,926 | 8,937,062 | 4,444,931 |
| 507 | MEASURE F | 0 | 0 | 0 | 0 | 3,801,260 |
| 508 | CAPITAL PROJECT MGMT | 0 | (2,359) | 0 | 39,000 | 0 |
| 510 | GENERAL CITY DEVELOPMENT | 197,288 | 531,482 | 427,314 | 173,273 | 31,779 |
| 522 | RECOGNIZED OBLIGATION RETIREMENT FUND | 5,090,059 | 1,191,358 | 1,128,407 | 867,157 | 1,065,782 |
| 523 | RDA 07 TAB BOND PROCEEDS | 3,101,260 | 1,048,740 | 0 | 0 | 0 |
| 540 | PARK & RECREATION DVLP | 1,888,308 | 1,875,310 | 1,865,226 | 1,584,453 | 1,465,315 |
| 541 | PARK IN-LIEU FEES | 209,527 | 4,967 | 0 | 0 | 0 |
| 550 | POLICE DEVELOPMENT FUND | 69,342 | 72,475 | 69,210 | 70,364 | 70,364 |
| 560 | FIRE DEVELOPMENT | 181,564 | 181,734 | 181,572 | 181,964 | 191,964 |
| 570 | LIBRARY DEVELOPMENT FUND | 90,550 | 89,614 | 91,008 | 87,587 | 87,587 |
| 580 | SURFACE WATER DEVELOPMENT | 0 | 0 | 0 | 0 | 250,000 |
| 581 | STORM DRAIN DEVELOPMENT | 203,036 | 233,409 | 211,529 | 1,654,084 | 203,981 |
| 582 | ROAD DEVELOPMENT | 461,755 | 494,436 | 620,460 | 1,619,301 | 625,351 |
| 583 | TREE RESERVE | 2,020 | 1,786 | 728 | 2,400 | 0 |
| 584 | WATER DEVELOPMENT FUND | 69,799 | 69,799 | 69,799 | 69,799 | 69,799 |
| 585 | SEWER DEVELOPMENT FUND | 67,441 | 67,441 | 67,441 | 1,982,828 | 1,983,823 |
| 593 | GIBSON RANCH INFRA-STRUC | 990 | 990 | 5,669 | 700,990 | 100,990 |
| 594 | SPRING LAKE CAPITAL | 6,878,519 | 3,484,658 | 340,972 | 139,095 | 139,854 |
| 599 | MASTER CAPITAL FUND | 107,407 | 0 | 0 | 0 | 0 |
| 601 | SPRINGLAKE ADMINISTRATION | 103,532 | 112,841 | 227,633 | 191,523 | 179,337 |
| 640 | SLIF PARKS & RECREATION | 364,300 | 498,914 | 1,639,689 | 5,230,642 | 1,790,000 |
| 681 | SLIF STORM DRAIN FUND | 1,282,150 | 2,180,669 | 1,492,730 | 10,910,002 | 35,000 |
| 682 | SLIF STREET IMPROVEMENT | 1,710,986 | 3,091,705 | 1,895,722 | 200,000 | 1,301,000 |
| 684 | SLIF WATER FUND | 236,504 | 427,357 | 262,040 | 0 | 0 |
| 685 | SLIF SEWER FUND | 368,439 | 665,760 | 408,220 | 0 | 0 |

| Fund | Title | Actual | Actual | Actual | Amended | Adopted |
|------|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | FY 2014/15 | FY 2015/16 | FY 2016/17 | FY 2017/18 | FY 2018/19 |
| 830 | SOUTHEAST AREA DEBT SERV | 1,435,650 | 1,223,708 | 1,216,348 | 1,308,588 | 1,234,656 |
| 841 | BEAMER/KENTUCKY ASSESS-R | 0 | 0 | 0 | 0 | 122,002 |
| 850 | EAST MAIN ASSESS DIST 90 | 1,235,707 | 1,228,791 | 0 | 12,404 | 0 |
| 870 | CFD#2 SPRINGLAKE DEBT SRV | 2,735,756 | 2,855,239 | 4,298,281 | 3,086,308 | 3,333,367 |
| 880 | 2005 CAPITAL PROJECTS L/R | 0 | 500 | 0 | 0 | 0 |
| 882 | 2012 LEASE REFUNDING | 1,057,886 | 1,061,394 | 1,059,897 | 312,203 | 0 |
| 883 | 2014 REFUNDING LEASE REV BONDS | 0 | 1,540,692 | 1,537,877 | 1,542,876 | 1,542,875 |
| 885 | WWTP REVENUE BONDS 2005 | 1,538,223 | 57,234 | 0 | 0 | 0 |
| 917 | LIBRARY TRUST FUND | 29,955 | 46,186 | 104,865 | 28,500 | 37,794 |
| | | \$181,394,899 | \$148,335,738 | \$149,829,824 | \$221,655,755 | \$156,252,733 |

FINANCIAL FORECAST

Introduction

The Five-Year Financial Forecast provides a long-term view of City revenues and expenditures to assist in evaluating the impact of policy choices on the long-term fiscal health of the City. This section provides a detailed discussion of the General Fund Five-Year Forecast as well as a summary of projections for selected other major funds supported by special taxes, assessments and fees.

The Five-Year Forecast is useful in identifying potential issues that may arise in the future, which require fiscal planning affecting the current budget. Early planning for projected changes in baseline expenditures is critical to ensuring long-term fiscal stability for the organization. Furthermore, the restrictions imposed by the State limiting local governments' ability to raise revenues, adds to the importance of understanding the long-term fiscal impact of policy decisions.

The forecast should not only identify opportunities or challenges, but it should also serve to explain the underlying conditions contributing to the results. By understanding the specific factors impacting variances in the forecast, policy makers can target budgetary actions appropriate to the nature and scope of specific issues.

Over the course of the most recent City Council budget discussion there has been increased focus on the sensitivity of the budget forecast to the major underlying revenue and expenditure assumptions. The uncertainty that characterizes the current economic climate not only argues for prudent long-term financial planning, but also suggests that the City being prepared for a range of outcomes is perhaps more appropriate than focusing on any single predicted outcome. As such, the five-year budget model truly serves as a planning tool rather than a forecasting tool.

Summary of Five-Year Forecast

This section of the budget document presents an update of the General Fund Five-Year Forecast. Previous efforts to address the structural deficits in past forecasts have relied on decreasing levels of one-time resources and contributed to an increasingly improved forecast. However, the latest economic recession, triggered by the bursting of the housing market "bubble" has greatly eroded the two most significant local revenue sources.

Past long term forecasts have served as valuable tools in assessing the City's progress in meeting its goal of fiscal stability, ensuring that current revenues are sufficient to meet expenditure requirements for maintaining existing service levels and that the City can sustain this level of service without reliance on growth or increases in current tax rates.

The five-year budget forecast serves to highlight the variability of the City's budget outlook in the face of stagnant revenues and continued uncertainty. Through modeling alternative revenue and expenditure assumptions, the forecast provides not only a sense of the short-term measures that are required to maintain a balanced budget, but also informs the level of contingency plans that also need to be in place, should alternative scenarios play out.

The following summarizes the results of the City's baseline General Fund forecast:

General Fund 5-Year Forecast

- General Fund revenues (excluding Measure E/F) are projected to grow at an average annual rate of 2.1% per year, resulting in total revenue growth of \$3.15 million over five-year period FY 2017/18 through FY 2021/22.
- General Fund expenditures (excluding the transfer of Measure E/F) are projected to experience annual increases averaging 3.17% per year, resulting in total General Fund expenditures growth of \$3.69 million over five-year forecast period.
- Without corrective action, the General Fund reserve will decline from an estimated \$10.7 million (23.9% of revenues) at the end of the FY2018-19, falling below the 20% reserve policy level, to \$7.8 million (or 16.3%) by FY2020-22.
- The projected operating deficits shown over the five-year planning horizon remain highly sensitive to assumptions related to major city revenues and expenditure categories. Among the main areas of concern are property and sales tax revenues, and overall personnel costs (and specifically costs for health and retirement benefits).

Five-Year Forecast Assumptions

The Five-Year Forecast is based on a number of assumptions. Many factors which drive the forecast are beyond the control of the City, such as inflation, federal and state spending cuts, state wide initiatives, short-term economic cycles, and unforeseen emergencies. These assumptions impact revenue and expenditure projections and variations can cause wide swings in budget balancing strategies.

Inflation

Inflation is an important factor in any economic forecast, given its influence on both city revenues and expenditures. Inflation sensitive revenue, such as sales and business license taxes, make up a significant portion of the General Fund budget. Salary and benefit costs can also be influenced by annual cost-of-living increases.

The City of Woodland uses as its inflation index, the July-to-July All Urban Consumer Price Index for the San Francisco Bay Area. For the purposes of this forecast, a 2.0% annual inflation rate is generally used throughout the five-year planning timeframe.

Population

Based on data from the State Department of Finance, population is projected to be 60,426 for the 2018 year (an increase of 0.9% over the prior year). Population impacts some state revenues (allocated on a per capita basis) as well as drives demands for a variety of city services.

Expenditure Baseline

The expenditure baseline for the Five-Year Forecast is the Adopted FY2018-19 Budget. The forecast projects expenditures as a result of anticipated changes in factors and assumptions highlighted in this section.

Current service/staffing levels - The baseline Five-Year forecast assumes two (6) additional FTEs to the FY2017-18 staffing levels. It should be noted that any budget that maintains a relatively

General Fund 5-Year Forecast

“flat” staffing/service levels needs to account for increased costs resulting from personnel costs as well as inflation and contractual obligations impacting non-personnel expenditures.

Personnel Costs

Salary and benefit costs make up 65% of the General Fund budget, less the transfer out of Measure E proceeds. Every 1% increase in total compensation costs approximately \$466,447 on an all funds basis, and approximately \$292,483 to the General Fund.

The Five-Year Plan reflects total compensation (salaries and benefits) a decrease of 6% for FY2018-19, and averaging 3.8% per year over the five-year forecast. This represents an increase of approximately \$4.42 million to the General Fund over the Five-Year Plan.

Insurance Premiums

Costs related to Health, Dental, Retiree Medical, Disability, Workers’ Compensation, Life Insurance, Unemployment Insurance, and other related benefits are assumed to grow at an annual rate of 2% for FY 2018-19 and the forecast assumes annual average increases of 5% thereafter. The City is projected to pay out \$10.5 million in FY 2018-19, with \$6.2 million charged to the General Fund.

Other Post-employment Benefits (OPEB)

GASB Pronouncement 45 requires public agencies to evaluate and report in its annual financial statements the fully-funding cost of any post-employment benefits (i.e. retiree healthcare). While GASB 45 does not require full-funding of post-employment benefits, it effectively sheds light in the gaps between the true cost of these benefits and the funds typically allocated on an annual basis for pay-as-you-go funding plans.

Beginning in FY2013-14, the City of Woodland began funding OPEB contributions over and above the historical pay-as-you-go levels previously included in the budgets. For FY2018-19, the OPEB contribution rate is approximately 12.6% of salaries, and includes an estimated \$1,007,789 in supplemental funding to be applied toward the amortization of the unfunded liability. Over the Five-Year Plan, the OPEB contribution rate is maintained at approximately 12.5% of salaries; this is steadily climbing toward the goal of fully funding the annually required contribution of \$4.7 million or 20% of salaries.

State Retirement System

Retirement rates are set annually by the California Public Employees’ Retirement System (CalPERS). The rates established for FY2018-19 reflect an increase from current rates. Retirement contribution rates are primarily driven by investment earnings for the CalPERS’ investment portfolio, as well as variations in other actuarial assumptions.

The following table summarizes the employer contribution rates used in the Adopted FY2018-19 Budget and Five-Year Forecast:

General Fund 5-Year Forecast

| | PERS projection FY2017/18 | PERS projection FY2018/19 | PERS projection FY2019/20 | PERS projection FY2020/21 | PERS projection FY2021/22 |
|--------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| SAFETY | 38.266 6.1% | 42.978 12.3% | 47.100 9.6% | 50.800 7.9% | 53.600 5.5% |
| MISC | 30.516 3.4% | 33.854 10.9% | 37.100 9.6% | 39.800 7.3% | 42.100 5.8% |

On an all-funds basis, the City's cost for retirement benefits in FY2018-19 is \$8.3 million and General Fund cost for retirement contributions will grow to just over \$5.3 million for FY2018-19.

General Fund Reserve

The General Fund reserve is intended to buffer against downturns in the economy, reductions in State and Federal funding, and could be used to buffer the impacts of potential budget balancing measures. In spring of 2015, the City Council revised its Reserve Policy and established minimum levels of reserves. The minimum reserve level is now 20% (previously 13%) of revenues.

The General Fund currently shows a reserve in excess of the minimum 20% required by Council policy. During the course of the Five-Year Plan, the General Fund reserve is projected to fall below the 20% minimum level. As discussed with Council in the workshops, correction of the ongoing approximately \$1.0 to \$1.7 million (over the Five-Year Plan) structural imbalance in the General Fund is expected to take place in the FY 2019-20 fiscal year and corrected via the adoption of the FY 2019-2020 budget.

General Fund Revenues

The amount of money available to fund services and programs through the General Fund is determined by the dollars generated by the City's economic base and the City's revenue structure (i.e., the fees and rates applied like business licenses). The General Fund provides the only fully discretionary revenue available to the Council and citizens to directly support changing local priorities. The General Fund provides funding for such services as police and fire protection, parks, recreation, community development, as well as most of the administrative and support functions of City government.

While there are numerous sources contributing to overall General Fund revenues, there are five primary sources that the City uses throughout the year as key indicators of the health of overall General Fund revenue: property tax, sales tax, motor vehicle in-lieu taxes, transient occupancy (hotel) tax, and fee revenues. In FY2018-19, these indicator revenues are expected to comprise an estimated 86% of the total General Fund revenue.

General Fund Major Revenue Sources

The City's ability to maintain General Fund revenue consistent with inflation and other increasing pressures has been severely limited by various voter initiatives over the last 20 years. This trend began in 1979 with Proposition 13, and continued with the State-wide Proposition 218. The effects these voter initiatives have had on the City's General Fund have been further compounded by the State's shift of local property tax revenues away from cities to school districts (ERAF) and the State General Fund.

General Fund 5-Year Forecast

The projection of revenues into the future is based on past performance and analysis of actual current private and public sector activity. This includes such private sector activities as housing trends, employment, property turnover and business growth; and public sector developments such as policy shifts at the local, state and federal levels.

Revenue projections are inherently dependent on a number of assumptions, which vary among revenue sources. The assumptions used to project the General Fund Revenues in the Five-Year Strategic Plan are as follows:

- **Property Tax** – The State Constitution sets the base property tax rate at 1% of assessed value. The City receives approximately 18% of the property tax generated in Woodland, with the majority of the revenue going to the State. Property tax receipts are projected to increase by 4.88% in FY2018-19, 3.94% in FY2019-20 and grow at 3.0% thereafter throughout the forecast.
- **Sales Tax** – Sales tax revenues are derived from the tax imposed on sales of goods and services transacted within the City. Sales tax revenues are expected to decrease by 2.03% in FY2018-19 and then increase by 1.72% in FY2019-20; then grow at an average of 1.66% throughout the forecast. The City utilizes a third party consultant to monitor sales tax information and trends; this consultant provides detailed reports and projections to assist with budget forecasting. The assumptions used in the Five-Year Plan are based on the most conservative options provided by the consultant.

In addition to the regular sales tax mentioned above, the City also projects revenues related to the special sales taxes enacted within the City: Measure E/F (1/2 cent) and Measure J (1/4 cent). The assumptions described above apply to Measure E through its expiration in September 2018. Continuation of Measure E shall be in the form of Measure F as approved by the City's voters.

- **Motor Vehicle In-Lieu** – This revenue source represents the City's allocated share of state-wide vehicle registrations, apportioned throughout the County on a per capita basis. Historically, this revenue source has provided a stable funding source to the General Fund, in excess of \$4.0 million per year. In FY2003-04, this source of revenue was targeted by the State as a means to address the state's budget dilemma. This resulted in the loss of 3 months, or one-quarter, of the anticipated annual revenue.

The FY2004-05 State Budget changed how VLF revenues are distributed, and lessened the reliance of this revenue source on the part of cities. In that year, roughly 90% of cities' VLF revenues were exchanged for an equal amount of Property Tax revenues from the state. In subsequent years, the amount of the property tax "in-lieu" payments increased in proportion to growth in each jurisdiction's assessed value. As noted with Property Taxes, these revenues are projected to increase by 5% in FY2018-19 and by 4% in FY2019-20, and grow at 3.0% thereafter throughout the forecast.

- **Fee Revenues** – Several City programs are funded through fees charged to participants and users of city services. These range from fees for recreation programs to fees for building permits. Most fees are updated each July by an inflation factor; a comprehensive study of a majority of the City's fees has not been completed since 2004, with the exception of building fees.

General Fund 5-Year Forecast

For this five-year projection, fee revenues are assumed to increase at an average of 2.36% per year.

- Franchise Fees - Franchise fees are a form of rent for use of City streets and roadways. Examples of businesses that pay franchise fees include trash collectors, cable television companies, electric utilities and oil and natural gas pipeline companies. Franchise fees are generally dependent upon the revenues of the companies that pay the fee to the City; for FY2018-19, and throughout the forecast, these revenues are assumed to increase at an average of 1.8% per year.

ADOPTED FUNDING RECOMMENDATIONS

The budget also includes an allocation of \$3.046 million from available excess reserves to pay-down the City’s CalPERS unfunded pension liability plus an additional \$490,000 in proposed General Fund appropriations for other one-time priority needs. The following summarizes the specific one-time funding recommendations included as part of the FY2018/19 Adopted Budget:

| | <u>FY2017/18</u> | <u>FY2018/19</u> |
|---|---------------------|-------------------|
| CalPERS Unfunded Liability Payment | \$ 3,046,402 (GF) | |
| Economic Development Initiatives | | \$ 50,000 |
| Homeless Initiatives | | 50,000 |
| Neighborhood Traffic Calming | | 100,000 |
| Special Events | | 25,000 |
| Downtown – Dead Cat Alley Infrastructure | | 30,000 |
| Library Master Plan – Phase 1 Projects (selected) | | 55,000 |
| Fire Dept. – SCBA Filling Station | | 90,000 |
| Fire Dept. – Standards of Coverage Study | | 40,000 |
| Sustainability Projects | | <u>50,000</u> |
| <i>Sub-Total One-Time Funding Recommendations</i> | <u>\$ 3,046,402</u> | <u>\$ 490,000</u> |

Under the current budget framework, limited budget flexibility is available to support on-going budget augmentations. The following table summarizes the FY18/19 recommendations for ongoing, recurring annual General Fund appropriations:

| | | |
|--|--------------------------------|---------|
| Budget-Balancing Measures - | | |
| CalPERS Unfunded Liability Payment | \$ 485,700 (GF) | |
| Administrative Services - Reduce Contract Services | \$ 50,000 | |
| Fire Prevention / Inspection Fee Adjustments | <u>\$ 50,000</u> (partial yr.) | |
| Sub-Total Balancing Measures | \$ 585,700 | |
| Recurring Funding Augmentations: | | |
| Administrative Services Support Staffing | \$ 50,000 (GF) | 1.0 FTE |
| Social Services Coordinator | <u>\$ 128,357</u> | 1.0 FTE |
| Sub-Total Funding Augmentations | \$ 178,357 | |

General Fund 5-Year Forecast

The adopted budget provides ongoing funding support for programs established through the passage of Measure J through the voter-approved quarter-cent sales tax that generates roughly \$2.5 million per year. The Adopted Budget includes the following funding allocations:

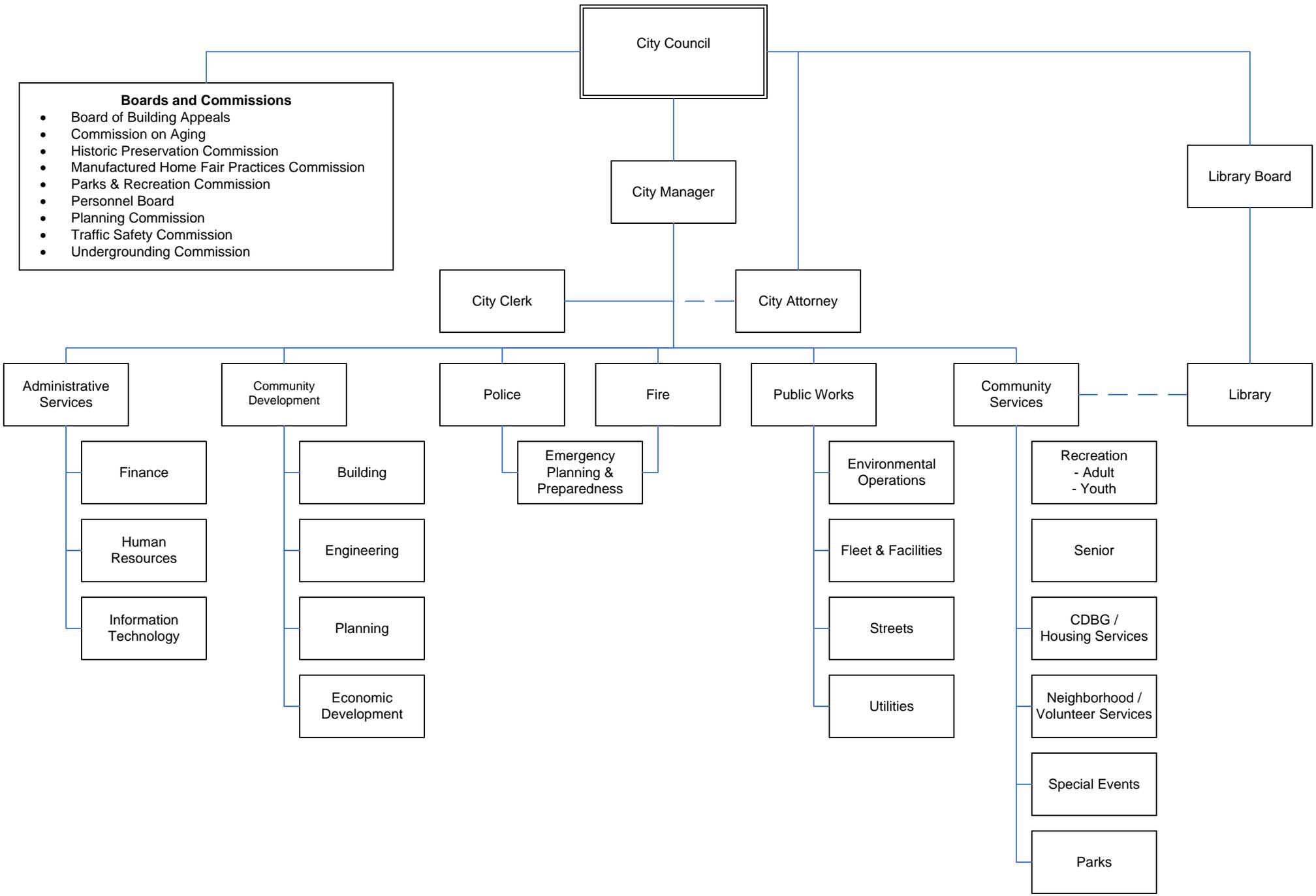
| Measure J Spending Plan | Baseline FY2019 | Recommended Additions | Proposed FY2019 |
|------------------------------------|----------------------------|----------------------------------|----------------------------|
| Utility Assistance | \$ 224,627 | | \$ 224,627 |
| General Recreation | \$ 478,545 | \$ 30,000 | \$ 508,545 |
| Middle School Programs | \$ 254,523 | \$ 5,000 | \$ 259,523 |
| Aquatics | \$ 260,665 | \$ 15,000 | \$ 275,665 |
| Recreation Van | \$ 102,451 | \$ - | \$ 102,451 |
| Summer Camp | \$ 211,732 | \$ - | \$ 211,732 |
| Youth Advisory Committee & Academy | \$ 5,000 | \$ - | \$ 5,000 |
| At-Risk Youth | \$ 170,928 | \$ 7,000 | \$ 177,928 |
| Crime Prevention | \$ 133,464 | \$ - | \$ 133,464 |
| GREAT Program | \$ 47,000 | \$ 43,500 | \$ 90,500 |
| Library | \$ 545,718 | \$ - | \$ 545,718 |
| Programming Subtotal | \$ 2,434,653 | \$ 100,500 | \$ 2,535,153 |
| Unallocated | \$ 155,506 | | \$ 55,006 |
| Total Measure J | \$ 2,590,159 | \$ 100,500 | \$ 2,590,159 |

Measure J funding has also been identified in this budget to support two of the Council's strategic project priorities developed over the past year. Specifically, \$2 million in available Measure J fund balance is recommended to be set-aside (pending future appropriation) representing the City's initial funding contribution for Phase 2 build-out of the Sports Park (\$1 million) and the development of a second pool complex (\$1 million). Both of these projects envision a public/private partnership to include the City, user groups, businesses, and the community at-large, to develop new recreation facilities to meet the growing needs of the City. City funds are envisioned to help defray costs of backbone infrastructure, site acquisition, and provide seed funding for community-wide capital campaign in support of these two exciting projects.

General Fund 5-Year Forecast

ADOPTED BUDGET (INCLUDES FUNDING RECOMMENDATIONS)

| General Fund | Audited Actuals | Adopted | Mid-Year Projection | Adopted | Forecast | | |
|--|-----------------|---------------|-------------------------|-------------------------|------------------------|------------------------|------------------------|
| | FY2016/17 | FY2017/18 | FY2017/18 | FY2018/19 | FY2019/20 | FY2020/21 | FY2021/22 |
| Beginning Balances | \$ 14,886,101 | \$ 14,313,120 | \$ 15,270,926 | \$ 10,972,148 | \$ 10,779,344 | \$ 10,672,571 | \$ 9,618,197 |
| Revenues | \$ 49,382,049 | \$ 47,605,024 | \$ 49,656,045 7.11% | \$ 50,384,235 1.47% | \$ 51,625,290 2.46% | \$ 52,713,567 2.11% | \$ 53,828,062 2.11% |
| Expenditures (Includes Measure J) | \$ 47,959,418 | \$ 47,583,030 | \$ 50,114,700 11.21% | \$ 50,087,039 -2.86% | \$ 51,732,063 3.28% | \$ 53,767,941 3.94% | \$ 55,574,521 3.36% |
| Annual Surplus/Deficit | 1,422,631 | 21,994 | (458,655) | 297,197 | (106,773) | (1,054,374) | (1,746,460) |
| General Fund One-Time Expenses | | (1,565,856) | (1,445,649) | (490,000) | | | |
| One-time Funding (CALPERS Extra Payment) | | | (3,046,402) | | | | |
| Measure J Unspent Fund Balance | (470,877) | | | | | | |
| General Fund Loan Repayments | | | | | | | |
| Unreserved Fund Balance | \$ 15,837,855 | \$ 12,769,258 | \$ 10,320,219 | \$ 10,779,344 | \$ 10,672,571 | \$ 9,618,197 | \$ 7,871,737 |
| FY17 Encumbered/Uncumbered Carry-Over to FY18 | \$ (566,929) | | \$ 566,929 | | | | |
| Measure J One-Time Funding | | | \$ 85,000 | | | | |
| Ending Unreserved Fund Balance | \$ 15,270,926 | \$ 12,769,258 | \$ 10,972,148 | \$ 10,779,344 | \$ 10,672,571 | \$ 9,618,197 | \$ 7,871,737 |
| Percentage (E.U.F.B./Revenues) | 34.4% | 29.9% | 24.7% | 23.9% | 23.1% | 20.3% | 16.3% |
| Reserve Policy \$ | \$ 8,872,400 | \$ 8,543,374 | \$ 8,896,752 | \$ 9,028,794 | \$ 9,258,107 | \$ 9,456,486 | \$ 9,659,711 |
| Reserve Policy % | 20.00% | 20.00% | 20.00% | 20.00% | 20.00% | 20.00% | 20.00% |
| "Excess" Fund Balance (over Reserve Target) | \$ 6,398,526 | \$ 4,225,884 | \$ 2,075,396 | \$ 1,750,551 | \$ 1,414,464 | \$ 161,711 | \$ (1,787,974) |
| | | | | | | | |



CITY ORGANIZATION

Employee Summary - Citywide

| Classification | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | Adopted FY2018/19 |
|---|------------------|------------------|------------------|------------------|------------------------------|
| Accountant II | 1 | 1 | 1 | 1 | 1 |
| Administrative Clerk I | 1 | 1 | 0 | 0 | 0 |
| Administrative Clerk II | 4 | 4 | 4 | 4 | 4 |
| Administrative Clerk III | 2 | 2 | 3 | 2 | 2 |
| Administrative Secretary | 3 | 2 | 2 | 2 | 2 |
| Administrative Supervisor | 0 | 1 | 1 | 1 | 1 |
| Application Analyst, Sr. | 1 | 1 | 1 | 1 | 1 |
| Assistant Engineer | 1 | 0 | 0 | 0 | 0 |
| Associate Civil Engineer | 3 | 2 | 1 | 1 | 1 |
| Associate Engineer | 0 | 1 | 1 | 1 | 1 |
| Associate Planner | 1 | 1 | 1 | 1 | 1 |
| Assistant City Manager-Community & Economic Development | 0 | 0 | 1 | 1 | 1 |
| Chief Building Official | 1 | 1 | 1 | 1 | 1 |
| Chief Plant Operator | 1 | 1 | 1 | 1 | 1 |
| Chief Collection System Operator | 0 | 0 | 1 | 1 | 1 |
| Chief Water Systems Operator | 1 | 0 | 0 | 0 | 0 |
| City Clerk | 1 | 1 | 1 | 1 | 1 |
| City Engineer | 1 | 1 | 1 | 1 | 1 |
| City Manager | 1 | 1 | 1 | 1 | 1 |
| Code Compliance Officer II | 2 | 2 | 2 | 2 | 1 |
| Community Development Director | 1 | 1 | 0 | 0 | 0 |
| Community Development Technician I | 0 | 0 | 0 | 0 | 2 |
| Community Development Technician II | 1 | 1 | 1 | 1 | 0 |
| Community Services Director | 1 | 1 | 1 | 1 | 1 |
| Community Services Officer | 4 | 4 | 4 | 4 | 4 |
| Community Services Program Manager | 1 | 2 | 2 | 2 | 2 |
| Conservation Coordinator | 3 | 3 | 3 | 3 | 3 |
| Construction Project Manager | 0 | 1 | 1 | 0 | 0 |
| Crime & Intelligence Analyst | 1 | 1 | 1 | 1 | 1 |
| Crime Prevention Specialist | 0 | 1 | 1 | 1 | 1 |
| Deputy CDD Director | 0 | 0 | 1 | 1 | 1 |
| Deputy PW Director - O&M | 1 | 1 | 1 | 0 | 0 |
| Deputy PW Director - Utilities | 0 | 0 | 1 | 1 | 1 |
| Electrical Supervisor | 1 | 1 | 1 | 1 | 1 |
| Electrical/Electronics Instrumentation Technician | 0 | 0 | 0 | 0 | 0 |
| Electrician's Assistant | 2 | 2 | 2 | 2 | 2 |
| Engineering Assistant | 0 | 0 | 0 | 1 | 1 |
| Engineering Technician II | 4 | 2 | 2 | 2 | 2 |
| Engineering Technician III | 2 | 5 | 5 | 4 | 4 |
| Environmental Compliance Inspector I | 1 | 2 | 2 | 2 | 1 |
| Environmental Compliance Inspector II | 0 | 0 | 0 | 0 | 1 |
| Environmental Compliance Specialist | 1 | 0 | 0 | 0 | 0 |
| Environmental Resource Analyst | 1 | 1 | 0 | 0 | 0 |
| Env Sustainability Manager | 0 | 0 | 1 | 1 | 1 |
| Equipment Services Clerk | 1 | 1 | 1 | 1 | 1 |
| Equipment Services Worker | 1 | 1 | 1 | 1 | 1 |
| Facilities Maintenance Worker I | 0 | 1 | 0 | 0 | 0 |
| Facilities Maintenance Worker II | 1 | 0 | 1 | 1 | 1 |
| Facilities Maintenance Worker III | 2 | 2 | 3 | 3 | 3 |
| Finance Clerk I | 0 | 0 | 0 | 0 | 0 |
| Finance Clerk II | 2 | 2 | 2 | 2 | 2 |
| Finance Officer | 1 | 1 | 1 | 1 | 1 |
| Finance Specialist | 3 | 3 | 3 | 3 | 3 |
| Finance Supervisor | 1 | 1 | 1 | 1 | 1 |

CITY ORGANIZATION

Employee Summary - Citywide

| Classification | Adopted | | | | |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|
| | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | FY2018/19 |
| Fire Battalion Chief | 3 | 3 | 3 | 3 | 3 |
| Fire Captain | 12 | 12 | 12 | 12 | 12 |
| Fire Chief | 0 | 0 | 1 | 1 | 1 |
| Fire Engineer | 12 | 12 | 12 | 12 | 12 |
| Fire Marshal | 0 | 0 | 0 | 1 | 1 |
| Fire Prevention Specialist II | 2 | 2 | 2 | 2 | 2 |
| Firefighter | 15 | 15 | 15 | 15 | 15 |
| Fleet & Facilities Manager | 1 | 1 | 1 | 1 | 1 |
| GIS Analyst | 1 | 1 | 1 | 1 | 1 |
| GIS Technician II | 1 | 1 | 0 | 0 | 0 |
| Heavy Equipment Mechanic | 2 | 2 | 2 | 2 | 2 |
| Human Resources Analyst II | 1 | 1 | 1 | 0 | 0 |
| Human Resources Clerk | 0 | 0 | 0 | 0 | 1 |
| Human Resources Manager | 1 | 1 | 1 | 1 | 1 |
| Ind Electrical Tech | 2 | 2 | 2 | 2 | 2 |
| Information Systems Administrator | 0 | 0 | 0 | 0 | 0 |
| Information Systems Specialist | 0 | 0 | 0 | 0 | 0 |
| Information Systems Technician I | 0 | 0 | 0 | 0 | 1 |
| Information Systems Technician II | 0 | 0 | 1 | 1 | 0 |
| Information Technology Analyst | 1 | 1 | 1 | 1 | 1 |
| Information Technology Manager | 1 | 1 | 1 | 1 | 1 |
| Infrastructure O&M Superintendent | 1 | 0 | 0 | 1 | 1 |
| Laboratory & Env Comp Manager | 0 | 1 | 1 | 1 | 1 |
| Laboratory Supervisor | 1 | 0 | 0 | 0 | 0 |
| Laboratory Technician I | 0 | 0 | 0 | 0 | 1 |
| Laboratory Technician II | 2 | 0 | 2 | 2 | 1 |
| Laboratory Technician III | 0 | 2 | 0 | 0 | 0 |
| Librarian I | 1 | 2 | 0 | 0 | 0 |
| Librarian II | 1 | 1 | 3 | 3 | 3 |
| Librarian III | 1 | 1 | 1 | 1 | 1 |
| Library Services Director | 1 | 1 | 1 | 1 | 1 |
| Library Technician Assistant II | 2 | 3 | 1 | 1 | 1 |
| Library Technician Assistant III | 0 | 0 | 2 | 2 | 2 |
| Light Equipment Mechanic | 1 | 1 | 1 | 1 | 1 |
| Literacy Coordinator | 0 | 1 | 1 | 1 | 1 |
| Maintenance Supervisor | 1 | 1 | 1 | 1 | 1 |
| Maintenance Worker I | 0 | 2 | 2 | 2 | 1 |
| Maintenance Worker II | 5 | 3 | 3 | 3 | 4 |
| Maintenance Worker III | 3 | 2 | 2 | 2 | 2 |
| Management Analyst I | 0 | 0 | 0 | 1 | 1 |
| Management Analyst II | 1 | 1 | 1 | 1 | 1 |
| Meter Services Technician | 1 | 2 | 2 | 2 | 2 |
| Park Maintenance Worker II | 2 | 2 | 3 | 3 | 4 |
| Park Superintendent | 0 | 0 | 1 | 1 | 1 |
| Park Supervisor | 3 | 3 | 2 | 2 | 2 |
| Police Captain | 1 | 1 | 1 | 1 | 1 |
| Police Chief | 1 | 0 | 1 | 1 | 1 |
| Police Lieutenant | 3 | 3 | 3 | 3 | 3 |
| Police Officer | 45 | 49 | 49 | 49 | 52 |
| Police Records Specialist | 0 | 1 | 2 | 1 | 1 |
| Police Records Supervisor | 0 | 1 | 1 | 1 | 1 |
| Police Sergeant | 10 | 10 | 10 | 10 | 10 |
| Pool Facilities Technician | 1 | 1 | 1 | 1 | 1 |
| Principal Civil Engineer | 1 | 1 | 1 | 1 | 1 |

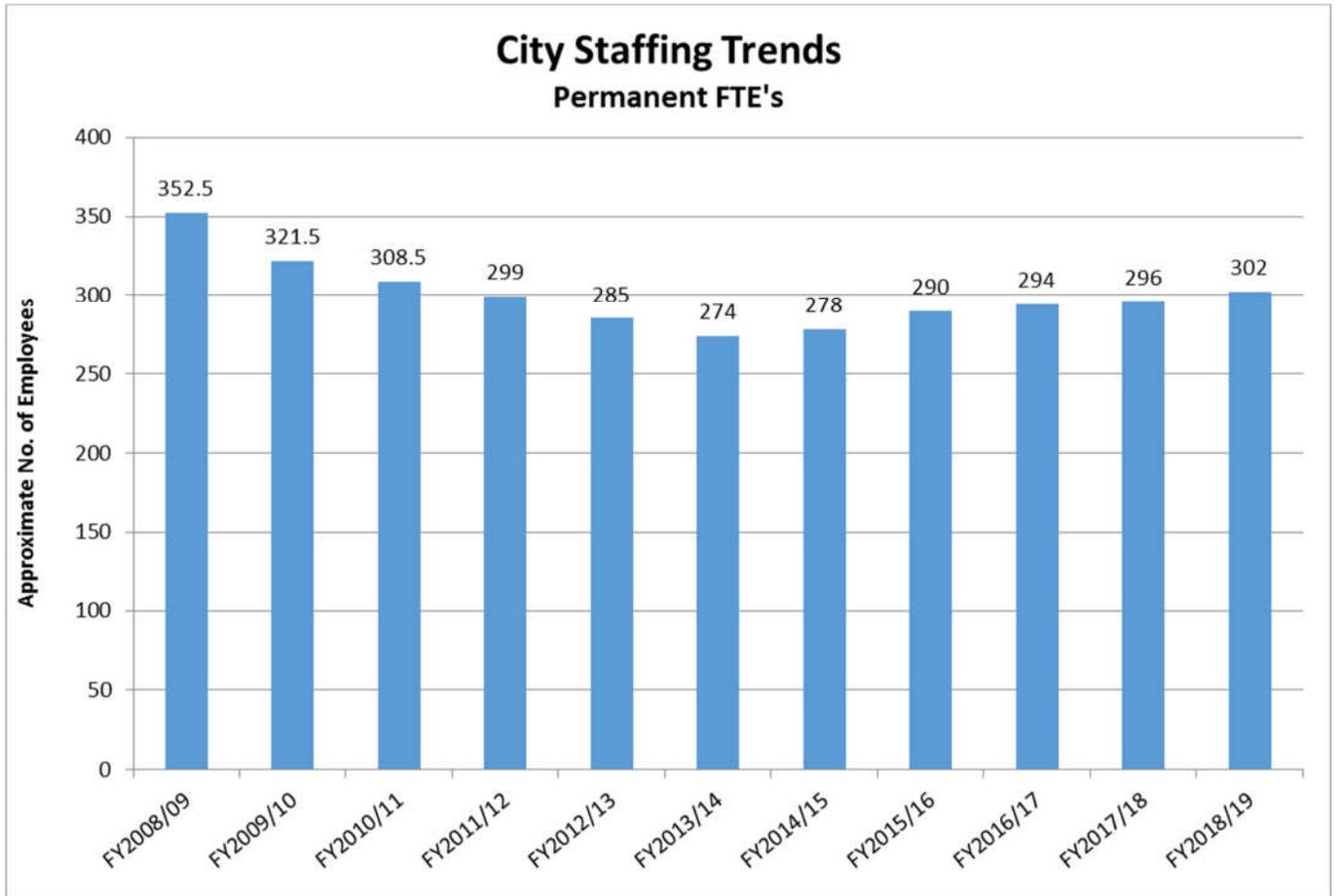
CITY ORGANIZATION

Employee Summary - Citywide

| Classification | Adopted | | | | |
|--|------------|------------|------------|------------|------------|
| | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | FY2018/19 |
| Principal Planner | 1 | 1 | 1 | 1 | 1 |
| Principal Utilities Civil Engineer | 1 | 1 | 1 | 1 | 1 |
| Public Safety Chief | 0 | 1 | 0 | 0 | 0 |
| Public Works Director | 1 | 1 | 1 | 1 | 1 |
| Records Manager | 1 | 0 | 0 | 0 | 0 |
| Recreation Coordinator | 1 | 3 | 3 | 3 | 3 |
| Recreation Supervisor | 3 | 4 | 4 | 4 | 4 |
| Redevelopment Manager | 1 | 1 | 1 | 1 | 1 |
| Secretary to the City Manager | 1 | 1 | 1 | 1 | 1 |
| Senior Accountant | 1 | 1 | 1 | 1 | 1 |
| Senior Building Inspector | 1 | 1 | 1 | 1 | 1 |
| Senior Building Plans Examiner | 1 | 1 | 1 | 1 | 1 |
| Senior Associate Civil Engineer | 0 | 1 | 2 | 2 | 2 |
| Senior Civil Engineer | 2 | 1 | 1 | 1 | 1 |
| Senior HR Analyst | 0 | 0 | 0 | 1 | 1 |
| Senior Engineering Assistant | 1 | 0 | 0 | 0 | 0 |
| Senior Equipment Mechanic | 1 | 1 | 1 | 1 | 1 |
| Senior Management Analyst | 4 | 4 | 4 | 4 | 4 |
| Senior Planner | 2 | 2 | 2 | 2 | 2 |
| Signs and Marking Tech II | 1 | 1 | 1 | 1 | 1 |
| Social Services Manager | 0 | 0 | 0 | 0 | 1 |
| Senior Construction Project Manager | 0 | 0 | 0 | 1 | 1 |
| Senior Police Records Specialist | 6 | 5 | 4 | 5 | 5 |
| Senior Tree Trimmer | 1 | 1 | 1 | 1 | 1 |
| Senior Utilities Maint Wrk Sewer | 1 | 1 | 1 | 1 | 1 |
| Senior Utilities Maint Wrk Water | 2 | 2 | 2 | 1 | 1 |
| Senior Water System Operator | 1 | 1 | 1 | 1 | 1 |
| Senior Signs & Markings Technician | 0 | 1 | 1 | 1 | 1 |
| Storekeeper | 1 | 1 | 0 | 0 | 0 |
| Systems Analyst, Senior | 1 | 1 | 1 | 1 | 1 |
| Traffic Sig/Street Light Tech | 1 | 1 | 1 | 1 | 1 |
| Transportation Engineer | 0 | 0 | 0 | 0 | 0 |
| Treatment Plant Mechanic | 1 | 1 | 1 | 1 | 1 |
| Tree Trimmer II | 1 | 1 | 1 | 1 | 1 |
| Underground Utility Service Locator | 0 | 0 | 0 | 1 | 1 |
| Utilities Maintenance Supervisor | 1 | 1 | 0 | 0 | 0 |
| Utilities Maintenance Worker I | 6 | 7 | 9 | 7 | 7 |
| Utilities Maintenance Worker II | 10 | 9 | 8 | 10 | 10 |
| Utilities Maintenance Worker III | 6 | 6 | 6 | 6 | 6 |
| Utilities Maintenance Worker IV | 0 | 0 | 0 | 1 | 1 |
| WPCF Superintendent | 1 | 0 | 0 | 0 | 0 |
| Wastewater Systems Admin | 0 | 1 | 0 | 0 | 0 |
| Water Pollution Control Operator II | 0 | 0 | 0 | 0 | 0 |
| Water Pollution Control Operator III | 2 | 2 | 2 | 2 | 2 |
| Water Pollution Control Operator IV | 2 | 2 | 2 | 2 | 2 |
| Water Systems Administrator | 0 | 1 | 1 | 1 | 1 |
| Water Systems Operator II | 2 | 2 | 2 | 2 | 2 |
| Water/Waste Inst Tech | 2 | 2 | 2 | 2 | 2 |
| Total Full-Time Equivalents Positions | 278 | 290 | 294 | 296 | 302 |

City Organization

The citywide organizational chart below represents a 10 year personnel (permanent regular full-time employees) trend for the City.



ADMINISTRATIVE SERVICES

Administration consists of: City Council, City Manager, City Clerk, and City Attorney. Additionally, the support functions of Human Resources, Finance and Information Technology (IT) are included under Administration for management and budgeting purposes.

City Council

The City of Woodland, first incorporated in 1871, is a general law City under provisions of the State of California. A directly-elected five-member City Council serves as the policy-making body for the City. In 2016, the City Council will be transitioning from being elected “at-large” to being elected “by district.” The three at-large seats with terms expiring in 2016 will be contested by-district for newly formed Districts 2, 4 and 5. The two at-large seats with terms expiring in 2018 will be filled by candidates to be elected from districts 1 and 3. In conjunction with the transition to district elections, the City Council acted to move the election dates from June to November of even-numbered years, effectively moving the municipal elections from the date of the statewide primary election to the general election. Also as part of this transition, the office of the Mayor will shift to serving one-year rotating terms.

The City Council establishes goals and priorities for the delivery of city services and approves the annual budget in support of planned activities. In performing this role, the City Council holds regular and special public meetings and investigates various matters pertaining to the health, safety and welfare of all Woodland citizens and businesses. This division contains the costs incurred by the City Council in the course of its work, including stipends, memberships, conferences and travel.

The City Council has established the following priority goal areas and has identified specific projects and initiatives within each. The City Manager and staff are collectively responsible for implementing these priorities:

- Fiscal Responsibility
- Public Safety
- Strengthening Downtown
- Economic Development/Jobs
- Quality of Life
- Infrastructure
- Governance/Organizational Effectiveness

City Manager

Under the Council/Manager form of government, the City Manager is appointed by and responsible to the City Council to serve as the administrative head of the municipal organization and to direct the overall performance and coordination of all City services and programs. Pursuant to the City Code, the City Manager is responsible for the enforcement of all City ordinances and the implementation of City policies. The City Manager prepares and administers the City’s budgets, appoints and evaluates department heads, and keeps the City Council advised as to the needs of the City. Additionally, this division contains the costs for the City’s membership dues in various organizations and the City’s funding contributions to other agencies, such as the Local Agency Formation Commission (LAFCO), the County Office of Emergency Services and the Yolo Habitat Conservation Plan JPA.

Department Summaries

FY2017-18 Accomplishments

- Presented balanced budget for FY2018-19 consistent with the city's framework for fiscal sustainability; budget structurally-balanced; maintains prudent reserves; limited budget flexibility (mostly one-time) for highest priority needs; continues to address unfunded OPEB liabilities.
- Reached agreement on expiring labor agreements for the Mid-Management Association.
- Adopted an updated Master Tax-Sharing Agreement with Yolo County.
- Established an inter-departmental Homeless Outreach Street Team (HOST), led by the Police Department, to respond to community issues associated with the homeless population.
- Made initial investment to partner with the Community Choice Energy Program.
- Adopted the Yolo Habitat Conservation Plan HCP/NCCP.

FY2018-19 Goals

- Continue prudent management of city fiscal resources through implementation of long-term budget framework.
- Continue progress on meeting key milestones in the development and selection of a locally-preferred flood control project to mitigate the risk associated with Lower Cache Creek.
- Advance the City's Housing First Model addressing homelessness and expand collaboration with local and regional partners to expand housing options and hire a full time Social Services Manager.
- Continue work to secure a site for a future fire station and second City pool.

City Clerk

The City Clerk is primarily responsible for preparation of the City Council agendas and completes the necessary arrangements to ensure an effective meeting. Also assures that before and after the City Council takes action, those actions are in compliance with all federal, state and local statutes and regulations and that all actions are properly executed, recorded and archived.

Other duties includes posting of Council meeting minutes, codifying city ordinances, maintaining files in connection with City contracts and agreements, publishing all legal notices, serving as filing officer for various statements of economic interest and campaign statements, conducting municipal elections, Public Records Act, Political Reform Act and the Brown Act (open meeting laws).

In addition, the City Clerk oversees the preservation and protection of the public records by maintaining and indexing the Minutes, Ordinances, and Resolutions adopted by the City Council. Also ensures that other municipal records are readily accessible to the public.

The City Clerk also serves as liaison between staff, community and others with the Council and responds to requests from the public for information regarding City government, including responses to requests made under the Public Records Act.

FY2017-18 Accomplishments

- Transitioned from at-large Council elections to by-district Council elections for District 2, 4 and 5.
- Assured that Form 700 filings for the Fair Political Practices Commission were completed and filed in a timely manner.

Department Summaries

- City Council agendas and supporting documents were posted within legal requirements on City website.
- Maintained up-to-date City Council minutes on the City website.
- Started re-codification process of City code with Quality Code Publishing.
- Started 90-day agenda management pilot program with Novusolutions.
- Provided access to City public records, which included responding to Public Records Requests within legal timeline and maintaining transparency in Government.
- Advertised and scheduled interviews to fill vacancies on the various boards and commissions.

FY2018-19 Goals

- Will begin a 90-day agenda management pilot program with CivicClerk.
- Assisting Council candidates in District 1 and 3 with nomination papers for Nov. 2018 elections.
- Assisting Council candidates in meeting their legal responsibilities before, during and after the election from election orientation, pulling nomination papers, certification of election results and filing of final campaign disclosure documents.
- Finalize re-codification of City code with Quality Code Publishing.
- Continue to maintain up-to-date City Council minutes on the City website.
- Respond to and track Public Records Request on portal created by IT Department.
- Improve access to public information and transparency in government.
- Work with individual departments to explore options for Records Management System.
- Continue to work towards earning a Master Municipal Clerk (MMC) Certification.

City Attorney

The City Attorney is appointed by the City Council and serves as the City's legal advisor. City Attorney services are currently performed under contract with the law firm of Best, Best and Krieger, LLP. The work involves preparation and review of contracts, agreements, ordinances, resolutions and other legal documents and providing legal advice to the City organization on a variety of matters. This division contains the expenses incurred by the City Attorney services retainer, reimbursable expenses and other related legal expenses.

Human Resources

Human Resources is a support division to the six departments in the City organization and is primarily responsible for recruitment, testing and selection; records management, position control, classification and compensation, benefit and retirement administration, employee and labor relations, development and monitoring of the City's personnel rules and policies; enforcement of labor related federal/state laws and regulations, monitoring City-wide performance evaluations; coordination of worker's compensation claims; labor negotiations; and promotion of safety in the workplace.

FY2017-18 Accomplishments

- Created New Job Classifications that included:
 - Underground Utility Service Locator
 - Fire Marshal
- Updated the following classifications:
 - Operations & Maintenance Superintendent
 - Utilities Maintenance Worker Series – both Water and Sewer

Department Summaries

- Human Resources Analyst Series
- Senior Engineering Assistant
- Park Maintenance Series
- Successfully recruited the following positions:
 - Hired or promoted 27 full time employees
 - Assisted with Promotions of three (3) positions
 - Separated 29 employees
 - Hired 100 plus Seasonal employees
- Updated temporary salaries to reflect the increase in minimum wage.
- Part of the negotiation team for the Confidential MOU.
- Updated Bilingual Policy to include new eligible languages, and increase the stipend.
- Developed a draft of a Military Policy.
- Responded to and investigated Grievances.
- Worked with Yolo County on a Comprehensive Open Enrollment Health Fair.

FY2018-19 Goals

- Continue to complete negotiations on open and/or expiring Agreements.
- Continue on the citywide rollout of Target Solutions.
- Update the FMLA and Sexual Harassment Policy.
- Finish Military Policy.
- Continue to work with IT on paperless solutions to Personnel Actions.

Finance

The Finance Division is responsible for the oversight and management of the City's financial resources. The division provides service to citizens and others having financial dealings with the City, and provides technological support to all City departments and Woodland citizens. The department is organized into four primary functions:

Administration

This division is responsible for overall management and direction of the Finance Division including budgeting, long term financial planning, debt management, assessment district management, audits, treasury and cash management, and special projects related to City financial issues.

Expenditure budgets within this division also include payment of premiums for citywide benefits. These premiums include medical/prescription, vision services, dental services and life insurance. Additionally, premiums for the City's insurance for worker's compensation, property and equipment insurance to YCPARMIA are covered within this division.

Accounting

This division is responsible for the timely tracking and reporting of all City revenues and expenditures, ensuring payment for all City services and debts, maintenance of the accounting system, customer account maintenance for City furnished utility services, financial administration of grants and capital projects, and processing of the City's payroll.

Purchasing

This division assists with procurement of special order items and monitors the City's purchasing policies related to department purchases. Full-time staffing for these functions have been eliminated over the

Department Summaries

last several budget cycles, but the functions have been absorbed into the Accounting functions noted herein.

FY2017-18 Accomplishments

- Refunded the 2009 Wastewater Revenue Bonds to achieve significant overall savings.
- Refunded the payments for the water right acquired from Conaway Preservation Group through issuance of publicly offered debt.
- Completed two annexations for the Spring Lake Community Facilities District to allow for issuance of additional debt.
- Completed an update to the Spring Lake Infrastructure Fees (SLIF).
- Completed an audit of the payroll system for compliance with various state and federal labor laws.
- Implemented a citywide Debt Management Policy.
- Made a significant contribution to CalPERS to pay down unfunded pension liabilities.

FY2018-19 Goals

- Complete and publish the Comprehensive Annual Financial Report (CAFR) in conformity with GASB requirements in a timely manner.
- Continue development and update of multi-year forecasts for other major City funds.
- Review and update the City's Major Projects Financing Plan (MPFP) to ensure development impact fees are accurately calculated.
- Complete refunding of the 2007 Tax Allocation Bonds to achieve ongoing budgetary savings.
- Implement changes in structure and staffing to allow for more centralized oversight for City procurement processes.
- Complete issuance of debt for the Spring Lake Community Facilities District (CFD) for construction and acquisition of infrastructure.
- Complete a study of sewer rates in compliance with Proposition 218.

Information Technology

The Information Technology (IT) Division operates and maintains the City's computer network, stand-alone systems, general-purpose and specialized software, messaging infrastructure, GIS environment, Council Chambers audio-visual equipment, and related multimedia and automated systems. A "help desk" function is also included to track and respond to problems reported on supported systems. The programs encompass the daily operation and ongoing maintenance of the City's computer systems. These systems provide general office automation support as well as specialized data processing capabilities for employees in all City offices. Expenditures cover repair and replacement programs, software licensing, hardware support, outsourced professional services, and other similar activities. The Information Technology Division also provides for Information Systems services needed to operate and maintain specialized decision support systems.

FY2017-18 Accomplishments

- Security Training – Security has always been a high priority for the City of Woodland. Sadly, all the technology in the world cannot protect even the most secure companies from the #1 threat. Employees are the biggest threat to a business and IT has spent the past year training City staff. Criminals have discovered that a basic targeted email to employees is the easiest way to infect computers and gain access to the computer system. IT spent the past year sending bogus targeted emails to staff and tracked who clicked on these emails. Staff quickly became

Department Summaries

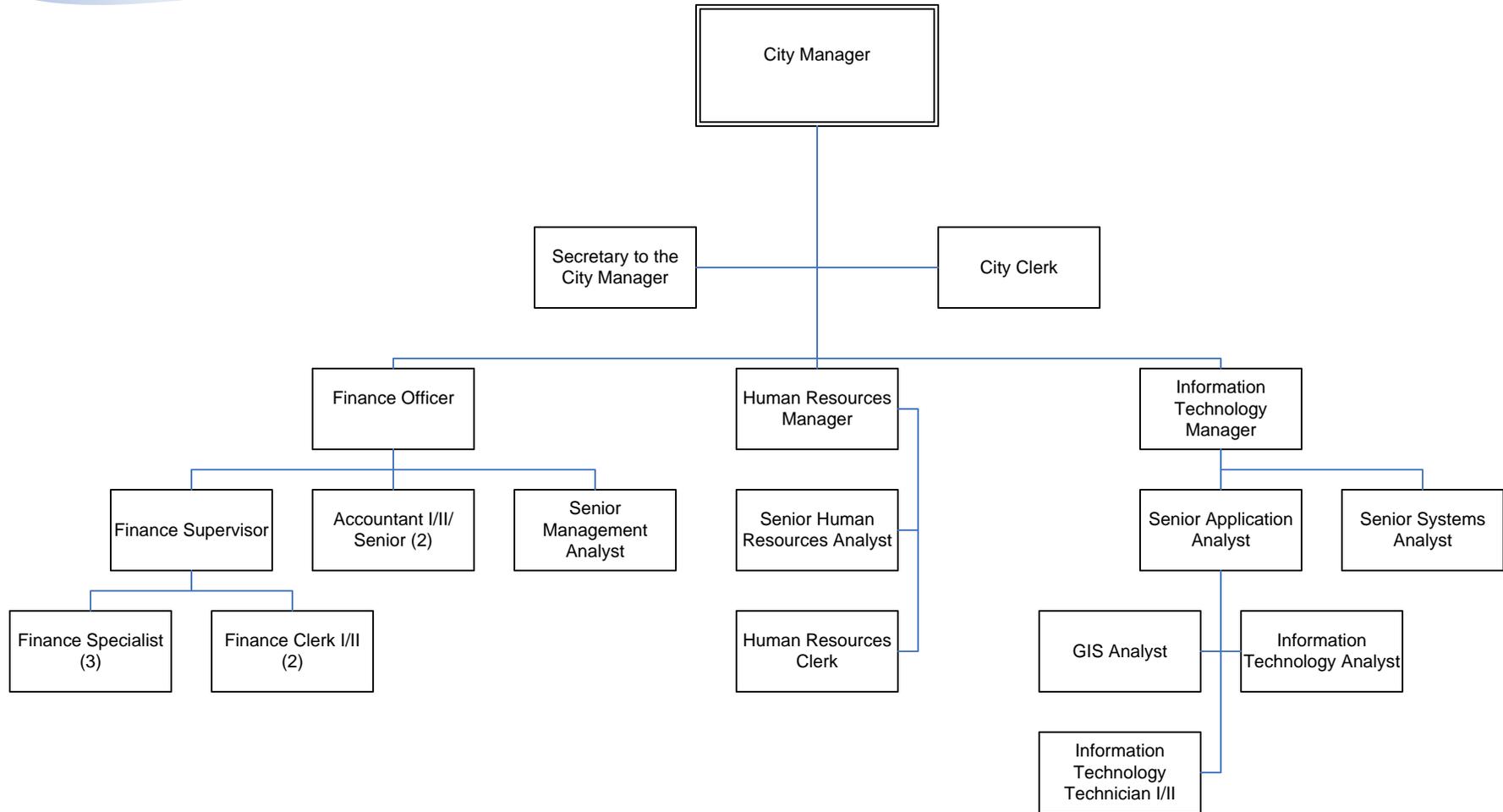
suspicious of emails and in the end, the City went from 45% prone to click on a bogus link in an email to just 6%. IT will continue to test staff and provide training to staff who need additional help identifying bogus emails.

- Infrastructure – IT has spent the past year updating the City’s aging network infrastructure. New hardware was necessary accommodate the demand of data bandwidth in this past year. The City’s data communications have tripled in capacity in order to provide best possible services to staff as well as citizens.
- Organizational Effectiveness – Leveraging technology to reduce the amount of staff time spent on a task is a priority for IT. The monthly water shut-off process used to be a staff intense process and was susceptible to errors. The shut-off report was the latest process that was improved by integrating the financial billing system and the Public Works work order management system. The two systems talk together and eliminate the potential for error and reduces staff time spent completing this monthly task.

FY2018-19 Goals

- Organizational Effectiveness – IT staff will continue to provide efficiency support to staff by variety of avenues such as remote support, phone support, as well as walk in / drop off services. Furthermore, IT will be proactively reaching out to all departments to identify potential areas for increased productivity and efficiency by leveraging various IT products. This includes training IT staff to “job shadow” to gain insight on how other departments function. The goal is to determine ways in which we can reduce staff time by leveraging technology.
- Security – In today’s rapid changing world, security is a concern everywhere. Cyber security is more rampant than ever before. Last year IT focused on training staff to identify phishing attempts. This year IT will be looking into better ways to secure city computers and network from this ever-changing threat by using newer less conventional techniques. Cyber security is the threat that can’t see but IT has been requested to help with the threats that can. IT has worked closely with police department to pilot and implement various physical security cameras throughout City facilities, parks, streets, and parking lots. The success of these security cameras has gained interest in various departments as well as agencies throughout the County. IT will be standardizing and implementing additional security camera systems as well as exploring license plate reader cameras.
- Organizational Effectiveness – A common theme in IT is to reduce staff time spent completing a task by leveraging technology, but some improvement benefit both residents and staff. IT will continue to review City services that can be given an online presence and account receivables is next on the list. By bringing accounts receivable online, it would allow local businesses and residents to pay their fire inspection fees and alarm permits online.

Administrative Services



ADMINISTRATIVE SERVICES

| <u>Source of Funds</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Proposed FY2018-2019 |
|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|
| General Fund Support | \$ 2,568,795 | \$ 2,802,506 | \$ 2,811,775 | \$ 3,088,908 | \$ 3,130,959 |
| General Fund Fees & Charges | - | - | - | 30,000 | - |
| Internal Service Funds | 10,586,018 | 11,426,656 | 11,554,650 | 12,451,625 | 12,746,537 |
| Enterprise Funds | 1,032,239 | 1,066,441 | 1,003,640 | 1,089,928 | 929,800 |
| Special Revenue | 62,675 | 47,306 | 51,116 | 49,991 | 49,553 |
| Development Funds | 35,242 | 28,628 | 35,464 | 131,546 | 3,980 |
| Redevelopment/Successor Agency | - | - | - | - | - |
| Spring Lake | 28,833 | 24,704 | 40,388 | 38,307 | 10,159 |
| Total Funding Sources | \$ 14,313,802 | \$ 15,396,241 | \$ 15,497,033 | \$ 16,880,305 | \$ 16,870,988 |

| <u>Division</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|-----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| 11 City Council | \$ 214,517 | \$ 186,873 | \$ 163,277 | \$ 173,830 | \$ 145,238 |
| 12 City Clerk | 276,050 | 188,196 | 211,237 | 200,200 | 256,770 |
| 14 City Attorney | 359,515 | 364,130 | 506,836 | 376,128 | 475,200 |
| 15 City Manager | 747,020 | 857,407 | 679,935 | 756,663 | 666,373 |
| 16 Human Resources | 357,186 | 419,062 | 443,920 | 431,912 | 556,162 |
| 18 Economic Development | 7,871 | 62 | - | - | - |
| 19 Capital Projects | - | - | 379 | 152,554 | 25,000 |
| 31 Finance Administration | 8,114,023 | 8,503,285 | 8,759,446 | 9,585,221 | 9,813,646 |
| 32 General Accounting | 1,341,920 | 1,360,026 | 1,325,471 | 1,399,847 | 1,218,244 |
| 33 Information Systems | 1,507,373 | 1,951,334 | 1,734,605 | 2,171,542 | 2,077,125 |
| 34 General Services | 1,355,866 | 1,534,569 | 1,632,885 | 1,644,356 | 1,644,306 |
| 35 Central Stores | 4,329 | 2,670 | 3,957 | 9,060 | 4,430 |
| 39 Finance Capital Projects | 28,132 | 28,628 | 35,085 | (21,008) | (11,506) |
| Total Expenditures | \$ 14,313,802 | \$ 15,396,241 | \$ 15,497,033 | \$ 16,880,305 | \$ 16,870,988 |

| <u>Division</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|-----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| 11 City Council | \$ 214,517 | \$ 186,874 | \$ 163,277 | \$ 173,830 | \$ 145,238 |
| 12 City Clerk | 276,050 | 188,197 | 211,237 | 200,200 | 256,770 |
| 14 City Attorney | 359,515 | 364,131 | 506,836 | 376,128 | 475,200 |
| 15 City Manager | 747,020 | 857,407 | 679,935 | 756,663 | 666,373 |
| 16 Human Resources | 357,186 | 419,062 | 443,920 | 431,912 | 512,051 |
| 18 Economic Development | 761 | 62 | - | - | - |
| 19 Capital Projects | - | - | - | - | - |
| 31 Finance Administration | 325,320 | 513,171 | 514,794 | 739,417 | 607,969 |
| 32 General Accounting | 280,848 | 268,880 | 281,443 | 271,612 | 278,285 |
| 33 Information Systems | - | - | - | - | - |
| 34 General Services | 4,633 | 3,715 | 8,406 | 2,145 | 2,190 |
| 35 Central Stores | 4,329 | 2,670 | 3,957 | 9,060 | 4,430 |
| 39 Finance Capital Projects | - | - | - | - | - |
| Total Expenditures | \$ 2,570,179 | \$ 2,804,168 | \$ 2,813,805 | \$ 2,960,967 | \$ 2,948,506 |

| Expenses by Category | | | | | |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Actual | Actual | Actual | Amended | Adopted |
| Expenditures | FY2014-2015 | FY2015-2016 | FY2016-2017 | FY2017-2018 | FY2018-2019 |
| Salaries and Benefits | \$ 2,924,986 | \$ 3,317,116 | \$ 3,031,009 | \$ 3,204,905 | \$ 3,442,951 |
| Supplies & Services | 9,079,965 | 9,651,027 | 10,142,947 | 10,955,844 | 10,865,766 |
| Education & Meetings | 86,135 | 98,121 | 92,889 | 99,041 | 103,609 |
| Debt Service | - | - | - | - | - |
| Capital Expenses | 9,854 | 236,689 | 25,303 | 279,000 | 80,000 |
| Other Operating Expenditures | 2,004,306 | 1,934,910 | 2,204,885 | 2,341,515 | 2,378,662 |
| Transfers | 208,555 | 158,378 | - | - | - |
| Total Expenditures | \$ 14,313,801 | \$ 15,396,241 | \$ 15,497,033 | \$ 16,880,305 | \$ 16,870,988 |

| General Fund Expenses by Category | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Actual | Actual | Actual | Amended | Adopted |
| Expenditures | FY2014-2015 | FY2015-2016 | FY2015-2017 | FY2017-2018 | FY2018-2019 |
| Salaries and Benefits | \$ 1,418,317 | \$ 1,512,101 | \$ 1,386,179 | \$ 1,450,413 | \$ 1,564,080 |
| Supplies & Services | 999,879 | 1,106,400 | 1,231,889 | 1,365,102 | 1,229,446 |
| Education & Meetings | 68,093 | 75,598 | 77,785 | 70,343 | 74,911 |
| Debt Service | - | - | - | - | - |
| Capital Expenses | - | 11,890 | - | - | - |
| Other Operating Expenditures | 83,891 | 98,179 | 117,952 | 75,109 | 80,069 |
| Transfers | - | - | - | - | - |
| Total Expenditures | \$ 2,570,180 | \$ 2,804,168 | \$ 2,813,805 | \$ 2,960,967 | \$ 2,948,506 |

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – ADMINISTRATIVE SERVICES

| Classification | Adopted | | | | |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|
| | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | FY2018/19 |
| Administrative Services | | | | | |
| Accountant II | 1 | 1 | 1 | 1 | 1 |
| Applications, Analyst Sr. | 1 | 1 | 1 | 1 | 1 |
| City Clerk | 1 | 1 | 1 | 1 | 1 |
| City Manager | 1 | 1 | 1 | 1 | 1 |
| Finance Clerk II | 2 | 2 | 2 | 2 | 2 |
| Finance Officer | 1 | 1 | 1 | 1 | 1 |
| Finance Specialist | 3 | 3 | 3 | 3 | 3 |
| Finance Supervisor | 1 | 1 | 1 | 1 | 1 |
| GIS Analyst | 1 | 1 | 1 | 1 | 1 |
| GIS Technician II | 1 | 1 | 0 | 0 | 0 |
| Human Resources Analyst II | 1 | 1 | 1 | 0 | 0 |
| Human Resources Clerk | 0 | 0 | 0 | 0 | 1 |
| Human Resources Manager | 1 | 1 | 1 | 1 | 1 |
| Information Systems Technician I | 0 | 0 | 0 | 0 | 1 |
| Information Systems Technician II | 0 | 0 | 1 | 1 | 0 |
| Information Technology Analyst | 1 | 1 | 1 | 1 | 1 |
| Information Technology Manager | 1 | 1 | 1 | 1 | 1 |
| Secretary to the City Manager | 1 | 1 | 1 | 1 | 1 |
| Senior Accountant | 1 | 1 | 1 | 1 | 1 |
| Senior HR Analyst | 0 | 0 | 0 | 1 | 1 |
| Senior Management Analyst | 2 | 2 | 1 | 1 | 1 |
| Systems Analyst, Sr. | 1 | 1 | 1 | 1 | 1 |
| Total Administrative Services | 22 | 22 | 21 | 21 | 22 |

COMMUNITY DEVELOPMENT

The Community Development Department (CDD) is made up of five divisions: Administration, Economic Development, Planning, Building Inspection, and Engineering. CDD strives to provide efficient and effective economic development services, land use and environmental planning, development, transportation, capital and utility engineering, building inspections, code compliance and plan check services.

The department (1) provides long range facility, infrastructure, transportation/traffic planning coordination to meet current and future needs of the City; (2) identifies deficiencies and plans/programs long and short range repair requirements through a comprehensive pavement management system; (3) promotes quality community design; (4) improves public participation in the planning process; (5) strives to provide efficient and effective customer service; (6) promotes community awareness of its heritage through public participation in education programs and preservation efforts; (7) promotes quality of life within the community through reinvestment; (8) and facilitates the economic vitality of the community through a broad range of economic development efforts.

Administration

This division is responsible for the overall management and oversight of the department budget preparation and administrative support services for the various department divisions it oversees. Administration provides critical services and accurate information to both the public and staff in a timely manner; monitors all departmental revenues and expenditures; uses technological resources to improve all business processes and to provide superior customer service to the public.

FY2017-18 Accomplishments

- Reviewed all active City property leases and license agreements to ensure City property database was accurate and expired leases renegotiated.
- Successfully hired new administrative staff and completed comprehensive training that included updating front office administrative operating procedures manual.
- Reviewed all liability accounts to determine those needing reconciliation, additional funding or refunding.
- Processed 34 residential fee deferrals including lien documents and lien releases.
- Successfully modified City ordinance language to allow collection of PEG fee from WAVE Broadband generating approximately \$45,000 in additional revenue for capital equipment used to televise City Council and Board/Commission meetings.
- Developed and monitored the FY2017-18 Capital Improvement Budget including processing all budget adjustments and contracts.

FY2018-19 Goals

- Explore document management systems to better manage long-term storage needs.
- Complete Major Project Financing Plan update including implementation of all modified fee schedules.
- Complete an updated Sewer Rate Study to inform potential rate adjustments in January 2019.
- Evaluate ways to improve administrative efficiencies while increasing service delivery with limited staff.

Department Summaries

- Create and maintain quality up-to-date information on department and division web pages through the utilization of new City-wide website platform.

Engineering Division

The engineering division is comprised of three work groups: (1) Development Engineering works with property owners wanting to improve a site through new development or modification of existing site improvements. The Development Engineering team assists customers through the approval and development process while insuring that the City's Public infrastructure is not adversely impacted by developments. (2a) Transportation Engineering is responsible for transportation planning, engineering, grant funding coordination, pavement maintenance programming, traffic signal engineering and capital/development project review. Transportation engineering staff performs traffic studies that include accident analysis, traffic/signal operations, safety analysis, and traffic projections. (2b) Capital Engineering is responsible for the design and construction of capital improvement projects. This includes scheduling, cost management, environmental approval, right of way acquisition, grant management, design, construction award, construction management and inspection. Capital engineering staff is responsible for inspection of capital and development projects for all work within the City's right-of-way. (3) Utility Engineering plans for the future needs of the utility system. Utility Engineering staff identifies and corrects current deficiencies in the utility system, maintains mandatory regulatory compliance with State and Federal Agencies, and executes capital projects to meet future compliance and city wide planning needs.

Development Engineering FY2017-18 Accomplishments

- Completed 90% of the (civil improvement) plan checking necessary to support over 800 new residential lots.
- Completed three subdivision maps and two parcel maps.
- Processed approximately 305 encroachment permits.
- Processed approximately 200 transportation permits.
- Supported the planning group in processing tentative maps, CUPs, and various other entitlements.
- Completed the Spring Lake CIP and SLIF fee update.

Development Engineering FY2018-19 Goals

- Development Engineering will work with internal and external customers wanting to improve land through either new development or modification or redevelopment of existing sites.
- Development Engineering will coordinate with building, planning, public works, and transportation groups to insure quality, low maintenance infrastructure.
- Development Engineering will assist customers in getting through the process while insuring that the City's Public infrastructure is not adversely impacted by development by providing fair, consistent, and timely reviews of development projects.
- Development Engineering will provide assistance in the processing of land acquisition and relinquishment.
- Development Engineering will coordinate plans and future infrastructure needs for the General Plan, various Specific Plans, and annexations.
- Development Engineering will provide Springlake General Administration Services including: overseeing and coordinating inspection of the public infrastructure in Springlake to ensure new improvements are constructed with quality and economy; and preparing and adopting

Department Summaries

rules, policies, and ordinances to allow for the fair and equitable implementation of the 2nd and 3rd release of BUA's in Springlake.

- Update the Spring Lake CIP and SLIF fee in the first half of the 2019 calendar year

Transportation and Capital Engineering FY 2017-18 Accomplishments

- Coordinated with Public Works road crew to complete all preparatory work for the 2018 Road Maintenance Project including significant areas of full-depth repair, pavement overlay, pot hole filling, and crack sealing.
- Assisted Public Works staff with multiple contracts for construction of, and repairs to, various City facilities.
- Provided significant and timely traffic engineering support to Planning, Development Engineering, Public Works and Public Safety.
- Reviewed signal timing for various intersections and corridors to bring signals into compliance with new regulations and to improve operation and safety for bicyclists, pedestrians and vehicles.
- Responded to many documented traffic related public complaints and many others that were handled without documentation due to the simple nature of the requests.
- Provided temporary signal timing to accommodate work being performed by Capital Projects as well as O&M maintenance crews.
- Provided updated timing for traffic signal improvements associated with Capital Projects.
- Coordinated with the Public Safety Department for concentrated enforcement of identified problem areas.
- Continued to manage, design, and construct Capital Improvement projects; CIP staff managed or was actively involved in many projects, the most notable are:
 - Kentucky Avenue Complete Street and Widening
 - West Woodland Safe Routes to School (W. Court Street Rehabilitation)
 - W. Main Street Bicycle and Pedestrian Improvements (W. Main Street Rehabilitation)
 - Annual ADA Improvement Projects
 - Annual Pavement Maintenance Projects
 - Spring Lake Parks N1 & N3
 - Systematic Safety Analysis Report
- Continued to inspect all development civil infrastructure (multiple Springlake subdivisions, commercial development, and encroachment permits).
- Continued to develop and expand staff skills and abilities: One (1) Senior Associate Civil Engineer, One (1) Construction Project Manager, one (1) Associate Engineer, and four (4) Engineering Technicians.
- Continued to implement Capital Improvement Project (CIP) procedures and practices: modified policies and practices as needed based on lessons learned and direction from upper management/City Attorney.
- Continued to assist and train staff from other divisions regarding CIP procedures and practices as well as Public Contract Law and associated requirements.
- Updated standard documents, Consulting Services Agreement forms, and standard General Conditions & Bid forms based on project experiences.
- Monitored compliance with State/Federal Aid program requirements; communicated requirements to CDD project engineers.

Department Summaries

- Created new/revised Federal Aid additions to General Conditions to streamline future updates.
- DBE review of consultant proposals and contractor bid proposals.
- Worked with IT staff to further the progress of the City's GIS data by providing data to create update and maintain layers for traffic collision data, ADA ramps, bike lanes and other infrastructure information.
- Completed multiple Quality Based Selection (QBS) processes to select qualified design, construction management and inspection firms to provide services on City projects.
- Continued monitoring, updating and maintaining the City's pavement management system inventory.
- Provided review, oversight and coordination of establishment of temporary traffic control plans on City streets to prevent overlapping and conflicting traffic plans.
- Applied for, obtained and executed multiple Capital Projects funded by millions of dollars in grant funding.

Capital and Transportation Engineering FY2018/19 Goals

- Update the bike master plan.
- Continue to increase staff knowledge regarding:
 - Traffic engineering
 - Pavement management
 - ADA compliance regulations
 - Bike/pedestrian planning including newer concepts as proposed by the Association of Pedestrian and Bicycle Professionals (APBP) and regional advances.
 - Complete streets design
- Continue coordinating with planning to complete/implement the transportation section of the General Plan.
- Continue coordinating with Public Works staff to complete "special projects" like intersection restriping, major maintenance projects and planning for future work.
- Continue training and mentoring staff from other work groups in Capital procedures.
- Continue to work with staff to identify where efficiencies can be realized.
- Deliver the capital program including work on the following specific projects:
 - Design and construction of annual road maintenance projects (including bike lane and bike route striping and significant ADA upgrades required by FHWA/DOJ requirements)
 - Design and construction of annual ADA improvement projects to further improve ADA access throughout the City.
 - Complete construction of the Kentucky Avenue Complete Streets Project (East Street to West Street).
 - Complete the design of the East Main Street project.
 - Complete design and begin construction of the W. Main Street Bicycle/Pedestrian Mobility and Safety Improvement project (W. Main Street Reconstruction).
 - Construct the West Woodland Safe Routes to School project (W. Court Street Rehabilitation).
 - Finalize design and agreements with Caltrans to allow construction of the I-5/CR 102 landscaping project.
 - Begin design of the Pedestrian Overcrossing of SR113.

Department Summaries

- Finalize the Systemic Safety Analysis Report and identify opportunities for improved safety and mobility. Begin planning for future work based on the report.
- Begin design of SB1 funded roadway rehabilitation projects:
 - i. Matmor Road – E. Main Street to E. Gibson Road
 - ii. Gum Avenue – East Street to Kate Lane
- Begin evaluating the City's Neighborhood Traffic Calming Program to determine if warrants are set properly based upon best practices regionally and statewide.
- Continue management and inspection of Capital Projects and inspection of Development projects.

Utilities Engineering FY2017-18 Accomplishments

Sanitary Sewer

- Completed the annual Sanitary Sewer System Management Audit.
- Commenced long-term plan to address biosolids.
- Commenced design of South Pond Pump Station Rehabilitation Project.
- Completed construction of Harter Avenue Sewer Rehabilitation Project.
- Commenced update of Citywide sewer collections flow model.
- Completed construction of sewer collection system repairs of both mains and laterals.
- Completed design of WPCF Pond #7 Biosolids removal project.

Recycled Water

- Completed Recycled Water planning effort to expand recycled water to Spring Lake and to Sports Park areas of the City.

Flood Control

- Continued Lower Cache Creek Feasibility Study with Army Corps of Engineers.
- Coordinated with Lower Sacramento Regional Flood Management Planning group to develop the regional flood protection plan.
- Coordinated with DWR and Yolo County on a regional flood solution and preparing a state/local feasibility study.
- Commenced design of North Regional Pond & Pump Station Project for South Urban Growth Area including Spring Lake.
- Commenced design of repairs to a pipeline at East Main Pump Station.

Water

- Completed Annual Water Quality Report and all SWRCB-Division of Drinking Water reporting, including over 2,000 water quality tests Citywide.
- Completed construction of ASR Wells #29 and #30.
- Completed supplemental water system enhanced monitoring and maintenance related to conversion to surface water.
- Completed replacement of 9,000 lineal feet of deteriorated water mains in 2-inch back of sidewalk main areas, including 200 service connections – 2017 Water Main Replacement Project.

Department Summaries

- Completed destruction of Wells #11, #17, and #20.
- Continued supplemental water system enhanced monitoring and maintenance related to conversion to surface water including coordination with SWRCB Division of Drinking Water.
- Prepared a 10-year plan for water main replacements at locations throughout the City to replace aging and/or corroding mains.
- Prepared a water supply plan to manage water supply from WDCWA, ASR wells, and blending wells with respect to water rights curtailments on Sacramento River.
- Completed design and commenced construction of the south half of West Street Water Transmission Main Project.
- Commenced design of north half of West Street Transmission Main Project.
- Commenced design of 2019 water main replacement project.
- Completed design of 2018 Dog Gone Alley utilities replacement.

Utilities Engineering FY2018-19 Goals

- Prepare a comprehensive list of necessary sewer repairs and flow rebalancing needs throughout the City.
- Continue enhanced water quality monitoring throughout the City.
- Conduct water quality testing and reporting, including over 2,100 tests Citywide.
- Continue State/local Lower Cache Creek Feasibility Study including financing plan.
- Complete Urban Flood Risk Reduction study for the Lower Cache Creek Flood Program.
- Complete recalibration sanitary sewer model.
- Coordinate with Yolo County on sanitary sewer system regionalization.
- Commence design and construction of the ASR Well #31.
- Commence construction of the WPCF minor maintenance projects.
- Continue design and construction of sanitary sewer repairs.
- Complete construction of WPCF North Pond #7 Biosolids removal project.
- Complete construction of WPCF South Pond Pump Station Project.
- Complete long-term plan for WPCF biosolids handling.
- Complete construction of 2018 Dog Gone Alley utilities replacement.
- Complete design and construction of north half West Street Transmission Main Project.
- Complete design and construction of 2019 Water Main Replacement Project – 8,000 lineal feet and 150 services included.
- Construction of 2018 water main replacement project.
- Commence design and construction of Beamer Trunk Sewer Rehabilitation, Phase II.
- Construction of North Regional Pond and Pump Station.
- Commence update of north area Storm Drain Facilities Master Plan.
- Complete the South Urban Growth Area – Storm Drain Facilities Master Plan

Planning Division

The Planning division provides services to enhance and preserve the physical, social and economic quality of the City and is responsible generally for (1) customer assistance to residents, contractors, and developers with information regarding property use and development, (2) review and process new development applications, (3) implementation of the California Environmental Quality Act, (4) advanced or long range planning including preparation, interpretation and implementation of the General Plan and

Department Summaries

Specific Plans including Spring Lake, implementation of legislative updates, coordination and participation on regional efforts, and (5) staff to the Historic Preservation Commission, Planning Commission, and other appointed commissions.

Planning provides public information, education, and technical assistance in the review of codes, standards, and policies so that customers may conduct necessary business and continue work within the community. The division provides professional planning review of applications and ultimately provides information and advice to the City Council, Planning Commission, Historic Preservation Commission and City Manager so that they can make recommendations and decisions. Planning ensures consistency with the General Plan, both internally and with other planning documents, such that all plans and policies developed by the City of Woodland, as well as by other responsible agencies, comply with State Mandated statutes including Planning and Zoning laws and the California Environmental Quality Act so that resulting actions preserve and enhance the built environment, preserve historic resources, facilitate resource conservation, sustainability and energy efficiency, and improve residential and economic vitality of the community. The division continues working with the community, elected officials, appointed representatives, and stakeholders to develop the long-term vision, goals and policies necessary to guide decisions. Critical to this is facilitating the availability of information through a transparent process and community involvement so that the resulting physical, social, and economic development of the city is reflective of community wide desires.

Planning FY2017-18 Accomplishments

On- Going General Operations and Accomplishments

- Provided customer support and information to residents, businesses, and development interests at the public counter and over the phone regarding questions on all aspects use of property for development purposes. Inquiries may included use, zoning and setback information, code compliance, as well as preparation of Zoning verification Letters for non-conforming structures.
- Staff provided property history and research inquiries (land use/building permit search).
- Staffed and assisted the Planning Commission; provided staff support for commission subcommittees. Active subcommittees included Public Art, Cannabis, Woodland Technology Park, and Zoning Subcommittees as well as Design Liaison.
- Staffed and assisted the Historical Preservation Commission; provided staff support for the annual Heritage Home Awards and ceremony.
- Provided Planning support for City Manager and Economic Development efforts including site visits, meeting with prospective development interests.
- Continued to provide Business License review to ensure compliance with the General Plan and Zoning.
- Continued to provide timely review of plan check submittals, including residential plot plans, commercial and industrial projects.
- Continued to use internet web access and other tools, to provide open communication and information to the public regarding public process.
-

Short-Term Projects (Current Planning) – Accomplishments

- Staff has received and is processing the review of two Commercial Cannabis Conditional Use Permits in the Industrial area.

Department Summaries

- Assisted DR Horton, KB Homes, Taylor Morrison, and Lennar Homes with architectural review in the Oyang and Spring Lake Central Subdivisions within Spring Lake. Processing of subsequent plan review of subdivision landscape, fencing and architectural construction plan review.
- Provided support for Code Enforcement to assist in resolving issues related to non-conforming uses, and property condition and use concerns.
- Staff assisted in responding to neighborhood and resident concerns regarding traffic calming in Spring Lake.
- Facilitated the review and approval of infill development projects including: Country Oaks Infill and the Downtown Suites 14 unit infill project.
- Assisted in review of projects for the continued buildout of Gateway I including processing a Tentative Parcel Map, Conditional Use Permit Modification, Design Review and Sign Review for the following: Ulta, Home Goods, Mattress Firm, Nail Salon, and Recruitment Center.
- Continued to assist businesses through staff level and Planning Commission Design Review including: Main Street Medical Office (Home Depot Center Buildout), Lin Dentistry (infill), McDonalds Remodel (Court Street), BMC Re-use (Beamer Street),
- A total of 68 new (non-city generated) Planning applications were submitted from July 1, 2017 through May 24, 2018:
 - Subdivision Design Review – 6 (Tim Snow: Country Oaks Village- 38 Lots , DR Horton: 77 Lots, Taylor Morrison: 214 Lots , Lennar: Oyang South-250 Lots , KB Homes: Oyang North- 112 lots)
 - Commercial Remodel – 1 (Dignity Health)
 - Wireless Tower Revisions – 1
 - Sign Applications – 29
 - Lot Line Adjustments – 7
 - Tentative Parcel Maps – 2
 - Tentative Subdivision Map – 1
 - Conditional Use Permits – 4
 - Variance/Zoning Administrator Permit – 2
 - Specific Plan and Annexation - 1
 - Appeals – 1
 - Zoning Interpretation – 1
 - New Single Family Setback/Design Review – 6 Custom Homes
 - Certificate of Compliance – 3
 - CUP/PUD/ZAP Modification – 1
 - Commercial/Multifamily – 1
 - Lot Merger – 1

Long-Range/ On-going Project (Advanced Planning) Accomplishments

- Completion and approval of the 2035 General Plan, 2035 Climate Action Plan and 2035 General Plan and Climate Action Plan EIR.
- Approval of the Urgency Interim Zoning Ordinance on May 1, 2018.
- Approval of the Accessory Dwelling Unit, Public Art and Patio Cover Zoning Ordinance Amendments.
- Approval of updates to the Affordable Housing Ordinance and on-going support for concerns related to affordable housing and homelessness.
- Advancing work on the Downtown Specific Plan update, including completion of a parking management plan and conditions survey.

Department Summaries

- Continued support for the processing of the Woodland Research and Technology Park Specific Plan and EIR.
- Provided staff support for Code Enforcement in the drafting and approval of a Vacant and Abandoned Building Ordinance
- Approval of the Personal and Commercial Cannabis Zoning and Business Permit Ordinances and development of a review process for such permits.
- Continued work on development of an Agricultural Mitigation Ordinance.
- Provided staff support and review for agencies such as the Habitat JPA, SACOG and Yolo County for efforts including the Habitat Conservation Plan, the upcoming update to the Regional MTP/SCS, and review and comment on interagency review requests.
- Staff continued to work with the development community toward the implementation and completion of the Spring Lake Specific Plan.
- Continued the required Swainson Hawk monitoring for Spring Lake as required in the Specific Plan Development Agreement.
- Initiated and prepared a citywide ADA Review and Evaluation for the City.
- Developed of a permit fee calculator to facilitate in the ability to provide accurate and timely fee estimates. This is in testing phase.
- Continued review of alcohol permits (ABC licenses) and Public Convenience and Necessity review (PCN) when required.
- Continued to review and work on handouts and application forms. Also provided updates to the City's Web site with links to all necessary documents.
- Staff continued to refine its file management and organization of long-term file storage in the basement and appropriate storage of archival materials to better facilitate file retrieval and management.
- Utilized methods such as customer satisfaction surveys and web comments to continue to review and evaluate customer service and effectiveness.
- Continued assessment of web navigation in the department site to ensure that information is as user friendly as possible.

Planning FY 2018-19 Goals

- Continue implementation of the 2035 General Plan's policies and implementation programs.
 - a. Develop a Climate Action Plan checklist and monitoring program.
 - b. Develop an Agricultural Mitigation Ordinance
- Complete the Specific Plan and EIR for the Woodland Research and Technology Park Specific Plan and EIR.
- Develop a scope of work, initiate public outreach efforts, and complete a draft of the Phase II Comprehensive Zoning Ordinance update.
- Complete the Downtown Specific Plan update, including significant public outreach efforts.
- Update the California Environmental Quality Act Local Guidelines as needed.
- Continue to support the build-out of the Spring Lake Plan development area.
 - a. It is anticipated that up to 653 new homes may be approved in active Spring Lake Subdivisions, in addition to the continuing build out of Cal West and the Orchard.
- Continue to support new infill development. It is anticipated that 52 new units will be constructed (Country Oaks Village - 38 lots, Downtown Suites – 14 lots), and continue in facilitating additional new infill (possibly 60 units in new applications)

Department Summaries

- Adopt the Woodland Commerce Center EIR.
- Provide staff support for the review and evaluation of Commercial Cannabis Conditional Use Permits, Cannabis Business Permits and development of an annual review process.
- Provide staffing and support for the Historic Preservation Commission and Planning Commission; Provide educational briefings as time and agendas allow.
- Continue to process Zoning Ordinance modifications as necessary including an update to the Nonconforming Use provisions.
- Assist Code Enforcement and Finance in City initiation of a collection process for code violation management and collection.
- Continue to evaluate process improvements in order to achieve greater efficiencies in managing a significant workload with fewer staff and to provide clearer and direct information to developers and the public. This may include improved records system management, clearer public information both in written and electronic format, and improved operating systems.
- Work with HCP/NCCP staff to develop a new project review system for habitat mitigation.
- Continue to provide staff as liaison with Regional efforts including SACOG in the development of the updated regional MTP/SCS and updated Regional Housing Need (RHNA) numbers.
- Provide support in the processing and review of signs, site and design review applications for new development proposals, including facilitating the creative re-use of existing sites.
- Assist in the planning, entitlement, financing and development of innovative homeless/affordable and attainable housing that is not dependent on federal or state subsidies.
- Assist in the design and planning of innovative, infill housing.
- Upgrade the public engagement process to capture broader, citywide feedback on projects that require neighborhood input, and avoid special interest-only representation at public meetings and hearings.
- Create city-led educational venues provided to the community-at-large on key, local issues such as housing affordability, density and livability, and ABC's of infill.

Building Division

Building Division includes all functions related to permit processing, plan review and inspections. These functions include plan checking, permit issuance and the conducting of inspections for all projects. This Division also includes the Code Compliance Program. The Building Division is responsible for the enforcement of the California Code of Regulations Title 24 which includes: Building, Plumbing, Mechanical, Electrical, Historic Code and the Green Code. Other codes enforced by the Division include the Housing Code and the Abatement of Dangerous Buildings Code. City Codes enforced include the Flood, Addressing and Nuisance Ordinances.

Building plan check and inspections insures *minimum* requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

The general philosophy for code compliance in the City of Woodland is to provide a timely response to resident concerns about physical conditions in their neighborhoods. This means that staff functions as problem solvers by working with responsible parties to ensure compliance with City codes. This response and resulting compliance will be achieved through consistently applied processes. It is expected that all

Department Summaries

staff responsible for enforcing City codes will be responsive, exercise good judgment and common sense and use a reasonable approach.

Building FY2017-18 Accomplishments

- The key projects completed, started, or ready for permit issuances:
 - Conversion of former Yogurt Shop to Pizza Express at 353 W Main Street
 - Bay State Milling - grain blending and packing process installation at 360 Hanson Way
 - Phase 2 Mutual Housing at Spring Lake – 24 units & community room
 - DaVita Renal Dialysis clinic at 1840 E. Main Street
 - Home Goods at 2155 Bronze Star Drive
 - Ulta Beauty 2135 at Bronze Star Drive
 - StorQuest Express Self Storage at 1610 Tide Court
 - Kennedy Self Storage at 1425 Cannery Road
 - Home 2 Suites by Hilton at 1021 Main Street
 - Lopez live-work units & shop at 1216 E Beamer
 - 92 Single Family Home permits issued
 - DAS Homes Downtown Suites – 14 condos
 - Taylor Morrison master plan check for Spring Lake Central 1, 2 & 4
 - DR Horton master plan check for Spring Lake Central 5
- Solar Permits: Over 500 solar permits issued. The Division is averaging two (2) solar permits per day.
- The Building Division issues approximately 2,500 permits a year. There were over 100 major plan reviews completed by staff and consultants with an average of 10 days for the first set of comments (complex projects such as Assembly or Hazardous Occupancies require 15 days for the first set of plan check comments). The Division performs approximately 8,400 inspections per year and is currently averaging over 35 inspections per day with many days above 50 inspections. The inspections: 3,700 are for Single Family Homes (mostly within subdivisions) and 4,700 for all other types of inspections.
- Building Division revenues are approximately \$1,000,000 per year based upon \$65 million of valuation, which equates to 1.7 % building fees per total value of project.
- Attended the California Association of Building Official (CALBO) annual Seminar for continuous training and certification.

Building FY2018-19 Goals

- The main goal is to ensure effectiveness of the Division's programs by the continued use of resources through our consultant—maintaining a contract inspector, Building Official and utilizing their expertise in plan checking.
- The main goal for permit processing is to provide the Division with a permit technician position; this position is essential to continue a fast turn-a-round on project review, customer service at the counter, maintaining a well-organized process of plan submittal and permit issuance. This position has been vacant since 2008 and is currently being performed by the Building Official.
- Streamline solar permit process by implementing electronic submission and plan review.
- Continue and maintain ICC certification and CALBO annual training and certifications.

Department Summaries

Code Enforcement FY2017-18 Accomplishments

- Switched software systems to provide better data entry and reporting.
- Processed 390 complaints.
- Attended the California Association of Code Officers Annual Seminar for continuous training and certification.
- Worked with the property owners of 102 Railroad to demolish the fire damaged home and structures. Staff is now in the process of removing abandoned vehicles and trailers.
- Working with new property owner of 1111 Pendegast Street to demolish the substandard building.
- Assisted with the coordination with Public Works, Fire and PD to remove and clean-up a large transient camp along the southbound I-5 sound wall.
- Worked with the property owners of 1690 E. Main Street to demolish the old site of Woodland Motors.
- Coordinated with the Police and participated in the POP program that included monthly meetings to identify various nuisances and complaints throughout the City.
- Participated in the HOST program in conjunction with Police.
- Assisted with and ensured businesses are compliant with the state-mandated Mandatory Recycling Program.
- Environmental Code Enforcement ensured recycling, waste management, and storm water were performed according to City and State Codes.

Code Enforcement FY2018/19 Goals:

- The main goal is to enhance the program success by providing a clear presence in the community and to resolve complaints in a timely manner by voluntary compliance.
- Provide programs, education, and enforcement consistency.
- Educating the public of the benefits of code enforcement in the community through social media and public outreach.
- Coordinate with other departments to develop a process for ensuring the collection of fines.
- Continue to develop cohesive relationships with other agencies and counties/cities.
- Attend networking conferences and meetings to maintain consistency with code enforcement goals.
- Implement fine collection program with Pacific Credit Service for administrative citations.
- Attend California Association of Code Officers (CACEO) Annual Seminars for continuous training and certification.

Economic Development Division

Economic Development focuses on specific actions of the city government that help to stimulate growth of the local economy and improve the city's fiscal condition. Economic Development staff focuses on the following goals outlined in the City's Economic Development Strategic Plan: 1) Enhance the quality of local economic base, 2) improve community infrastructure for economic development, 3) promote Woodland with a positive image, 4) develop leadership and cooperation for local economic development, 5) and create partnership opportunities for local economic efforts. Staff works directly with private enterprise and economic development partners to facilitate the creation of new jobs through business retention, expansion and attraction efforts.

Department Summaries

FY 2017-18 Accomplishments as identified in the City Council's Goal to Strengthen Downtown and Implement Economic Development/Job Creation Priority Goals and Strategies:

- Opened the State Theatre and Multiplex in Downtown.
- Completed Revenue Sharing Agreement between City and County for three future annexation areas: Woodland Industrial Park, Woodland Commerce Center, and Woodland Research and Technology Park.
- Launched the Food Front campaign in partnership with the local food and agriculture industry.
- Increased on-line presence on Social Media through Facebook, Twitter.
- Hosted Food and Ag Innovation Forum.
- Initiated processing of the Woodland Research and Technology Park project.
- Visitor Attraction / Yolo County Visitors Bureau
 - Transition the hotel assessment to 5-Year BID with Yolo County and cities of Davis and Winters.
 - Continued to work with local hotels to increase overnight stays in Woodland.
 - Hosted the 2nd Annual California Honey Festival and increased attendance to estimated 30,000+.
 - Produced and launched video promoting Woodland's quality of life and business climate (over 100,000 views).
- Development and Implementation of the Rural Regional Alliance (Yolo, Sutter and Yuba counties) as a sub-region of the ALIGN Capital Region Workforce Development Program.
- Partnered with SACOG, Valley Vision, GSEC, Sac Metro Chamber to contract the Brookings Institute to bring the Sacramento Region workforce to the 21st Century. On April 30, 2018 the findings were presented to the region. The priority issue is workforce development as explained in "Charting a Course to the Sacramento Region's Future Economic Prosperity".
- Business Retention, Expansion, and Attraction:
 - 2017 Woodland Business Walk and follow up activities.
 - Assisted businesses through planning and permitting process including eight food and agriculture companies investing over \$100M in expansions.
 - Renovation of the former Mobile (Tyco) Chemical plant on Beamer and attraction of BMC to Woodland.
- Successor Agency:
 - ROPS 18/19-approved by Department of Finance on April 12, 2018.

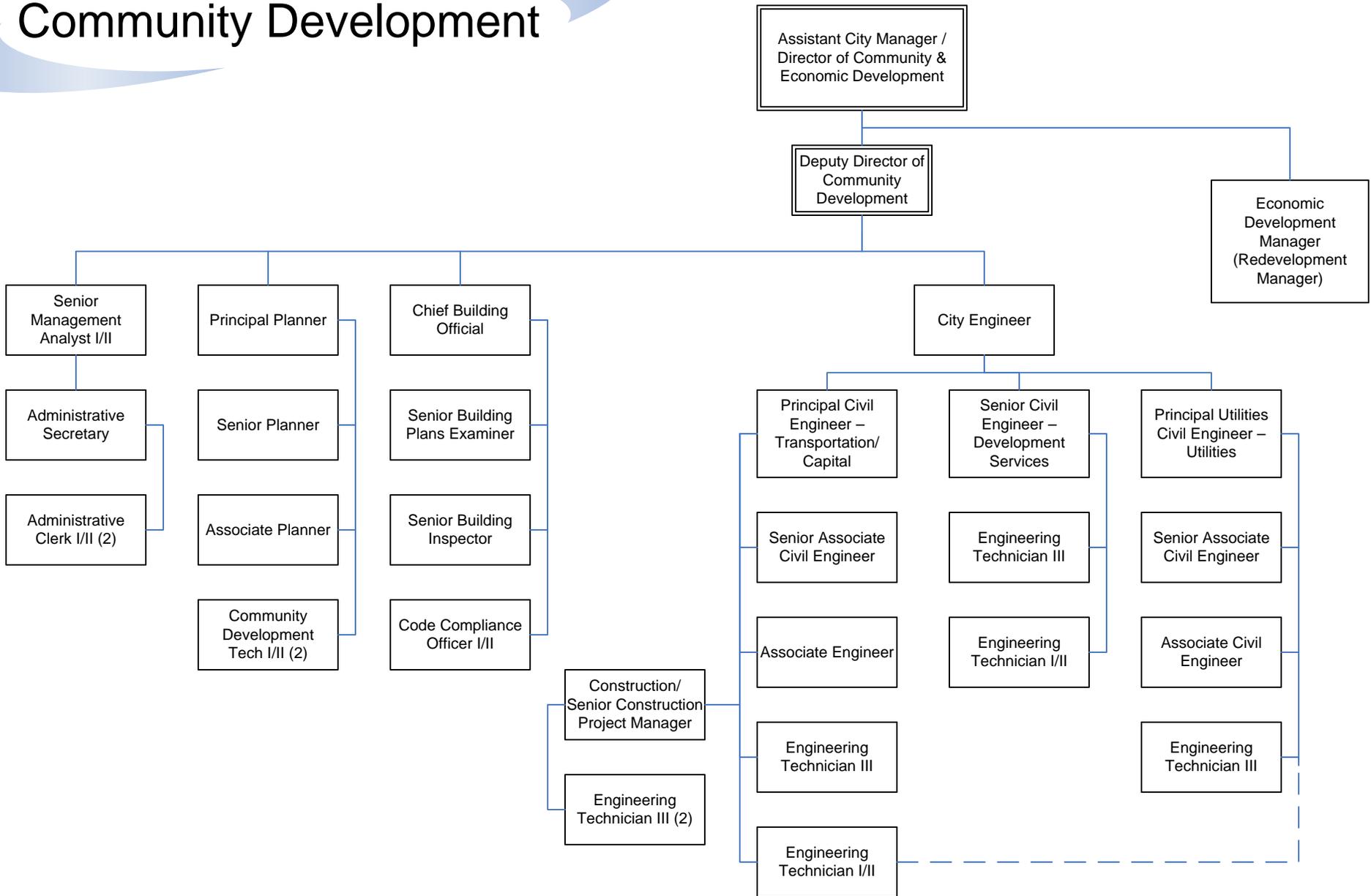
FY2018-19 Goals

- Close escrow and commence construction on the Downtown Hotel.
- Complete the entitlement process for the Woodland Research and Technology Park project.
- Expand tax revenue base through support of new sales tax and TOT generating businesses.
- Continue to Advance Strategic Economic Development Initiatives focused on Food and Agricultural Industry growth and expanding Downtown as an Arts and Entertainment Destination.
- Complete infrastructure upgrades downtown in support of new infill development.
- Update the City's Impact Fees in support of General Plan priorities for economic development and new infill development.
- Implement streamlining measures to improve processing of building permits and business licensing.
- Conduct the citywide 2018/2019 Woodland Business Walk.
- Complete the Yolo County Workforce Development Employer/Provider/Employee Data Base.
- Implementation of Business Assistance Expansion/Attraction Tracking System.

Department Summaries

- Greater Sacramento Economic Council partnership: Implementation of PASS system and streamlining non-residential Fee Deferral Program.
- Successor Agency:
 - Per Health and Safety Code section 34179 (j) effective July 1, 2018 any county that has more than one Oversight Board, then they are required to consolidate to a countywide Oversight Board. If members are not identified by June 15, 2018, then the above referenced code allows for the Governor's Office to appoint a member to fill the vacancy. The consolidated Yolo County Oversight Board is expected to meet 1-2 times per year to prepare the various ROPS and to discuss other issues as they arise.

Community Development



COMMUNITY DEVELOPMENT

| Source of Funds | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|--------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| General Fund Support | \$ (8,288) | \$ 196,294 | \$ 133,227 | \$ 1,032,814 | \$ 754,921 |
| General Fund Fees & Charges | 2,637,293 | 2,596,463 | 2,983,469 | 2,262,127 | 2,345,281 |
| Enterprise Funds | 3,160,333 | 2,721,180 | 3,000,499 | 4,380,335 | 4,580,535 |
| Special Revenue | 988,505 | 230,456 | 186,687 | 1,863,408 | 117,629 |
| Development Funds/Capital | 1,250,230 | 674,062 | 535,708 | 578,982 | 256,552 |
| Redevelopment/Successor Agency | 1,064,819 | 979,203 | 267,190 | 86,570 | 86,570 |
| Spring Lake | 73,775 | 56,065 | 70,291 | 65,210 | 68,420 |
| Total Funding Sources | \$ 9,166,667 | \$ 7,453,723 | \$ 7,177,071 | \$ 10,269,446 | \$ 8,209,908 |

| Expenses by Division | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| 21 Administration | \$ 109,902 | \$ 112,835 | \$ 211,957 | \$ 326,634 | \$ 296,191 |
| 22 Planning | 620,711 | 605,491 | 673,193 | 690,917 | 697,391 |
| 23 Building Inspection | 800,964 | 1,110,403 | 1,141,353 | 1,094,198 | 1,077,135 |
| 24 Successor Agency (former Redevelopment) | 1,065,930 | 1,039,203 | 297,190 | 86,570 | 286,570 |
| 25 CDBG | 822,016 | 8,384 | 28,068 | 37,094 | - |
| 26 Economic Development | 229,612 | 288,766 | 390,634 | 496,597 | 368,329 |
| 27 Engineering | 3,427,019 | 3,452,411 | 3,752,583 | 4,194,983 | 4,254,292 |
| 29 Capital Projects | 2,090,513 | 836,230 | 682,093 | 3,342,453 | 1,230,000 |
| Total Expenditures | \$ 9,166,667 | \$ 7,453,723 | \$ 7,177,071 | \$ 10,269,446 | \$ 8,209,908 |

Department Summaries

| General Fund Expenses by Division | | | | | |
|--|------------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|
| <u>Division</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| 21 Administration | \$ 109,902 | \$ 112,835 | \$ 211,957 | \$ 326,634 | \$ 296,191 |
| 22 Planning | 551,718 | 562,807 | 598,758 | 638,549 | 643,050 |
| 23 Building Inspection | 800,964 | 1,016,658 | 1,096,403 | 984,919 | 984,405 |
| 24 Successor Agency (former Redevelopment) | - | - | - | - | - |
| 25 CDBG | - | - | - | - | - |
| 26 Economic Development | 229,612 | 288,766 | 390,634 | 496,597 | 137,736 |
| 27 Engineering | 721,808 | 811,692 | 818,944 | 848,243 | 838,820 |
| 29 Capital Projects | - | - | - | - | - |
| Total Expenditures | \$ 2,414,004 | \$ 2,792,758 | \$ 3,116,696 | \$ 3,294,942 | \$ 2,900,202 |

| Expenses by Category | | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|
| <u>Expenditures</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 3,036,842 | \$ 3,106,206 | \$ 3,454,721 | \$ 3,889,606 | \$ 3,874,043 |
| Supplies & Services | 3,916,125 | 2,810,066 | 2,933,478 | 3,065,317 | 3,446,144 |
| Education & Meetings | 40,033 | 61,990 | 48,078 | 76,270 | 76,270 |
| Debt Service | 819,423 | 710,506 | - | - | 200,000 |
| Capital Expenses | - | - | - | - | - |
| Other Operating Expenditures | 1,354,244 | 764,955 | 736,411 | 589,641 | 613,451 |
| Transfers | - | - | 4,383 | 2,648,612 | - |
| Total Expenditures | \$ 9,166,666 | \$ 7,453,723 | \$ 7,177,071 | \$ 10,269,446 | \$ 8,209,908 |

Department Summaries

| General Fund Expenses by Category | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <u>Expenditures</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 1,676,595 | \$ 1,810,918 | \$ 2,036,175 | \$ 2,288,954 | \$ 2,024,045 |
| Supplies & Services | 281,353 | 486,370 | 588,853 | 482,119 | 343,056 |
| Education & Meetings | 30,067 | 50,073 | 32,536 | 62,795 | 62,795 |
| Debt Service | - | - | - | - | - |
| Capital Expenses | - | - | - | - | - |
| Other Operating Expenditures | 425,989 | 445,398 | 454,749 | 461,074 | 470,306 |
| Transfers | - | - | 4,383 | - | - |
| Total Expenditures | \$ 2,414,004 | \$ 2,792,758 | \$ 3,116,696 | \$ 3,294,942 | \$ 2,900,202 |

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – COMMUNITY DEVELOPMENT

| Classification | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | Adopted |
|---|-----------|-----------|-----------|-----------|-----------|
| | | | | | FY2018/19 |
| Community Development | | | | | |
| Administrative Clerk I | 1 | 1 | 0 | 0 | 0 |
| Administrative Clerk II | 1 | 1 | 2 | 2 | 2 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 |
| Associate Civil Engineer | 3 | 2 | 1 | 1 | 1 |
| Associate Engineer | 0 | 1 | 1 | 1 | 1 |
| Associate Planner | 1 | 1 | 1 | 1 | 1 |
| Assistant City Manager-Community & Econ Develop | 0 | 0 | 1 | 1 | 1 |
| Chief Building Official | 1 | 1 | 1 | 1 | 1 |
| City Engineer | 1 | 1 | 1 | 1 | 1 |
| Code Compliance Officer II | 2 | 2 | 2 | 2 | 1 |
| Community Development Director | 1 | 1 | 0 | 0 | 0 |
| Community Development Technician II | 1 | 1 | 1 | 1 | 2 |
| Construction Project Manager | 0 | 1 | 1 | 0 | 0 |
| Deputy CDD Director | 0 | 0 | 1 | 1 | 1 |
| Engineering Assistant | 0 | 0 | 0 | 1 | 1 |
| Engineering Technician II | 4 | 2 | 2 | 2 | 2 |
| Engineering Technician III | 2 | 5 | 5 | 4 | 4 |
| Management Analyst II | 1 | 1 | 0 | 0 | 0 |
| Principal Civil Engineer | 1 | 1 | 1 | 1 | 1 |
| Principal Utilities Civil Engineer | 1 | 1 | 1 | 1 | 1 |
| Principal Planner | 1 | 1 | 1 | 1 | 1 |
| Redevelopment Manager | 1 | 1 | 1 | 1 | 1 |
| Senior Building Inspector | 1 | 1 | 1 | 1 | 1 |
| Senior Building Plans Examiner | 1 | 1 | 1 | 1 | 1 |
| Senior Associate Civil Engineer | 0 | 1 | 2 | 2 | 2 |
| Senior Construction Project Manager | 0 | 0 | 0 | 1 | 1 |
| Senior Civil Engineer | 2 | 1 | 1 | 1 | 1 |
| Senior Management Analyst | 0 | 0 | 1 | 1 | 1 |
| Senior Planner | 1 | 1 | 1 | 1 | 1 |
| Total Community Development | 31 | 31 | 32 | 32 | 32 |

COMMUNITY SERVICES DEPARTMENT

This department provides the community with a variety of life-enriching programs; special events; grant opportunities including the administration of the Community Development Block Grant (CDBG) entitlement program; recreation and senior programs; non-profit and community partner collaboration; affordable housing needs; parks maintenance services; and urban forestry services. The department is organized into five separate divisions: Administration, Recreation, Parks Maintenance, Urban Forestry and an internal services fund - Recreation Enterprise.

FY2017-18 Accomplishments

- Increased Contract Recreation Net Revenue by 5%.
- Increased Woodland Community & Senior Center rental revenue by 20%.
- Increased Youth Basketball League revenue by 25%.
- Increased boxing revenue by over 100%.
- Continued to provide Adult Sports activities including softball, basketball, and volleyball (182 teams).
- Continued to implement spring and fall swim lessons (made possible with funding from Measure J).
- Provided swim lessons instruction in Spanish to over 100 participants.
- Provided free public swim opportunities (made possible with funding from Measure J) to over 25,000 visitors during the 10 weeks of summer.
- Enrolled youth in Summer Teen Pack (made possible with funding from Measure J) to 105% capacity.
- Provided after school programming at Douglass and Lee Middle Schools (made possible with funding from Measure J).
- Distributed over \$25,000 in scholarships for income-qualified participants for the following programs: swimming lessons, Summertime Fun Club, Summer Teen Pack, Outdoor Adventures, and Lifeguard Training (made possible with funding from Measure J).
- Continued to implement unique free events for all ages including two (2) Skate Nights for middle and high school students, a pool movie night, Valentine's Day Cookie Decorating, a 6th Grade (Graduation) Party, and two (2) specialized teen nights (made possible with funding from Measure J).
- Rec2Go, the mobile recreation program had over 10,000 visitors and attended citywide events, parks, and school activities.
- Continued to waive over \$60,000 in player fees (made possible with funding from Measure J) to Woodland resident participants from the following organizations: Woodland Soccer Club, Davis Alliance Soccer Academy, Babe Ruth, Little League, Cal Ripken, Woodland Girls Fastpitch, Woodland Swim Team, and YMCA.
- Allocated over \$2,500 in rebates and scholarships (made possible with funding from Measure J) to Woodland residents in city-recognized youth sports programs.
- Continued to provide several free City-wide events and celebrations including Movies on Main, the annual 4th of July Celebration, Martin Luther King Jr. Celebration, and César Chávez Celebration.
- Helped facilitate the completion of at least five (5) CDBG-funded construction projects with work on the Federal labor and contract compliance requirements.

Department Summaries

- Closed a portion of a loan to Mutual Housing for \$1.2 million dollars for their 39 unit complex.

FY2018-19 Goals

- Increase contract class net revenue by 5%.
- Increase contract basketball participation by 5%.
- Increase boxing participation by 5%.
- Increase program participation for Adult Sports by 10%.
- Increase Woodland Community & Senior Center rental revenue by 5%.
- Fill swim (spring, summer, and fall) lessons to 85% capacity.
- Reach 20,000 participants with Rec2Go, the mobile recreation program and increase program operation by 15%.
- Offer scholarships for income qualified participants for the following programs: swimming lessons, Summertime Fun Club, Summer Teen Pack, Outdoor Adventures, and Lifeguard Training (funding provided by Measure J) and make scholarships available for wider range of recreational programs.

Parks and Urban Forestry

The primary mission of this division is to provide well-maintained areas for families and recreational oriented citizens to enjoy leisure and sporting activities in a setting that is safe, accessible and diversified with amenities.

The City's parks infrastructure consists of approximately 187 acres of developed land (including a cemetery and detention basins that are used for recreational purposes) and another 154 acres of undeveloped land (known as the Regional Park). The developed acreage is home to 24 parks, 13 sports fields, one (1) Cemetery, one (1) pool, one (1) plaza, and a variety of greenbelts and landscaping strips. This division also oversees the Urban Forestry Group, which is responsible for the maintenance and well-being of approximately 15,000 City owned trees. All of these amenities are funded from multiple sources, which include the general fund and various lighting and landscaping districts.

FY2017-18 Accomplishments

- Continued to perform wide range cyclical pruning in our older growth section of town.
- Began to prepare Urban Forest Master Plan and plant trees in partnership with the Woodland Tree Foundation utilizing grant funds from the California Department of Forestry and Fire Protection.
- Installed workout equipment funded by the John and Eunice Davidson Fund at Woodside Park and Crawford Park.
- Remodeled the restrooms at Ferns Park (replaced the sheetrock, sink fixtures, lighting, and painted.)
- Installed master valve at Pioneer Park so that park irrigation can be shut off remotely. This valve also tracks water usage to add redundancy to the irrigation system.
- Replaced Pioneer Park pump enclosure.

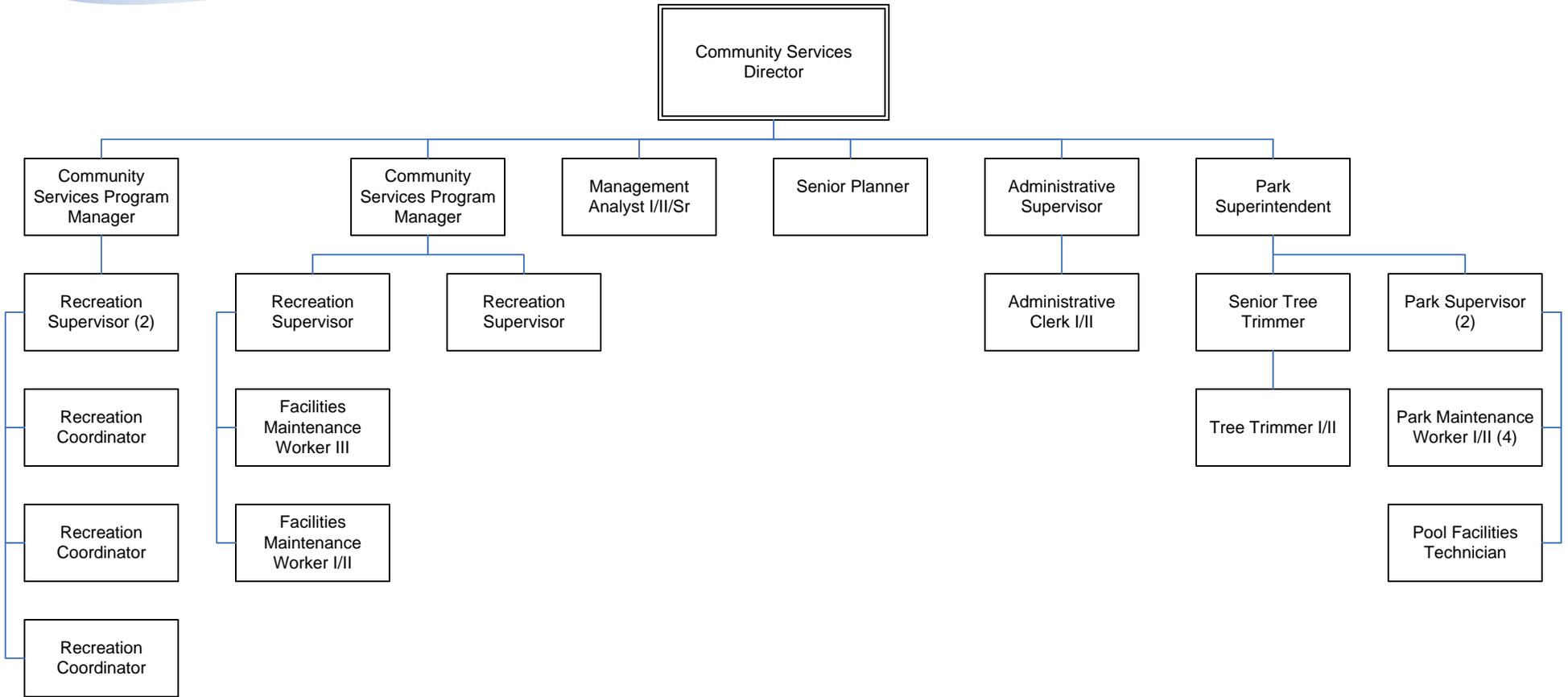
Department Summaries

- Replaced the existing outdated playground equipment at Harris Park with a grant from California Department of Housing and Community Development (HCD).
- Made drainage improvements to the walking path at Crawford Park.
- Replaced the irrigation system at the City Hall Annex building.
- With volunteer assistance (Community Day of Service) removed sand in the 2-5 year old playground at Pioneer Park (replaced sand with engineered wood fiber).
- Installed new walkway lighting at City Park.
- Improved Beamer Park shade structure.
- Resurfaced and painted a roller derby rink at the Ferns Park old tennis courts.
- Demolished the former Gracie Hiddleson Municipal Pool.
- Renamed Southland Park in its entirety, including former pool site, to Gracie Hiddleson Park.
- Through efforts with City Council and Parks & Recreation Commission subcommittee, developed a conceptual plan that was approved by the City Council for future recreation amenities at the Sport Park (tennis complex, skate park, soccer fields, and girls fast pitch fields).

FY2018-19 Goals

- Continue to identify ways to reduce water use at City Parks and landscaped areas.
- Continue to work with the Tree Foundation on multiple tree planting projects to increase the City's overall tree canopy coverage.
- Refine the timeline for the Sports Park turf replacement.
- Install an additional six (6) irrigation controllers in Gibson Ranch. This will complete the upgrades to Central Control of irrigation in Gibson Ranch.
- Remodel the restrooms at Woodside and Crawford Parks.
- Restore the native plant area at Ferns Park.
- Repair the decomposed granite running path at Schneider Park.

Community Services



COMMUNITY SERVICES

| <u>Source of Funds</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|------------------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|
| General Fund Support | \$ 1,642,981 | \$ 2,368,931 | \$ 4,644,834 | \$ 5,599,739 | \$ 5,768,480 |
| General Fund Fees & Charges | 615,824 | 614,229 | 616,727 | 557,190 | 608,120 |
| Internal Service Funds | - | - | 52,421 | 237,579 | - |
| Enterprise Funds | 331,978 | 296,269 | 701,990 | 867,288 | 887,763 |
| Special Revenue | 873,050 | 1,158,918 | 2,620,714 | 4,976,423 | 3,661,432 |
| Development Funds/Capital | 233,057 | 7,470 | - | 14,600 | - |
| Spring Lake | 20,000 | - | - | - | - |
| Total Funding Sources | \$ 3,716,889 | \$ 4,445,817 | \$ 8,636,686 | \$ 12,252,819 | \$ 10,925,795 |

| Expenses by Division | | | | | |
|-----------------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|
| <u>Division</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| 41 Administration | \$ 1,617,828 | \$ 2,329,416 | \$ 2,435,979 | \$ 3,134,641 | \$ 2,940,258 |
| 42 Park Maintenance | - | - | 4,364,405 | 5,391,456 | 6,068,853 |
| 43 Recreation | 962,838 | 944,831 | 973,028 | 1,068,943 | 1,130,314 |
| 44 Senior Center | - | - | - | - | - |
| 45 Housing/Grants | 883,167 | 1,162,998 | 863,274 | 2,657,779 | 786,370 |
| 49 Capital | 253,057 | 8,572 | - | - | - |
| Total Expenditures | \$ 3,716,889 | \$ 4,445,817 | \$ 8,636,686 | \$ 12,252,819 | \$ 10,925,795 |

Department Summaries

| General Fund Expenses by Division | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Division | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| 41 Administration | \$ 1,617,828 | \$ 2,329,415 | \$ 2,383,557 | \$ 2,884,862 | \$ 2,940,258 |
| 42 Park Maintenance | | | 2,205,188 | 2,493,419 | 2,643,500 |
| 43 Recreation | 630,860 | 591,328 | 646,452 | 659,650 | 733,152 |
| 44 Senior Center | - | - | - | - | - |
| 45 Housing/Grants | 10,116 | 4,080 | 26,364 | 118,997 | 59,690 |
| 49 Capital | - | - | - | - | - |
| Total Expenditures | \$ 2,258,804 | \$ 2,924,823 | \$ 5,261,561 | \$ 6,156,928 | \$ 6,376,600 |

| Expenses by Category | | | | | |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Expenditures | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 1,599,243 | \$ 1,865,452 | \$ 3,397,041 | \$ 3,784,390 | \$ 4,232,846 |
| Supplies & Services | 1,013,055 | 963,155 | 2,505,755 | 3,255,707 | 3,166,593 |
| Education & Meetings | 11,598 | 10,808 | 33,345 | 42,343 | 42,343 |
| Debt Service | - | - | - | - | - |
| Capital Expenses | 133,403 | 361,098 | 33,953 | 149,125 | - |
| Other Operating Expenditures | 754,731 | 851,510 | 2,549,543 | 4,687,413 | 3,379,270 |
| Transfers | 204,859 | 393,794 | 117,049 | 333,841 | 104,743 |
| Total Expenditures | \$ 3,716,889 | \$ 4,445,817 | \$ 8,636,686 | \$ 12,252,819 | \$ 10,925,795 |

| General Fund Expenses by Category | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <u>Expenditures</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 1,371,762 | \$ 1,671,063 | \$ 2,472,920 | \$ 2,753,343 | \$ 3,005,447 |
| Supplies & Services | 311,636 | 391,198 | 1,257,295 | 1,380,720 | 1,509,608 |
| Education & Meetings | 10,878 | 10,191 | 27,469 | 34,815 | 34,815 |
| Debt Service | - | - | - | - | - |
| Capital Expenses | - | 9,375 | - | - | - |
| Other Operating Expenditures | 464,041 | 497,494 | 1,439,249 | 1,899,249 | 1,740,485 |
| Transfers | 100,487 | 345,502 | 64,628 | 88,801 | 86,245 |
| Total Expenditures | \$ 2,258,804 | \$ 2,924,823 | \$ 5,261,561 | \$ 6,156,928 | \$ 6,376,600 |

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – COMMUNITY SERVICES

| Classification | Adopted | | | | |
|--|-----------|-----------|-----------|-----------|-----------|
| | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | FY2018/19 |
| Community Services (Recreation) | | | | | |
| Administrative Clerk II | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 0 | 0 | 0 | 0 |
| Administrative Supervisor | 0 | 1 | 1 | 1 | 1 |
| Community Services Director | 1 | 1 | 1 | 1 | 1 |
| Community Services Program Manager | 1 | 2 | 2 | 2 | 2 |
| Facilities Maintenance Worker II | 1 | 1 | 1 | 1 | 1 |
| Facilities Maintenance Worker III | 1 | 1 | 1 | 1 | 1 |
| Management Analyst II | 0 | 0 | 1 | 1 | 1 |
| Park Maintenance Worker II | 0 | 0 | 3 | 3 | 4 |
| Park Superintendent | 0 | 0 | 1 | 1 | 1 |
| Park Supervisor | 0 | 0 | 2 | 2 | 2 |
| Pool Facilities Technician | 0 | 0 | 1 | 1 | 1 |
| Recreation Coordinator | 1 | 3 | 3 | 3 | 3 |
| Recreation Supervisor | 3 | 4 | 4 | 4 | 4 |
| Senior Planner | 1 | 1 | 1 | 1 | 1 |
| Senior Tree Trimmer | 0 | 0 | 1 | 1 | 1 |
| Tree Trimmer II | 0 | 0 | 1 | 1 | 1 |
| Total Community Services | 11 | 15 | 25 | 25 | 26 |

Department Summaries

POLICE

The Police Department is responsible for law enforcement services in the community. The Department is committed to maintaining a safe and healthy environment for all Woodland residents, businesses and guests, free from violence, property damage or loss and injuries resulting from criminal acts. The Department consists of five Bureaus: Office of the Chief, Patrol, Community Relations, Investigations, and Support Services.

Office of the Chief

The Office of the Chief is responsible for overall management and direction of the Police Department and has direct oversight over the following: facility management, equipment inventory, Volunteers in Policing program including chaplains, taxi and massage permits.

This bureau is also responsible for managing two (2) budget programs (Asset Forfeiture and Vehicle Theft Deterrent Fund) and oversees the management of the department's two largest contracts: dispatch services with YECA and animal control services with the Yolo County Sheriff's Office.

Bureau personnel includes the Police Chief, Police Captain, an Administrative Secretary and a part-time Volunteer Coordinator.

Patrol

This bureau has two divisions with oversight from the Patrol Lieutenant and has the following responsibilities:

Patrol

This division is responsible for (1) day-to-day community patrol activities and responding to citizen's calls for service, (2) responding to and conducting preliminary criminal investigations and the necessary follow-up investigations for most incidents.

Tactical Operations

This division consists of the K-9 unit, Special Weapons and Tactics (SWAT) Team, Crisis Negotiation Team, Bike Team, Honor Guard and Reserves.

Bureau personnel includes six (6) Sergeants, four (4) Corporals, 22 Patrol Officers, two (2) K9 Officers and two (2) Field Community Services Officers; Funding for patrol officers is supplemented by Proposition 172 (two officers) and the COPS grant (three officers).

Community Relations

This bureau has three divisions with oversight from the Community Relations Lieutenant and has the following responsibilities:

Traffic

This division is responsible for traffic enforcement in the community and investigations of major and serious/fatal traffic collisions and traffic education and outreach. Traffic personnel also manages homeland security matters and special events citywide that require police participation. This division also

Department Summaries

includes the parking unit, which is responsible for enforcement of parking violations and abandoned vehicle abatement. Division personnel include the Traffic Sergeant, two (2) Traffic Motorcycle Officers and two (2) part-time Parking Enforcement Officers.

Special Teams

This division includes two (2) special teams:

1. The Special Response Team (SRT) is responsible for investigating violent crime cases to include gang crime, drug sales, and assaults.
2. The Homeless Outreach Street Team (HOST) is responsible for engaging in homeless outreach to include working with allied agencies to address the growing homeless in our community and taking an active role in outreach with our citizens, business community, and homeless population.

Division personnel include the Special Teams Sergeant, three (3) SRT Detectives and two (2) HOST Officers.

Community Relations

This division is responsible for enforcement and outreach in the schools including the Gang Resistance Education and Training (G.R.E.A.T.), crime prevention, public information/media relations, internal affairs and department training. Division personnel includes the Community Relations Sergeant, one (1) Community Relations Corporal, three (3) School Resource Officers and one (1) Community Relations Coordinator.

Investigations

This bureau has two (2) divisions with oversight from the Investigations Lieutenant and has the following responsibilities:

Investigations

This division investigates criminal acts and supports Patrol when experience and additional investigative expertise or resources are required. This division provides video and computer forensic analysis, latent print analysis, crime scene/evidence processing while maintaining databases in tracking sex offenders, gang members and specific business licensing. Division personnel include the Investigations Sergeant, one (1) Senior Detective, five (5) Detectives, one (1) YONET Officer and one (1) Community Services Officer.

Crime Analysis

This division is responsible for collecting criminal intelligence, identifying crime trends, serving as a repository for gang member information and distribution to assist officers in their activities and spearheading the department's COMPSTAT efforts. Personnel include the one (1) full-time and one (1) part-time Crime Intelligence Analyst.

Support Services

This bureau has two (2) divisions with oversight from the Support Services Manager and has the following responsibilities:

Records

This division is responsible for maintaining Police Department records, data processing (including warrants and PRA requests) and coordinating the transport and extradition of suspects. The staff serves

Department Summaries

as the initial point of contact with the public. Division personnel include the Records Supervisor, five (5) Senior Records Specialists and one (1) Records Specialist.

Property and Evidence

This division is responsible for maintaining property and evidence collected by department personnel, processing requests from the District Attorney's office and the release of property to the rightful owners. Division personnel include one (1) Community Services Officer.

The Support Services Manager also manages the department budget including grants and the burglar alarm permit program.

FY2017-18 Accomplishments

Department-wide:

- Implemented the department-wide use of smartphones to enhance officers' ability to accomplish tasks in the field.
- Implemented use of PlanIt, a new police scheduling software.
- Implemented Public Service Action disposition on a call for service to track officer time committed homeless issues.
- Implemented the use of Letters of Agency allowing residents and business owners to give trespass arrest authorization to officers addressing problems in their property such as littering, trespassing, loitering, soliciting, fighting, illegal lodging, shoplifting and vandalism.
- All supervisors now submit End-of-Shift emails summarizing enforcement activities from the completed shifts. Stats are compiled for Compstat and used to update City Council weekly.
- The Victims of Domestic Violence pamphlet was updated.
- Hosted the annual Retiree CCW qualifications.
- Completed EVOG training for 61 sworn staff.
- Implemented Procedural Justice with two (2) instructors trained as trainers (Lt. Heath Parsons & Sgt. Dallas Hyde). All sworn supervisors completed training.
- Participated in *Read Across America* with 23 department staff volunteering to read at elementary schools throughout Woodland.
- Coordinated and hosted two (2) DEA Drug Take Back events.
- Participated in the JT Murillo Memorial Baseball Game scholarship fundraiser. The Department's *Iron Pigs* team helped raise \$3,000 towards the scholarship fund.
- Inaugural year for two (2) youth programs introducing the youth to a career in law enforcement:
 - a. Public Safety Youth Academy: in partnership with the Fire Department, the academy is an 8-week training program exposing student cadets to rewarding careers in public safety.
 - b. WPD Explorer Program: for youth ages 14-18 interested in exploring a potential career in law enforcement.
- Installation of Bureau TVs for increased communication, specifically for Compstat.
- Revamping of the Social Media Team.
- Participated in the Fireside Chats at Woodland Library.
 - Facilitated citywide EOC training with County OES and FEMA.
- Fulfilled all POST CPT (Continuing Professional Training).
- Continued offering YCRC mediation services.
- Attended the FBI sponsored NIBRS training in Phoenix, AZ in August 2017 and applied for the NIBRS transition grant funding in May 2018.

Department Summaries

Office of the Chief

- Successful transition of leadership to the new Police Chief including the formation of a new bureau (Community Relations).
- Developed new department mission and values statement.
- Successful return of the Department Fall Open House.
- Added four (4) new volunteers.
- Implemented the IAPRO/Blue Team software for tracking and maintenance of internal affairs matters and use of force data as legally mandated.
- Completed the 2017 Annual Report.
- Attended the ACLU immigration forum on behalf of the City.
- Successfully relocated several offices within the building including moving the City I.T. division to the old Traffic offices to provide I.T. with a much needed service window.

Patrol Bureau

- Successfully filled three (3) Police Officer vacancies.
- Successfully appointed one (1) new corporal.
- Changed the Patrol Bureau back to the team concept for daily deployment of officers.
- Continued collaboration with the Yolo County District Attorney's Office in instituting Neighborhood Court and the Homeless Restorative Justice Program.
- Collaborated with Yolo County Mental Health Department to provide mental health services that were removed with removal of clinicians to county budget reductions.
- Continued collaboration with the Yolo County District Attorney's Office regarding data driven prosecution program and developed the Chronic Failure to Appear Program.
- Successfully completed and passed the 1033 Program audit and the Holding Cell annual inspections.
- Procured 60 body-worn cameras for deployment.
- Trained and certified a SWAT medic.

Community Relations Bureau

- Successfully filled one (1) part-time Parking Officer position.
- Successfully completed and passed the annual POST audit.
- Through the OTS Grant, conducted 16 DUI Saturation patrols, four (4) Bike saturations, one (1) checkpoint, one (1) warrant sweep, and one (1) click-it-or-ticket.
- Completed successful first year of the Homeless Outreach Street Team including monthly meetings with city stakeholders.
- Contracted with Yolo County Probation and Junk King to conduct clean-up of large transient camps in major corridors.
- Developed an electronic field interview card using Survey 123 to gather critical data on gangs, homeless, and other contacts.
- Deployed with new uniforms to enhance the outreach capabilities of HOST officers.
- Established collaborative relationships with Caltrans, CHP, California Northern Railroad, and Sierra Northern Railroad.
- Partnered with the Yolo County Homeless Outreach coordinator in addressing transient issues throughout the community.

Department Summaries

- Strengthened the relationship with Fourth and Hope as well as Yolo Health and Human Services to enhance outreach capabilities
- Continued participation in county meetings in an effort to collaborate with other agencies to address homelessness with a countywide response.
- Successful special operations throughout the year:
 - a. Local gang sweep at 14 targets resulting in three (3) arrest; partnered with Yolo County Sheriff's office, West Sac PD, Yolo County Parole and ISU.
 - b. Prohibited firearms sweep in six (6) locations with assistance from Department of Justice.
 - c. *Silent Night* Operation, a multi-jurisdictional warrant service related to gang crime, mostly in Woodland which resulted in 31 arrests, seizure of 10 pounds of meth, two (2) kilos of cocaine, 70 pounds processed marijuana, 800 plants, \$75,000 cash, and 52 guns.
- Hosted two women's self-defence classes.
- Held monthly Coffee with a Cop and added new locations.
- Continued participation in YGRIP with increased referrals and implemented Big Brother/Sister program.
- PAL finished the 2nd year of the Junior Giants program and hosted a *Pizza with the Police* fundraiser at MOD Pizza.
- PAL collaborated with WJUSD to establish the NFL flag football program.
- Coordinated and hosted 3rd Annual Youth Summer Camp with PAL.
- PAL assisted WJUSD with mentorship for the transitional program for students identified as potentially having difficulty going from middle school to high school or elementary to middle school.
- School Resource Officers hosted Back to School shopping to benefit less fortunate youth in our community.
- Participated in Red Ribbon Week at Woodland Christian and Powder Puff at Woodland High.
- Implemented G.R.E.A.T curriculum at all elementary schools.
- Hosted a very successful National Night Out in August 2017 with over 34 block parties.
- The Department's Crime Prevention Specialist spoke at several civic groups and schools and held 18 safety presentations.
- Revived Neighborhood Watch and attended nine (9) block meetings and one (1) community meeting at Yolano Donnelly to address crime concerns and fears.
- During the Christmas holidays, hosted Fill-the-Trunk toy collection events throughout the City, Shop with A Cop at Walmart and Tip a Cop at Red Robin to benefit the community.

Investigations Bureau

- Successfully appointed a new Senior Detective and filed one (1) part-time Crime Analyst position.
- Successfully completed and passed the gang validation audit.
- Expanded CSI team to include civilian staff.
- Initiated enforcement team for commercial cannabis.
- Participated in a multi-agency task force that targeted a drug trafficking organization that resulted in the arrests of suspects with 59 lbs of methamphetamine seized with a street value of \$1.607M, 18 lbs of heroin valued at \$817K, thirteen firearms, \$20,000 in cash and stolen truck valued at \$40K.
- Investigations provided training to downtown business owners association on fraud & security.
- Co-host for the CNOA cell phone forensic training.

Department Summaries

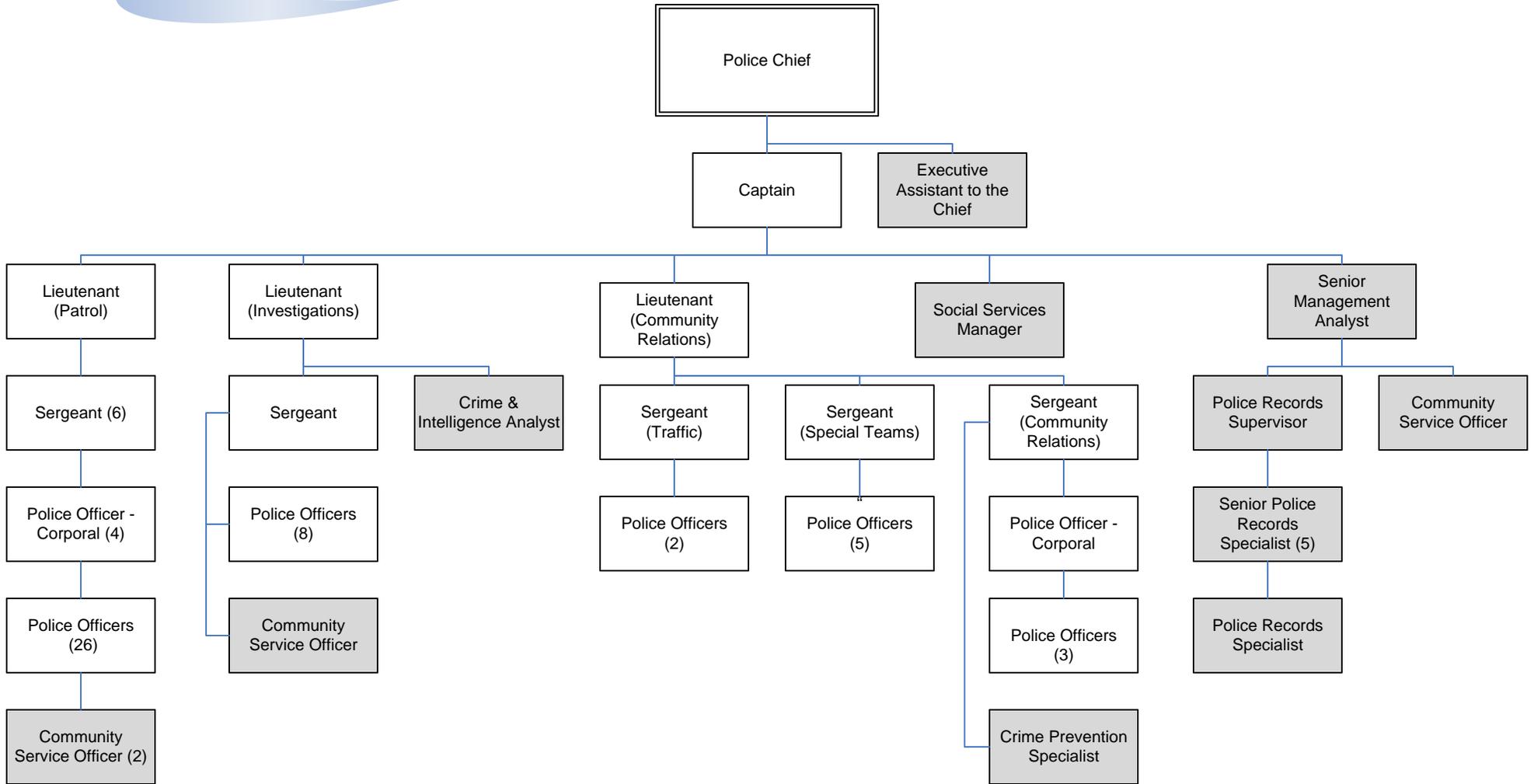
- Fully implemented Compstat using the Trittech CAU dashboard system with customized training offered by Trittech.
- Implemented weekly COMPSTAT intelligence sharing meetings and carried out weekly enforcement tasks.
- Continued participating in human trafficking task force meetings with the Yolo County District Attorney's office and allied agencies.
- Conducted a prostitution "John" sting in the city of Woodland with allied LE agencies.
- Collaborated with Yolo County CPS to develop a mutual understanding of reporting expectations.
- Began the development of an Investigation's Bureau Community Outreach/ Customer Service/Department Training strategy.

FY2018-19 Goals

The Department aims to fulfil the following goals in continued support of the Council's priority goals:

- Continued expansion of volunteer program: To complement the work of paid staff, Police will continue to expand the volunteer program, specifically to increase involvement in community outreach via crime prevention activities; assist in the front office so paid staff can be directed to other tasks; assist with extra patrol throughout the city specifically near schools and known problem areas; and expand the Neighborhood Watch program.
- Continued expansion of social media outreach: staff realizes the importance of social media and accepts the challenge of expanding its outreach despite staffing shortage. Police will continue to explore the benefits of Twitter, YouTube and Nixle and will optimize the use of these social media outlets.
- Pursuit of critical collaboration and partnerships: Police will seek more collaborations and partnerships to increase participation in community outreach events and to enhance at-risk youth services.
- Digitize records one year at a time beginning with the oldest documents.
- Increase officer uncommitted time: Police needs to identify ways to increase officer uncommitted time from 15% to 40%.
- Offer 7th G.R.E.A.T. curriculum at Lee Middle School.
- Install Police Observation Devices (PODs) at Two (2) intersections.
- Release recruitment video by summer 2018.
- Increase collaboration with county regarding HOST initiatives.
- Increase with Yolo County mental health crisis intervention program.
- Establish UNIDOS program in the department.
- Fill the new Social services manager position.
- Explore options for BEAST evidence system replacement.
- Offer a citizen's academy (abbreviated police academy for general public).
- Formalize YCRC mediation services for low-level officer complaints.
- Full implementation of the Commercial Cannabis Enforcement Team.
- Begin the transition to NIBRS.

Police



Non-Sworn Positions

POLICE

| <u>Source of Funds</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| General Fund Support | \$ 15,097,048 | \$ 15,925,598 | \$ 16,703,364 | \$ 17,591,972 | \$ 18,746,405 |
| General Fund Fees & Charges | 582,991 | 744,159 | 712,976 | 630,529 | 511,274 |
| Internal Service Funds | 31,077 | - | - | 98,000 | 28,700 |
| Proposition 172 Funds | 322,259 | 300,872 | 319,118 | 340,900 | 294,061 |
| Grant Funds | 124,232 | 256,212 | 506,255 | 716,674 | 585,903 |
| Development Funds/Capital | 97,245 | 97,149 | 97,048 | 98,770 | 651,705 |
| Asset Forfeiture | 39,589 | 8,529 | - | 56,000 | 25,000 |
| Total Funding Sources | \$ 16,294,440 | \$ 17,332,519 | \$ 18,338,761 | \$ 19,532,845 | \$ 20,843,048 |

| <u>Division</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|----------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| 51 Administration | \$ 2,862,904 | \$ 3,040,698 | \$ 3,711,175 | \$ 3,607,317 | \$ 3,982,073 |
| 52 Operations | 8,654,729 | 9,182,023 | 8,884,731 | 9,524,377 | 9,023,724 |
| 53 Operations Support | 1,516,299 | 1,608,111 | 1,710,073 | 1,703,251 | 1,997,171 |
| 54 Special Operation | 2,518,972 | 2,675,436 | 2,928,498 | 3,183,675 | 2,410,335 |
| 55 Community Relations | - | - | - | 170,733 | 2,410,704 |
| 56 Special Police Revenues | 468,083 | 420,147 | 421,378 | 558,087 | 470,072 |
| 57 Police Grants | 176,208 | 308,956 | 585,858 | 686,635 | 450,199 |
| 59 Capital Projects | 97,245 | 97,149 | 97,048 | 98,770 | 98,770 |
| Total Expenditures | \$ 16,294,440 | \$ 17,332,519 | \$ 18,338,761 | \$ 19,532,845 | \$ 20,843,048 |

Department Summaries

| General Fund Expenses by Division | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Division | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| 51 Administration | \$ 2,862,904 | \$ 3,040,698 | \$ 3,711,176 | \$ 3,607,317 | \$ 3,982,073 |
| 52 Operations | 8,644,891 | 9,182,023 | 8,884,731 | 9,442,377 | 8,646,445 |
| 53 Operations Support | 1,495,060 | 1,608,111 | 1,710,073 | 1,687,251 | 1,953,787 |
| 54 Special Operation | 2,518,972 | 2,675,436 | 2,928,498 | 3,183,675 | 2,249,363 |
| 55 Community Relations | - | - | - | 170,733 | 2,410,704 |
| 56 Special Police Revenues | 158,211 | - | - | 30,000 | 6,000 |
| 57 Police Grants | - | 163,489 | 181,863 | 101,148 | 9,307 |
| 59 Capital Projects | - | - | - | - | - |
| Total Expenditures | \$ 15,680,039 | \$ 16,669,757 | \$ 17,416,341 | \$ 18,222,501 | \$ 19,257,679 |

| Expenses by Category | | | | | |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Expenditures | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 11,507,388 | \$ 12,312,503 | \$ 13,047,347 | \$ 13,685,296 | \$ 15,165,105 |
| Supplies & Services | 2,643,693 | 2,927,905 | 3,187,269 | 3,499,156 | 3,320,429 |
| Education & Meetings | 87,929 | 67,954 | 92,804 | 61,426 | 43,683 |
| Capital Expenses | 76,019 | - | - | 24,000 | - |
| Other Operating Expenditures | 1,979,411 | 2,014,807 | 2,011,341 | 2,262,967 | 2,281,875 |
| Transfers | - | 9,350 | - | - | 31,956 |
| Total Expenditures | \$ 16,294,440 | \$ 17,332,519 | \$ 18,338,761 | \$ 19,532,845 | \$ 20,843,048 |

| General Fund Expenses by Category | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <u>Expenditures</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2016-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 11,114,684 | \$ 11,790,775 | \$ 12,249,427 | \$ 12,678,030 | \$ 13,826,052 |
| Supplies & Services | 2,583,782 | 2,919,392 | 3,187,269 | 3,361,156 | 3,225,536 |
| Education & Meetings | 49,996 | 67,954 | 92,804 | 45,426 | 43,683 |
| Capital Expenses | 76,019 | - | - | 24,000 | - |
| Other Operating Expenditures | 1,855,558 | 1,891,636 | 1,886,841 | 2,113,889 | 2,130,452 |
| Transfers | - | - | - | - | 31,956 |
| Total Expenditures | \$ 15,680,039 | \$ 16,669,757 | \$ 17,416,341 | \$ 18,222,501 | \$ 19,257,679 |

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – POLICE

| Classification | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | Adopted FY2018/19 |
|----------------------------------|-------------|-------------|-------------|-----------|----------------------|
| Police | | | | | |
| Administrative Clerk II | 0.5 | 0.5 | 0 | 0 | 0 |
| Administrative Clerk III | 0 | 0 | 0.5 | 0 | 0 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 |
| Community Services Officer | 4 | 4 | 4 | 4 | 4 |
| Crime & Intelligence Analyst | 1 | 1 | 1 | 1 | 1 |
| Crime Prevention Specialist | 0 | 1 | 1 | 1 | 1 |
| Police Captain | 1 | 1 | 1 | 1 | 1 |
| Police Chief | 1 | 0 | 1 | 1 | 1 |
| Police Lieutenant | 3 | 3 | 3 | 3 | 3 |
| Police Officer | 45 | 49 | 49 | 49 | 52 |
| Police Records Specialist | 0 | 1 | 2 | 1 | 1 |
| Police Records Supervisor | 0 | 1 | 1 | 1 | 1 |
| Police Sergeant | 10 | 10 | 10 | 10 | 10 |
| Records Manager | 1 | 0 | 0 | 0 | 0 |
| Public Safety Chief | 0 | 1 | 0 | 0 | 0 |
| Senior Management Analyst | 1 | 1 | 1 | 1 | 1 |
| Senior Police Records Specialist | 6 | 5 | 4 | 5 | 5 |
| Social Services Manager | 0 | 0 | 0 | 0 | 1 |
| Total Police | 74.5 | 79.5 | 79.5 | 79 | 83 |

FIRE DEPARTMENT

The Fire Department ensures that the City's emergency resources and fire prevention services are effectively and efficiently planned, delivered, and managed. Fire provides response to structural, vehicular and vegetation fires, emergency medical services, hazardous materials and specialty rescue response, public assistance and other emergencies. Additionally, Fire provides a wide variety of planning, mitigation, and outreach services.

The Fire Department is organized into four major divisions: Administration, Operations, Training, and Prevention. Each division should ideally be managed by dedicated administrative staff. However, due to elimination of mid management administrative positions these divisions are all managed by administration and or have been pushed down to line level personnel to manage. For the sake of continuity, we will still refer to them as divisions.

Administration

This division serves two critical roles: 1) provide leadership and administrative support for all Fire services, and 2) coordinate citywide Emergency Management efforts. Activities of this division include the following:

- Long-range organizational/succession planning
- Personnel management
- Contract and grant administration
- Budget oversight and management
- Leadership development
- Policy development
- Risk management
- Disaster Planning

Operations

This division is responsible for activities related to emergency response. The division oversees five (5) program areas that support the emergency services activities provided by Fire. These programs include:

- Emergency operations and deployment
- Facilities
- Fleet and equipment
- Special Operations
- Emergency planning and disaster preparedness

Training

In cooperation with the West Valley Regional Fire Training Consortium (WVRTC), this division oversees Fire's Training Program. It is responsible for the coordination, supervision, and development of all training activities. The division oversees six (6) program areas that support the emergency services activities provided by Fire. These programs include:

Department Summaries

- Training and instruction
- Firefighter Recruitment / Academy
- Promotional processes
- Certification Board
- Regional training coordination
- Public Outreach and Youth programs

Prevention

Prevention is responsible for activities related to reducing risk to the community, limiting the impact of disasters, and creating resiliency. That is, to predict and, where possible, prevent fires and other disasters, mitigate their impact on vulnerable populations. This division oversees six (6) program areas: These programs include:

- Community risk reduction / fire prevention
- Arson investigation
- Inspections
- Enforcement
- Plan review
- Public Education

FY2017-18 Accomplishments

- Personnel
 - Established position and promoted Management Analyst.
 - Conducted recruitment process for current firefighter vacancies and successfully hired three (3) firefighters.
 - Participated in regional testing for Fire Captain.
 - Promoted two (2) Engineers and two (2) Captains as a result of retirements.
 - Implemented Fire Prevention succession planning by staffing Acting Fire Marshal position.
 - Conducted Fire Marshal recruitment.
 - Successfully certified three (3) acting Engineers, three (3) acting Captains, and two (2) acting Battalion Chiefs.
- Training
 - Conducted joint fire academy with Yocha DeHe Fire Department.
 - Completed construction of on-site off-road driving course at Station #3.
 - Completed over 4,700 hours of department training.
 - Participated in regional training including:
 - ✓ Honour Guard Camp
 - ✓ State Fire Training Trench Rescue and Confined Space Technician courses
 - ✓ County-wide Multiple Casualty Incident training
 - ✓ Trained six (6) personnel as CPR instructors
- Emergency Planning and preparedness
 - Contracted with an emergency planning consultant.
 - Developed and adopted update Emergency Operations Plan for the City.
 - Conducted Citywide Emergency Operations training.
 - Completed Hazard Mitigation Plan and CalOES adoption.

Department Summaries

- Operations
 - Responded to 7,405 calls in 2017, a 9% increase over 2016.
 - Deployed Strike Team and overhead personnel to 10 wildland fires throughout the State of California including the October fires in Santa Rosa and the December fires in Southern California.
 - Added Narcan, Blood Glucose monitoring, Epinephrine pens, and hemostatic dressings to the EMS equipment and treatment options.
 - Facilitated the addition of Rapid Tactical Response Bags for MCI's to all apparatus.
 - Re-established regional Operations working group.
 - Received FIRESCOPE ICS-US&R-120-1 Type-2 Rescue typing designation through CalOES.
 - Placed Type V fire apparatus in service.
 - Placed New Strike Team Leader utility truck in service.
 - Ordered Fire Marshal vehicle.
- Prevention
 - Performed comprehensive Fire Prevention fee study.
- Grant Funding
 - Submitted and received initial approval for Homeland Security Grant for ballistic protection and Emergency Operations Center (EOC) equipment.
 - Submitted Assistance for firefighting Grant (AFG) for Self Contained Breathing Apparatus (SCBA) fill station.
 - Submitted Tribal Request for funding of new Medium Rescue Apparatus.
 - Successfully awarded Walmart grant for Automatic External Defibrillators (AED).
- Outreach
 - 125 Anniversary Great Fire Event.
 - Trained over 250 citizens in Cardio Pulmonary Resuscitation (CPR).
 - Held Open House at all three (3) Fire Stations.
 - Provided fire safety education to every first grade class within the City of Woodland as well as attended over 35 outreach and community events.
 - Celebrated the 20-year anniversary of the Fire Explorer Post.
 - Held first of two Youth Public Safety Academies jointly with PD.
- Long-Term Planning
 - Completed station location study and conducted associated community outreach.
 - Completed RFP and successfully hired architectural firm to begin fire station site due diligence.

FY2018-19 Goals

Fire aims to fulfil the following goals in continued support of the Council's priority goals:

- Personnel
 - Continue to rebuild fire administration and restore the Fire mid-management structure to include Deputy Chief.
 - Complete recruitment for the Fire Marshal position.
 - Complete regional Fire Engineer promotional process.
 - Complete regional Fire Battalion Chief promotional process.
 - Establish administrative acting positions to provide for succession planning at all ranks.
 - Update Support Branch MOU.

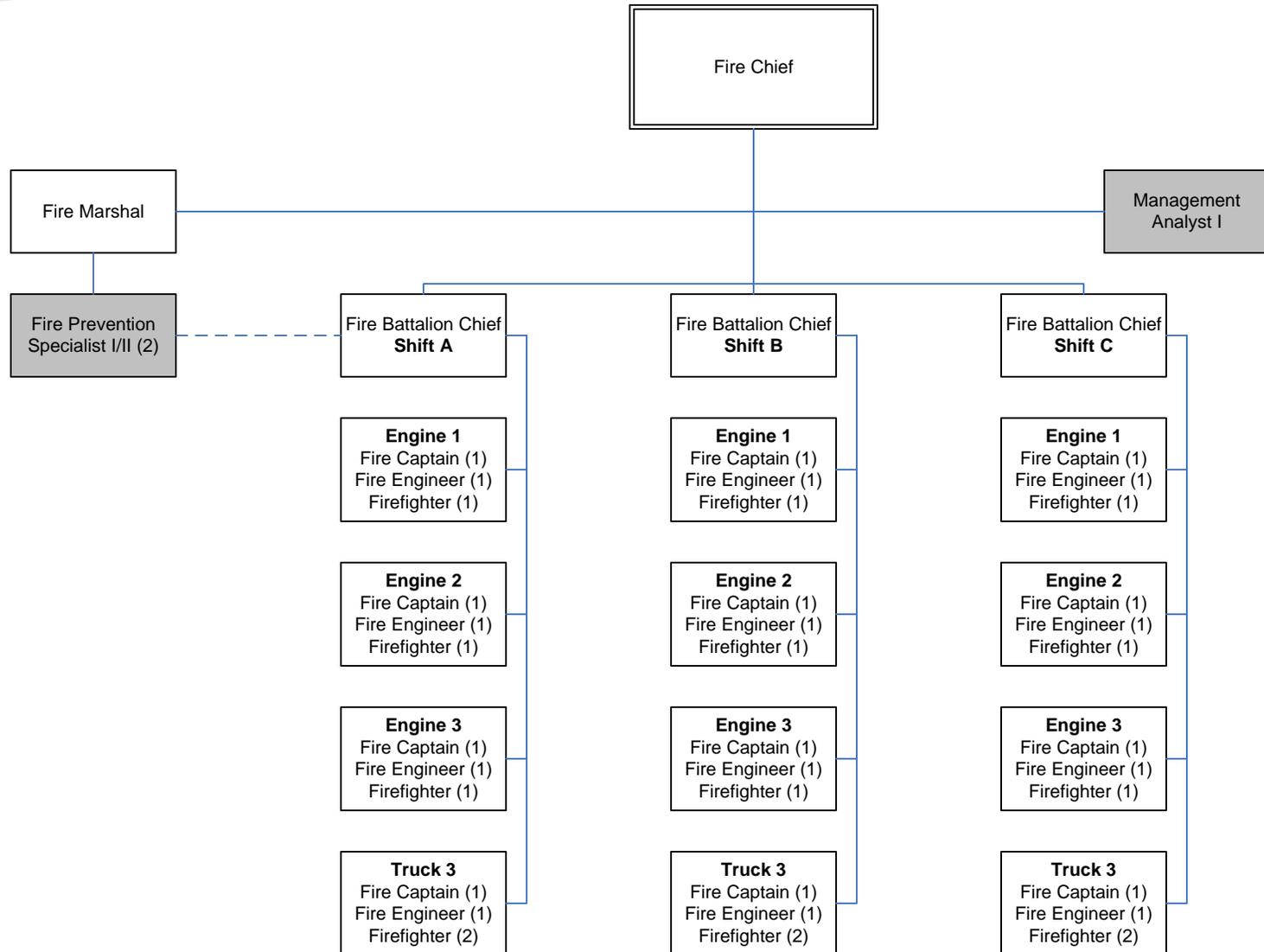
Department Summaries

- Training
 - Complete fire command training.
 - Complete Firefighter Bill of Rights training.
 - Complete Emergency Vehicle Operations Training for all affected ranks.
 - Hold fire academy for new fire recruits as needed based on forecasted vacancies.
- Operations
 - Replace the 25-year old SCBA fill station.
 - Continue Lexipol migration and development of standard operating guidelines within the department and regionally.
 - Pursue radio upgrade to become P25 compliant.
 - ISO assessment: Staff will seek to identify areas of improvement and prepare for upcoming 2019 ISO review to maintain and/or improve the City's ISO rating.
 - Update telestaff personnel staffing system, upgrade system to transition to an automated system which rapidly recall staff and fill all vacancies while reducing staff workload.
 - Transition the Woodland Fire Department Exposure Control Plan to the County-wide plan established collaboratively with YEMSA.
 - Place Fire Marshal vehicle in service.
 - Specify and order Type V apparatus to replace Type III.
 - Update apparatus replacement plan.
- Prevention
 - Pending Council approval, implement updated fire prevention fee structure.
 - Evaluate fire prevention division structure, with the hiring of a new Fire Marshal evaluate and institute organizational structure to align with service needs.
 - Develop an electronic plan review process to digitize archived plan reviews to reduce the need for additional storage space.
 - Explore sharing of Fire Marshal services with Yocha Dehe Wintun Nation.
 - Establish Juvenile Firesetter Program. This program is an intervention and educational program aimed at reducing the number of fires and burn injuries caused by youth experimenting with fire.
- Grant Funding
 - Pending approval of submitted grants administer and perform as required.
 - Submit for Staffing for Adequate Fire Response (SAFER) grant to augment fire personnel.
 - Submit Walmart grant for CPR mannequins to support community training effort.
 - Submit Walmart grant for defibrillators for City buildings.
 - Submit Assistance for Firefighting (AFG) to augment equipment needs.
- Outreach
 - Begin reoccurring community CPR training.
 - Continue Social Media outreach.
 - Have second Youth Public Safety Academy.
 - Create and deliver public education programs based on Community Risk Assessment findings.
- Emergency Planning and preparedness
 - Complete Continuity of Operations plan.
 - Conduct area and position specific training.
 - Upgrade Emergency Operations Center equipment.
 - Train staff for redundancy of operations in Emergency Operations planning.
- Long Term Planning
 - Acquire land for relocation of Station 3 and finalize plans for Station 3 relocation.

Department Summaries

- Complete Standard of Cover: review and validate station location recommendations. Assess needs and performance gaps identify findings to which solutions and recommendations can be developed.
- Update the Fire Master Plan: staff will begin the process of updating the Fire Master Plan to assist with identifying needs as well as framing decisions regarding staffing, deployment models, and station location.
- Re-assess Springlake Fire Protection District fee structure.
- Re-assess service delivery options and cost recovery for Elkhorn Fire Protection District.

Fire



FIRE

| <u>Source of Funds</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| General Fund Support | \$ 8,762,791 | \$ 8,651,878 | \$ 9,442,768 | \$ 10,584,888 | \$ 9,756,374 |
| General Fund Fees & Charges | 673,777 | 915,053 | 833,719 | 403,717 | 495,651 |
| Internal Service Funds | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Proposition 172 | 224,922 | 226,932 | 161,257 | 188,759 | 193,970 |
| SAFER Grant | - | - | - | - | - |
| Development Funds/Capital | - | - | - | - | 502,732 |
| Other Designated Revenues | - | - | - | - | - |
| Total Funding Sources | \$ 9,661,490 | \$ 9,793,863 | \$ 10,437,744 | \$ 11,177,364 | \$ 10,948,727 |

| <u>Division</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|---------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| 61 Administration | \$ 87,748 | \$ 97,419 | \$ 351,106 | \$ 510,757 | \$ 495,157 |
| 62 Operations | 9,081,960 | 9,286,273 | 9,636,991 | 9,969,504 | 9,829,105 |
| 63 Training | 143,975 | 78,901 | 99,193 | 189,500 | 84,300 |
| 64 Fire Prevention | 347,807 | 331,271 | 350,454 | 507,603 | 540,165 |
| 69 Capital | - | - | - | - | - |
| Total Expenditures | \$ 9,661,490 | \$ 9,793,863 | \$ 10,437,744 | \$ 11,177,364 | \$ 10,948,727 |

Department Summaries

| General Fund Expenses by Division | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <u>Division</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| 61 Administration | \$ 87,748 | \$ 97,419 | \$ 351,106 | \$ 510,757 | \$ 202,276 |
| 62 Operations | 8,857,039 | 9,059,341 | 9,471,733 | 9,780,745 | 9,635,135 |
| 63 Training | 143,975 | 78,901 | 99,193 | 189,500 | 84,300 |
| 64 Fire Prevention | 347,807 | 331,271 | 350,454 | 507,603 | 330,314 |
| 69 Capital | - | - | - | - | - |
| Total Expenditures | \$ 9,436,568 | \$ 9,566,932 | \$ 10,272,486 | \$ 10,988,605 | \$ 10,252,025 |

| Expenses by Category | | | | | |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <u>Expenditures</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 7,543,989 | \$ 7,702,647 | \$ 8,155,436 | \$ 8,220,656 | \$ 8,791,980 |
| Supplies & Services | 535,187 | 517,267 | 548,916 | 780,576 | 589,205 |
| Education & Meetings | 85,104 | 42,174 | 47,141 | 50,989 | 50,989 |
| Capital Expenses | - | 51,985 | 21,670 | - | 90,000 |
| Other Operating Expenditures | 1,497,209 | 1,479,791 | 1,463,888 | 1,391,507 | 1,426,553 |
| Transfers | - | - | 196,693 | - | - |
| | \$ 9,661,490 | \$ 9,793,863 | \$ 10,433,744 | \$ 10,443,728 | \$ 10,948,727 |

| General Fund Expenses by Category | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <u>Expenditures</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 7,390,644 | \$ 7,543,868 | \$ 8,062,778 | \$ 8,723,541 | \$ 8,163,484 |
| Supplies & Services | 531,677 | 517,267 | 548,916 | 842,217 | 589,205 |
| Education & Meetings | 85,104 | 42,174 | 47,141 | 50,989 | 50,989 |
| Capital Expenses | - | 51,985 | 21,670 | - | 90,000 |
| Other Operating Expenditures | 1,429,143 | 1,411,638 | 1,395,288 | 1,323,571 | 1,358,347 |
| Transfers | - | - | 196,693 | 48,287 | - |
| | \$ 9,436,568 | \$ 9,566,932 | \$ 10,272,486 | \$ 10,988,605 | \$ 10,252,025 |

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – FIRE

| Classification | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | Adopted FY2018/19 |
|-------------------------------|-------------|-------------|-------------|-----------|----------------------|
| Fire | | | | | |
| Administrative Clerk II | 0.5 | 0.5 | 0 | 0 | 0 |
| Administrative Clerk III | 0 | 0 | 0.5 | 0 | 0 |
| Fire Battalion Chief | 3 | 3 | 3 | 3 | 3 |
| Fire Captain | 12 | 12 | 12 | 12 | 12 |
| Fire Chief | 0 | 0 | 1 | 1 | 1 |
| Fire Engineer | 12 | 12 | 12 | 12 | 12 |
| Fire Marshal | 0 | 0 | 0 | 1 | 1 |
| Fire Prevention Specialist II | 2 | 2 | 2 | 2 | 2 |
| Firefighter | 15 | 15 | 15 | 15 | 15 |
| Management Analyst I | 0 | 0 | 0 | 1 | 1 |
| Total Fire | 44.5 | 44.5 | 45.5 | 47 | 47 |

LIBRARY

This department administers and conducts all local library activities along the lines established for American free public libraries as early as the mid-1800s, when society realized that the industrial revolution demanded an educated workforce. Since 1891, when the Woodland Public Library was established by the City of Woodland, the library has been the prime educational service of the city, providing aids to parents of pre-readers, early reader assistance, supplemental books to help students, and a full range of books, other items, and services to assist all residents in their life-long learning efforts.

The library also provides recreational and cultural materials in print and non-print forms, and seeks to foster informed democratic involvement by collecting materials from many points of view on the important issues facing the electorate. Local library activities include the following: selection and ordering of materials, patron registration, checkout of items, patron assistance, readers advisory, electronic services (internet, online databases, public catalog, e-books), public programs, interlibrary borrowing and lending, cataloging, classification of materials, etc.

The Library also oversees the Literacy Program, which is a nearly self-supporting program with minor support from the General Fund. It provides one-on-one and group tutoring for adults in Woodland. Its partners and funding sources include the county's sheriff department, Woodland Adult Education, the Woodland Literacy Council, the California State Library, and other private funding sources.

FY2017-18 Accomplishments

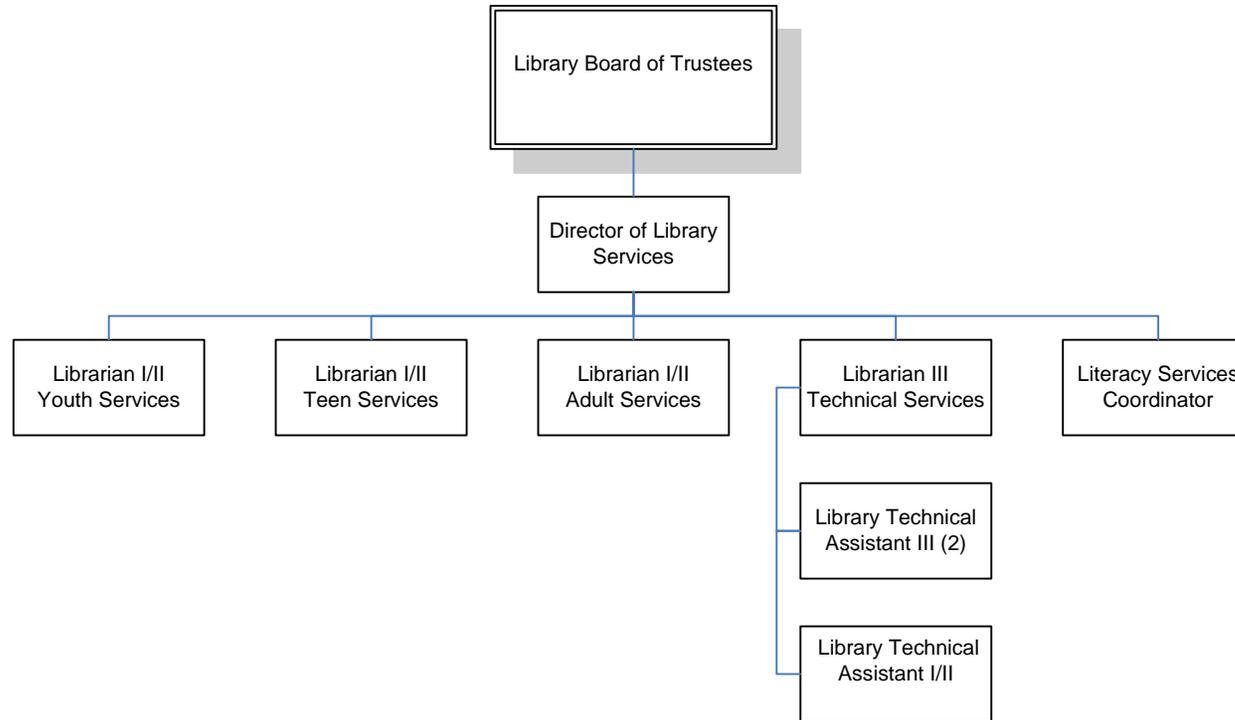
- Square One 745.5 Woodland Public Library's Makerspace and Community Learning Lab hosted workshops and classes for over 800 children, teens, and adults. Square One focuses on teaching design thinking through hands on work and skills building.
- Hosted the Science and Society Discussion Series. The Series is a public forum where the public and experts from different fields come together to discuss complex, controversial issues at the intersection of scientific knowledge and civic life that illustrate the challenges for public policymaking.
- B.I.K.E. Books Inspiring Kids Everywhere - The Library gave out over 2,000 free new books to children at community and school events attended by staff on Book Bikes throughout the year.
- Very Ready Reader Storytimes- Engagement of parents and caregivers in early literacy through the Very Ready Reader Program; attendance of over 6,500 children and caregivers at Storytimes.
- Read Make Explore - Supported student summer learning through engaging programs and reading tracking, increasing students engaged in the reading program over the summer from 1,500 students to 2,000 students ages K- 12 grade.
- Growing Readers Library Card Campaign -First (1st) grade visits. The library gave every first grader in Woodland a "My First Library Card" and a book for ownership.

Department Summaries

FY2018-19 Goals

- Facilitate early learning and foster a love of reading in children, with emphasis on children achieving reading proficiency by 3rd Grade.
- Engage and support children and teens.
- Encourage life-long learning.
- Reach and engage the community's diverse population.

Woodland Public Library



LIBRARY

| Source of Funds | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| General Fund Support | \$ 1,452,447 | \$ 1,742,144 | \$ 1,727,340 | \$ 1,852,948 | \$ 1,908,847 |
| General Fund Fees & Charges | 21,986 | 26,792 | 25,887 | 25,000 | 25,500 |
| Literacy Funding | 73,618 | 85,292 | 80,424 | 94,730 | 95,210 |
| Library Trust Fund | 29,955 | 46,186 | 104,865 | 28,500 | 37,794 |
| Development Funds/Capital | 95,827 | 161,353 | 617,594 | 85,000 | 85,000 |
| Total Funding Sources | \$ 1,673,833 | \$ 2,061,767 | \$ 2,556,110 | \$ 2,086,178 | \$ 2,152,351 |

| Expenses by Division | | | | | |
|-----------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Division | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| 71 Administration | \$ 1,578,006 | \$ 1,900,414 | \$ 1,938,516 | \$ 2,001,178 | \$ 2,067,351 |
| 79 Capital | 95,827 | 161,353 | 617,594 | 85,000 | 85,000 |
| Total Expenditures | \$ 1,673,833 | \$ 2,061,767 | \$ 2,556,110 | \$ 2,086,178 | \$ 2,152,351 |

Department Summaries

| General Fund Expenses by Division | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Division | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| 71 Administration | \$ 1,474,433 | \$ 1,768,936 | \$ 1,753,227 | \$ 1,877,948 | \$ 1,934,347 |
| 79 Capital | - | - | - | - | - |
| Total Expenditures | \$ 1,474,433 | \$ 1,768,936 | \$ 1,753,227 | \$ 1,877,948 | \$ 1,934,347 |

| Expenses by Category | | | | | |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Expenditures | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 908,269 | \$ 1,120,901 | \$ 1,175,229 | \$ 1,233,706 | \$ 1,197,880 |
| Supplies & Services | 385,336 | 476,704 | 925,130 | 408,475 | 501,738 |
| Education & Meetings | 15,253 | 25,626 | 10,656 | 20,458 | 22,458 |
| Capital Expenses | - | 50,650 | 24,840 | - | - |
| Other Operating Expenditures | 364,976 | 387,887 | 402,232 | 423,539 | 430,275 |
| Transfers | - | - | 18,023 | - | - |
| Total Expenditures | \$ 1,673,833 | \$ 2,061,767 | \$ 2,556,110 | \$ 2,086,178 | \$ 2,152,351 |

Department Summaries

| General Fund Expenses by Category | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <u>Expenditures</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 878,340 | \$ 1,097,266 | \$ 1,118,298 | \$ 1,211,589 | \$ 1,155,989 |
| Supplies & Services | 225,338 | 229,391 | 231,005 | 236,025 | 342,288 |
| Education & Meetings | 7,986 | 5,950 | 3,900 | 9,003 | 8,003 |
| Capital Expenses | - | 50,650 | - | - | - |
| Other Operating Expenditures | 362,768 | 385,679 | 400,024 | 421,331 | 428,067 |
| Transfers | - | - | - | - | - |
| Total Expenditures | \$ 1,474,433 | \$ 1,768,936 | \$ 1,753,227 | \$ 1,877,948 | \$ 1,934,347 |

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – LIBRARY

| Classification | Adopted | | | | |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|
| | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | FY2018/19 |
| Library | | | | | |
| Librarian I | 1 | 2 | 0 | 0 | 0 |
| Librarian II | 1 | 1 | 3 | 3 | 3 |
| Librarian III | 1 | 1 | 1 | 1 | 1 |
| Library Services Director | 1 | 1 | 1 | 1 | 1 |
| Library Technician Assistant II | 2 | 1 | 1 | 1 | 1 |
| Library Technician Assistant III | 0 | 2 | 2 | 2 | 2 |
| Literacy Coordinator | 0 | 1 | 1 | 1 | 1 |
| Total Library | 6 | 9 | 9 | 9 | 9 |

PUBLIC WORKS

Public Works is broken into four Divisions: Administration, Operations and Maintenance, Utilities, and Environmental Services. Public Works plans, programs, constructs, operates, maintains, repairs and replaces the city's publicly owned transportation, utility, and facility infrastructure systems.

Transportation systems include pavements, parking and traffic signals/signage, street lighting, and sidewalks. Utility systems include water supply and treatment, sanitary sewer treatment, conveyance and disposal, recycled water distribution, and storm drainage/flood protection. City-owned buildings include City Hall, Municipal Services Center, Library, Police and Fire Stations, and the Community/Senior Center. Public Works also manages the City's vehicle and equipment fleet, and many of the City-wide environmental compliance, conservation, and sustainability programs.

Administration

Staff ensures that all invoices are entered into Tyler Eden (the City's financial software) and paid in a timely manner; purchase orders are requested as needed. Timecards are entered into Tyler Eden and temporary worker hours are tracked to ensure they are kept below their maximum threshold for the fiscal year. Budgets for 39 different programs are created, entered into Tyler Eden, and monitored throughout the fiscal year. Department Cal Card purchases are reconciled and entered into Tyler Eden on a monthly basis.

Phone calls from both internal and external customers are answered and transferred to the correct work group/Division/Department, and the appropriate Service Requests are generated in CityWorks Server. Monthly water shut-off lists are run, routed, distributed, and updated several times per day for the first week after the shut-off date.

Files on professional licenses and certifications are maintained and reviewed in Target Solutions to ensure that Public Works staff is in compliance with State and other agencies. Reports are run out of CityWorks Server, Faster, Target Solutions, and Tyler Eden on a monthly basis and/or as needed.

Staff monitors the backflow testing program where backflow devices located throughout the City (both private and public) are tested annually by certified backflow testers with properly calibrated equipment, and the results are then reported back to the office and tracked to assure State required compliance.

Fleet fixed and variable rates for all city vehicles and equipment are calculated by Public Works for collection by Finance; fixed rate account balances are tracked per vehicle to ensure there is enough money available when the vehicle is up for replacement; fuel information for all City vehicles and equipment is uploaded daily and reconciled monthly; Department of Motor Vehicles (DMV) BIT (Biennial Inspection of Terminals) program files are maintained and kept up-to-date for all Class A and B drivers' license holders. Underground Service Alerts (USA) information and requests for service are forwarded to the appropriate workgroups; website information is updated in a timely manner. Communications from County Communications regarding road closures, flashing lights and out-of-service fire hydrants are forwarded to the correct personnel.

FY2017-18 Accomplishments

- Filled vacant Admin Clerk II position.

Department Summaries

- Completed upgrades to Cityworks Server.
- Received over 10,000 phone calls that turned into Service Requests which were entered in CityWorks server.
- Recruited for Admin Clerk III due to retirement.
- Switched to online USA tracking.

FY2018-19 Goals

- Update Public Works website.
- Require each work group to come up with one significant, measureable performance outcome that can be captured in Cityworks.
- Ensure new Director has everything they need to be successful.
- Work with Director on Department reorganization.
- Work with Fleet on implementing Assetic Software for Facilities.

Environmental Services

The Environmental Services Division supports the City's stewardship of land, water, energy, and air resources and oversees compliance with related environmental laws and regulations through the following programs:

Environmental Compliance

Leadership of community energy conservation and greenhouse gas reduction programs, Climate Action Plan implementation, community outreach regarding storm water quality, and coordination with the Center for Natural Lands Management on maintenance of preserve properties (mitigation land).

Solid Waste and Recycling

Management of citywide solid waste and recycling services through the Waste Management franchise agreement, programs to comply with state mandates for waste diversion and proper hazardous waste disposal, long-term waste-reduction planning, and illegal dumping investigation and enforcement.

Water Conservation

Promotion of water conservation through education and outreach, rebate programs, water-leak location assistance, and water-waste response; monitoring and reporting compliance with state requirements for water use reduction.

FY2017-18 Accomplishments

- Continued exploration of Community Choice Energy programs, leading to the City's decision to join the Valley Clean Energy Alliance; worked to support VCEA's program launch in June 2018.
- Worked with other PW Divisions to secure grant funds supporting installation of a double EV charging station in the secured parking area at the PD for City staff.
- Concluded hands-on outreach at numerous apartment complexes to introduce and promote multifamily recycling services, resulting in 98% of the complexes achieving compliance with the Mandatory Commercial Recycling ordinance.
- Increased Construction and Demolition Recycling program diversion rates from 50% to above the 65% required by the mandatory commercial recycling ordinance.

Department Summaries

- Adopted a revised Waste Management contract, which expanded organic waste service to encompass food waste collection, and implemented a commercial food waste collection program.
- Coordinated the annual pharmaceutical take-back event with Police Department's DEA-sponsored collection, increasing participation over the previous year through increased promotion of the event.
- Implemented residential organics recycling program adding food waste to green waste collection and conducted outreach to residents to educate them on the new program.
- Initiated organics recycling pilot program at selected City facilities.
- Continued extensive promotion of the Aquahawk customer account portal and streamlined approach to customer leaks based on Aquahawk data; exceeded 3,000 signups.
- Concluded a three-city multifamily landscape water audit pilot project supported by a Water Resource Association grant, including follow-up research on needs of multi-family complexes.
- Improved internal use of Aquahawk to identify City water system leaks and inefficiencies; developed program with CSD/Parks Department to automate notification of irrigation system issues at City parks and City-owned landscaped areas, including development of user's guide and meter identification and naming system.
- Improved leak detection program, using AquaHawk to identify about 400 residential water leaks.
- Continued extensive outreach in all program areas using multiple channels, including: radio and newspaper ads, the electronic billboard along I-5, press releases, utility bill inserts, brochures, Waste Management newsletters and mailers, social media, EnviroWoodland e-newsletters, Web site updates, posters and flyers, and direct mail.
- Produced, staffed, and/or participated in events throughout the year, including: two (2) Yolo County Fair display booths (water and recycling), Police Department and DEA sponsored pharmaceutical take-back events, Fall compost workshop, landscape design and irrigation workshops, two (2) automotive oil filter exchange events, Waste Management bulky waste drop-off event, California Honey Festival, Woodland Street Cruisers car show, Water-Wise Landscape Tour, senior resource fair, Arbor Day tree planting event, and Rexpo.
- Recruited new Environmental Sustainability Manager.

FY2018-19 Goals

- Develop system for assessing and reporting on progress toward Climate Action Plan goals, plan adjustments as needed, and establish and promote an implementation program.
- Facilitate internal awareness and incorporation of Climate Action Plan goals into citywide programs and practices; enhance the connections between Environmental Services' events and activities and those of other departments.
- Investigate opportunities to improve energy efficiency at City Hall and other City buildings.
- Explore opportunities for battery storage projects to address peak demand at the WPCF, Community & Senior Center, or other City facilities.
- Increase community EV charging opportunities.
- Revise the Municipal Code sections on solid waste management and incorporate mandatory commercial organics recycling program.
- Expand organics recycling to all City facilities.

Department Summaries

- Increase the number of certified collection centers participating in automotive oil and filter recycling program.
- Continue to increase AquaHawk enrollment and usage.
- Expand water conservation programs to include businesses.
- Continue to coordinate with Woodland Tree Foundation to increase tree canopy, focusing on commercial properties and major bicycle and pedestrian routes.
- Increase efforts to reduce employee automobile use through partnerships to increase bicycling, walking, carpooling, and mass transit use.
- Upgrade the Conservation Coordinator classification to appropriately reflect level of responsibility.

Operations and Maintenance Division

Fleet & Facilities

The primary mission of the Fleet & Facilities Group is to provide support to all City departments through comprehensive, effective, and efficient Fleet and Facility Services.

Fleet Services

Full-service, “cradle-to-grave” management of all City vehicles, trailers, and peripheral equipment including acquisition, disposition, maintenance, repair, commissioning, roadside response, accident resolution, compliance-related activities, motor pool coordination, and fuel procurement services.

Facility Services

Full-service maintenance management of City Hall, City Hall Annex, Municipal Service Center (MSC), Library, Police Department, Fire Stations 1-3, and Water Pollution Control Facility along with partial support of the Senior and Community Center. Services include maintenance, repair, and compliance-related activities along with subcontracted services including pest control and janitorial services.

FY2017-18 Accomplishments

- Started the implementation of the Assetic Predictor system that will track facilities asset conditions and funding forecasts.
- Converted nine (9) air conditioning units to new EPA-compliant refrigerant.
- Reconfigured HVAC system at City Hall, eliminated faulty in-wall hydronic system and older chiller to make the system more efficient in Council Chambers and Finance sections.
- Hired a consultant to analyze and report on existing conditions and ongoing problems with the Community and Senior Center geothermal system and recommend a resolution.
- Established an asset inventory on all major HVAC assets of each building.
- Acquired a scissor lift for facilities maintenance for technicians to do more work in-house and reduce backlog service requests.
- Developed a more robust vehicle decommissioning process.
- Replaced 13 older vehicles and established new vehicles for Fire Marshall and USA Locator positions.

Department Summaries

- Hired two (2) temporary Equipment Services Workers to augment personal vacancies, allowing Fleet to remain compliant on preventative maintenance inspections and better workflow management.
- Resolved carbon monoxide concern on Police's Ford Interceptors by installing sensors in each vehicle.
- Created seven (7) standard operating procedures for facilities operations in preparation for upcoming retirement of key staff members.
- Established a new janitorial services contract with Pride Industries.
- Awarded a \$6,000 Clean Air Funds grant towards the purchase of a new hybrid vehicle.
- Completed the 5-year HAZMAT Spill Prevention and Contamination Control Plan for Police Department and the Municipal Services Station.
- Coordinated training with Sewer division on domestic sewer line condition assessments in order for the assessments to be done in-house.
- Completed initial steps towards installing a fire alarm system at City Hall.

FY2018-19 Goals

- Establish a plan to replace conventional vehicles with Alternative Fuel Vehicles/Electric Vehicles.
- Implement an In-House Smog testing and repair program.
- Increase Parts Turnover Rate to 3.0.
- Develop a capital planning program for major facility asset rehabilitation and replacement.
- Improve existing preventative maintenance program of building systems.
- Advocate for an additional position with lead duties (Senior Facilities Maintenance Worker).
- Collaborate with YCPARMIA to conduct facilities safety inspections on all city-owned facilities.

Right-of-Way (ROW) Maintenance

The primary mission of this Group is to maintain City infrastructure in a cost-effective manner, ensuring a high degree of reliability and safety that will meet the needs of our community.

The Right-of-Way (ROW) Group consists of 14 programs and is responsible for the operation and maintenance of 207 center line miles of streets, 400 miles of sidewalks, 68 signalized intersections (City owned), 48 various sites throughout Yolo County that incorporate signals, beacons and radar feedback signs (County owned) 3,550 street lights, citywide Supervisory Control and Data Acquisition (SCADA) system, facility electrical (WPCF, water distribution, sewer and storm pumping stations, parks, and various city buildings), 10,000 traffic signs, and 207 center line miles of road markings.

All of these amenities are funded from multiple sources, which include the General Fund, Transportation Development Act (TDA), Measure F, Gas Tax, Enterprise Funds, and various Lighting and Landscaping Districts (L&L).

FY2017-18 Accomplishments

- Downtown Enhancements - Completed various components of the City's Downtown Enhancement project.
 - Continuous banner installation and removal.
 - Installed Vandal-resistant electrical boxes at palm trees.

Department Summaries

- Installed monument lighting at Main & East.
- 100% of Municipal Service Center (MSC) electrical information was added to Cityworks.
- Upgraded three (3) crosswalk Pedestrian signals to countdowns.
- Completed Park's new bathrooms' project at Campbell, Everman and City Park.
- Supported Community Development Department (CDD) with the inspections, plan review and Requests for Information (RFIs) for all ROW FY 2017-18 projects.
- Installed Raised Pavement Markers (RPMs) on 100% of islands tips.
- Variable frequency drive (VFD) installation at Springlake lift station.
- Installed light poles along pathway at City Park.
- Installed cameras at City Park, Sutter Yard, and Freeman Park.
- Installed new probes at the WPCF Oxidation Ditches.
- Installed motor operated valve (MOV) at Water Pollution Control Facility (WPCF) Waste Activated Sludge (WAS) pump.
- Installed Electric Vehicle Charger at WPCF and MSC.
- Completed bi-monthly programmable logic controller (PLC) program maintenance.
- Designed and installed Soft-Starter for Big Bertha storm pump #1.
- Installed Variable frequency drive (VFD) at Springlake lift station.
- Installed new sub-panel at City Hall for AC project.
- Startup, coordination, plan reviews, inspections of projects including, ASR wells 29 and 30. Wells 24 and 26 reconfiguring and connection to the transmission main and standby/ blending wells.
- Annual maintenance of standby wells.
- Programed changes for ASR Well 28.
- Decommissioned/ transitioned old wells to irrigation wells as directed.
- Continued support of the WPCF and ASR projects.
- Completed bi-monthly programmable logic controller (PLC) program maintenance.
- Annual maintenance on transmission mains Cathodic protection and corrosion systems.
- BBS installations at Pioneer & Tide, Pioneer & Springlake, East & Gum.
- Successful coordination and Project Management at the following Major knockdowns: East & Gum, Main & Third, Beamer & East.
- Completed plan review for the following capital projects: Kentucky Widening, Safe Routes to School on Court Street, Safe Routes to School on Main Street.
- Completed plan reviews on development projects in Springlake and citywide areas.
- Reduced traffic conflicts and improved fire access by installing No Parking and Yield signs in the South/West area of Springlake.
- 100% of Sign's & Markings assets were added to Cityworks, GIS maps.
- Renovated Bush Street offices by installing new two (2) Hour Parking signs on College Street.
- Refreshed yellow thermoplastic crosswalks citywide.
- Upgraded the traffic signal management system software (QuicNet) to enhance operations capabilities. This allowed staff to modify previously unconnected intersections with radios and transmitters and add them to the city's traffic signal management system. This project will continue through 2017-2018; staff completed roughly 85% of the project in 2016-2017.
- Repaired/replaced raised pavement markers (RPM's) on Farnham Ave, E. Gum Avenue, Olvera Drive, Maxwell Avenue, Andrew Stevens Drive, Kinchloe Avenue, Branigan Avenue and Matmor Road.

Department Summaries

- Refreshed faded thermoplastic turn arrows WB E. Main Street & East Street and on E. Beamer Street & Pioneer Avenue.
- Replaced thermoplastic Freeway Only legends at E. Main Street & Pioneer Avenue.
- Continued adding the radio frequency identification (RFID) tags to each regulatory sign - 70% complete.
- Installed NO POSTING signs at traffic signal intersections - 30% complete.
- Replaced yellow thermoplastic at 16 school crosswalks.
- Replaced Overhead signs at 15 traffic signal intersections.
- Updated Lock-Out/Tag-Out Procedure to reflect the changes to the National Fire Protection Association (NFPA) 70E, Electrical Safety Standards.
- Perfect safety record with public electrical hazards encountered while completing thousands of underground service alerts.
- Installed thermal imaging detection to locations where the roadway cannot support inductive detection.
- Reviewed and developed civil improvement plans for the Kentucky Widening and Springlake projects.
- Completed annual storm maintenance.
- Coordinated with PG&E on receiving rebates for LED conversions.
- Installed 75% of the equipment for the WPCF's Wi-Fi.
- Replaced over 15 traffic signals locations with LEDs.
- The Street Group completed routine maintenance in preparation for the 2018 seal project in zones 12 & 13.
- Completed annual road rating project.
- Repaired multiple utility trenches for the Water and Collection Groups.
- Assisted Police with cleanup of numerous homeless encampments.
- Provided traffic control for the various Downtown Special Events.
- The Signs and Markings Group has added roughly 80% of all signs & road markings data into Cityworks.

FY2018-19 Goals

- Downtown Enhancements
 - Upgrade banner installation and removal equipment.
 - Install vandal-resistant electrical boxes and low voltage monument lighting.
- Install security cameras at the Sports Park.
- Write Standards to replace 700 high-pressure sodium (HPS) Lights with high efficiency light emitting diodes (LED) in the Springlake L&L District, thereby saving the City tens of thousands of dollars in PG&E costs; 75% complete.
- Install LEDs in selected city owned buildings to reduce energy cost.
- Conflict monitor testing to ensure traffic signals are running at peak safety standards to prevent accidents and relieving the city of traffic related liabilities.
- Conduct loop maintenance to maintain engineered traffic standards to keep vehicles and pedestrians flowing.

Department Summaries

- Introduce Electrical Redline Locating with precision geographical information systems (GIS) mapping integration, virtually cutting labor time by over 50% with future locates being as simple as looking at a map.
- Plan reviews, inspection and startup for North Regional Pond Storm Project.
- Manual transfer-switch (MTS) installation at WPCF.
- Integrate SCADA to the WPCF's South pond screw pumps.
- Upgrade three (3) crosswalk Pedestrian signals to countdowns.
- Install lighting at Christiansen Park.
- Work with HOST program to increase electrical safety/security for homeless population.
- Install Low voltage lighting at all City monument lighted areas.
- GIS 50% of City's electrical substructure and above ground utility.
- Install new software in Main street traffic signals to efficiently utilize fiber lines.
- Install new remote monitoring station at Kentucky/Ashley and Cottonwood/ Gibson.
- Plan reviews and start construction of north regional storm station and South Pond screw pump station.
- Plan design and review for new ASR well at West and Lincoln Streets replacing Well 6.
- Annual maintenance of standby wells.
- Install new motor control valve and programming at well 28-recharge control system.
- Change out T-8 fluorescent bulbs to LED bulbs at all sites. (28, FGLT,24, elevated tank, and small sites).
- Decommission/ transition old wells to irrigation wells as directed.
- Complete bi-monthly programmable logic controller (PLC) program maintenance.
- Annual maintenance on transmission mains Cathodic protection and corrosion systems.
- Complete WPCF WiFi Project.
- Install electrical for permeant power to UV storage shed.
- Install LED Lighting project @ Headworks.
- Oversee WPCF Women's Restroom project.
- Replace RTU batteries.
- Electrical Bucket Maintenance at WPCF.
- Regional airfield demolition.
- Install City Hall garden electrical.
- Improve the Springlake Area Roundabouts with the addition of red curbs and improved signage to allow better Fire Truck access.
- Continue G-7 (Street Name Signs) replacement program in the various areas.
- Remove and Replace paint with Thermoplastic at Hotel Woodland parking lot.
- Replace fog line and bike lane paint with Thermoplastic.
- Identify all damaged sidewalk locations that need replacement due to City trees.
- Continue trip and fall sidewalk offset reductions in places of gathering and high traffic areas.
- Get all trip reduction sites that have been eliminated entered in to City Works.
- Work with Community Development Department (CDD) on road and electrical projects.
- Install remaining 50% of new G7 signs (street name signs) in area 6.
- Install diamond grade reflectivity overhead signs at six traffic signal intersections.
- Repair/replace the RPM's along all of N. Pioneer Road and E. Gibson Road.

Department Summaries

- Continue the Warning sign upgrade from high-intensity (HI) to high-intensity prismatic (HIP) grade signs, citywide.
- Work with Engineering on future traffic issues and changes.
- Inspect development projects to insure they meet city standards.

Utilities Division

The Utility Maintenance Division is responsible for the proper and regulatory/legal operation of the City's potable water production and distribution system, recycled water distribution system, sanitary sewer collection and conveyance infrastructure, wastewater treatment and disposal, and storm water conveyance and pumping systems. Each of these systems are individually permitted and regulated by the State of California. The Utilities Division strives to comply with each permit's mandated public health and operational requirements.

Potable Water

The potable water system is comprised of a total of 19 ground water wells. Due to the completion of our 30 MGD surface water treatment plant and the total transfer to surface water, of the 19 wells, two (2) will remain active, three (3) will be used as blending wells, 6 are in standby mode, 6 have been demolished, one (1) has been sold, and one (1) has been re-plumbed into an ASR well. In addition, two (2) more ASR wells are under construction and will be completed in 2018. Potable water is delivered to residential, commercial and industrial users through an underground piping system consisting of 268 miles of mainline pipe and 15,743 service connections. In addition to the operation, maintenance, and repair of the conveyance piping system, Water Utility staff is responsible for approximately 26,000 ancillary appurtenances including meters, control valves and backflow assemblies.

Sewage Collection

The sewage collection system is comprised of 191 miles of underground mainline pipe that conveys approximately 1.15 billion gallons of sewage to the Water Pollution Control Facility (WPCF) on an annual basis. This group maintains all of the underground gravity and force main pipe, 16,703 service connections and 2,811 maintenance entry/access holes.

Storm Water

The storm water collection and conveyance system is comprised of 136 miles of mainline pipe; 15 miles of open channel; 233 acres of storage basins; 3,561 drain inlets; 1,442 maintenance entry/access holes; 82 inverted siphons; and 2 pumping facilities 65 Covered Gutters, and 12 Retention Basins

FY2017-18 Accomplishments

Sewage Collection

- Cleaned approximately 208,065 linear feet of sewer mains as of which meets our annual maintenance requirements.
- Close circuit televised approximately 138,564 linear feet of sewer main as well as 6,520 feet of sewer lateral lines which exceeded our annual maintenance requirements by the end of this fiscal year.
- Within the last quarter, the Collection Division has responded to 81 Service Request with an average response time of 36 minutes including seven (7) Sanitary Sewer Overflow Events
- Collections crews performed routine inspection/maintenance on City Lift Stations and inspecting 14 miles of Storm Ditch on a weekly basis.

Department Summaries

- Staff worked closely with the Community Development Department (CDD) performing final and warranty inspections within the following subdivisions (Country Oaks, Heritage Remainder Phase 2, Oyang North, Heritage Remainder Phase 2, Spring Lake Central Phase 1, 2, & 5)
- Collections division worked closely with Utility Engineering on multiple Capital Improvement Projects for example Harter Avenue Sewer Rehabilitation, 2017 & 2018 Annual Water & Sewer Back of Walk Project replacement project, North Regional Pond & Pump Station, Safe Routes to Schools & the Reconstruction of Kentucky Ave. to name a few
- Collections division worked with a private contractor installing service Lateral Liners to 56 houses to help mitigate root intrusion within the City portion of the sewer service lateral.
- Collections Preventive Maintenance crews cleaned 82,457 feet over the last quarter of sewer mainline pipe followed by 34,476 feet of pipe inspected. All the while dealing with over 1,300 hours of downtime due to breakdown and/or staffing.
- Collections crew inspected 1,485 feet of sewer lateral and rodded over 360 feet of root intrusion in City owned sewer service laterals.
- Operation & Maintenance replaced over 800 feet of sewer lateral pipe after preventive maintenance crews found the defects along with working ahead of future projects.
- Collections crews performed routine inspection/maintenance on City Lift Stations and inspecting 14 miles of Storm Ditch on a weekly basis.

Storm Water

- Established a maintenance contract for weed abatement and Ditch Maintenance throughout the City's 15 miles of open channel storm water conveyance ditches.
- Removed tules and vegetation established in the conveyance channel flow line along the 103 ditch from E. Kentucky Avenue to the WPCF, continuing westbound along then open channel to the WPCF entrance at 102 & Gibson Road as well as Beamer outfall conveyance channel flow line cleaning approximately 4 miles of open channel.
- Replaced two (2) bubble up drain (inverted siphon) inlets.

Potable Water

- Updated the backflow prevention/cross connection control program to ensure compliance with current State of California Title 17/22 regulations.
- Continued coordinating efforts with Biomass & WPCF with the operational expectations of the Recycled Water System.
- Exercised 20% of all water valves (1700 valves).
- Continued Fire hydrant maintenance - 20% (500 fire hydrants).
- Continued with ASR injection at Wells 28, 29, & 30.

FY2018-19 Goals

Sewage Collection/Storm

- Review and update collections and storm system operational policies (e.g., storm response, overflow procedures, illicit discharge response).
- Reduce service line overflows through root treatment, repairs/replacements, high-pressure jet/vacuum cleaning, mechanical rodding, and lining contracts.
- Work with Utility Engineering on the relocation of a section of a failed portion of Beamer Trunk Sewer Gravity Main located just east of Beamer underpass.

Department Summaries

- Collections Division will perform multiple spot repairs utilizing our Infrastructure Repair Systems Spot Repair Line Kit in conjunction with Utility Engineering's contract for the replacement of 450 feet of buckled sewer gravity main as part of the Harter Ave Sewer Replacement.
- Work with Utility Engineering to repair multiple locations along Gibson Trunk sewer, particularly the construction/repairs needing to take place across Highway 113.
- O&M is working to contract out deep sewer repairs located in high traffic areas-E.g. West/Cross, Pioneer/Main Streets, El Dorado/ Cottonwood Streets.
- As part of the FY 2017 Annual Back of Walk Sewer & Water Replacement project, the Collections Division has identified 52 sewer laterals that will be lined & 50 that will be an open cut replacement. This will help mitigate a portion of the 784 laterals that are on our root treatment list.
- Purchase backup motor for Big Bertha Pump Station (North-side pump at Road 103 storm water lift station).
- O&M to contract additional lateral lining locations associated with the 784 laterals currently on our root treatment list.
- Complete closed circuit TV inspections of 20% of the sewer system.
- Complete High Velocity Vacuum Cleaning of 20% of the sewer system.

Storm Water

- Meet O&M MS4 Annual requirements.
- Complete closed circuit TV inspections of 20% of the system.
- Complete pipeline cleaning of 20% of the system.
- Work with Utility Engineering on the design and replacement of multiple bubble ups.
- Perform pump efficiency testing on all storm water pumps at 103 Lift Station.
- Create Manhole inspection process to meet Sanitary Sewer Management Plan (SSMP) requirements.
- Replace multiple failing Bubble-up Drains.
- Meet National Pollution Discharge Elimination Systems (NPDES) requirements.
- Catch up lost storm main high-velocity vacuum-cleaning/closed-circuit television (HVVC/CCTV) footage due to breakdown/staffing issues.
- Work with Utility Engineering on the design & reconstruction of storm water pump station for North Regional Pond.
- Purchase additional Smart Covers System units to monitor sewer gravity main "hot spots"/quarterly cleaning locations and free up staff for other duties.
- Meet all Municipal Separate Storm Sewer System (MS4) & SSMP requirements.

Potable Water

- Assist in Kentucky Widening Project, which will ultimately improve a portion of the city's infrastructure.
- Next phase of the City's Back of Walk (BOW) new water main and roughly 200 water services will be replaced.
- Complete transmission main project, the completion of this project will allow us to meet the demands of our ASR program.
- Continue with replacing a wet barrel fire hydrant per month.
- Assist with the design and build of Dog Gone Alley project.

Wastewater Operations Group

The Wastewater Operations Division is responsible for wastewater treatment, wastewater disposal, maintenance of the City's sewer lift stations, and compliance with strict State and Federal clean water regulations. Funding for the successful operation and maintenance of all equipment, systems, and processes needed to meet these requirements is included in this budget. The division is organized into four functional groups: Administration, Operations & Maintenance, Laboratory, and Industrial Pretreatment.

Administration

The Administration group is responsible for reporting to the Regional Board and United States Environmental Protection Agency (USEPA) and works closely with these agencies, and others, to keep the City's wastewater programs in compliance with regulatory requirements.

Operations & Maintenance (O&M)

The O&M group is responsible for the Water Pollution Control Facility (WPCF) - the City's largest and most valuable piece of infrastructure. Wastewater treatment at the WPCF is accomplished via a Modified Ludzack-Ettinger process followed with cloth media filters and UV light disinfection. The facility's maximum daily permitted capacity is 10.4 million gallons per day with the current average daily flow of approximately 4.0 million gallons per day. The sewage is mainly residential in origin with contributions from numerous commercial and a few industrial connections. The WPCF operates 24 hours per day, 365 days per year. The O&M group is also responsible for the City's sewer lift stations.

Laboratory

Treated wastewater must meet strict State and Federal clean water requirements prior to discharge back into the environment. In order to demonstrate compliance with water quality regulations, the laboratory group annually performs over 15,000 water quality tests on all phases of the treatment process. The laboratory group also provides assistance to the City's Potable Water and Stormwater programs.

Industrial Pretreatment

The federally mandated National Pretreatment Program requires wastewater treatment plants designed to treat flows of more than five (5) million gallons per day (such as the WPCF) to establish local pretreatment programs. These local programs must enforce all national pretreatment standards and requirements including any additional local requirements necessary to protect site-specific conditions. In order to ensure the City's compliance with the National Pretreatment Program, the Industrial Pretreatment group works closely with commercial and industrial customers to help these users avoid discharging excess pollutants to the City's sewer system and to the WPCF.

FY2017-18 Accomplishments

- City Pretreatment staff implemented the 2016 EPA Dental Amalgam Program. The program requires certain types of dental practices to submit a one-time compliance report to their local wastewater treatment facility by October 2020. Pretreatment staff designed an easy to use online compliance reporting form. To date we have received responses from 70% of qualifying dental practices.
- For calendar year 2017, WPCF treated effluent complied with final effluent limits for electrical conductivity and boron specified in our NPDES Permit – well ahead of the 2021 compliance date.
- In 2018, treatment plant staff celebrated over 3,600 days without a lost-time accident.

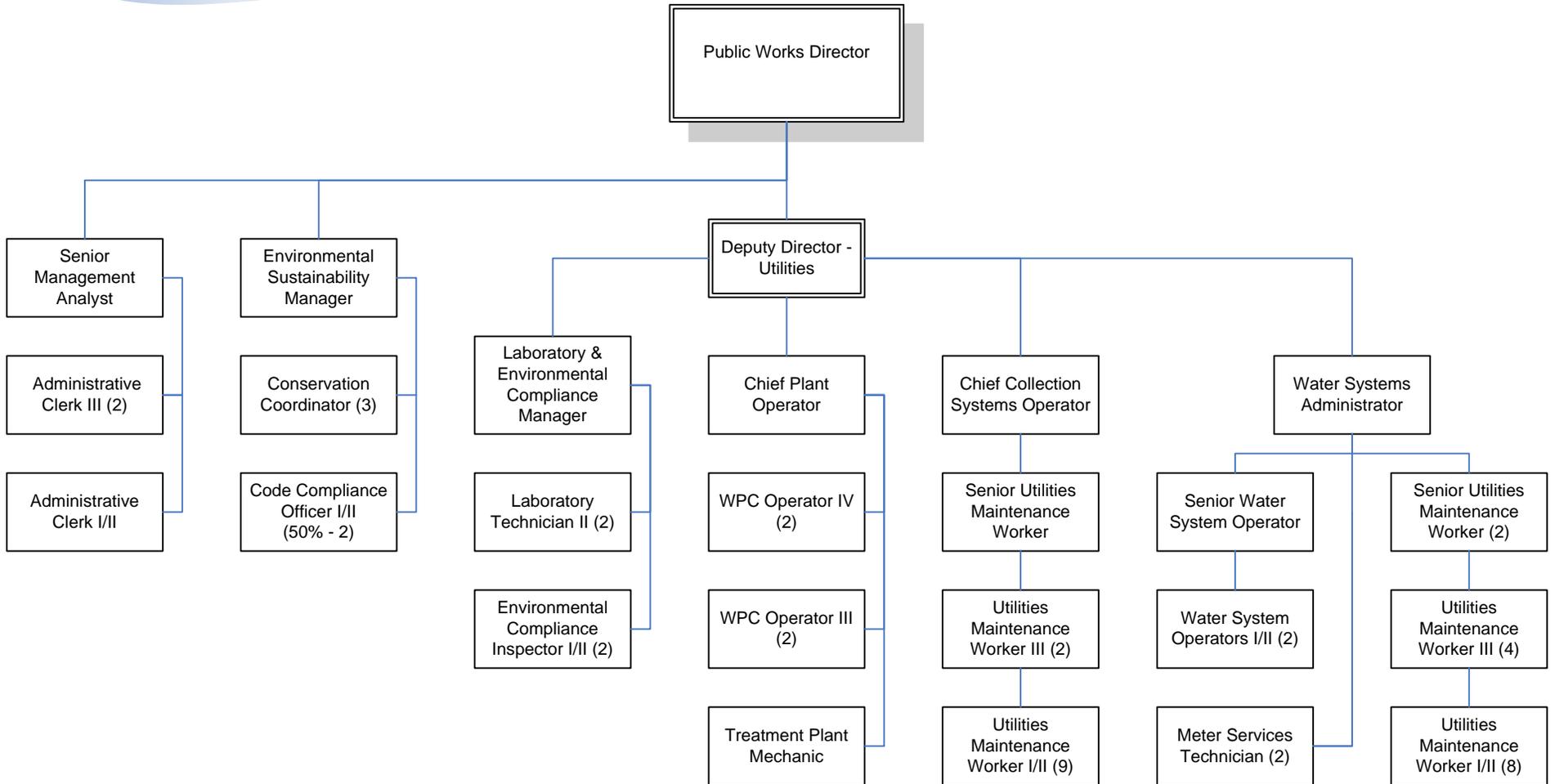
Department Summaries

- Replaced two filters cloth media with 5-micron filter fabric, which will improve filter effluent performance.
- Replaced one bank of wiper canisters on the UV system.
- Received award from CWEA Northern Sacramento Valley Section for hosting a training meeting at the plant.

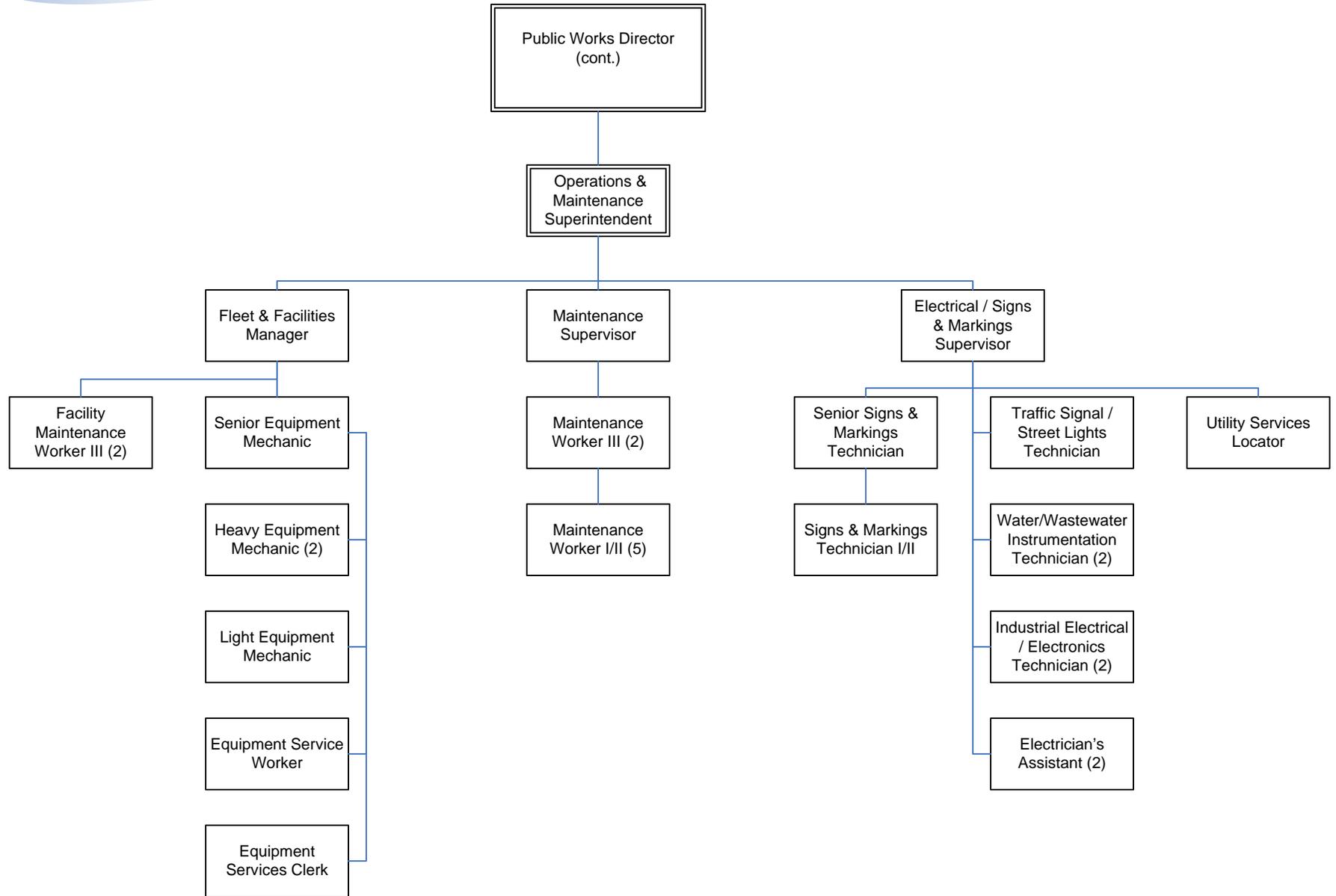
FY2018-19 Goals

- Continue to collaborate with the Regional Water Quality Control Board on implementation of our National Pollution Discharge Elimination System (NPDES) permit, which went into effect December 2014.
- In late 2018, we will begin working with the Regional Board on a successor to the 2014 Permit. We are currently conducting an Effluent and Receiving Water Characterization Study and will submit a Report of Waste Discharge to the Board in 2019.
- Continue participation in several regional water quality initiatives, such as the Central Valley Clean Water Association (CVCWA) Delta Mercury Special Project, CVCWA Low-Level Toxicity Special Project, and the Delta Regional Monitoring Program. Participation in these efforts allows us to achieve regulatory compliance mandates via relatively modest monetary investments.
- Operations and Laboratory staff will continue to participate in the City's Recycled Water Program.
- Operations plan to replace up to three (3) addition banks of wiper canisters, and lamps and sleeve.
- Operate and maintain the treatment plant to insurer permit compliance and recycled water delivery.
- Remove bio solids from pond #7.
- Continue to monitor and evaluate solids in North pond 9 for future dispose or beneficial reuse.
- Work with Carollo Engineering to design the replacement of south pond Screw pumps.

Public Works



Public Works



PUBLIC WORKS

| Source of Funds | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| General Fund Support | \$ 2,567,703 | \$ 2,617,714 | \$ 739,135 | \$ 836,414 | \$ 640,047 |
| General Fund Fees & Charges | 25,109 | 1,635 | 32 | - | - |
| Internal Service Funds | 6,641,370 | 3,305,406 | 4,172,414 | 3,866,741 | 3,473,535 |
| Enterprise Funds | 66,898,901 | 37,464,130 | 33,905,534 | 51,279,075 | 24,006,363 |
| Special Revenue | 6,171,557 | 6,672,497 | 6,320,209 | 21,140,511 | 7,500,378 |
| Development Funds/Capital | 5,717,072 | 4,263,362 | 4,707,422 | 11,267,415 | 8,304,190 |
| Spring Lake | 217,817 | 402,429 | 1,718,774 | 16,338,614 | 3,226,000 |
| Total Funding Sources | \$ 88,239,529 | \$ 54,727,173 | \$ 51,563,520 | \$ 104,728,770 | \$ 47,150,513 |

| Division | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
|---------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| 42 Park Maintenance | \$ - | \$ - | \$ - | \$ - | \$ - |
| 81 Admin | 5,445,628 | 5,258,002 | 6,097,936 | 6,327,278 | 6,267,292 |
| 83 Infrastructure ROW | 4,192,082 | 4,312,222 | 3,281,546 | 3,604,491 | 3,549,595 |
| 84 Fleet & Facilities | 7,180,249 | 3,881,362 | 4,699,112 | 4,395,631 | 4,033,934 |
| 85 Environmental | 746,516 | 861,141 | 1,636,993 | 836,602 | 814,838 |
| 86 Utilities | 10,118,666 | 10,102,585 | 10,882,079 | 11,883,478 | 12,215,913 |
| 87 PW Operations Admin | 305,695 | 393,141 | 363,360 | 383,835 | 379,867 |
| 88 PW Parks | 2,818,334 | 2,911,341 | 1,180 | - | - |
| 89 Capital | 57,432,358 | 27,007,379 | 24,601,314 | 77,297,455 | 19,889,074 |
| Total Expenditures | \$ 88,239,529 | \$ 54,727,173 | \$ 51,563,520 | \$ 104,728,770 | \$ 47,150,513 |

| General Fund Expenses by Division | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <u>Division</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| 42 Park Maintenance | \$ - | \$ - | \$ - | \$ - | \$ - |
| 81 Admin | - | - | - | - | - |
| 82 Engineering | - | - | - | - | - |
| 83 Infrastructure ROW | 550,887 | 514,737 | 190,505 | 269,830 | 77,451 |
| 84 Fleet & Facilities | 538,879 | 575,957 | 526,697 | 528,890 | 560,399 |
| 85 Environmental | 1,080 | 2,040 | 1,920 | 2,197 | 2,197 |
| 86 Utilities | - | - | - | - | - |
| 87 PW Operations Admin | - | - | - | - | - |
| 88 PW Parks | 1,495,271 | 1,526,008 | - | - | - |
| 89 Capital | - | 608 | 20,045 | 35,497 | - |
| Total Expenditures | \$ 2,586,117 | \$ 2,619,349 | \$ 739,167 | \$ 836,414 | \$ 640,047 |

| Expenses by Category | | | | | |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <u>Expenditures</u> | Actual FY2014-2015 | Actual FY2015-2016 | Actual FY2015-2017 | Amended FY2017-2018 | Adopted FY2018-2019 |
| Salaries and Benefits | \$ 10,516,596 | \$ 10,445,410 | \$ 9,565,044 | \$ 10,166,892 | \$ 10,759,834 |
| Supplies & Services | 59,892,952 | 56,307,459 | 4,255,293 | 5,216,463 | 4,397,107 |
| Education & Meetings | 186,497 | 213,336 | 141,668 | 204,586 | 204,586 |
| Debt Service | 230,477 | - | 1,826 | 85,521 | 69,244 |
| Capital Expenses | 1,200,159 | 1,300,214 | 1,130,763 | 1,209,610 | 700,035 |
| Other Operating Expenditures | 12,975,260 | 14,937,356 | 12,860,521 | 11,519,082 | 12,143,199 |
| Transfers | 3,230,894 | 153,871 | 23,608,405 | 76,326,616 | 18,876,508 |
| Total Expenditures | \$ 88,232,835 | \$ 83,357,646 | \$ 51,563,520 | \$ 104,728,770 | \$ 47,150,513 |

| General Fund Expenses by Category | | | | | |
|--|---------------------|---------------------|--------------------|--------------------|--------------------|
| | Actual | Actual | Actual | Amended | Adopted |
| <u>Expenditures</u> | FY2014-2015 | FY2015-2016 | FY2015-2017 | FY2017-2018 | FY2018-2019 |
| Salaries and Benefits | \$ 686,849 | \$ 712,730 | \$ 246,339 | \$ 306,657 | \$ 310,898 |
| Supplies & Services | 918,769 | 889,513 | 273,358 | 290,953 | 140,473 |
| Education & Meetings | 7,324 | 10,602 | 3,200 | 4,630 | 4,630 |
| Debt Service | - | - | - | - | - |
| Capital Expenses | - | - | - | - | - |
| Other Operating Expenditures | 973,175 | 995,897 | 160,375 | 189,346 | 179,046 |
| Transfers | - | 10,608 | 55,895 | 44,828 | 5,000 |
| Total Expenditures | \$ 2,586,117 | \$ 2,619,349 | \$ 739,167 | \$ 836,414 | \$ 640,047 |

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – PUBLIC WORKS

| Classification | Adopted | | | | |
|--|-----------|-----------|-----------|-----------|-----------|
| | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | FY2018/19 |
| Public Works | | | | | |
| Administrative Clerk II | 1 | 1 | 1 | 1 | 1 |
| Administrative Clerk III | 2 | 2 | 2 | 2 | 2 |
| Chief Collection System Operator | 0 | 0 | 1 | 1 | 1 |
| Chief Plant Operator | 1 | 1 | 1 | 1 | 1 |
| Chief Water System Operator | 1 | 0 | 0 | 0 | 0 |
| Conservation Coordinator | 3 | 3 | 3 | 3 | 3 |
| Deputy PW Director - O&M | 1 | 1 | 1 | 0 | 0 |
| Deputy PW Director - Utilities | 0 | 0 | 1 | 1 | 1 |
| Electrical Supervisor | 1 | 1 | 1 | 1 | 1 |
| Electrician's Assistant | 2 | 2 | 2 | 2 | 2 |
| Environmental Compliance Inspector I | 1 | 2 | 2 | 2 | 1 |
| Environmental Compliance Inspector II | 0 | 0 | 0 | 0 | 1 |
| Environmental Compliance Specialist | 1 | 0 | 0 | 0 | 0 |
| Environmental Resource Analyst | 1 | 1 | 0 | 0 | 0 |
| Environmental Sustainability Manager | 0 | 0 | 1 | 1 | 1 |
| Equipment Services Clerk | 1 | 1 | 1 | 1 | 1 |
| Equipment Services Worker | 1 | 1 | 1 | 1 | 1 |
| Facilities Maintenance Worker III | 1 | 1 | 2 | 2 | 2 |
| Fleet & Facilities Manager | 1 | 1 | 1 | 1 | 1 |
| Heavy Equipment Mechanic | 2 | 2 | 2 | 2 | 2 |
| Ind Electrical Tech | 2 | 2 | 2 | 2 | 2 |
| Infrastructure O&M Superintendent | 1 | 0 | 0 | 1 | 1 |
| Lab & Env Comp Manager | 0 | 1 | 1 | 1 | 1 |
| Laboratory Supervisor | 1 | 0 | 0 | 0 | 0 |
| Laboratory Technician I | 0 | 0 | 0 | 0 | 1 |
| Laboratory Technician II | 2 | 0 | 2 | 2 | 1 |
| Laboratory Technician III | 0 | 2 | 0 | 0 | 0 |
| Light Equipment Mechanic | 1 | 1 | 1 | 1 | 1 |
| Maintenance Supervisor | 1 | 1 | 1 | 1 | 1 |
| Maintenance Worker I | 0 | 2 | 2 | 2 | 1 |
| Maintenance Worker II | 5 | 3 | 3 | 3 | 4 |
| Maintenance Worker III | 3 | 2 | 2 | 2 | 2 |
| Meter Services Technician | 1 | 2 | 2 | 2 | 2 |
| Park Maintenance Worker II | 2 | 2 | 0 | 0 | 0 |
| Park Supervisor | 3 | 3 | 0 | 0 | 0 |
| Pool Facilities Technician | 1 | 1 | 0 | 0 | 0 |
| Public Works Director | 1 | 1 | 1 | 1 | 1 |
| Signs & Marking Tech II | 1 | 1 | 1 | 1 | 1 |
| Senior Equipment Mechanic | 1 | 1 | 1 | 1 | 1 |
| Senior Management Analyst | 1 | 1 | 1 | 1 | 1 |
| Senior Tree Trimmer | 1 | 1 | 0 | 0 | 0 |
| Senior Utilities Maintenance Wkr Sewer | 1 | 1 | 1 | 1 | 1 |
| Senior Utilities Maintenance Wkr Water | 2 | 2 | 2 | 1 | 1 |

Department Summaries

| Classification | Adopted | | | | |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|
| | FY2014/15 | FY2015/16 | FY2016/17 | FY2017/18 | FY2018/19 |
| Public Works (Continued) | | | | | |
| Senior Water System Operator | 1 | 1 | 1 | 1 | 1 |
| Senior Signs & Markings Technician | 0 | 1 | 1 | 1 | 1 |
| Storekeeper | 1 | 1 | 0 | 0 | 0 |
| Traffic Sig/Street Light Tech | 1 | 1 | 1 | 1 | 1 |
| Treatment Plant Mechanic | 1 | 1 | 1 | 1 | 1 |
| Tree Trimmer II | 1 | 1 | 0 | 0 | 0 |
| Underground Utility Service Locator | 0 | 0 | 0 | 1 | 1 |
| Utilities Maintenance Supervisor | 1 | 1 | 0 | 0 | 0 |
| Utilities Maintenance Worker I | 6 | 7 | 9 | 7 | 7 |
| Utilities Maintenance Worker II | 10 | 9 | 8 | 10 | 10 |
| Utilities Maintenance Worker III | 6 | 6 | 6 | 6 | 6 |
| Utilities Maintenance Worker IV | 0 | 0 | 0 | 1 | 1 |
| Wastewater System Admin | 0 | 1 | 0 | 0 | 0 |
| WPCF Superintendent | 1 | 0 | 0 | 0 | 0 |
| Water Pollution Control Operator I | 0 | 0 | 0 | 0 | 0 |
| Water Pollution Control Operator II | 0 | 0 | 0 | 0 | 0 |
| Water Pollution Control Operator III | 2 | 2 | 2 | 2 | 2 |
| Water Pollution Control Operator IV | 2 | 2 | 2 | 2 | 2 |
| Water Systems Administrator | 0 | 1 | 1 | 1 | 1 |
| Water Systems Operator II | 2 | 2 | 2 | 2 | 2 |
| Water/Waste Inst Tech | 2 | 2 | 2 | 2 | 2 |
| Total Public Works | 89 | 89 | 82 | 83 | 83 |



CAPITAL IMPROVEMENT PROGRAM (CIP): FY2018/19 – FY2021/22

The CIP represents the spending plan for major infrastructure improvements over the next four fiscal years. FY 2017/18 approved CIP projects are also included since many of the projects are still in the construction phase and will not reach completion until later this year or next.

A capital project is defined as a facility alteration, improvement, or new construction with a cost of \$30,000 or more, a repair project with a projected life of five or more years, a maintenance project with a cost of over \$30,000, a facility related engineering study of significant cost that will lead to a future capital project, or a project that is otherwise listed in the Major Projects Financing Plan (MPFP). Projects within the adopted CIP are consistent with respective master plans, the MPFP, Measure E and Measure F Spending Plans, and other Council adopted plans. Additionally, the CIP was found by the Planning Commission to be in conformance with the City's General Plan as required by Government code 65401.

The CIP presents the City's blueprint for funding capital projects based on available funding and prioritized infrastructure needs. Among the City Council approved Goals; Fiscal Responsibility, Infrastructure, and Quality of Life are addressed through the CIP.

The CIP budget is organized around nine categories:

- *Fire* – the project in this category will study how best to provide fire services to the south east area of town including the possibility of relocating Fire Station #3.
- *General* – the projects in this category include costs related to the Zoning Ordinance Update, the Major Projects Financing Plan Update and projects or studies that affect the entire organization and/or community.
- *Library* – the projects in this category include expansion of the book and media collection to meet increased demand as our community grows.
- *Park Facilities* – the projects in this category include the new parks in the southeast area, Spring Lake Park (N1) and Rick Gonzales, Sr. Park (N3), as well as turf replacement at the Sports Park and Park/Recreation Facility Planning.
- *Sewer* – the projects in this category include reconstruction of existing sewer mains and laterals, and various improvements to the Water Pollution Control Facility (WPCF). The largest of these projects include the replacement of large diameter sewer pipes and the removal of biosolids from several sewage ponds.
- *Spring Lake Infrastructure Fee (SLIF)* – projects in this category are funded by the developers building in the Spring Lake area and include the construction of various types of infrastructure necessary to support new residential development. Work is programmed for Harry Lorenzo Avenue between Farmer's Central and Parkland as well as landscape improvements on Gibson Road between Pioneer Avenue and SR 113.

- *Storm Drainage* – the projects in this area maintain or improve existing storm drain infrastructure. Additionally, a project to address long-term flood protection from Cache Creek falls into this category.
- *Transportation* – the projects in this category provide for the study, design, maintenance, and construction of roadways, sidewalks, traffic signals, bikeways, street lighting, and general streetscape enhancements. The West Woodland Safe Routes to School project will begin construction and design of the West Main Street Bicycle/Pedestrian Mobility & Safety Improvements project will continue with construction planned in 2019. Additionally, limited funding is available for review and implementation of traffic calming measures.
- *Water* – the projects in this category include water line repair and replacement in various locations including residential areas east and south of Christensen Park and between CR24A and Gibson Road. Additionally, a major water line repair is included in the W. Main Street road rehabilitation project.

The majority of the City’s capital program is funded through a combination of utility user fees, Measure E, Measure F, grants and development impact fees. Years of limited funding and deferred maintenance have resulted in an aging City infrastructure that needs repair and improvement. The CIP attempts to use our limited resources in a way that best preserves and maintains our existing infrastructure investments.

The City of Woodland has been successful in obtaining various types of grant funding for transportation projects including more than \$13 million for the Kentucky Avenue project and more than \$7.3 million for the W. Court and W. Main Street projects. Additional grant funding has been obtained for FY 2019 for the I-5/CR 102 Landscaping project. Our water and sewer projects are supported through revenue generated by utility user fees currently in place.

Renewal of the City’s ½ cent sales and use tax was approved by the voters in November 2016. Measure F will be the follow-on sales tax measure beginning in 2019 and continuing for twelve years. Funding from the ½ cent sales tax, Measure E, will provide one quarter of funding for FY 2019. Beginning second quarter, Measure F will replace Measure E funding. The combined funding continues to provide revenue for road maintenance, and park & recreation facility improvements including phased replacement of the artificial turf at the Woodland Sports Park. The CIP projects are consistent with the Measure E Spending Plan approved by Council on May 15, 2018.

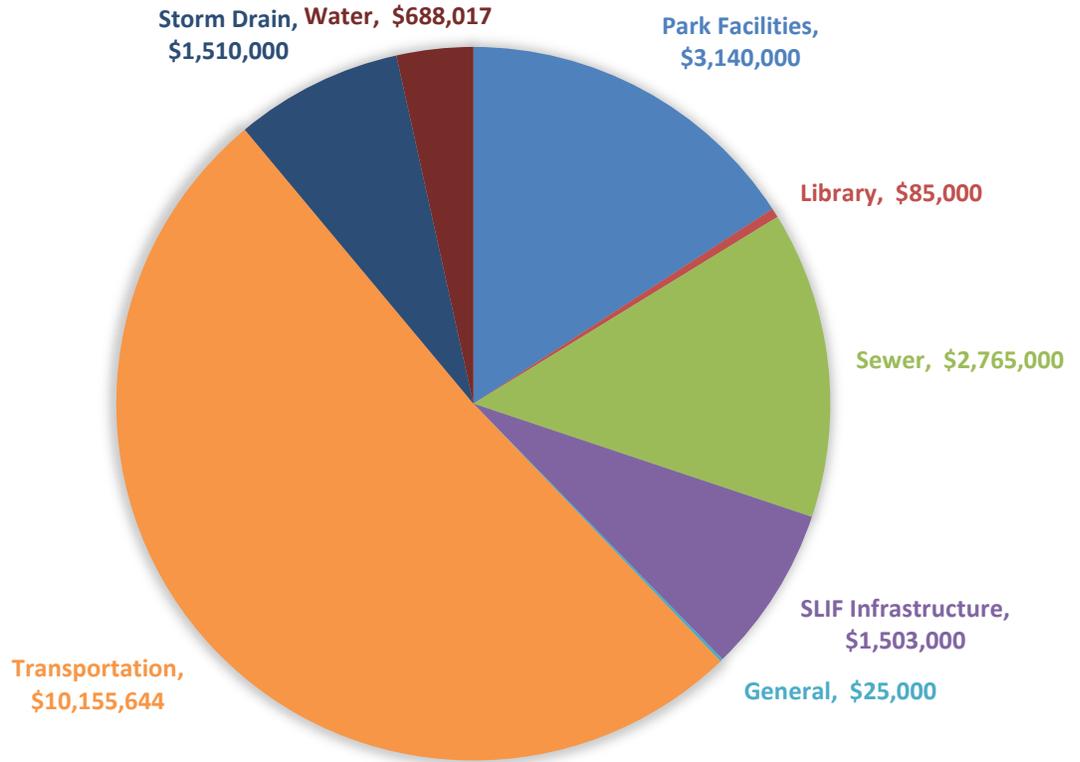
The City’s development fee funds continue to be challenging. Consistent with previous years, annual debt service requirements have been programmed to receive the highest priority of available cash within the CIP. Park, police, transportation, storm drainage, and wastewater development fee funds continue to carry significant deficit balances. Only projects that have been deemed as critical have been programmed using development fee revenue.

As always, staff will continue to monitor the revenues and expenses closely. Any substantive deviation from our projections will be presented to Council with the quarterly budget update.

PROJECT TOTALS BY CATEGORY

| Project Category | FY2017/18 | FY2018/19 | FY2019/20 | FY2020/21 | FY2021/22 |
|----------------------------------|----------------------|----------------------|----------------------|---------------------|---------------------|
| Fire Total | \$ - | \$ 10,000 | \$ - | \$ - | \$ - |
| General Total | \$ - | \$ 25,000 | \$ - | \$ - | \$ - |
| Library Total | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 |
| Park Facilities Total | \$ 3,173,000 | \$ 3,140,000 | \$ 1,855,000 | \$ 15,000 | \$ 15,000 |
| Sewer Total | \$ 1,735,000 | \$ 2,765,000 | \$ 1,260,000 | \$ 1,260,000 | \$ 1,260,000 |
| SLIF Infrastructure Total | \$ 188,000 | \$ 1,503,000 | \$ 4,494,000 | \$ - | \$ - |
| Storm Drain Total | \$ 60,000 | \$ 1,510,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| Transportation Total | \$ 12,797,474 | \$ 10,155,611 | \$ 4,281,000 | \$ 4,766,000 | \$ 3,716,500 |
| Water Total | \$ 9,265,823 | \$ 688,017 | \$ 2,708,017 | \$ 2,708,017 | \$ 2,708,017 |
| Grand Total | \$ 27,304,297 | \$ 19,881,628 | \$ 14,693,017 | \$ 8,844,017 | \$ 7,794,517 |

FY 2018/19 CAPITAL BUDGET BY CATEGORY



FY 2019 - FY 2022
Capital Improvement Program
By Category

| Project # | ProjectName | Project Category | Funding Source | FY2017/18 | FY2018/19 | FY2019/20 | FY2020/21 | FY2021/22 |
|-----------|---|----------------------------------|---------------------------------------|--------------|--------------|--------------|--------------|--------------|
| 16-10 | Fire Station #3 Relocation | Fire | Fund 101 - General Fund | \$ - | \$ - | \$ - | \$ - | \$ - |
| 16-10 | Fire Station #3 Relocation | Fire | Fund 560 - Fire Development | \$ - | \$ 10,000 | \$ - | \$ - | \$ - |
| | | Fire Total | | \$ - | \$ 10,000 | \$ - | \$ - | \$ - |
| 08-57 | MPFP Annual Update | General | Fund 510 - General City Development | \$ - | \$ 25,000 | \$ - | \$ - | \$ - |
| 07-07 | Zoning Ordinance & CEQA | General | Fund 501 - Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | General Total | | \$ - | \$ 25,000 | \$ - | \$ - | \$ - |
| 94-45 | Library Material Collection | Library | Fund 570 - Library Development | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 |
| | | Library Total | | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 |
| 13-03 | Clark Field | Park Facilities | Fund 506 - Measure "E" | \$ 15,000 | \$ - | \$ - | \$ - | \$ - |
| 13-03 | Clark Field | Park Facilities | Fund 507 - Measure "F" | \$ - | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 |
| 15-05 | Rick Gonzales, Sr. Park-N3 | Park Facilities | Fund 640 - SLIF Parks & Recreation | \$ 2,890,000 | \$ 25,000 | \$ - | \$ - | \$ - |
| 15-07 | Camarena Ball Field - Grant Match | Park Facilities | Fund 506 - Measure "E" | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17-10 | Spring Lake Park - N1 | Park Facilities | Fund 640 - SLIF Parks & Recreation | \$ 213,000 | \$ 1,755,000 | \$ 690,000 | \$ - | \$ - |
| 17-13 | Hiddleson Pool Demolition | Park Facilities | Fund 011 - Facilities Replacement | \$ - | \$ - | \$ - | \$ - | \$ - |
| 18-04 | Park/Recreation Facility Planning | Park Facilities | Fund 506 - Measure "E" | \$ 55,000 | \$ - | \$ - | \$ - | \$ - |
| 19-17 | Regional Park Site | Park Facilities | Fund 501 - Capital Projects | \$ - | \$ 30,000 | \$ - | \$ - | \$ - |
| 19-18 | Southeast Area Pool Project | Park Facilities | Fund 501 - Capital Projects | \$ - | \$ 15,000 | \$ - | \$ - | \$ - |
| 19-19 | Woodland Sports Park Turf Replacement | Park Facilities | Fund 506 - Measure "E" | \$ - | \$ 1,300,000 | \$ 1,150,000 | \$ - | \$ - |
| | | Park Facilities Total | | \$ 3,173,000 | \$ 3,140,000 | \$ 1,855,000 | \$ 15,000 | \$ 15,000 |
| 08-21 | Annual Sewer Repair and Replacement | Sewer | Fund 220 - Sewer Enterprise | \$ - | \$ 975,000 | \$ 750,000 | \$ 750,000 | \$ 750,000 |
| 08-22 | Preliminary Odor Abatement | Sewer | Fund 220 - Sewer Enterprise | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| 08-35 | New Calibrated City Sewer Model | Sewer | Fund 220 - Sewer Enterprise | \$ 50,000 | \$ - | \$ - | \$ - | \$ - |
| 10-11 | Treatment Plant Exp-Biosolids | Sewer | Fund 220 - Sewer Enterprise | \$ - | \$ 550,000 | \$ - | \$ - | \$ - |
| 10-11 | Treatment Plant Exp-Biosolids | Sewer | Fund 210 - Water Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 14-02 | Water Pollution Asset Replacement Project | Sewer | Fund 220 - Sewer Enterprise | \$ - | \$ 50,000 | \$ - | \$ - | \$ - |
| 14-03 | Replacement of Orangeberg Sewer Laterals | Sewer | Fund 220 - Sewer Enterprise | \$ 300,000 | \$ 310,000 | \$ - | \$ - | \$ - |
| 14-07 | Sewer Collection System Wastewater Treatment Master Plan | Sewer | Fund 220 - Sewer Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 14-15 | Large Diameter Wastewater Pipeline Repair, Replacement, & Lining | Sewer | Fund 220 - Sewer Enterprise | \$ 500,000 | \$ 870,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 |
| 17-23 | Main Street Sanitary Sewer and Storm Repairs | Sewer | Fund 220 - Sewer Enterprise | \$ 60,000 | \$ - | \$ - | \$ - | \$ - |
| 17-23 | Main Street Sanitary Sewer and Storm Repairs | Sewer | Fund 506 - Measure "E" | \$ 40,000 | \$ - | \$ - | \$ - | \$ - |
| 18-06 | WPCF Pond #7 Biosolids Drying & Removal | Sewer | Fund 220 - Sewer Enterprise | \$ 575,000 | \$ - | \$ - | \$ - | \$ - |
| 18-07 | South Pond Pump Station Rehabilitation | Sewer | Fund 220 - Sewer Enterprise | \$ 200,000 | \$ - | \$ - | \$ - | \$ - |
| | | Sewer Total | | \$ 1,735,000 | \$ 2,765,000 | \$ 1,260,000 | \$ 1,260,000 | \$ 1,260,000 |
| 06-12 | Spring Lake East Regional Pond Landscaping | SLIF Infrastructure | Fund 681 - SLIF Storm Drain | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11-13 | Sourth Urban Growth Area Drainage Study (formerly N. Gibson Ponds) | SLIF Infrastructure | Fund 681 - SLIF Storm Drain | \$ - | \$ - | \$ - | \$ - | \$ - |
| 14-04 | Monuments and Bus Shelters | SLIF Infrastructure | Fund 682 - SLIF Roads | \$ - | \$ - | \$ - | \$ - | \$ - |
| 14-16 | Pioneer Avenue High School Entrance to Farmer's Central Rd | SLIF Infrastructure | Fund 682 - SLIF Roads | \$ - | \$ - | \$ 2,300,000 | \$ - | \$ - |
| 17-01 | Galvin Way Storm Drain | SLIF Infrastructure | Fund 681 - SLIF Storm Drain | \$ 88,000 | \$ - | \$ - | \$ - | \$ - |
| 17-21 | North Regional Pond and Pump Station | SLIF Infrastructure | Fund 681 - SLIF Storm Drain | \$ - | \$ - | \$ - | \$ - | \$ - |
| 18-01 | Harry Lorenzo Avenue between Farmers Central and Parkland | SLIF Infrastructure | Fund 682 - SLIF Roads | \$ 100,000 | \$ 416,000 | \$ - | \$ - | \$ - |
| 19-01 | GIBSON LANDSCAPE - Pioneer Avenue to SR 113 | SLIF Infrastructure | Fund 682 - SLIF Roads | \$ - | \$ 400,000 | \$ - | \$ - | \$ - |
| 19-01 | GIBSON LANDSCAPE - Pioneer Avenue to SR 113 | SLIF Infrastructure | Fund 582 - Road Development | \$ - | \$ 57,000 | \$ - | \$ - | \$ - |
| 19-07 | Parkland Drive between Pioneer Avenue & Harry Lorenzo Avenue | SLIF Infrastructure | Fund 682 - SLIF Roads | \$ - | \$ 100,000 | \$ 2,194,000 | \$ - | \$ - |
| 19-09 | CR 25A (Meikle to Promenade) | SLIF Infrastructure | Fund 682 - SLIF Roads | \$ - | \$ 165,000 | \$ - | \$ - | \$ - |
| 19-10 | Heritage Parkway Pedestrian Crossing | SLIF Infrastructure | Fund 682 - SLIF Roads | \$ - | \$ 20,000 | \$ - | \$ - | \$ - |
| 19-11 | Spring Lake Central Park | SLIF Infrastructure | Fund 640 - SLIF Parks & Recreation | \$ - | \$ 10,000 | \$ - | \$ - | \$ - |
| 19-12 | Spring lake 2019 CIP Update | SLIF Infrastructure | Fund 601 - Spring Lake Administration | \$ - | \$ 100,000 | \$ - | \$ - | \$ - |
| 19-13 | Gibson Road Interchange Modification | SLIF Infrastructure | Fund 682 - SLIF Roads | \$ - | \$ 200,000 | \$ - | \$ - | \$ - |
| 19-14 | South Area Flowage Easement | SLIF Infrastructure | Fund 681 - SLIF Storm Drain | \$ - | \$ 35,000 | \$ - | \$ - | \$ - |
| | | SLIF Infrastructure Total | | \$ 188,000 | \$ 1,503,000 | \$ 4,494,000 | \$ - | \$ - |
| 09-15 | FloodSAFE Yolo/Cache Creek Feasibility Study | Storm Drain | Fund 220 - Sewer Enterprise | \$ - | \$ 400,000 | \$ - | \$ - | \$ - |
| 09-15 | FloodSAFE Yolo/Cache Creek Feasibility Study | Storm Drain | Fund 501 - Capital Projects | \$ - | \$ 600,000 | \$ - | \$ - | \$ - |
| 09-31 | Storz Pond Maintenance | Storm Drain | Fund 581 - Storm Drain Development | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| 16-03 | Stormwater Quality Design Manual Update & Hydromodification Exemption Efforts | Storm Drain | Fund 581 - Storm Drain Development | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17-24 | East Main Pump Station (EMPS) Storm Main Repairs | Storm Drain | Fund 506 - Measure "E" | \$ 50,000 | \$ 500,000 | \$ - | \$ - | \$ - |
| | | Storm Drain Total | | \$ 60,000 | \$ 1,510,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| 95-24 | Planning Analysis Studies | Transportation | Fund 582 - Road Development | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 |

FY 2019 - FY 2022
Capital Improvement Program
By Category

| Project # | ProjectName | Project Category | Funding Source | FY2017/18 | FY2018/19 | FY2019/20 | FY2020/21 | FY2021/22 |
|-----------|--|-----------------------------|--|---------------|---------------|--------------|--------------|--------------|
| 00-06 | I-5/SR113 Freeway to Freeway Connectors Phase 2 | Transportation | Fund 582 - Road Development | \$ - | \$ 26,000 | \$ 6,000 | \$ 6,000 | \$ - |
| 00-06 | I-5/SR113 Freeway to Freeway Connectors Phase 2 | Transportation | Fund 506 - Measure "E" | \$ - | \$ - | \$ - | \$ - | \$ - |
| 02-28 | Traffic Engineering Services | Transportation | Fund 582 - Road Development | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 |
| 04-07 | Kentucky Avenue Widening and Reconstruction | Transportation | Fund 506 - Measure "E" | \$ - | \$ - | \$ - | \$ - | \$ - |
| 04-07 | Kentucky Avenue Widening and Reconstruction | Transportation | Fund 351- Transportation Grants | \$ - | \$ - | \$ - | \$ - | \$ - |
| 04-07 | Kentucky Avenue Widening and Reconstruction | Transportation | Fund 210 - Water Enterprise | \$ - | \$ 215,000 | \$ - | \$ - | \$ - |
| 04-07 | Kentucky Avenue Widening and Reconstruction | Transportation | Fund 220 - Sewer Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 06-06 | Measure E/Measure F - Planning-Management | Transportation | Fund 506 - Measure "E" | \$ 50,000 | \$ - | \$ - | \$ - | \$ - |
| 06-06 | Measure E/Measure F - Planning-Management | Transportation | Fund 507 - Measure "F" | \$ - | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| 06-14 | Annual In-House Road Program Support | Transportation | Fund 506 - Measure "E" | \$ 1,035,000 | \$ - | \$ - | \$ - | \$ - |
| 06-14 | Annual In-House Road Program Support | Transportation | Fund 507 - Measure "F" | \$ - | \$ 750,000 | \$ 750,000 | \$ 750,000 | \$ 750,000 |
| 11-24 | I-5/CR 102 Interchange Landscaping | Transportation | Fund 351- Transportation Grants | \$ - | \$ 608,987 | \$ - | \$ - | \$ - |
| 11-24 | I-5/CR 102 Interchange Landscaping | Transportation | Fund 501 - Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11-24 | I-5/CR 102 Interchange Landscaping | Transportation | Fund 582 - Road Development | \$ - | \$ 50,000 | \$ - | \$ - | \$ - |
| 13-05 | East Main Street Improvement Project | Transportation | Fund 506 - Measure "E" | \$ - | \$ - | \$ - | \$ - | \$ - |
| 13-05 | East Main Street Improvement Project | Transportation | Fund 351- Transportation Grants | \$ - | \$ - | \$ - | \$ 1,130,000 | \$ - |
| 16-02 | Install traffic signal at Freeway Drive & E. Main Street | Transportation | Fund 582 - Road Development | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17-02 | Install Traffic Signal at Kentucky/Cottonwood | Transportation | Fund 582 - Road Development | \$ 450,000 | \$ - | \$ - | \$ - | \$ - |
| 17-03 | 2017 Road Maintenance Project | Transportation | Fund 506 - Measure "E" | \$ 1,000,000 | \$ - | \$ - | \$ - | \$ - |
| 17-03 | 2017 Road Maintenance Project | Transportation | Fund 210 - Water Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17-03 | 2017 Road Maintenance Project | Transportation | Fund 501 - Capital Projects | \$ 40,000 | \$ - | \$ - | \$ - | \$ - |
| 17-09 | West Woodland Safe Routes to School | Transportation | Fund 351- Transportation Grants | \$ 1,592,000 | \$ - | \$ - | \$ - | \$ - |
| 17-09 | West Woodland Safe Routes to School | Transportation | Fund 506 - Measure "E" | \$ 482,000 | \$ 1,290,000 | \$ - | \$ - | \$ - |
| 17-09 | West Woodland Safe Routes to School | Transportation | Fund 210 - Water Enterprise | \$ 300,000 | \$ 175,000 | \$ - | \$ - | \$ - |
| 17-09 | West Woodland Safe Routes to School | Transportation | Fund 220 - Sewer Enterprise | \$ 300,000 | \$ (225,000) | \$ - | \$ - | \$ - |
| 17-09 | West Woodland Safe Routes to School | Transportation | Fund 507 - Measure "F" | \$ - | \$ 1,250,000 | \$ - | \$ - | \$ - |
| 17-11 | ADA Transition Plan | Transportation | Fund 506 - Measure "E" | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17-16 | West Main Street Bicycle/Pedestrian Mobility & Safety Improvements | Transportation | Fund 351- Transportation Grants | \$ 3,742,500 | \$ 2,000,000 | \$ - | \$ - | \$ - |
| 17-16 | West Main Street Bicycle/Pedestrian Mobility & Safety Improvements | Transportation | Fund 506 - Measure "E" | \$ 731,000 | \$ - | \$ - | \$ - | \$ - |
| 17-16 | West Main Street Bicycle/Pedestrian Mobility & Safety Improvements | Transportation | Fund 210 - Water Enterprise | \$ 300,000 | \$ 1,700,000 | \$ - | \$ - | \$ - |
| 17-16 | West Main Street Bicycle/Pedestrian Mobility & Safety Improvements | Transportation | Fund 220 - Sewer Enterprise | \$ 300,000 | \$ - | \$ - | \$ - | \$ - |
| 17-16 | West Main Street Bicycle/Pedestrian Mobility & Safety Improvements | Transportation | Fund 507 - Measure "F" | \$ - | \$ 450,000 | \$ 1,700,000 | \$ - | \$ - |
| 17-17 | 2017 Corridor Safety Study Project | Transportation | Fund 351- Transportation Grants | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17-17 | 2017 Corridor Safety Study Project | Transportation | Fund 506 - Measure "E" | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17-22 | Sports Park Drive Pedestrian Overcrossing | Transportation | Fund 501 - Capital Projects | \$ 150,000 | \$ - | \$ - | \$ - | \$ - |
| 17-22 | Sports Park Drive Pedestrian Overcrossing | Transportation | Fund 593 - Gibson Ranch Infrastructure | \$ 700,000 | \$ 100,000 | \$ - | \$ - | \$ - |
| 18-02 | 2018 Road Maintenance Project | Transportation | Fund 506 - Measure "E" | \$ 700,000 | \$ 300,000 | \$ - | \$ - | \$ - |
| 18-02 | 2018 Road Maintenance Project | Transportation | Fund 210 - Water Enterprise | \$ 75,000 | \$ - | \$ - | \$ - | \$ - |
| 18-03 | 2018 ADA Improvements | Transportation | Fund 320 - CDBG | \$ 180,000 | \$ - | \$ - | \$ - | \$ - |
| 18-03 | 2018 ADA Improvements | Transportation | Fund 210 - Water Enterprise | \$ 25,000 | \$ - | \$ - | \$ - | \$ - |
| 18-03 | 2018 ADA Improvements | Transportation | Fund 506 - Measure "E" | \$ 41,000 | \$ - | \$ - | \$ - | \$ - |
| 18-05 | Woodland Parkway Safe Route to School & Connectivity Study | Transportation | Fund 351- Transportation Grants | \$ 176,152 | \$ - | \$ - | \$ - | \$ - |
| 18-05 | Woodland Parkway Safe Route to School & Connectivity Study | Transportation | Fund 506 - Measure "E" | \$ 22,822 | \$ - | \$ - | \$ - | \$ - |
| 19-05 | 2020 Road Rehabilitatin | Transportation | Fund 361 - RMRA | \$ 325,000 | \$ 990,000 | \$ 1,020,000 | \$ 1,050,000 | \$ 1,111,500 |
| 19-06 | Traffic Calming Program | Transportation | Fund 501 - Capital Projects | \$ - | \$ 100,000 | \$ - | \$ - | \$ - |
| 19-08 | 2019 ADA Improvements | Transportation | Fund 320 - CDBG | \$ - | \$ 190,624 | \$ - | \$ - | \$ - |
| 19-08 | 2019 ADA Improvements | Transportation | Fund 210 - Water Enterprise | \$ - | \$ 25,000 | \$ - | \$ - | \$ - |
| 19-16 | Dog Gone Alley Coordination | Transportation | Fund 501 - Capital Projects | \$ - | \$ 30,000 | \$ - | \$ - | \$ - |
| TRANS-062 | New Traffic Signal - CR102 and Kentucky Avenue | Transportation | Fund 582 - Road Development | \$ - | \$ - | \$ 525,000 | \$ - | \$ - |
| TRANS-063 | 2020 Road Maintenance | Transportation | Fund 507 - Measure "F" | \$ - | \$ - | \$ 150,000 | \$ 1,700,000 | \$ - |
| TRANS-064 | 2021 Road Maintenance | Transportation | Fund 507 - Measure "F" | \$ - | \$ - | \$ - | \$ - | \$ 1,700,000 |
| TRANS-064 | 2021 Road Maintenance | Transportation | Fund 210 - Water Enterprise | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| | | Transportation Total | | \$ 12,797,474 | \$ 10,155,611 | \$ 4,281,000 | \$ 4,766,000 | \$ 3,716,500 |
| 08-07 | Surface Water Project | Water | Fund 210 - Water Enterprise | \$ 150,000 | \$ - | \$ - | \$ - | \$ - |
| 08-29 | Groundwater Monitoring Wells | Water | Fund 210 - Water Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 09-05 | Water Source Security System | Water | Fund 210 - Water Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 09-23 | Water System Leak Detection, Maintenance & Repairs | Water | Fund 210 - Water Enterprise | \$ 2,186,823 | \$ 688,017 | \$ 2,708,017 | \$ 2,708,017 | \$ 2,708,017 |

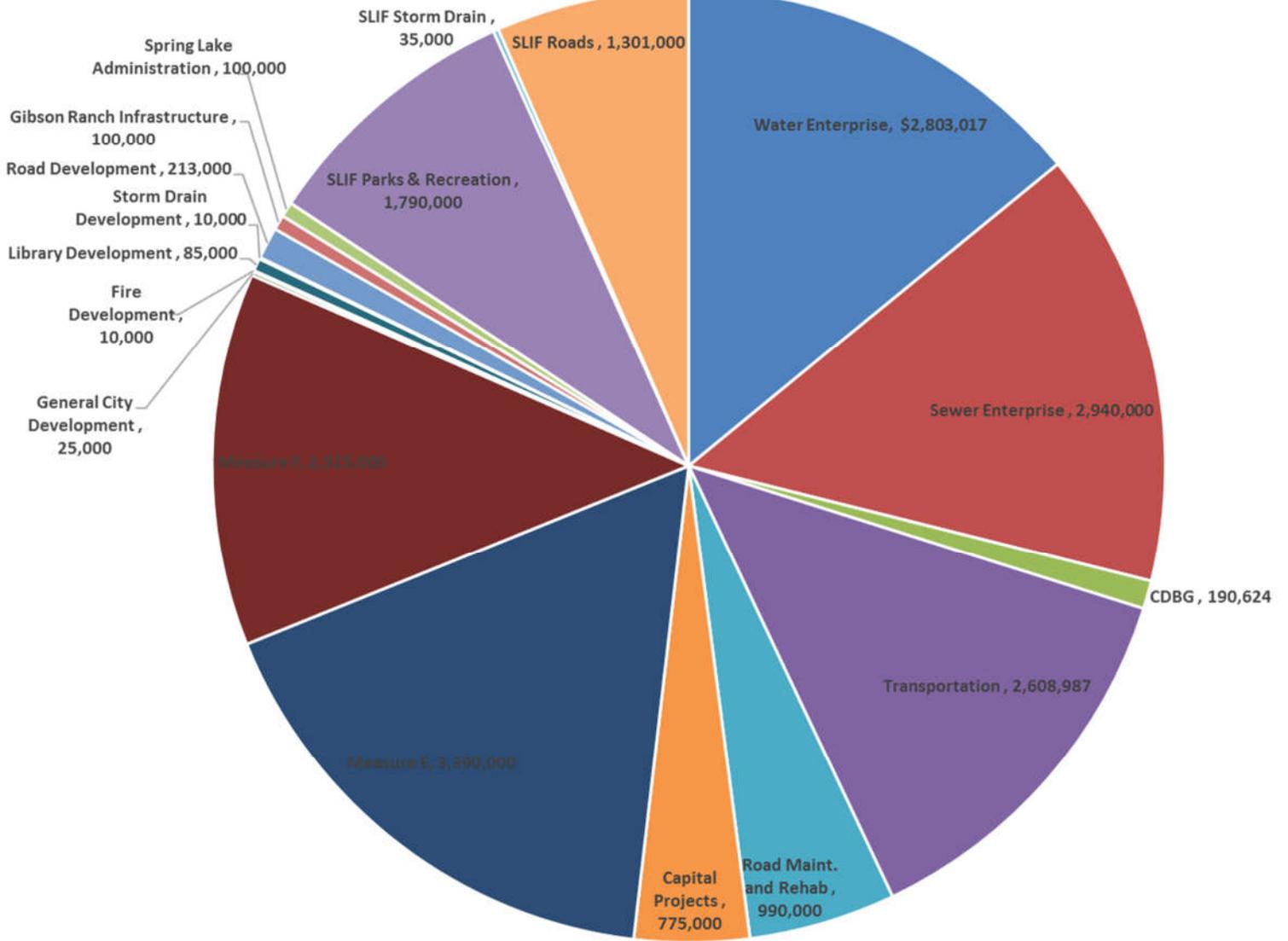
FY 2019 - FY 2022
Capital Improvement Program
By Category

| Project # | ProjectName | Project Category | Funding Source | FY2017/18 | FY2018/19 | FY2019/20 | FY2020/21 | FY2021/22 |
|-----------|--|--------------------|-----------------------------|---------------|---------------|---------------|--------------|--------------|
| 14-09 | Water Master Plan Update | Water | Fund 210 - Water Enterprise | \$ 200,000 | \$ - | \$ - | \$ - | \$ - |
| 14-13 | ASR Testing and Modeling - Surface Water Local | Water | Fund 210 - Water Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 15-02 | New ASR Well Construction | Water | Fund 210 - Water Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 15-04 | Chromium 6 Investigations | Water | Fund 210 - Water Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17-05 | ASR Wells | Water | Fund 210 - Water Enterprise | \$ 4,325,000 | \$ - | \$ - | \$ - | \$ - |
| 17-07 | Recycled Water Master Plan | Water | Fund 210 - Water Enterprise | \$ - | \$ - | \$ - | \$ - | \$ - |
| 17-08 | West Street Water Main Upgrade | Water | Fund 210 - Water Enterprise | \$ 2,004,000 | \$ - | \$ - | \$ - | \$ - |
| 18-09 | 2018 Water Main Replacement | Water | Fund 210 - Water Enterprise | \$ 200,000 | \$ - | \$ - | \$ - | \$ - |
| 19-15 | 2019 Water Main Replacement | Water | Fund 210 - Water Enterprise | \$ 200,000 | \$ - | \$ - | \$ - | \$ - |
| | | Water Total | | \$ 9,265,823 | \$ 688,017 | \$ 2,708,017 | \$ 2,708,017 | \$ 2,708,017 |
| | | Grand Total | | \$ 27,304,297 | \$ 19,881,628 | \$ 14,693,017 | \$ 8,844,017 | \$ 7,794,517 |

PROJECT TOTALS BY FUND

| Funding Source | FY2017/18 | FY2018/19 | FY2019/20 | FY2020/21 | FY2021/22 |
|---|----------------------|----------------------|----------------------|---------------------|---------------------|
| Fund 011 - Facilities Replacement Total | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fund 101 - General Fund Total | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fund 210 - Water Enterprise Total | \$ 9,965,823 | \$ 2,803,017 | \$ 2,708,017 | \$ 2,708,017 | \$ 2,733,017 |
| Fund 220 - Sewer Enterprise Total | \$ 2,295,000 | \$ 2,940,000 | \$ 1,260,000 | \$ 1,260,000 | \$ 1,260,000 |
| Fund 320 - CDBG Total | \$ 180,000 | \$ 190,624 | \$ - | \$ - | \$ - |
| Fund 351- Transportation Grants Total | \$ 5,510,652 | \$ 2,608,987 | \$ - | \$ 1,130,000 | \$ - |
| Fund 361 - RMRA Total | \$ 325,000 | \$ 990,000 | \$ 1,020,000 | \$ 1,050,000 | \$ 1,111,500 |
| Fund 501 - Capital Projects Total | \$ 190,000 | \$ 775,000 | \$ - | \$ - | \$ - |
| Fund 506 - Measure "E" Total | \$ 4,221,822 | \$ 3,390,000 | \$ 1,150,000 | \$ - | \$ - |
| Fund 507 - Measure "F" Total | \$ - | \$ 2,515,000 | \$ 2,665,000 | \$ 2,515,000 | \$ 2,515,000 |
| Fund 510 - General City Development Total | \$ - | \$ 25,000 | \$ - | \$ - | \$ - |
| Fund 560 - Fire Development Total | \$ - | \$ 10,000 | \$ - | \$ - | \$ - |
| Fund 570 - Library Development Total | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ 85,000 |
| Fund 581 - Storm Drain Development Total | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| Fund 582 - Road Development Total | \$ 530,000 | \$ 213,000 | \$ 611,000 | \$ 86,000 | \$ 80,000 |
| Fund 593 - Gibson Ranch Infrastructure Total | \$ 700,000 | \$ 100,000 | \$ - | \$ - | \$ - |
| Fund 601 - Spring Lake Administration Total | \$ - | \$ 100,000 | \$ - | \$ - | \$ - |
| Fund 640 - SLIF Parks & Recreation Total | \$ 3,103,000 | \$ 1,790,000 | \$ 690,000 | \$ - | \$ - |
| Fund 681 - SLIF Storm Drain Total | \$ 88,000 | \$ 35,000 | \$ - | \$ - | \$ - |
| Fund 682 - SLIF Roads Total | \$ 100,000 | \$ 1,301,000 | \$ 4,494,000 | \$ - | \$ - |
| | | | | | |
| Grand Total | \$ 27,304,297 | \$ 19,881,628 | \$ 14,693,017 | \$ 8,844,017 | \$ 7,794,517 |

FY2018/19 CAPITAL BUDGET BY FUND



CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Fire Station #3 Relocation
Project #: 16-10
MPPFP:
Funding Source(s): Fund 101 - General Fund
Fund 560 - Fire Development

Project Proponent: Brent Meyer
Project Manager: Brent Meyer
User Department: Fire

Project Costs

| | Fund 101 - General Fund | Fund 560 - Fire Development | | |
|-----------------------------------|-----------------------------------|--------------------------------|-----------------|------------|
| Prior Year Allocation | \$54,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$10,000 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$54,000</u> | <u>\$10,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$64,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$64,000</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: The project will initiate study of the opportunities to relocate Fire Station #3 to the corner of Gibson Road and Bourne Drive.

Justification This project is necessary to study the feasibility of locating a new fire station at Gibson and Bourne

Pertinent Issue: A southeast area fire station associated with the Spring Lake Specific Plan build out is near being required.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|-----------------------------|---------------------------|-----------------------|
| Project Name: | Zoning Ordinance & CEQA | Project Proponent: | Community Development |
| Project #: | 07-07 | Project Manager: | Community Development |
| MPFP: | | User Department: | Community Development |
| Funding Source(s): | Fund 501 - Capital Projects | | |

Project Costs

| | Fund 501 - Capital Projects | | | |
|-----------------------------------|-----------------------------------|------------|------------------|------------|
| Prior Year Allocation | \$100,000 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$100,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$100,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$100,000</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: This project involves the analysis and preparation of ordinance amendments to the Zoning Ordinance as well as future revisions to the CEQA Guidelines in conformance with new state guidelines which will be provided by the State Office of Planning and Research (OPR) in response to requirements of AB32.

Justification The City of Woodland’s Zoning Ordinance implements the General Plan, sets land use regulation and implements process and procedures with regard to development review. There are areas of the code that are not internally consistent and an assessment and clarification of the development review process is recommended. Areas of the Code that are not consistent or ambiguous result in uncertainty. Specific updates recommended include:

- Updating antiquated use tables (consultant)
- Water Conservation Ordinance Update
- Non conforming use and structure
- Definitions
- Planned Development zoning
- Signs
- Update Density Bonus requirements per State Law
- Projections
- Development Review procesisng, add new sections
- Updates as a result of the Housing Element recommendations
- Conservation and climate change updates

CEQA review for the updates, anticipate a Negative Declaration (anticipated cost at \$10 - \$15,000). By

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

updating the zoning code, the City will be better equipped to review new projects and administer development in a more efficient, timely and consistent manner and will reduce the risk of challenges as the result of outdated process/procedures. Assuming an average billing rate of \$150/hr for an experienced planning consultant, this will allow for approximately 9 weeks of work, which should adequately address the issues.

Pertinent Issue: CEQA and AB 32 changes

Update and clarification to the City's development review process and procedures

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|-------------------------------------|---------------------------|-------------------------|
| Project Name: | MPFP Annual Update | Project Proponent: | Administrative Services |
| Project #: | 08-57 | Project Manager: | Lynn Johnson |
| MPFP: | CITY-6 | User Department: | Administrative Services |
| Funding Source(s): | Fund 510 - General City Development | | |

| Project Costs | | | | |
|-----------------------|---|------------|------------------|------------|
| Prior Year Allocation | Fund 510 - General City Development | | | |
| | \$80,000 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$25,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$105,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$105,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | <u>\$105,000</u> | |
| By Category: | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: The MPFP is updated to reflect new projects, completed projects, construction cost index adjustments, and development absorption data.

Justification It is important to update the Major Projects Financing Plan (MPFP) on a regular basis to capture full and appropriate fees to cover current and future projects that are development related.

Pertinent Issue: Annual update of the MPFP will facilitate compliance with State laws governing application of development impact fees (AB1600). The MPFP was last updated in 2008.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|--------------------------------|---------------------------|---------|
| Project Name: | Library Material Collection | Project Proponent: | Library |
| Project #: | 94-45 | Project Manager: | TBD |
| MPFP: | Lib-3 | User Department: | Library |
| Funding Source(s): | Fund 570 - Library Development | | |

| Project Costs | | | | |
|-----------------------------------|--------------------------------------|------------|------------|------------|
| Prior Year Allocation | Fund 570 - Library Development | | | |
| | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$85,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$85,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$85,000 | \$0 | \$0 | \$0 |
| 2020-21 | \$85,000 | \$0 | \$0 | \$0 |
| 2021-22 | \$85,000 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$425,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$425,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Buy books and other materials such as CDs and DVDs to meet the expanding needs of the Library generated by new development.

Justification As the population of Woodland grows, more materials are needed to meet the educational and entertainment needs of the citizens.

Pertinent Issue: The allocation is funded by new development.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|------------------------------------|---------------------------|-----------------------|
| Project Name: | Rick Gonzales, Sr. Park-N3 | Project Proponent: | Community Development |
| Project #: | 15-05 | Project Manager: | Clara Olmedo |
| MPFP: | | User Department: | Public Works |
| Funding Source(s): | Fund 640 - SLIF Parks & Recreation | | |

Project Costs

| | Fund 640 - SLIF Parks & Recreation | | | |
|------------------------------|---|------------|--------------------|------------|
| Prior Year Allocation | \$3,030,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$2,890,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$25,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$5,945,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$5,945,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | <u>\$50,000</u> | |
| By Category: | Design Costs: | | <u>\$300,000</u> | |
| | Construction Costs: | | <u>\$2,810,000</u> | |
| | Land Acquisition: | | <u>\$2,785,000</u> | |

ABOUT THE PROJECT:

Project Description: Purchase 10 acres of land for Spring Lake Specific Plan in the southeast area of Spring Lake as well as a pathway next to the park (\$130,000 paid by Spring Lake Developers)

Justification Required by the SLSP.

Pertinent Issue: In accordance with the Settlement Agreement By and Between Susan Pelican, Shawn Smallwood and the Sierra Club; the City of Woodland and Turn of the Century LLC, the second neighborhood park is triggered with 60% buildout of the neighborhood or the 1950th building permit. Principal and interest payments are included in the land acquisition cost. The principal and interest payments are based on income projections of 225 single-family Spring Lake homes each year. Actual payments will be based on cash on hand, per the purchase and sale agreement with Turn of the Century.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Camarena Ball Field - Grant Match **Project Proponent:** Public Works
Project #: 15-07 **Project Manager:** TBD
MPFP: **User Department:** Community Services
Funding Source(s): Fund 506 - Measure "E"

Project Costs

| | <u>Fund 506 - Measure "E"</u> | | | |
|------------------------------|-----------------------------------|------------|-----------------|------------|
| Prior Year Allocation | \$50,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$50,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$50,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | <u>\$50,000</u> | |
| By Category: | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Partial match for funds earmarked for improvements at Camarena Field. Woodland Little League (WLL) is currently working on appropriating funds from the Yocha Dehe Tribe to upgrade or replace the restrooms, ball field lighting, pathways, sanitary sewer and water lines at the facility. Although a cost is yet to be solidified, Woodland Little League estimates the project to be around \$150,000. This is considered a partnership with WLL and Yocha Dehe Tribe.

Justification The restrooms have on-going plumbing issues that continue to be problematic. This, along with ADA issues, lighting, aging fixtures and general access issues make these improvements very important to the facility.

Pertinent Issue: These funds will not be used unless there is funding available from WLL and the Tribe.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|-----------------------------------|---------------------------|-----------------------|
| Project Name: | Park/Recreation Facility Planning | Project Proponent: | Brent Meyer |
| Project #: | 18-04 | Project Manager: | Brent Meyer |
| MPFP: | | User Department: | Community Development |
| Funding Source(s): | Fund 506 - Measure "E" | | |

| Project Costs | | | | |
|-----------------------------------|-----------------------------------|------------|-----------------|------------|
| | Fund 506 - Measure "E" | | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$55,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$55,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$55,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$55,000</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Preliminary Engineering and staff time related to cost estimates for future park and recreation facilities.

Justification The planning of future park and recreation facilities requires specialized cost estimation to ensure that adequate budget is established and projects can be prioritized based on available funding.

Pertinent Issue: With future Measure F (1/2 cent sales tax) available, adequate advance planning needs to occur before projects can be prioritized, and then designed/constructed.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: SOUTHEAST AREA POOL PROJECT **Project Proponent:** Community Services
Project #: 19-18 **Project Manager:** Brent Meyer
MPFP: **User Department:** Community Services
Funding Source(s): Fund 501 - Capital Projects

| | | <u>Project Costs</u> | | | |
|-----------------------------------|------------------------------------|----------------------|-----------------|------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 501 - Capital Projects</u> | | | | |
| | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$15,000 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$15,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$15,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$15,000</u> | | |
| | Design Costs: | | <u>\$0</u> | | |
| | Construction Costs: | | <u>\$0</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: The City is finishing up a pool feasibility that has selected a pool site on Pioneer Avenue just south of Pioneer High School. The pool will use the parking in the existing high school parking lot.

Justification The pool is needed to meet demands for community pool use.

Pertinent Issue: The City has worked with the School District to come to agreement on a ground lease for the future pool site. This will allow the high school swim team to have convenient access to the pool for swim practices and swim meets.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: WOODLAND SPORTS PARK TURF REPLACEMENT **Project Proponent:** Community Services
Project #: 19-19 **Project Manager:** TBD
MPFP: **User Department:** Community Services
Funding Source(s): Fund 506 - Measure "E"

| Project Costs | | | | |
|------------------------------|-----------------------------------|------------|-------------|------------|
| | Fund 506 - Measure "E" | | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$1,300,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$1,150,000 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$2,450,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$2,450,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | \$0 | |
| By Category: | Design Costs: | | \$30,000 | |
| | Construction Costs: | | \$2,420,000 | |
| | Land Acquisition: | | \$0 | |

ABOUT THE PROJECT:

Project Description: The project includes the removal and replacement of the turf at each of the five fields. There may be minor improvements to associated facilities such as field drainage.

Justification The five existing sports park fields are 10-12 years old and are approaching the end of their useful life.

Pertinent Issue: Depending on if shock padding is added to the fields, additional budget will be required, perhaps as much as \$1 million.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Annual Sewer Repair and Replacement **Project Proponent:** Utility Engineering
Project #: 08-21 **Project Manager:** Tim Busch
MPPFP: **User Department:** Public Works
Funding Source(s): Fund 220 - Sewer Enterprise

| <u>Project Costs</u> | | | | |
|------------------------------|------------------------------------|------------|------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 220 - Sewer Enterprise</u> | | | |
| | \$2,451,180 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$975,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$750,000 | \$0 | \$0 | \$0 |
| 2020-21 | \$750,000 | \$0 | \$0 | \$0 |
| 2021-22 | \$750,000 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$5,676,180</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$5,676,180</u> | | | |

Cost Estimate By Category: Pre-Design/Environmental/Studies: \$0
Design Costs: \$998,330
Construction Costs: \$4,677,850
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: This project is used to prioritize, design, and develop a construction project for repair of ongoing management of the collection system. Large diameter pipelines are treated separately in a similar manner. These projects will be funded from this project after identification.

Justification Repair and replacement of sewer lines based on information obtained from Asset Management System and annual CCTV evaluations of sewer lines. This work will be coordinated with street repair work when possible, but depending on the severity of the problem, could be done in advance of scheduled street work. There are several known problem examples: sewer lines constructed from concrete, inflow and infiltration into the Kentucky Trunk in Main Street, Oak Street concrete sewer, WJUSD facility, and Woodland Ave. These projects and others will be scheduled along with other identified problems based on criticality and budget.

Pertinent Issue: Minimize SSO's throughout the City, per the City's SSMP and the City's WDR permit.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|-----------------------------|---------------------------|---------------------|
| Project Name: | Preliminary Odor Abatement | Project Proponent: | Utility Engineering |
| Project #: | 08-22 | Project Manager: | Tim Busch |
| MPFP: | | User Department: | Public Works |
| Funding Source(s): | Fund 220 - Sewer Enterprise | | |

Project Costs

| Prior Year Allocation | Fund 220 - Sewer Enterprise | \$344,500 | \$0 | \$0 | \$0 |
|-----------------------------------|------------------------------------|------------|------------|------------|------------|
| Fiscal Year | | | | | |
| 2017-18 | \$10,000 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$10,000 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$10,000 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$10,000 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$10,000 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | \$394,500 | \$0 | \$0 | \$0 | \$0 |
| TOTAL | \$394,500 | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$0 | | |
| | Design Costs: | | \$0 | | |
| | Construction Costs: | | \$394,500 | | |
| | Land Acquisition: | | \$0 | | |

ABOUT THE PROJECT:

Project Description: Design odor facilities for the Wastewater Treatment Plant in order to reduce citizen complaints and facilitate business development.

Justification Design odor facilities for the Wastewater Treatment Plant in order to reduce citizen complaints and facilitate business development.

Pertinent Issue: The present WDR for the Plant requires that nuisance complaints be kept to a minimum. Increasing density around the Plant will require that some action is taken to reduce the risk of odor complaints. Development fees for specific projects may pay all or part of the project costs.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|---------------------------------|---------------------------|---------------------|
| Project Name: | New Calibrated City Sewer Model | Project Proponent: | Utility Engineering |
| Project #: | 08-35 | Project Manager: | Utilities Division |
| MPFP: | | User Department: | Public Works |
| Funding Source(s): | Fund 220 - Sewer Enterprise | | |

| Project Costs | | | | |
|-----------------------------------|-----------------------------------|------------|-----------------|------------|
| Prior Year Allocation | Fund 220 - Sewer Enterprise | | | |
| | \$40,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$50,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$90,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$90,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$90,000</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Develop new Calibrated Sewer Model with GIS linkages to existing City System GIS data and install permanent data loggers in City to document and calibrate model and investigate for Infiltration and Inflow (I & I) problems. This model will help develop solutions for these and other development impacts.

Justification At present the current calibrated sewer model does not have 6" lines and has not been calibrated to present conditions. The Downtown, Rail Yard, portions of East Street, and the Fairgrounds are all Stated for "Mixed Use Development." The present model documents problems at build out without these proposed land use changes. The City has documented infiltration and inflow (I&I) problems increasing the potential for sanitary sewer overflows (SSOs) in some areas that will only increase unless these problems are quantified and solutions developed. The new model needs to be calibrated by referring I&I estimates throughout the City. EC and flow monitors will be installed in 23 locations throughout the City to document flows in the rainfall season to collect a storm event >2" in 24 hours.

Pertinent Issue: By improving the model and data network, identification of I&I source areas and using this information to prioritize I&I repairs, the selected repairs will be the most cost effective for reducing the operating costs for the WWTP, make more capacity available for future homes or businesses, and potentially postpone the next WWTP expansion. In addition, the SSO's per the requirements of our Discharge Permit.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|--|---------------------------|---------------------|
| Project Name: | Treatment Plant Exp-Biosolids | Project Proponent: | Utility Engineering |
| Project #: | 10-11 | Project Manager: | Tim Busch |
| MPFP: | | User Department: | Public Works |
| Funding Source(s): | Fund 220 - Sewer Enterprise Fund 210 - Water Enterprise | | |

Project Costs

| | Fund 220 - Sewer Enterprise | Fund 210 - Water Enterprise | | |
|------------------------------|-----------------------------------|-----------------------------------|------------|------------|
| Prior Year Allocation | \$4,905,000 | \$34,000 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$550,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$5,455,000</u> | <u>\$34,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$5,489,000</u> | | | |

| | | |
|----------------------|-----------------------------------|-------------|
| Cost Estimate | Pre-Design/Environmental/Studies: | \$49,380 |
| By Category: | Design Costs: | \$198,140 |
| | Construction Costs: | \$5,207,480 |
| | Land Acquisition: | \$0 |

ABOUT THE PROJECT:

Project Description: This project will consist of using a loader and trucks to move dried biosolids to either the landfill or other site for use as a soil amendment.

Justification Exceptional Quality Composted Equivalent material. It is considered suitable as a soil amendment by EPA and the State Water Resources Control Board. In other areas this material would have been used by the farming community for this purpose. Unfortunately Yolo County rules preclude this use in Yolo County. The Plan is to work with Yolo County to change this but in the meantime the WPCF needs to make a good faith effort to begin to dispose of this material as part of its Waste Discharge Requirements (WDR) Permit. The access road to the South Sewer WPCF Ponds will be repaired in Fy14. Biosolids in Ponds #8 and #7 need to stabilize before they can be moved to the biosolids stockpile. These two ponds are the last ponds that have accumulated biosolids that need to be relocated to the biosolids stockpile for relocation/landfilling/reuse. The access road to the South Sewer WPCF Ponds was damaged last year by the Biosolids project. The Sewer Operations Vaccon drivers need a pad to safely dry the soil/sewage mix before disposal to the landfill. The Aeration Project needs a pad constructed this summer prior to construction to mitigate impacts to a burrowing owl next site. This project includes repaving the damage and the turn to the Vaccon Drying bed including a keycard automatic gate. The waste activated sludge ponds used for solar drying for disposal are being lined with soil cement one pond at a time. The operational philosophy of the plant is to have a spare ready to go on line. The second pond scheduled for soil cement treatment is Pond #10. This Soil Cement Treatment is expected to take three weeks.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Pertinent Issue: The present waste discharge requirement (WDR) for the Plant required an assessment of the evaporative pond system on the groundwater resource. Ecologic was contracted to evaluate this impact and has shown that this process does impact the groundwater under the ponds. Staff anticipates that updated regulations by 2014-15 will require the City to complete this project.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Water Pollution Asset Replacement Project **Project Proponent:** Public Works
Project #: 14-02 **Project Manager:** Tim Busch
MPFP: **User Department:** Public Works
Funding Source(s): Fund 220 - Sewer Enterprise

| <u>Project Costs</u> | | | | |
|-----------------------------------|------------------------------------|------------|--------------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 220 - Sewer Enterprise</u> | | | |
| | \$2,818,119 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$50,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$2,868,119</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$2,868,119</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$2,868,119</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: The FY 14 project is a major equipment replacement/deficiency mitigation of the headworks system and protection of the clarifier steel coatings. One screen has reached the end of its useful life, the isolation gates for the screens increase the risk for uncontrolled spills to the WPCF parking lot, hair and other debris will become maintenance problems for the new MLE process. The manufacturer will be responsible for replacement of its original equipment. This other part of the FY 14 project will consist of emptying each clarifier, isolating the unit, and recoating the carbon steel parts, in addition the pipelines to the RAS pump station will be evaluated using CCTV to check for debris and pipe condition, the other asset replacement projects scheduled in the next four fiscal years consist of replacement of pumps and generators reaching the end of their useful life.

Justification The Waste Pollution Control Facility (WPCF) has numerous assets that allow the plant to work as designed. This project identifies expected replacement of assets that will need to be replaced as the Asset Replacement fund is growing to address this need over the next ten years. In FY 14, two projects have identified for replacement under this program. Replacement of the WPCF Bar Screen and Coating Carbon Steel parts of the Clarifiers. The structural parts of the Clarifier walkways, and rotation assemblies are constructed from carbon steel. These steel parts need to be coated to protect them from rust and eventual failure when each is periodically removed from service. Unfortunately these parts have not been coated in some time and need to have these coated surfaces redone. This project will recoat all the clarifier parts that need treatment. The east bar screen at the headworks is part of the original plant equipment. It is scheduled for replacement in 2014. When the plant was expanded an identical bar screen was installed. As part of the installation, a modification was made to the headworks that can result in raw sewage spilling into the WPCF parking lot instead of being diverted to Erskine Pond. This project will replace both screens with 3mm band screens and fix the diversion

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

deficiency. The conversion from bar screens to band screens is facilitated by the use of JWC products which are designed to drop into the existing concrete foot print of the bar screens. The original estimate for about \$500k was for replacement of the single bar screen but sole sourcing with the manufacturer, JWC, the project will replace both bar screens and solve the diversion problem at the same time.

Pertinent Issue: The equipment at the WPCF needs to put into an asset management plan to better describe the cash flow needs for replacement of that equipment. If not, the equipment will fail and the City of Woodland may not have the funds available for repair.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Replacement of Orangeberg Sewer Laterals **Project Proponent:** Utility Engineering
Project #: 14-03 **Project Manager:** Tim Busch
MPFP: **User Department:** Public Works
Funding Source(s): Fund 220 - Sewer Enterprise

| Project Costs | | | | |
|-----------------------|-----------------------------|------------|------------|------------|
| Prior Year Allocation | Fund 220 - Sewer Enterprise | | | |
| | \$100,000 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$300,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$310,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | | \$0 | \$0 | \$0 |
| Subtotal | | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |

TOTAL

Cost Estimate By Category: Pre-Design/Environmental/Studies:
Design Costs:
Construction Costs: \$710,000
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: This project will replace the factory "Y", the lateral, and the cleanout behind the walk. The plan is to use trenchless methods for the lateral using hdpe. The project will offer the landowners a fixed price per foot to replace their connection if they choose.

Justification Sewer lateral failures are the single largest cause of Sanitary Sewer overflows (SSO's) in the City. These failures can be private (non City Responsibility) or the responsibility of the City and need to be reported to the State. Orangeburg is a paper tar pipe product that is prone to failure with age, or root damage, or soil movement. It can also fail when hit by plumbing powered snakes. The City has an estimated 700 of these laterals in its inventory. This project will replace these laterals over time in one block or units of ten homes for economies of scale while keeping the project competitive for small contractors.

Pertinent Issue: Chronic failures of this material.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Sewer Collection System Wastewater Treatment Master Plan
Project Proponent: Mark Cocke
Project #: 14-07
Project Manager: Tim Busch
MPFP:
Funding Source(s): Fund 220 - Sewer Enterprise
User Department: Community Development

| <u>Project Costs</u> | | | | |
|-----------------------------------|------------------------------------|------------|-----------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 220 - Sewer Enterprise</u> | | | |
| | \$91,500 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$91,500</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$91,500</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$91,500</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: The management of the Sewer Collection system is documented in the SSMP. However long term repair and replacement analysis has been developed with the CACIP asset management system using CCTV data, and the GIS system. CCTV projects that are beyond the scope of the Operations Staff are also incorporated in the Capital Program as needed in the Annual Sewer and Replacement Program. The data developed is moved into the CACIP Module. Sewer Modeling data also identifies projects for the Annual Sewer Repair and Replacement Program. The WPCF plan includes: as asset replacement program, water reuse plan, biosolids management, pipeline replacement, and future plant process changes related to growth and load. Regionalization is also a planning consideration.

Justification The Sewer Collection system and Water Pollution Control Facility are both permitted with WDR's from the Regional Water Quality Control Board. These permits are scheduled for renewal on a five year cycle. Previously this planning effort was being done using operations contract funds and capital improvement dollars. The Sewer Model, Water Reuse Plan, WPCF Master Plan, Sanitary Sewer Management Plan (SSMP), County Regionalization tech memo, and the Fine Screen Tech Memo are being combined into a single document for reference over the next five years. Permit renewals are on five year intervals.

Pertinent Issue: Creates single location for Wastewater System Planning Information.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Large Diameter Wastewater Pipeline Repair, Replacement, & Lining
Project Proponent: Utility Engineering
Project #: 14-15
Project Manager: Tim Busch
MPFP:
Funding Source(s): Fund 220 - Sewer Enterprise
User Department: Public Works

| | | <u>Project Costs</u> | | | |
|-----------------------------------|------------------------------------|----------------------|--------------------|------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 220 - Sewer Enterprise</u> | | | | |
| | \$641,000 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$500,000 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$870,000 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$500,000 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$500,000 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$500,000 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$3,511,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$3,511,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$195,680</u> | | |
| | Design Costs: | | <u>\$268,520</u> | | |
| | Construction Costs: | | <u>\$3,046,800</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: Repair or replace sections of pipe as deemed necessary for structural integrity.

Justification There are over 90,000 feet of large diameter pipelines in the City's wastewater system. Depending on the pipeline material, these pipelines are subject to failure from various mechanisms. For example, Beamer Trunk line has 3,900 feet of 30 inch diameter RCP that was installed in 1963. The downstream section was lined in 2007 due to hydrogen sulfide corrosion. This section of pipeline will be inspected in May of 2013. It is anticipated that this section will also need to be lined. This project will be installed at the end of Fy 16 and the beginning of Fy 17. There are other locations in the collection system that will be identified as deficient for various reasons. This project will identify these locations develop a repair plan and create a separate project for bidding and construction.

Pertinent Issue: Minimize SSO's throughout the City, per the City's SSMP and the City's WDR Permit.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Main Street Sanitary Sewer and Storm Repairs
Project Proponent: Utility Engineering
Project #: 17-23
Project Manager: Tim Busch
MPFP:
Funding Source(s): Fund 220 - Sewer Enterprise
Fund 506 - Measure "E"
User Department: Public Works

Project Costs

| Prior Year Allocation | Project Costs | | | |
|-----------------------|-----------------------------|------------------------|------------|------------|
| | Fund 220 - Sewer Enterprise | Fund 506 - Measure "E" | | |
| | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$60,000 | \$40,000 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$60,000</u> | <u>\$40,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$100,000</u> | | | |

Cost Estimate By Category:
Pre-Design/Environmental/Studies: \$0
Design Costs: \$10,000
Construction Costs: \$90,000
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: the project entails excavation at the two locations on Main Street to conduct spot repairs of the sewer and storm drain lines. The work included preparation of the bid package, bidding, and construction.

Justification City staff is continually reviewing the status of the City's sanitary sewer and storm sewer collection system. Repair and replacement of these lines is based on information obtained from the Asset management System and annual CCTV evaluation of sewer and storm collection lines. Projects are identified based on criticality and budget. Through this process, staff has identified that urgent repairs are necessary at various locations. Two pipeline failures were identified on East main Street: a storm drain failure near Walmart and a sanitary sewer failure at Pioneer Street. Both failures are forming sinkholes affecting the pavement on Main Street.

Pertinent Issue: Repair failing sewer main on Main St at Pioneer and repair failing storm main on Main St at Walmart.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: WPCF Pond #7 Biosolids Drying and Removal
Project #: 18-06
MPFP:
Funding Source(s): Fund 220 - Sewer Enterprise

Project Proponent: Utility Engineering
Project Manager: Tim Busch
User Department: Public Works

Project Costs

| | Fund 220 - Sewer Enterprise | | | |
|-----------------------------------|-----------------------------|------------|------------|------------|
| | | | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$575,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$575,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$575,000</u> | | | |
| Cost Estimate By Category: | | | | |
| Pre-Design/Environmental/Studies: | | | \$0 | |
| Design Costs: | | | \$25,000 | |
| Construction Costs: | | | \$550,000 | |
| Land Acquisition: | | | \$0 | |

ABOUT THE PROJECT:

Project Description: The work in this project generally includes mechanically drying of the biosolids in Pond #7 and hauling to the Yolo County landfill for use as alternative daily cover. The Yolo County landfill is the only authorized receiver of biosolids in Yolo County. The landfill charges a tipping fee of \$15.00/ton for biosolids in 2017. The quantity of biosolids stored in Pond #7 for drying and hauling is expected to be between 10,000-15,000 tons. The exact quantity cannot be determined until the drying work is completed. The WPCF has a need to remove the biosolids from Pond #7 and prepare the pond to be ready to accept new biosolids. Given the amount of accumulated biosolids in Pond #7 and the time required to permit land application, the only viable option is to dispose of the material at the landfill.

Justification: The City's WPCF generates biosolids as a result of the wastewater treatment process. The WPCF utilizes a series of ponds to accumulate and stabilize the biosolids over time. Over the past few decades, a significant quantity of biosolids has been accumulated, approximately 60,000 tons. The WPCF Waste Discharge Permit requires the WPCF to make a good faith effort to begin disposal of this material.

Pertinent Issue: Biosolids handling and disposal.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: South Pond Pump Station Rehabilitation Project
Project Proponent: Utility Engineering
Project #: 18-07
Project Manager: Tim Busch
MPFP:
Funding Source(s): Fund 220 - Sewer Enterprise
User Department: Community Development

| <u>Project Costs</u> | | | | |
|-----------------------------------|------------------------------------|------------|------------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 220 - Sewer Enterprise</u> | | | |
| | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$200,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$200,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$200,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$0 | |
| | Design Costs: | | <u>\$200,000</u> | |
| | Construction Costs: | | \$0 | |
| | Land Acquisition: | | \$0 | |

ABOUT THE PROJECT:

Project Description: The project generally includes replacement of the two screw pumps and motors, rehabilitation of the concrete structure, and addition of SCADA system. The intent is to utilize the existing electrical system. An alternatives analysis was conducted and determined that replacement of the screw pump in the existing channel was the best alternative in terms of construction costs, O&M costs, and energy usage costs.

Justification The WPCF South Pond Pump Station (SPPS) was constructed in 1983 and serves to recirculate activated sludge in the pond system on the southern part of the WPCF. The pond system includes 12 ponds and is used for influent equalization, effluent disposal and sludge stabilization.

Pertinent Issue: The 35-year old screw pumps are corroded to the point of needing replacement. The thickness of the pump flights has been reduced from .375-inches to .1875-inches and the gap between the pump flights and concrete structure has increased from .375 inches to 1-inch, resulting in lost capacity.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|--|---------------------------|---------------------------|
| Project Name: | Spring Lake East Regional Pond Landscaping | Project Proponent: | Spring Lake Specific Plan |
| Project #: | 06-12 | Project Manager: | TBD |
| MPFP: | SD-109 | User Department: | Public Works |
| Funding Source(s): | Fund 681 - SLIF Storm Drain | | |

| Project Costs | | | | |
|-----------------------------------|-----------------------------------|------------|------------------|------------|
| Prior Year Allocation | Fund 681 - SLIF Storm Drain | | | |
| | \$484,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$484,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$484,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| | Design Costs: | | <u>\$20,000</u> | |
| | Construction Costs: | | <u>\$464,000</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: This project will landscape the center island and western portions of the existing Spring Lake East Regional Pond. Native plants and grasses will be used to minimize future maintenance and create/maintain a natural habitat.

Justification This is the final step in the Spring Lake East Regional Pond construction project. The landscaping consists of native plants with supplemental irrigation. The project was originally approved on July 11, 2006.

Pertinent Issue: Project delayed during reconsideration of Spring Lake financing and is ready for bidding. Planting must occur at the beginning of the rainy season since native plants need rain for establishment and growth. Operating costs will be paid for by the Spring Lake L&L, and are based on the estimated landscaping maintenance costs included in the L&L formation documents. \$484,000 budgeted in between FY09 and FY10. The project was not built. Project to terminate June 20, 2018. No additional purchase orders to be issued other than PO 00072468. No work to be paid from this CIP if performed after June 30, 2018.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: South Urban Growth Area Drainage Study (formerly N. Gibson Ponds) **Project Proponent:** Spring Lake Specific Plan
Project #: 11-13 **Project Manager:** Tim Busch
MPFP: **User Department:** Utility Engineering
Funding Source(s): Fund 681 - SLIF Storm Drain

| <u>Project Costs</u> | | | | |
|------------------------------|------------------------------------|------------|------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 681 - SLIF Storm Drain</u> | | | |
| | \$2,000,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$2,000,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$2,000,000</u> | | | |

Cost Estimate By Category:

| | |
|-----------------------------------|--------------------|
| Pre-Design/Environmental/Studies: | \$0 |
| Design Costs: | <u>\$475,000</u> |
| Construction Costs: | <u>\$1,525,000</u> |
| Land Acquisition: | <u>\$0</u> |

ABOUT THE PROJECT:

Project Description: The North Ponds were part of the City of Woodland's wastewater treatment system. These ponds are being repurposed for a water treatment plant pad, temporary biosolids storage, and stormwater attenuation pond that will include storm water quality treatment features. This part of the project covers the design process for the stormwater attenuation pond that will include storm water quality treatment features.

Justification Project needed to progress for a phase 1 trigger at 1,200 single-family homes and a phase 2 trigger of 2,000 single-family homes in Spring lake. During phase 1, master planning will be updated that will further define the timing and updated costs of future phases. The master planning will also address contributions from non-Spring Lake development towards project costs. For non-Spring lake development, the MPFP will likely need to be updated once project costs are updated for this project.

Pertinent Issue: Meet CEQA requirements and prevent increase in damages to downstream (Conaway Ranch). Provides stormwater impacts mitigation for all Southside development projects at a lower cost. The project funding comes from the incremental cost paid by each Spring Lake home towards offsite improvements as defined in the 1/19/2010 Council report title "Spring Lake Infrastructure Fee (SLIF) and Spring Lake Specific Plan Financing Plan Update and Urgency Resolution". Project funding will not be spent unless revenue has been collected for Spring Lake offsite improvements.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Pioneer Avenue High School Entrance to Farmer's Central Rd
Project Proponent: Community Development
Project #: 14-16
Project Manager: Community Development
MPFP:
Funding Source(s): Fund 682 - SLIF Roads
User Department: Community Development

Project Costs

| | Fund 682 - SLIF Roads | | | |
|------------------------------|-----------------------|------------|------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$2,300,000 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$2,300,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$2,300,000</u> | | | |

Cost Estimate By Category:
 Pre-Design/Environmental/Studies: \$0
 Design Costs: \$0
 Construction Costs: \$2,300,000
 Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: Balance of widening Pioneer Avenue to 4 lanes after completion of 09-24; includes widening Pioneer Avenue to 4 lanes between HS entrance and Farmer's Central Road.

Justification Necessary for the construction of houses in the Spring Lake Specific Plan Area and MPRA.

Pertinent Issue: Separate cost estimate not completed yet; used remaining balance of project money after completion of 09-24. Project most likely to be completed by development of Merrit Murphey property.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|--|---------------------------|-----------------------|
| Project Name: | North Regional Pond and Pump Station Project | Project Proponent: | Utility Engineering |
| Project #: | 17-21 | Project Manager: | Chris Fong |
| MPFP: | | User Department: | Community Development |
| Funding Source(s): | Fund 681 - SLIF Storm Drain | | |

Project Costs

| | Fund 681 - SLIF Storm Drain | | | |
|------------------------------|--|------------|------------|------------|
| Prior Year Allocation | \$8,000,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$8,000,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$8,000,000</u> | | | |

| | | |
|----------------------|-----------------------------------|-------------|
| Cost Estimate | Pre-Design/Environmental/Studies: | \$0 |
| By Category: | Design Costs: | \$750,000 |
| | Construction Costs: | \$7,250,000 |
| | Land Acquisition: | \$0 |

ABOUT THE PROJECT:

Project Description: The North Regional Pond is located just north of the City's Water Pollution Control Facility (WPCF). The pond was formerly used as part of the WPCF operations until the mid-1980's. The SDMP identifies the North Regional Pond as a storm drainage mitigation feature for Spring Lake. The pump station replacement will be located on the south side of East Main Street at the South Canal. There is currently a pump station at this location although it has not been in an operable condition for the last 5-10 years. Regional Pond as a storm drainage mitigation feature for Spring Lake. The pump station replacement will be located on the south side of East Main Street at the South Canal. There is currently a pump station at this location although it has not been in an operable condition for the last 5-10 years. Staff and the City's consultant evaluated the reuse of this facility and determined that it was less expensive to replace the pump station than to try to upgrade the existing facility.

Justification The City has been updating the South Urban Growth Area Storm Drainage Facilities Master Plan (SUGA-SDFMP) over the past few years. The report was last revised in February 2006. An update was necessary to account for changes in hydrology, to include the changed land use due to the passage of the City's urban limit line and to determine the most economical improvements to meet the storm drainage needs of the south urban growth area. The SPFMP evaluated several alternative drainage facilities and determined that converting an existing unused pond to storm water detention and construction of a storm drainage pump station would be the most cost effective approach. Continued development within the SUGA, which includes Spring Lake, has reached the point that the first phase of the storm drainage facilities needs to be designed and constructed.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Pertinent Issue: The (SUGA-SDFMP) project was originally included in the approved Capital Improvement Program Budget as CIP #11-13, with a total project budget of \$2,000,000, funded from the Spring Lake Infrastructure Offsite Improvement Fund. The master plan work is largely completed for a cost of approximately \$500,000. At project completion, all project funds will be returned to the fund balance. The first storm water construction project associated with the master plan update will be the design of the North Regional Pond and Pump Station. It is anticipated that the design and construction of the storm drainage facilities will cost approximately \$8,000,000. This project is the most significant of the projects recommended by the master plan, and is the only remaining drainage project that Spring Lake is required to construct.

While the Spring Lake development community is required to advance the funding for construction of this facility, the Spring Lake financing plan includes an allowance for repayment of fair share amounts from other development areas based on those that benefit from this improvement. Other development areas that will benefit from this improvement (and be obligated to pay for their fair share of its cost) include the Master Plan Remainder Area/SP-1 and the development area east of CR 102.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Harry Lorenzo Avenue between Farmers Central and Parkland
Project Proponent: Spring Lake Specific Plan

Project #: 18-01
Project Manager: TBD

MPFP:
Funding Source(s): Fund 682 - SLIF Roads
User Department: Public Works

Project Costs

| | <u>Fund 682 - SLIF Roads</u> | | | |
|-----------------------------------|-----------------------------------|------------|------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$100,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$416,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$516,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$516,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$92,000 | |
| | Design Costs: | | \$0 | |
| | Construction Costs: | | \$424,000 | |
| | Land Acquisition: | | \$0 | |

ABOUT THE PROJECT:

Project Description: Reconstruction of Harry Lorenzo Ave. between Farmers Central and Parkland, including 12" water line and 36" and 48" storm drain line.

Justification Necessary for the construction of houses in the Spring Lake Specific Plan (SLSP) Area and Master Plan Remainder Area (MPRA).

Pertinent Issue: All information is based from the 2008 (dated 11/13/2008) Spring Lake CIP update, by agreement with developers categories are fixed. 24% (of construction without contingency) soft costs (including admin, design, and inspection) are shown in other and are not broken out separately. Construction Costs include standard Contingencies of 10% or 20% based on available design detail. Costs include SLIF, Collector improvements not shown. Reference pg 46-48 of the 2008 SL CIP.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: GIBSON LANDSCAPE - Pioneer Avenue to Harry Lorenzo Ave **Project Proponent:** Community Development
Project #: 19-01 **Project Manager:** TBD
MPFP: SW-2
Funding Source(s): Fund 682 - SLIF Roads **User Department:** Public Works
Fund 582 - Road Development

| Project Costs | | | | |
|------------------------------|-----------------------------------|-----------------------------------|------------------|------------|
| | Fund 682 - SLIF Roads | Fund 582 - Road Development | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$400,000 | \$57,000 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$400,000</u> | <u>\$57,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$457,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| By Category: | Design Costs: | | <u>\$45,700</u> | |
| | Construction Costs: | | <u>\$411,300</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: 2016 Draft SL CIP Update, Project 23.

Justification Complete landscape/walk frontage.

Pertinent Issue: Length may vary depending on phasing with ramp.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Parkland Drive between Pioneer Avenue and Harry Lorenzo Avenue
Project Proponent: Spring Lake Specific Plan
Project #: 19-07
Project Manager: TBD
MPFP:
Funding Source(s): Fund 682 - SLIF Roads
User Department: Public Works

Project Costs

| | <u>Fund 682 - SLIF Roads</u> | | | |
|------------------------------|------------------------------|------------|------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$100,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$2,194,000 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$2,294,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$2,294,000</u> | | | |

| | | |
|-----------------------------------|-----------------------------------|--------------------|
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | <u>\$172,000</u> |
| | Design Costs: | <u>\$410,000</u> |
| | Construction Costs: | <u>\$1,712,000</u> |
| | Land Acquisition: | <u>\$0</u> |

ABOUT THE PROJECT:

Project Description: Construction of a 4-lane arterial road with landscaping, two traffic signals and a 12" water main.

Justification Necessary for the construction of houses in the Spring Lake Specific Plan (SLSP) Area and Master Plan Remainder Area (MPRA).

Pertinent Issue: All information is based from the 2008 (dated 11/13/2008) Spring Lake CIP update, by agreement with developers categories are fixed. 24% (of construction without contingency) soft costs (including admin, design, and inspection) are shown in other and are not broken out separately. Construction Costs include standard Contingencies of 10% or 20% based on available design detail. Costs include SLIF, Collector improvements not shown. Reference pg 10,11, of the 2008 SL CIP PN 8A.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: CR 25A (Meikle to Promenade) **Project Proponent:** Community Development
Project #: 19-09 **Project Manager:** TBD
MPFP: **User Department:** Public Works
Funding Source(s): Fund 682 - SLIF Roads

| Project Costs | | | | |
|-----------------------------------|-----------------------------------|------------|------------------|------------|
| | Fund 682 - SLIF Roads | | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$165,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$165,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$165,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| | Design Costs: | | <u>\$165,000</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: This project includes the construction of CR 25A from Meile Ave to Promenade Dr. The project does not include the construction of the urban forest as that will be constructed by the Oyang South development project.

Justification This project is included in the SL CIP and is needed to provide adequate adequate traffic circulation.

Pertinent Issue: SLIF Roads (Set Aside) funding availability will need to be verified with the Finance Department prior to expending any project funds. There may be some portion of land acquisition that is needed to accommodate the proposed roundabout a the CR25A/Meikle Avenue intersection.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|--------------------------------------|---------------------------|-----------------------|
| Project Name: | Heritage Parkway Pedestrian Crossing | Project Proponent: | Community Development |
| Project #: | 19-10 | Project Manager: | TBD |
| MPPF: | | User Department: | Public Works |
| Funding Source(s): | Fund 682 - SLIF Roads | | |

| Project Costs | | | | |
|-----------------------------------|-----------------------------------|------------|-----------------|------------|
| | Fund 682 - SLIF Roads | | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$20,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$20,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$20,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| | Design Costs: | | <u>\$20,000</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: This project includes the construction of an at grade bicycle/pedestrian crossing of Heritage Parkway (between Campos Ave and Meile Ave). The design includes pedestrian actuated push buttons. The design will need to be included in the evaluation of Spring lake overflow drainage capacity.

Justification This crossing is included in the SL CIP and is needed for adequate bicycle/pedestrian connectivity.

Pertinent Issue: SLIF Roads (set aside) funding availability will need to be verified with the Finance Department prior to expending any project funds.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Spring Lake Central Park **Project Proponent:** Community Development
Project #: 19-11 **Project Manager:** TBD
MPFP: **User Department:** Community Services
Funding Source(s): Fund 640 - SLIF Parks & Recreation

Project Costs

| Prior Year Allocation | Fund 640 - SLIF Parks & Recreation | | | |
|------------------------------|---|------------|------------|------------|
| | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$10,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$10,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$10,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| By Category: | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: The Spring Lake Specific Plan calls for the acquisition, design and construction of a four acre park within the Spring Lake Central subdivision. The park size will be increased to 5 acres if the fire station is not constructed at this location. The fire station location will be dedicated to the City at no cost.

Justification This park is required by the Spring Lake Specific Plan.

Pertinent Issue: Per the Spring Lake Central development agreement, the City is to pay \$500,000 for the 4 acres. This amount does not increase due to inflation. The City is legally obligated to pay off the land acquisition for Parks N3 and N1 prior to the acquisition of this property (or any other Park SLIF expenditure other than the 2017 construction of Parks N1 and N3). SLIF Parks funding availability will need to be verified with the finance department prior to expending any project funds.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Gibson Road Interchange Modification **Project Proponent:** Community Development
Project #: 19-13 **Project Manager:** TBD
MPFP: **User Department:** Public Works
Funding Source(s): Fund 682 - SLIF Roads

Project Costs

| | <u>Fund 682 - SLIF Roads</u> | | | |
|-----------------------------------|-----------------------------------|------------|------------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$200,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$200,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$200,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| | Design Costs: | | <u>\$200,000</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description:

Justification This project is included in the SL CIP and is needed for adequate bicycle/pedestrian connectivity.

Pertinent Issue: SLIF Roads (Set Aside) funding availability will need to be verified with the finance department prior to expending any projects funds. There may be some portion of Caltrans right of way that will become an excess parcel as a result of this project.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|-----------------------------|---------------------------|-----------------------|
| Project Name: | South Area Flowage Easement | Project Proponent: | Community Development |
| Project #: | 19-14 | Project Manager: | TBD |
| MPFP: | | User Department: | Public Works |
| Funding Source(s): | Fund 681 - SLIF Storm Drain | | |

| Project Costs | | | | |
|-----------------------------------|-----------------------------------|------------|-----------------|------------|
| Prior Year Allocation | Fund 681 - SLIF Storm Drain | | | |
| | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$35,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$35,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$35,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$35,000</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: This project includes the acquisition of storm flowage easement on the east and west sides of CR102 south of CR25A.

Justification Overflow storm drainage from Willow Slough (at CR 102) has historically backup up into what is now the Spring Lake area. Due to the construction of CR 25A at a height that prevents these flows from spreading into Spring Lake, there is an increase in stormwater spread in the area south of CR25A.

Pertinent Issue: The funding set aside will be used to perform property appraisals and any engineering needed to support discussions with landowners. SLIF (Set Aside) funding availability will need to be verified with the finance department prior to expending any project funds.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: FloodSAFE Yolo/Cache Creek Feasibility Study
Project Proponent: City Management

Project #: 09-15
Project Manager: Tim Busch

MPFP:
Funding Source(s): Fund 220 - Sewer Enterprise
Fund 501 - Capital Projects
User Department: Public Works

Project Costs

| Prior Year Allocation | Project Costs | | | |
|-----------------------------------|-----------------------------------|-----------------------------|--------------------|------------|
| | Fund 220 - Sewer Enterprise | Fund 501 - Capital Projects | | |
| | \$2,550,000 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$400,000 | \$600,000 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$2,950,000</u> | <u>\$600,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$3,550,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$3,550,000</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: The project generally includes participation in the ongoing Lower Cache Creek Feasibility Study (LCCFS). The LCCFS is led by the Corps of Engineers and the City and DWR are non-federal sponsors. City and DWR are each responsible for 25% of study costs. The goal of LCCFS is to report a project that will provide 100-year flood protection to Woodland that also meets Federal NED requirements. The second effort is to work within the DWR Urban Flood Risk Reduction Program to evaluate a flood protection solution to flood risk from the YBWL. This effort is a partnership between the City and DWR, along with several other stakeholders to advance portions of a regional project with the goal of protecting Woodland from a 100-year event within the Yolo Bypass. Portions of this effort are expected to be pass through costs funded by DWR and stakeholders.

Justification: This project builds on the earlier FloodSAFE Yolo work and includes a flood management plan to address flooding potential associated with both Lower Cache Creek and the Yolo Bypass.

Pertinent Issue: The Lower Cache Creeke levee system provides less than 100-year flood protection for Woodland. The levees have capacity to protect against a 30-year storm. The Yolo Bypass West Levee (YBWL) has been decertified and by definition does not provide 100-year protection to Woodland. Portions of Woodland are located in either or both the floodplains associated with these two levee systems. The intent of the project is to develop a solution to bring the City out of floodplain. \$600,000 of the FY19 budget is considered "pass-thru" and will be reimbursed to the City.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Storz Pond Maintenance
Project #: 09-31
MPFP:
Funding Source(s): Fund 581 - Storm Drain Development

Project Proponent: Public Works
Project Manager: Tim Busch
User Department: Public Works

| <u>Project Costs</u> | | | | |
|-----------------------------------|---|------------|------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 581 - Storm Drain Development</u> | | | |
| | \$70,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$10,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$10,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$10,000 | \$0 | \$0 | \$0 |
| 2020-21 | \$10,000 | \$0 | \$0 | \$0 |
| 2021-22 | \$10,000 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$120,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$120,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$120,000 | |
| | Design Costs: | | | |
| | Construction Costs: | | \$0 | |
| | Land Acquisition: | | | |

ABOUT THE PROJECT:

Project Description: Maintenance of Storz Pond.

Justification The City collects developer in-lieu revenue to maintain the Storz Pond. This contract with the YCRCD will provide on-going maintenance of the pond for minimal cost.

Pertinent Issue: Funding is from Storm Drain In-Lieu revenue already collected.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|---|---------------------------|-----------------------|
| Project Name: | Stormwater Quality Design Manual Update & Hydromodification Exemption Efforts | Project Proponent: | Utility Engineering |
| Project #: | 16-03 | Project Manager: | Chris Fong |
| MPFP: | SD-229 | User Department: | Community Development |
| Funding Source(s): | Fund 581 - Storm Drain Development | | |

Project Costs

| | Fund 581 - Storm Drain Development | | | |
|-----------------------------------|---|------------|------------------|------------|
| Prior Year Allocation | \$150,000 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$150,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$150,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$150,000</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Update the City's Stormwater Quality Design Standards to incorporate Low Impact Development Design Standards and to Obtain Exemption from the MS4 Permit Required Hydromodification Requirements.

Justification The City's Stormwater Quality Design Manual was last updated in April 2006 and needs to be updated to reflect the new MS4 permit and incorporate Low Impact Development (LID) design standards. In addition to staff and consultant efforts to update the manual, funding will be used to cover the cost of a consultant to engage RWQCB staff to obtain exemption from the MS4 Permit hydromodification requirements.

Pertinent Issue: The State Water Resources Control Board adopted the General Stormwater Phase II Small Municipal Separate Storm Sewer System (MS4) Program Permit in February 2013 and it became effective on July 1, 2013. The permit specifies that Woodland shall comply with the permit requirements pursuant to timeframes identified in the permit. By July 1, 2015, the City is to update our Stormwater Design Manual to incorporate Low Impact Design Standards. By July 1, 2016, the permit would require the City to either obtain a hydromodification exemption or require all development projects to not exceed pre-development storm runoff. Effectively this will require all development projects greater than 2,500 sf to develop on-site storage of their post-stormwater flows from the site so it does not exceed pre-development stormwater flows. Thus it is in the City's interest to obtain an exemption from the RWQCB as without an exemption, development will be harmed.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: East main Pump Station (EMPS) Storm Main Repairs
Project Proponent: Utility Engineering
Project #: 17-24
Project Manager: Tim Busch
MFPF:
Funding Source(s): Fund 506 - Measure "E"
User Department: Public Works

| <u>Project Costs</u> | | | | |
|-----------------------------------|-----------------------------------|------------|------------|------------|
| | <u>Fund 506 - Measure "E"</u> | | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$50,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$500,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$550,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$550,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$0 | |
| | Design Costs: | | \$50,000 | |
| | Construction Costs: | | \$500,000 | |
| | Land Acquisition: | | \$0 | |

ABOUT THE PROJECT:

Project Description: The intent is to conduct a cured-in-place lining (CIPP) project after first repairing the failed joints. Rehabilitating the pipe using CIPP is approximately half the cost of open excavation as this pipe is several feet below the ground water table and adjacent to the EMPS structure. A separate 54" diameter pipe recently failed at the joints and collapsed at the EMPS site, which required excavation and replacement. Completing the rehabilitation work as CIPP is a viable option while the pipe remains structurally intact.

Justification City Engineering and Operations staff identified joint failures in the 54" diameter pipe which conveys water from the North Canal to the EMPS through a CCTV inspection. This pipe is approximately 15 feet deep and approximately 10 feet below groundwater level due to proximity to the storm drainage outfall channel. The joint failure below groundwater allows water and soil to flow into the pipe, destabilizing the surface above and eventually forming a sinkhole and leading to collapse of the pipe. A nearby 54" diameter storm pipe was recently excavated and replaced at the EMPS. This pipe had collapsed and formed a sinkhole due to failed joints.

Pertinent Issue: Repair 54" diameter storm drain at EMPS.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: I-5/SR113 Freeway to Freeway Connectors Phase 2
Project Proponent: Brent Meyer
Project #: 00-06
Project Manager: Brent Meyer
MPFP: IGS-100
Funding Source(s): Fund 582 - Road Development
Fund 506 - Measure "E"
User Department: Community Development

Project Costs

| Prior Year Allocation | Project Costs | | | |
|-----------------------------------|-----------------------------------|------------------------|------------|------------|
| | Fund 582 - Road Development | Fund 506 - Measure "E" | | |
| | \$385,000 | \$45,000 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$26,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$6,000 | \$0 | \$0 | \$0 |
| 2020-21 | \$6,000 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$423,000</u> | <u>\$45,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$468,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$468,000 | |
| | Design Costs: | | \$0 | |
| | Construction Costs: | | \$0 | |
| | Land Acquisition: | | \$0 | |

ABOUT THE PROJECT:

Project Description: This project includes the construction of the freeway to freeway connectors from northbound I-5 to southbound SR113.

Justification Project is needed to serve regional traffic growth and to maintain adequate level of service on Main Street and other routes that are used until the connectors are built. The project is identified in the Streets Master Plan.

Pertinent Issue: Project funding/timing has been moved out into the 10-20 year time horizon. The City is working with Caltrans and SACOG to process a cooperative agreement to maintain parcels that have been acquired and to reallocate funding to the East Main Street project (CIP 13-05). The reallocated funding is already included in Fund 351 of the East Main Street Project. MSE funding was used for a lobbyist to assist with seeking federal project funding. Caltrans has informed the City that they no longer want to maintain the parcels. The City is processing an agreement so that the City can maintain the acquired parcels. Without this agreement, Caltrans would be required to sell the parcels. Funding has been added to maintain the parcels.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Traffic Engineering Services
Project #: 02-28
MPFP: TES-100
Funding Source(s): Fund 582 - Road Development

Project Proponent: Katie Wurzel
Project Manager: Katie Wurzel
User Department: Community Development

| | | <u>Project Costs</u> | | | |
|-----------------------------------|------------------------------------|----------------------|------------------|------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 582 - Road Development</u> | | | | |
| | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$200,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$200,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$200,000</u> | | |
| | Design Costs: | | <u>\$0</u> | | |
| | Construction Costs: | | <u>\$0</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: Examples of this could include but are not limited to the following: Traffic Safety Commission support, speed zone studies, traffic counts, customer requests. The cost could include the traffic engineering analysis, design or construction of minor traffic improvements (i.e. signing/stripping or new stop signs)

Justification New development increases traffic volume requiring more traffic engineering services to address requests for traffic calming, new traffic control devices, signal timing revision etc.

Pertinent Issue: This project is funded at \$20,000 each year, but previous years funding does not carry forward.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|--|---------------------------|--------------|
| Project Name: | Kentucky Avenue Widening and Reconstruction | Project Proponent: | Katie Wurzel |
| Project #: | 04-07 | Project Manager: | Diana Ayon |
| MPPF: | SC-12 SW-1 NT | User Department: | Public Works |
| Funding Source(s): | Fund 506 - Measure "E" Fund 351- Transportation Grants Fund 210 - Water Enterprise | | |

Project Costs

| | Fund 506 - Measure "E" | Fund 351- Transportation Grants | Fund 210 - Water Enterprise | Fund 220 - Sewer |
|------------------------------|---------------------------|---------------------------------------|-----------------------------------|---------------------|
| Prior Year Allocation | \$2,600,650 | \$13,076,950 | \$975,000 | \$300,000 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$215,000 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$2,600,650</u> | <u>\$13,076,950</u> | <u>\$1,190,000</u> | <u>\$300,000</u> |
| TOTAL | <u>\$17,167,600</u> | | | |

| | | |
|----------------------|-----------------------------------|---------------------|
| Cost Estimate | Pre-Design/Environmental/Studies: | <u>\$100,000</u> |
| By Category: | Design Costs: | <u>\$2,000,000</u> |
| | Construction Costs: | <u>\$12,817,600</u> |
| | Land Acquisition: | <u>\$2,050,000</u> |

ABOUT THE PROJECT:

Project Description: The project would improve the roadway to two lanes with a new two-way turn lane from West St. to East St. The project will include landscaping, lighting, sidewalk/ADA.

Justification This project is required to improve the safety of this corridor and improve the level of service for current and future traffic patterns.

Pertinent Issue: The project costs for design are split between 13/14 and 14/15 to allow time for ROW acquisition. ROW is estimated at \$2.5M and it's important that all the funding be available for land acquisition prior to the on-set of negotiation. Completion of this project prior to the expiration of Measure E is considered critical. \$76,950 of "prior year allocation" under Fund 351 was actually Fund 582, road development funding.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|--|---------------------------|-----------------------|
| Project Name: | Measure E/Measure F - Planning- Management | Project Proponent: | Katie Wurzel |
| Project #: | 06-06 | Project Manager: | Katie Wurzel |
| MPFP: | | User Department: | Community Development |
| Funding Source(s): | Fund 506 - Measure "E" Fund 507 - Measure "F" | | |

Project Costs

| | Fund 506 - Measure "E" | Fund 507 - Measure "F" | | |
|------------------------------|---------------------------|---------------------------|------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$50,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$50,000 | \$0 | \$0 |
| 2019-20 | | \$50,000 | \$0 | \$0 |
| 2020-21 | \$0 | \$50,000 | \$0 | \$0 |
| 2021-22 | \$0 | \$50,000 | \$0 | \$0 |
| Subtotal | | <u>\$200,000</u> | <u>\$0</u> | <u>\$0</u> |

TOTAL

| | | |
|----------------------|-----------------------------------|-----------|
| Cost Estimate | Pre-Design/Environmental/Studies: | \$250,000 |
| By Category: | Design Costs: | \$0 |
| | Construction Costs: | \$0 |
| | Land Acquisition: | \$0 |

ABOUT THE PROJECT:

Project Description: Funding to support the planning and management of the Measure E/F Road Program and the projects associated with the program. This funding is used to purchase pavement software, perform yearly road inspections, update Micropaver, scope future road rehabilitation projects and perform other program related needs.

Justification This funding supports the program as a whole and allows the independent funding of required aspects that are not project specific

Pertinent Issue: MSF is assumed to continue the road work planning, management and maintenance that MSE was responsible for.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Annual In-House Road Program Support **Project Proponent:** Katie Wurzel
Project #: 06-14 **Project Manager:** Katie Wurzel
MPFP: **User Department:** Public Works
Funding Source(s): Fund 506 - Measure "E"
Fund 507 - Measure "F"

| <u>Project Costs</u> | | | | |
|------------------------------|-----------------------------------|-----------------------------------|------------|------------|
| | <u>Fund 506 - Measure "E"</u> | <u>Fund 507 - Measure "F"</u> | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$1,035,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$750,000 | \$0 | \$0 |
| 2019-20 | \$0 | \$750,000 | \$0 | \$0 |
| 2020-21 | \$0 | \$750,000 | \$0 | \$0 |
| 2021-22 | \$0 | \$750,000 | \$0 | \$0 |
| Subtotal | <u>\$1,035,000</u> | <u>\$3,000,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$4,035,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| By Category: | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Fund material and labor for work done by in-house road crews for road program support including preparatory work for the annual road maintenance and rehabilitation projects as well as maintenance work done throughout the City.

Justification Council direction from meeting on 10-02-07. Help alleviate the funding shortfall from outside sources and to provide maintenance work at a lower overall cost.

Pertinent Issue: The Council approved this funding contingent upon City staff preparing yearly reporting as to the cost effectiveness of using in-house staff. The operational costs are included in the cost of ownership of maintaining the City's roadway system. Funding does not carry forward from year to year. For FY19-FY22, assuming \$500K to balance street maintenance funding and \$250K for materials.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|---|---------------------------------------|
| Project Name: I-5/CR 102 Interchange Landscaping | Project Proponent: Brent Meyer |
| Project #: 11-24 | Project Manager: Diana Ayon |
| MPFP: IGS-1 | User Department: Public Works |
| Funding Source(s): Fund 351- Transportation Grants Fund 501 - Capital Projects Fund 582 - Road Development | |

Project Costs

| | Fund 351- Transportation Grants | Fund 501 - Capital Projects | Fund 582 - Road Development | |
|------------------------------|---------------------------------------|--------------------------------|-----------------------------------|------------|
| Prior Year Allocation | \$1,763,579 | \$301,225 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$608,987 | \$0 | \$50,000 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$2,372,566</u> | <u>\$301,225</u> | <u>\$50,000</u> | <u>\$0</u> |
| TOTAL | <u>\$2,723,791</u> | | | |

| | | |
|-----------------------------------|-----------------------------------|--------------------|
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | \$0 |
| | Design Costs: | <u>\$301,225</u> |
| | Construction Costs: | <u>\$2,422,566</u> |
| | Land Acquisition: | <u>\$0</u> |

ABOUT THE PROJECT:

Project Description: Landscaping and irrigation associated with the I-5/CR 102 Interchange Improvements Project (CIP # 97-24).

Justification This project is the landscaping phase of the I-5/CR 1-2 Interchange Improvements Project (#97-24).

Pertinent Issue: Costs included in Fund 501 are reimbursable from either Gateway or Centex, per their respective development agreements. The remaining Federal Demo funding from CIP 97-24 has been moved to this project (\$711,590) as well as Federal Demo funds from the I-5/113 project (\$200,000). This project will use toll credits for construction, which will not require a local match for the federal funds. Construction phase must be 100% federally funded. Included in the project costs is \$50,000 to cover the 5-year plant establishment needed on the north side of the interchange after project completion.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: East Main Street Improvement Project **Project Proponent:** Katie Wurzel
Project #: 13-05 **Project Manager:** Diana Ayon
MPFP: **User Department:** Community Development
Funding Source(s): Fund 506 - Measure "E"
Fund 351- Transportation Grants

Project Costs

| | Fund 506 - Measure "E" | Fund 351- Transportation Grants | | |
|------------------------------|---------------------------|---------------------------------------|------------|------------|
| Prior Year Allocation | \$450,000 | \$1,800,000 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$1,130,000 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$450,000</u> | <u>\$2,930,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$3,380,000</u> | | | |

Cost Estimate By Category: Pre-Design/Environmental/Studies: \$0
Design Costs: \$350,000
Construction Costs: \$3,030,000
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: Project will install bike lanes on Main Street and curb and gutter, landscape, fencing, irrigation and storm drainage on the north side of East Main Street between Pioneer Avenue and East Street. Project also includes an off-street bike path from Pioneer to Matmor.

Justification Project is consistent with the Bicycle Transportation Plan and is needed to improve intra city bikeways, which are required before support will be given for the Woodland-Davis bikeway. Project also improves the blighted entrance to downtown and screens the railroad tracks along Main Street

Pertinent Issue: Project will improve bicycle interconnectivity of Woodland by providing bke lanes on Main Street between Pioneer Avenue and East Street. Project will also enhance the appearance of East Main Street. Some of the 351 funding comes from de-programming of the I-5/SR 113, \$1.08 M from SACOG Bike/Ped & local/regional grant. Construction is delayed until 2017/18 to match SACOG funding availability. \$100,000 was awarded from a Community Design SACOG Grant in the FY16 funding cycle.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Install traffic signal at Freeway Drive & E. Main Street **Project Proponent:** Katie Wurzel
Project #: 16-02 **Project Manager:** Katie Wurzel
MPFP: TBD **User Department:** Community Development
Funding Source(s): Fund 582 - Road Development

Project Costs

| | Fund 582 - Road Development | | | |
|-----------------------------------|-----------------------------------|------------|------------------|------------|
| Prior Year Allocation | \$450,000 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$450,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$450,000</u> | | | |
| Cost Estimate By Category: | | | | |
| | Pre-Design/Environmental/Studies: | | \$0 | |
| | Design Costs: | | <u>\$40,000</u> | |
| | Construction Costs: | | <u>\$410,000</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Install traffic signal at Freeway Drive and E. Main Street.

Justification The project is identified as a mitigation for development on Freeway Drive.

Pertinent Issue: Completion will be dependent upon traffic volumes, delay or queueing exceeding appropriate levels of service.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|--|---|
| Project Name: Install Traffic Signal at Kentucky/Cottonwood | Project Proponent: Katie Wurzel |
| Project #: 17-02 | Project Manager: Katie Wurzel |
| MPFP: NTS-20 | User Department: Community Development |
| Funding Source(s): Fund 582 - Road Development | |

Project Costs

| Prior Year Allocation | Fund 582 - Road Development | | | | |
|-----------------------------------|------------------------------------|------------|------------------|------------|------------|
| | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$450,000 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$450,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$450,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | | |
| | Design Costs: | | <u>\$40,000</u> | | |
| | Construction Costs: | | <u>\$410,000</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: Install traffic signal at Kentucky Ave. and Cottonwood St. Widening not included, adequate road width for installation of a left turn lane (WB). May need small ROW take to set pole on north side of intersection.

Justification The project is identified in the Streets Master Plan and the MPFP.

Pertinent Issue: The construction of this project is a condition of the Westwood II project.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2017 Road Maintenance Project **Project Proponent:** Katie Wurzel
Project #: 17-03 **Project Manager:** Diana Ayon
MPFP: **User Department:** Community Development
Funding Source(s): Fund 506 - Measure "E"
Fund 210 - Water Enterprise
Fund 501 - Capital Projects

Project Costs

| | Fund 506 - Measure "E" | Fund 210 - Water Enterprise | Fund 501 - Capital Projects | |
|----------------------------------|-----------------------------------|--|--|------------|
| Prior Year Allocation | \$211,688 | \$112,980 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$1,000,000 | \$0 | \$40,000 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$1,211,688</u> | <u>\$112,980</u> | <u>\$40,000</u> | <u>\$0</u> |
| TOTAL | <u>\$1,364,668</u> | | | |

Cost Estimate Pre-Design/Environmental/Studies: \$0
By Category: Design Costs: \$30,000
Construction Costs: \$1,334,668
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: Road maintenance consists of slurry seal, microsurfacing, cape seals or other pavement surface seal work. The City typically performs road maintenance on street segments designated as local streets. The project area is anticipated to be Zone 12 and 13, or an alternate location dependent upon roadway condition, funding availability, traffic patterns and treatment required. Zones 12 and 13 encompass the area between East Street and County Road 102, south of Gibson Road.

Justification The project addresses ongoing street maintenance.

Pertinent Issue: The operational costs are included in the cost of ownership of maintaining the City's roadway system. This annual project will maintain a zone of the City each year according to the schedule laid out in the Road Report. Work in the yearly zone will be coordinated with the City's utility branch in order to reduce disruption to the residents.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: West Woodland Safe Routes to School **Project Proponent:** Katie Wurzel
Project #: 17-09 **Project Manager:** Clara Olmedo
MPFP:
Funding Source(s): Fund 351- Transportation Grants **User Department:** Community Development
Fund 506 - Measure "E"
Fund 210 - Water Enterprise

Project Costs

| | Fund 351- Transportation Grants | Fund 506 - Measure "E" | Fund 210 - Water Enterprise | Fund 507 - Measure "F" | Fund 220 Sewer Ent. |
|----------------------------------|--|-----------------------------------|--|-----------------------------------|--------------------------------|
| Prior Year Allocation | \$0 | \$200,000 | \$0 | \$0 | 0 |
| Fiscal Year | | | | | |
| 2017-18 | \$1,592,000 | \$482,000 | \$300,000 | \$0 | \$ 300,000 |
| 2018-19 | \$0 | \$1,290,000 | \$175,000 | \$1,250,000 | (\$225,000) |
| 2019-20 | \$0 | \$0 | \$0 | \$0 | |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | |
| Subtotal | <u>\$1,592,000</u> | <u>\$1,972,000</u> | <u>\$475,000</u> | <u>\$1,250,000</u> | <u>\$ 75,000</u> |
| TOTAL | \$5,289,000 | \$ 5,364,000 | | | |

Cost Estimate Pre-Design/Environmental/Studies: \$0
By Category: Design Costs: \$200,000
Construction Costs: \$5,164,000
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: Construct sharrows, bicycle lanes, ADA corner improvements and traffic signal improvements with necessary pavement repair. Streets include W. Court Street, W. Woodland Avenue, Southwood and California Street.

Justification Project is consistent with the Bicycle Transportation Plan and is needed to improve city bikeways to support safe routes to schools.

Pertinent Issue: This project is Active Transportation Program funded through SACOG FY 2017/18. NOTE: For FY2019, the fund 220 funding was reduced from \$300K to \$75K.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: ADA Transition Plan
Project #: 17-11
MPFP:
Funding Source(s): Fund 506 - Measure "E"

Project Proponent: Brent Meyer
Project Manager: Diana Ayon
User Department: Community Development

| <u>Project Costs</u> | | | | |
|-----------------------------------|-----------------------------------|------------|------------------|------------|
| | <u>Fund 506 - Measure "E"</u> | | | |
| Prior Year Allocation | \$125,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$125,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$125,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$125,000</u> | |
| | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: The project will evaluate and document existing City facilities and public rights of way for compliance with the current ADA. The plan will identify a plan for bringing the City into compliance with the ADA including methodology for prioritizing work.

Justification This project is necessary to determine the City's current compliance with the Americans with Disabilities Act, identify areas for improvement and for compliance with state and federal funding programs.

Pertinent Issue: In addition to being required by the ADA, Caltrans and other state/federal funding sources require that the City has an ADA transition plan.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: West Main Street Bicycle/Pedestrian Mobility & Safety Improvements
Project Proponent: Katie Wurzel
Project #: 17-16
Project Manager: Clara Olmedo
MPFP:
Funding Source(s): Fund 351- Transportation Grants
Fund 506 - Measure "E"
Fund 210 - Water Enterprise
User Department: Community Development

Project Costs

| | Fund 351- Transportation Grants | Fund 506 - Measure "E" | Fund 210 - Water Enterprise | Fund 507 - Measure "F" | Fund 220 Sewer Ent. |
|------------------------------|---------------------------------------|---------------------------|-----------------------------------|---------------------------|------------------------|
| Prior Year Allocation | \$0 | \$516,000 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | | |
| 2017-18 | \$3,742,500 | \$731,000 | \$300,000 | \$0 | \$ 300,000 |
| 2018-19 | \$2,000,000 | \$0 | \$1,700,000 | \$450,000 | |
| 2019-20 | \$0 | \$0 | \$0 | \$1,700,000 | |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | |
| Subtotal | <u>\$5,742,500</u> | <u>\$1,247,000</u> | <u>\$2,000,000</u> | <u>\$2,150,000</u> | <u>\$ 300,000</u> |
| TOTAL | \$11,139,500 | \$ 11,439,500 | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | | | \$0 |
| By Category: | Design Costs: | | | | \$700,000 |
| | Construction Costs: | | | | \$10,739,500 |
| | Land Acquisition: | | | | \$0 |

ABOUT THE PROJECT:

Project Description: Project improves W. Main Street from West Street to County Road 98. Improvements include installation of bicycle lanes, sidewalk, pavement rehabilitation, transit improvements, ADA corner improvements and traffic signal improvements.

Justification Project will rehabilitate the pavement on W. Main Street between West Street and Road 98 and add in sidewalk and bicycle lanes to improve pedestrian and bicycle facilities along this corridor.

Pertinent Issue: This project is CMAQ and STIP funded through SACOG in FY 2018/19. There is also \$2,000,000 shown in FY2019 for a Local Partnership Grant (SB1). If SB1 is repealed, we will need to allocate additional Measure F funding and potentially delay the project.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|---|---|
| Project Name: 2017 Corridor Safety Study Project | Project Proponent: Katie Wurzel |
| Project #: 17-17 | Project Manager: Katie Wurzel |
| MPFP: | User Department: Community Development |
| Funding Source(s): Fund 351- Transportation Grants Fund 506 - Measure "E" | |

Project Costs

| Prior Year Allocation | Fund 351- Transportation Grants | Fund 506 - Measure "E" | | |
|---------------------------|---------------------------------------|---------------------------|------------|------------|
| | \$180,000 | \$20,000 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$180,000</u> | <u>\$20,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$200,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| By Category: | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Project includes a study and analysis report to determine possible safety enhancements along the following corridors: Main Street, Gibson Road, Matmor Road, Court Street, East Street and West Kentucky Avenue.

Justification: The goal of the Systemic Safety Analysis Report (SSARP) grant is to help local agencies identify safety projects to submit for HSIP funding consideration. The City was awarded \$180,000 in SSARP funding with a \$20,000 match requirements.

Pertinent Issue: Identify high benefit-cost ratio safety projects.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|---|---------------------------|-----------------------|
| Project Name: | Sports Park Drive Pedestrian Overcrossing | Project Proponent: | Brent Meyer |
| Project #: | 17-22 | Project Manager: | Sara Andreotti |
| MPFP: | IGS-102 | User Department: | Community Development |
| Funding Source(s): | Fund 501 - Capital Projects Fund 593 - Gibson Ranch Infrastructure | | |

Project Costs

| | Fund 501 - Capital Projects | Fund 593 - Gibson Ranch Infrastructure | | |
|-----------------------------------|-----------------------------------|--|------------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$150,000 | \$700,000 | \$0 | \$0 |
| 2018-19 | \$0 | \$100,000 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$150,000</u> | <u>\$800,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$950,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| | Design Costs: | | <u>\$950,000</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Construct a bicycle/pedestrian overcrossing over SR113 along the Sports Park Drive/Farmers Central Road Alignment.

Justification This project is needed to complete a bicycle/pedestrian connection along the south side of town from CR102 to Ashley Avenue. This will enable residents to access the existing north/south bike lane corridors throughout the City. This project will provide bicycle/pedestrian access to the Community Center/Sports Park and to the growth areas on the east side of SR113.

Pertinent Issue: At this time, staff is only programming the design funding as there is not sufficient funding to complete the project. The project is expected to cost approximately \$4M. The project has approximately \$1.5 m in developer funding expected through individual project development agreements. Other funding sources being looked for the remaining portion of the project include: MPFP, a reallocation of Spring Lake transit funding, funding from future development, the Spring Lake CIP, the southeast area infrastructure fund and State/Federal grants. Preliminary design work is planned for the 17/18 fiscal year in order to define right of way needs and compete for transportation grants.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2018 ADA Improvements **Project Proponent:** Katie Wurzel
Project #: 18-03 **Project Manager:** TBD
MPFP: **User Department:** Public Works
Funding Source(s): Fund 320 - CDBG
Fund 210 - Water Enterprise
Fund 506 - Measure "E"

Project Costs

| | Fund 320 - CDBG | Fund 210 - Water Enterprise | Fund 506 - Measure "E" | |
|---------------------------------------|-----------------------------------|--|-----------------------------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$180,000 | \$25,000 | \$41,000 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$180,000</u> | <u>\$25,000</u> | <u>\$41,000</u> | <u>\$0</u> |
| TOTAL | <u>\$246,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$0 | |
| | Design Costs: | | \$25,000 | |
| | Construction Costs: | | \$221,000 | |
| | Land Acquisition: | | \$0 | |

ABOUT THE PROJECT:

Project Description: Construct ADA improvements - curb ramps driveways and sidewalk to improve existing pedestrian paths in compliance with the ADA and the City's transition plan.

Justification CDBG Funded project to bring corners into ADA compliance.

Pertinent Issue: Project will utilize CDBG funding to complete design and construction.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Woodland Parkway Safe Routes to School & Connectivity Study **Project Proponent:** Community Development
Project #: 18-05 **Project Manager:** Clara Olmedo
MPFP: **User Department:** Community Development
Funding Source(s): Fund 351- Transportation Grants
Fund 506 - Measure "E"

Project Costs

| Prior Year Allocation | Project Costs | | | |
|-----------------------|---------------------------------|------------------------|------------|------------|
| | Fund 351- Transportation Grants | Fund 506 - Measure "E" | | |
| | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$176,152 | \$22,822 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$176,152</u> | <u>\$22,822</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$198,974</u> | | | |

Cost Estimate By Category: Pre-Design/Environmental/Studies: \$198,974
Design Costs: \$0
Construction Costs: \$0
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: The study includes evaluation of the bicycle and pedestrian facilities on the SR 113 overcrossing along Gibson Rd. The study also includes an evaluation and feasibility study of constructing a bicycle and pedestrian path along the southern City limits connecting to the Woodland Sports Park. Currently this alignment is a maintenance road owned and maintained by the City along Road 24A from Ashley Avenue to East Stt. The assessment will include how the improved path will provide connection to existing bicycle/pedestrian paths.

Justification The City has received a Caltrans Grant: State Highway Account-Sustainable Communities.

Pertinent Issue:

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2020 Road Rehabilitation

Project Proponent: Katie Wurzel

Project #: 19-05

Project Manager: TBD

MPFP:

Funding Source(s): Fund 361 - RMRA

User Department: Public Works

| | | <u>Project Costs</u> | | | |
|-----------------------------------|-----------------------------------|------------------------|--------------------|------------|------------|
| | | <u>Fund 361 - RMRA</u> | | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | | |
| 2017-18 | \$325,000 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$990,000 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$1,020,000 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$1,050,000 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$1,115,000 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$4,500,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$4,500,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$100,000</u> | | |
| | Design Costs: | | <u>\$400,000</u> | | |
| | Construction Costs: | | <u>\$4,000,000</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: Project will rehabilitate Matmor Road from E. Main Street to Gibson Road and Gum Avenue from East Street to Matmor Road. Improvements include rehabilitation of the existing asphalt roadway, repair of damaged curb, gutter and sidewalk as needed and improvements to ADA access at intersections within the corridors. The project will widen and improve delineation of the existing bike lanes to encourage bicycle transportation to nearby shopping centers and elementary schools within the project area. The estimated useful life of the project is 15-20 years.

Justification Matmor Road and Gum Avenue are known to be failing and are identified in the City's Pavement Management System as having PCI less than or equal to 55. The roadways are both corridors that carry significant local and regional vehicular traffic as well as local bicycle traffic accessing adjacent neighborhoods, shopping centers, schools, parks and the Yolo County Fairgrounds.

Pertinent Issue: The project will repair existing failing roadways within the City. Work will be coordinated with major utility repair work to maximize cost efficiencies for the road and utility programs. Revenue projections for RMRA are as follows: FY18: \$340,000, FY19: \$989,986, FY 20: \$1,019,686, FY21: \$1,050,276, and FY22: \$1,081,784. This project will likely begin construction in FY21 and conclude in FY22. This allows adequate revenue to build project in its entirety.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|-----------------------------|---------------------------|-----------------------|
| Project Name: | Traffic Calming Program | Project Proponent: | City Management |
| Project #: | 19-06 | Project Manager: | TBD |
| MPFP: | | User Department: | Community Development |
| Funding Source(s): | Fund 501 - Capital Projects | | |

Project Costs

| | Fund 501 - Capital Projects | | | |
|---------------------------------------|--|------------|------------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$100,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$100,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$100,000</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| | Design Costs: | | <u>\$100,000</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: This project will fund an annual traffic calming improvement program. Funding would only be used in years where traffic calming requests are received, vetted and warranted.

Justification Project will provide limited funding for traffic calming improvements deemed critical.

Pertinent Issue: The City frequently receives complaints about the impacts of increased traffic on neighborhood streets. With these complaints comes a request for traffic calming (speed humps, circles, chicanes, etc.) While the City has a traffic calming warrant evaluation program, there has not been a funding source for improvements.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2019 ADA Improvements
Project #: 19-08
MPFP:
Funding Source(s): Fund 320 - CDBG
Fund 210 - Water Enterprise

Project Proponent: Katie Wurzel
Project Manager: Diana Ayon
User Department: Public Works

| | <u>Project Costs</u> | | | |
|---------------------------------------|-----------------------------------|--|------------------|------------|
| | <u>Fund 320 - CDBG</u> | <u>Fund 210 - Water Enterprise</u> | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$190,624 | \$25,000 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$190,624</u> | <u>\$25,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$215,624</u> | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | |
| | Design Costs: | | <u>\$25,000</u> | |
| | Construction Costs: | | <u>\$190,624</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Construct ADA improveemtns - curb ramps, driveways and sidewalk to improve existing pedestiran paths in compliance with the ADA and the City's transition plan.

Justification CDBG funded project to bring corners into ADA compliance.

Pertinent Issue: Project will utilize CDBG funding to complete design and construction.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|---|---|
| Project Name: Dog Gone Alley Coordination | Project Proponent: Community Development |
| Project #: 19-16 | Project Manager: TBD |
| MPFP: | |
| Funding Source(s): Fund 501 - Capital Projects | User Department: Public Works |

Project Costs

| | Fund 501 - Capital Projects | | | |
|------------------------------|--|------------|-----------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$30,000 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$30,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$30,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | <u>\$30,000</u> | |
| By Category: | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: This project will allow better coordination between PG&E and the businesses needing additional power along Dog Gone Alley.

Justification: Coordination is needed to ensure that adequate power supply can be provided to new businesses located between Bush and College along Dog Gone Alley.

Pertinent Issue:

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Planning Analysis Studies
Project #: 95-24
MPFP: TP-3
Funding Source(s): Fund 582 - Road Development

Project Proponent: Brent Meyer
Project Manager: Katie Wurzel
User Department: Public Works

Project Costs

| Prior Year Allocation | Fund 582 - Road Development | | | | |
|-----------------------------------|--|------------|------------|------------|------------|
| | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$40,000 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$200,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$200,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | | |
| | Design Costs: | | <u>\$0</u> | | |
| | Construction Costs: | | <u>\$0</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: This project includes studies necessary to implement various Specific Plans, the General Plan, and examine the proposed circulation changes to support future development. Studies may include, but are not limited to parking plans, signal coordination plans, traffic impact studies, and proposed circulation changes and may be more than \$20,000, but are assumed to have an average cost of \$20,000. This project can also be used to plan and perform preliminary engineering for future projects (so that we can have "shelf-ready" projects.)

Justification This project is required to support City projects with transportation and traffic data and analysis during planning and design phases.

Pertinent Issue: FY 14 priority will be on an update to the Bicycle Master Plan and performing miscellaneous traffic counts as needed to monitor circulation.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: New Traffic Signal - CR102 and Kentucky Avenue
Project Proponent: Katie Wurzel
Project #: TRANS-062
Project Manager: TBD
MPFP:
Funding Source(s): Fund 582 - Road Development
User Department: Public Works

Project Costs

| Prior Year Allocation | Fund 582 - Road Development | | | | |
|-----------------------------------|------------------------------------|------------|------------------|------------|------------|
| | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$525,000 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$525,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$525,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$0 | | |
| | Design Costs: | | <u>\$75,000</u> | | |
| | Construction Costs: | | <u>\$450,000</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: Install new traffic signal at CR 102 and Kenucky Avenue.

Justification Install traffic signal based upon meting signal warrants.

Pertinent Issue: Increased traffic volumes in the area due to build out trigger signal warrants.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2020 Road Maintenance

Project Proponent: Katie Wurzel

Project #: TRANS-063

Project Manager: TBD

MPFP:

Funding Source(s): Fund 507 - Measure "F"

User Department: Public Works

Project Costs

| | <u>Fund 507 - Measure "F"</u> | | | |
|------------------------------|-------------------------------|------------|------------|------------|
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$150,000 | \$0 | \$0 | \$0 |
| 2020-21 | \$1,700,000 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$1,850,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$1,850,000</u> | | | |

| | | |
|----------------------|-----------------------------------|--------------------|
| Cost Estimate | Pre-Design/Environmental/Studies: | <u>\$0</u> |
| By Category: | Design Costs: | <u>\$50,000</u> |
| | Construction Costs: | <u>\$1,800,000</u> |
| | Land Acquisition: | <u>\$0</u> |

ABOUT THE PROJECT:

Project Description: Road maintenance consists of slurry seal, microsurfacing, cape seals or other pavement surface seal work. The City typically performs road maintenance on street segments designated as local streets.

Justification Addressing ongoing street maintenance.

Pertinent Issue: These annual projects will maintain a zone of the City each year according to the schedule laid out in the Road Report. Work in the yearly zone will be coordinated with the City's utility branch in order to reduce disruption to the residents. PENDING FINAL COSTS FROM CIP#17-16 AND AWARD OF PENDING GRANT MONEY, THIS PROJECT MAY BE CANCELLED.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2021 Road Maintenance **Project Proponent:** Katie Wurzel
Project #: TRANS-064 **Project Manager:** TBD
MPFP: **User Department:** Public Works
Funding Source(s): Fund 507 - Measure "F"
Fund 210 - Water Enterprise

| | <u>Project Costs</u> | | | |
|------------------------------|-----------------------------------|--|------------|------------|
| | <u>Fund 507 - Measure "F"</u> | <u>Fund 210 - Water Enterprise</u> | | |
| Prior Year Allocation | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$1,700,000 | \$25,000 | \$0 | \$0 |
| Subtotal | <u>\$1,700,000</u> | <u>\$25,000</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$1,725,000</u> | | | |

Cost Estimate By Category: Pre-Design/Environmental/Studies: \$0
Design Costs: \$50,000
Construction Costs: \$1,650,000
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description:

Justification Addressing ongoing street maintenance.

Pertinent Issue: These annual projects will maintain a zone of the City each year according to the schedule laid out in the Road Report. Work in the yearly zone will be coordinated with the City's utility branch in order to reduce disruption to the residents.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|---|---|
| Project Name: Surface Water Project | Project Proponent: Utility Engineering |
| Project #: 08-07 | Project Manager: Tim Busch |
| MPFP: | User Department: Public Works |
| Funding Source(s): Fund 210 - Water Enterprise | |

Project Costs

| | Fund 210 - Water Enterprise | | | |
|------------------------------|--|------------|------------|------------|
| Prior Year Allocation | \$52,877,669 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$150,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$53,027,669</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$53,027,669</u> | | | |

Cost Estimate By Category: Pre-Design/Environmental/Studies:
Design Costs:
Construction Costs:
Land Acquisition:

ABOUT THE PROJECT:

Project Description: This project includes a regional water supply project jointly funded with the City of Davis and UCD. It would provide up to 24 million gallons of water per day, including storage tanks and related water transmission lines to get the high quality water into the City. 2.0 million gallons of dedicated finished water storage and a dedicated 4,000 gpm pump have been included in the project to boost Woodland's water supply. Existing wells would be used to supplement peak hour and peak day water demands.

Justification This project is needed to improve water quality to offset the declining water quality from our groundwater supplies. This higher water quality water is needed to meet both expected future water and wastewater water quality standards.

Pertinent Issue: The design, build, operate contract was awarded to CH2M Hill, Inc. in October 2013. Construction began in April 2014 and was completed in September 2016. The intake structure is a joint project with RD2035. The projects are financed through a 20 year loan from CDPH with an interest rate of 1.78%. Initial and O&M costs are less than other options to meet new Chromium 6 MCL standard, address wastewater treatment requirements, treatment of nitrates in the groundwater, drilling replacement wells and related operational costs, and homeowner costs in dealing with the extremely hard water in the City. Local projects including a tank and pipelines are programmed separately in the CIP. Woodland cost for the construction is paid in the form of debt service in future years after project completion. Funding for FY17 and FY18 are for staff costs and miscellaneous consultant services associated with plant start up.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Groundwater Monitoring Wells **Project Proponent:** Utility Engineering
Project #: 08-29 **Project Manager:** Tim Busch
MPPF: **User Department:** Public Works
Funding Source(s): Fund 210 - Water Enterprise

| | | <u>Project Costs</u> | | | |
|---------------------------------------|--|----------------------|------------------|------------|------------|
| Prior Year Allocation | Fund 210 - Water Enterprise | | | | |
| | \$156,000 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$156,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$156,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | | |
| | Design Costs: | | <u>\$0</u> | | |
| | Construction Costs: | | <u>\$156,000</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: This work will include the installation of 3 multi-zone groundwater monitoring wells at various locations throughout the problem to evaluate the water quality from the wells.

Justification These wells are essential to be able continually sample water from separate aquifers utilized by the city. Each of our wells draws water from several individual aquifers. Most of our wells have nitrate levels that are rising and we need to know exactly which aquifer is the problem so we can take measure to limit the problem. The wells would also be utilized to monitor movement of ASR water.

Pertinent Issue: The information received from these monitoring wells will both help us design a plan for addressing nitrate contamination and to properly design new and replacement wells and monitor stored ASR water.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|--|---|
| Project Name: Water System Leak Detection, Maintenance & Repairs | Project Proponent: Utility Engineering |
| Project #: 09-23 | Project Manager: Tim Busch |
| MPFP: | User Department: Public Works |
| Funding Source(s): Fund 210 - Water Enterprise | |

| | | Project Costs | | | |
|-----------------------|-----------------------------|---------------|------------|------------|------------|
| Prior Year Allocation | Fund 210 - Water Enterprise | | | | |
| | \$4,263,007 | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | | |
| 2017-18 | \$2,186,823 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$688,017 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$2,708,017 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$2,708,017 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$2,708,017 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$15,261,898</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$15,261,898</u> | | | | |

| | | |
|----------------------|-----------------------------------|---------------------|
| Cost Estimate | Pre-Design/Environmental/Studies: | \$0 |
| By Category: | Design Costs: | <u>\$1,436,576</u> |
| | Construction Costs: | <u>\$13,828,322</u> |
| | Land Acquisition: | <u>\$0</u> |

ABOUT THE PROJECT:

Project Description: Conduct repairs and install upgrades to the City's water system as part of the annual repair and upgrade work. Project may include the following types of work: elimination of undersized pipes, rehabilitation of unlined cast iron pipe, replacement of rusted service lines, elimination of pipe looping deficiencies, and valve replacement.

Justification Water mains and valves must be repaired on an on-going basis. The water distribution system is evaluated and coordinated with the street rehab work to minimize cost and damage to the streets. The City has over 24 miles of 2-inch diameter water pipes constructed prior to 1965, in addition to several miles of older water mains dating back to the early 1900's.

Pertinent Issue: Efforts will be made to coordinate work with sanitary sewer repairs and road rehabilitation work; however, depending upon the criticality of various water related issues, timing may not always coincide.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | | | |
|---------------------------|-----------------------------|---------------------------|---------------------|
| Project Name: | Water Master Plan Update | Project Proponent: | Utility Engineering |
| Project #: | 14-09 | Project Manager: | Tim Busch |
| MPFP: | Wtr-13 | User Department: | Public Works |
| Funding Source(s): | Fund 210 - Water Enterprise | | |

Project Costs

| Prior Year Allocation | Fund 210 - Water Enterprise | | | |
|------------------------------|--|-------------------|-------------------------|-------------------|
| | \$600,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$200,000 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$800,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$800,000</u> | | | |
| Cost Estimate | Pre-Design/Environmental/Studies: | | <u>\$800,000</u> | |
| By Category: | Design Costs: | | <u>\$0</u> | |
| | Construction Costs: | | <u>\$0</u> | |
| | Land Acquisition: | | <u>\$0</u> | |

ABOUT THE PROJECT:

Project Description: Prepare a water master plan update.

Justification The water master plan will need to be updated to reflect long-term water sources, development requirements, consistency with the new General Plan, and long-term asset management of water resources.

Pertinent Issue: As the General Plan is developed, it will be necessary to update utility master plans. The Water Master Plan Update will also look into asset management and downtown infill development which has generally not been included in the past.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: ASR Testing and Modeling - Surface Water Local **Project Proponent:** Utility Engineering
Project #: 14-13 **Project Manager:** Tim Busch
MPFP: **User Department:** Utility Engineering
Funding Source(s): Fund 210 - Water Enterprise

| Prior Year Allocation | Project Costs | | | |
|-----------------------|-----------------------------|------------|------------|------------|
| | Fund 210 - Water Enterprise | | | |
| | \$450,000 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |

TOTAL

| | | |
|-----------------------------------|-----------------------------------|------------------|
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | \$0 |
| | Design Costs: | <u>\$450,000</u> |
| | Construction Costs: | <u>\$0</u> |
| | Land Acquisition: | <u>\$0</u> |

ABOUT THE PROJECT:

Project Description: This project involves developing a transport model to determine the storage capacity of the aquifer, degradation of the aquifer due to aquifer storage recharge and geochemical effect of the aquifer storage recharge.

Justification This project is needed to secure a permit to store water in the underground aquifer from the Regional Board. There is the need to comply with the anti-degradation regulation of the Regional Board in order to be able to secure this permit.

Pertinent Issue: There is a need to look for supplementary supply of water during summer when the plant becomes operational in 2016 to meet peak hour demand especially during Shasta critical years. While there is not an identified development fee component to this project, there is a funding contribution from development impact fees. As development impact fee revenue is generated, it will be used to pay off the bonds that are used to pay for the Surface Water project.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|---|---|
| Project Name: New ASR Well Construction | Project Proponent: Utility Engineering |
| Project #: 15-02 | Project Manager: Tim Busch |
| MPFP: | User Department: Public Works |
| Funding Source(s): Fund 210 - Water Enterprise | |

Project Costs

| | Fund 210 - Water Enterprise | | | |
|------------------------------|-----------------------------------|------------|------------|------------|
| Prior Year Allocation | \$11,000,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$11,000,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$11,000,000</u> | | | |

| | | |
|----------------------|-----------------------------------|---------------------|
| Cost Estimate | Pre-Design/Environmental/Studies: | \$0 |
| By Category: | Design Costs: | \$500,000 |
| | Construction Costs: | <u>\$10,500,000</u> |
| | Land Acquisition: | <u>\$0</u> |

ABOUT THE PROJECT:

Project Description: The new ASR well would replace the existing Well 10 and Well 4 on City owned property adjacent to the existing wells. The project involves drilling a new well at each site and construction of the ASR capable well and pumphouse. The ASR wells are anticipated to utilize the design of Well 28 with minor modifications.

Justification Construction of Aquifer Storage 7 Recovery (ASR) capable wells was evaluated as a component of the surface water project with three ASR wells anticipated initially. Well 28 is an ASR capable well that was completed in 2013. Well 10 and Well 4 are identified as sites for new ASR capable wells to replace the existing aging wells. Well 10 has been offline due to nitrate issues and Well 4 is aging and the well pump is stuck in the casing. The SDWSRF loan for Woodland local facilities as part of the surface water project includes \$3,908,750 for design and construction of ASR wells. DWR also has grant funding available through the IRWM and Proposition 84 to fund selected projects, of which ASR may be eligible. Round 3 of IRWM grant program is anticipated in fall 2014.

Pertinent Issue: ASR is planned to be part of the City's water supply portfolio. ASR wells provide long term storage for large quantities of Sacramento River water to be used to meet peak demands and during droughts. It should be noted that the amount that is available in the SDWSRF loan is not enough for the two wells that are needed. As other loan related projects are completed staff will evaluate the remaining funds available in order to complete two wells. It is anticipated that the ASR wells need to be online by the fall of 2016 in order to begin storing surface water in the winter of 2016. Based on this schedule, the project will need to be under design in the fall/winter of 2014 with phase one (downhole) construction in the 2015

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

construction season and phase two (above ground) construction in the 2016 construction season. The SDWSRF funds need to be expended within 3 years of authorization, which would be May of 2017.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|---|---|
| Project Name: Chromium 6 Investigations | Project Proponent: Utility Engineering |
| Project #: 15-04 | Project Manager: Tim Busch |
| MPFP: | User Department: Public Works |
| Funding Source(s): Fund 210 - Water Enterprise | |

Project Costs

| Prior Year Allocation | Fund 210 - Water Enterprise | | | |
|-----------------------------------|--|------------|------------|------------|
| | \$75,000 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$75,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$75,000</u> | | | |
| Cost Estimate By Category: | | | | |
| Pre-Design/Environmental/Studies: | <u>\$75,000</u> | | | |
| Design Costs: | <u>\$0</u> | | | |
| Construction Costs: | <u>\$0</u> | | | |
| Land Acquisition: | <u>\$0</u> | | | |

ABOUT THE PROJECT:

Project Description: Develop a plan to comply with the new Chromium 6 MCL. The plan will evaluate the City's water supply portfolio utilizing surface water, native wells, and ASR wells to meet City water demands to meet the new MCL. The plan is expected to include preliminary design work on conjunctive use of 3 existing wells with surface water and ASR wells and also include coordination with CDPH on testing stations. The plan will also evaluate compliance with the MCL with the four quarter running average reporting requirement.

Justification CDPH will issue a new Maximum Contaminant Limit (MCL) for Chromium 6 that is likely below the groundwater wells existing concentrations. The draft MCL is 10 ppb, City average concentration is 19 ppb. This project will develop a plan to comply with the new MCL while providing an adequate supply of safe drinking water and minimizing costs.

Pertinent Issue: Compliance with the new state Chromium 6 MCL.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|---|---|
| Project Name: ASR Wells #31 | Project Proponent: Utility Engineering |
| Project #: 17-05 | Project Manager: Tim Busch |
| MPFP: | User Department: Public Works |
| Funding Source(s): Fund 210 - Water Enterprise | |

| | | Project Costs | | | |
|-----------------------------------|------------------------------------|-------------------|--------------------|-------------------|-------------------|
| Prior Year Allocation | Fund 210 - Water Enterprise | | | | |
| | \$1,232,000 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$4,325,000 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$5,557,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$5,557,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$0 | | |
| | Design Costs: | | <u>\$445,000</u> | | |
| | Construction Costs: | | <u>\$5,112,000</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: The new ASR well would replace the existing Well 6, which was constructed in 1976. The site is adjacent to the transmission main on West Street and will effectively distribute water on the west side of the City. The site is also expected to be a good producing aquifer. The project involves drilling a new well and construction on the ASR capable well and pumphouse. The ASR well is anticipated to utilize the design of Well 29 with minor modifications. The work will be completed in 2 bid packages, one for the below ground well work and the second for the well edquipping and pumphouse.

Justification Construction of Aquifer Storage and Recover (ASR) capable wells was evaluated as a component of the surface water project with three ASR wells anticipated initially. Wells #28,#29, and #30. Ultimately 4 ASR wells are needed. The intent is to use ASR wells in conjunction with blending wells and WDCWA surface water to meet the City's water demands.

Pertinent Issue: ASR is planned to be part of the City's water supply portfolio. ASR wells provide long term storage for large quantities of Sacramento River water to be used to meet peak demands and during droughts. A large portion of the City has water mains well over 50-years old and unlined cast iron pipes. These pipes do not react well with changes in water chemistry. The native groundwater is more corrosive than surface water and will contribute to destabilization of the existing pipe scale if use din the distribution system directly. Wate chemistry the contribues to corrosion include: ORP in native groundwater is 2.5 times surface water, chlorides levels in native groundwater are 3.6 times surface water, and salinity in native groundwater is 4 times surface water. Additonally, hardness in native groundwater is 6.5 times that of surface water, which in combination with other constituents found in groundwater, would be immediately noticed by customers

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

if used. The use of native groundwater wells directly into the distribution system is planned for emergency use only or during severe droughts. The plan instead is to utilize surface water from WDCWA, blending wells, and ASR wells to meet the City's needs.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Recycled Water Master Plan **Project Proponent:** Utility Engineering
Project #: 17-07 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development
Funding Source(s): Fund 210 - Water Enterprise

| | | <u>Project Costs</u> | | | |
|-----------------------------------|------------------------------------|----------------------|------------|------------|------------|
| <u>Prior Year Allocation</u> | <u>Fund 210 - Water Enterprise</u> | | | | |
| | \$100,000 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$100,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$100,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | <u>\$0</u> | | |
| | Design Costs: | | <u>\$0</u> | | |
| | Construction Costs: | | <u>\$0</u> | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: Develop a master plan for the expansion of recycled water service. Plan will include evaluation of firm capacity of recycled water system, prioritize expansion areas, and allocate capacity to expansion areas. Budget is also included for planning efforts to bring on new customers, including engineering reports for an estimated 3 new customers.

Justification The new Recycled Water utility will begin operation in FY17. A recycled water master plan is a necessary part of a properly planned expansion of the Recycled Water Utility.

Pertinent Issue: Plan for expansion of recycled water in Woodland.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: West Street Water Main Upgrade **Project Proponent:** Utility Engineering
Project #: 17-08 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development
Funding Source(s): Fund 210 - Water Enterprise

| | | Project Costs | | | |
|-----------------------|-----------------------------|---------------|------------|------------|------------|
| Prior Year Allocation | Fund 210 - Water Enterprise | | | | |
| | \$1,951,300 | \$0 | \$0 | \$0 | \$0 |
| Fiscal Year | | | | | |
| 2017-18 | \$2,004,000 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$3,955,300</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$3,955,300</u> | | | | |

Cost Estimate By Category: Pre-Design/Environmental/Studies: \$0
Design Costs: \$360,000
Construction Costs: \$3,595,300
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: The project generally includes replacement of the existing water main on West Street from the transmission main on the south border of the City to Cross Street. The water main would be increased in diameter from 10-inch to 16-inch, this change will more than double the capacity of the pipeline. The length of the project is approximately 6,000 feet.

Justification Two ASR wells are under construction in 2016 in the western part of the City and a 3rd well is planned in the area for construction in 2018/19. The new wells each have a high capacity for injecting water into the aquifer and also for extraction to the distribution system. Additional pipeline capacity is needed to convey the higher flows from the transmission main to near the wells. Without the additional pipeline capacity, low water pressures would be experienced in the neighborhoods surrounding when the wells are injecting into the aquifer.

Pertinent Issue: Additional water conveyance capacity is needed between the transmission main and the ASR wells to minimize water pressure disruptions when the ASR wells are injecting water into the aquifer.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

| | |
|--|---|
| Project Name: 2019 Water Main Replacement Project | Project Proponent: Utility Engineering |
| Project #: 19-15 | Project Manager: Tim Busch |
| MPFP: | User Department: Public Works |
| Funding Source(s): Fund 210 - Water Enterprise | |

Project Costs

| Prior Year Allocation | Fund 210 - Water Enterprise | | | | |
|-----------------------------------|--|------------|------------------|------------|------------|
| | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Fiscal Year</u> | | | | | |
| 2017-18 | \$200,000 | \$0 | \$0 | \$0 | \$0 |
| 2018-19 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2019-20 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2020-21 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2021-22 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal | <u>\$200,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| TOTAL | <u>\$200,000</u> | | | | |
| Cost Estimate By Category: | Pre-Design/Environmental/Studies: | | \$0 | | |
| | Design Costs: | | <u>\$200,000</u> | | |
| | Construction Costs: | | | | |
| | Land Acquisition: | | <u>\$0</u> | | |

ABOUT THE PROJECT:

Project Description: Based on the prioritization, this project was designed to repair and replace water mains and laterals in a residential area between CR24A and Gibson Road including 6th Street, Archer Street, Archer Pl, Donner, Sherman, and a portion of El Dorado. This is an area with two-inch (2") cast iron water mains located behind sidewalks and a high frequency of water main breaks and water quality issues. The project will construct new eight-inch (8") mains in the street and connect the residences with new polyethylene services. Approximately 7,000 lineal feet of water main and 150 residential services will be replaced.

Justification City Engineering and Operations staff identified several locations in the City that have the greatest occurrence of water main and lateral breaks and leaks, and prioritized the areas for repair and replacement. The areas prioritized for replacement are streets with two-inch (2") cast iron water mains located behind sidewalks. The majority of these water mains were constructed between 1917 and 1954 and are in need of replacement. The 2" water mains have been experiencing an increasing number of breaks in recent years. The City has approximately 130,000 lineal feet of streets with 2" diameter cast iron pipe that were installed prior to 1965. This is the third phase of a multi-year project which will annually identify locations for water and sewer repair and replacement.

Pertinent Issue: Current funding is for design only. Staff will be requesting approximately \$2.8 million in construction funding in fall 2018 once an engineer's estimate is complete.

DEBT SERVICE SCHEDULE

| Debt Type | Name | Original Amount | Outstanding Principal 6/30/18 | Annual Debt Service (Principal & Interest) | Year of Final Payment | Final Interest Rate | Source of Repayment | Use of Proceeds |
|------------------------------|---|-----------------|-------------------------------|--|-----------------------|---------------------|--|---|
| Revenue Bond | 2011 Water Revenue Bonds | \$ 18,815,000 | \$ 16,450,000 | \$ 1,323,000 | 2041 | 6.000% | Water enterprise revenues | Refunding of the 2008 Water Revenue Bonds, and construction of a water tank, water meter installation, other well repairs |
| Revenue Bond | Wastewater Revenue Bonds, Refunding Series 2014 (Junior Lien) | \$ 33,825,000 | \$ 29,645,000 | \$ 2,538,000 | 2035 | 4.000% | Sewer enterprise revenues | Refunded the 2002 Lease Revenue Bonds and the 2005 Wastewater Lease Revenue Bonds |
| Revenue Bond | Lease Revenue Bonds Refunding, Series 2014 | \$ 15,484,042 | \$ 10,881,560 | \$ 1,533,865 | 2026 | 2.900% | Park development fees Fire development fees | Refunded the 2005 LRB, which constructed the Community Senior Center and Fire Station #1 |
| Revenue Bond | Wastewater Revenue Bonds, Refunding Series 2017 | \$ 9,550,677 | \$ 9,052,807 | \$ 798,000 | 2031 | 2.380% | Sewer enterprise revenues | Refunded the 2009 Wastewater Revenue Bonds |
| Revenue Bond | 2017 Subordinate Refunding Water Revenue Bonds, Series A | \$ 22,870,000 | \$ 21,780,000 | \$ 1,435,000 | 2039 | 5.000% | Water enterprise revenues | Refunded payments on water rights to Conaway Preservation Group (public offering) |
| Revenue Bond | 2017 Subordinate Refunding Water Revenue Bonds, Series B | \$ 2,414,055 | \$ 2,307,733 | \$ 155,000 | 2039 | 5.000% | Water enterprise revenues | Refunded payments on water rights to Conaway Preservation Group (private placement) |
| Mello-Roos | Gibson Ranch CFD Refunding Bond, Series 2004 | \$ 2,510,000 | \$ 1,405,000 | \$ 226,795 | 2025 | 5.875% | Special assessments in Gibson Ranch | Construction of infrastructure in the Gibson Ranch area |
| Mello-Roos | Gibson Ranch CFD Refunding Bond, Series 2014 | \$ 9,360,000 | \$ 6,280,000 | \$ 996,196 | 2025 | 3.440% | Special assessments in Gibson Ranch | Refunded the Gibson Ranch CFD Series 2001, Series 2003 and Series 2004. |
| Mello-Roos | Spring Lake CFD Refunding Bonds, Series 2014 | \$ 29,805,000 | \$ 25,680,000 | \$ 2,132,000 | 2034 | 4.400% | Special assessments in Spring Lake | Refunding of 2004-1 CFD, which constructed backbone infrastructure in Spring Lake |
| Mello-Roos | Spring Lake Special Tax Bonds, Series 2016 | \$ 26,800,000 | \$ 26,709,550 | \$ 1,125,000 | 2045 | 3.950% | Special assessments in Spring Lake | Refunded outstanding private placement debt and proceeds for reimbursement to property owners and construction of backbone infrastructure |
| Loan | California Department of Public Health | \$ 7,419,500 | \$ 6,056,050 | \$ 473,757 | 2033 | 2.507% | Water enterprise revenues | Installation of Water Meters |
| Loan | California Department of Public Health | \$ 31,503,088 | \$ 26,472,303 | \$ 1,617,740 | 2038 | 1.788% | Water enterprise revenues | Local projects for Surface Water project |
| Loan | California Department of Public Health | \$ 103,294,819 | \$ 101,127,837 | \$ 6,165,182 | 2038 | 1.788% | Water enterprise revenues | Share of regional Surface Water Project (loan officially for the WDCWA) |
| Loan | California State Water Resources Board | \$ 17,340,211 | \$ 16,389,766 | \$ 763,094 | 2046 | 1.900% | Sewer enterprise revenues | WPCF aeration project |
| Loan | California State Water Resources Board | \$ 782,334 | \$ 718,154 | \$ 34,248 | 2045 | 1.900% | Sewer enterprise revenues | WPCF aeration project |
| Loan | California State Water Resources Board | \$ 1,381,232 | \$ 1,273,449 | \$ 60,729 | 2045 | 1.900% | Sewer enterprise revenues | WPCF aeration project |
| Loan | California State Water Resources Board | \$ 1,791,607 | \$ 1,735,649 | \$ 69,244 | 2047 | 1.000% | Water enterprise revenues | Recycled water project |
| Loan | Spring Lake Park N1 Purchase Agreement | \$ 2,350,800 | \$ 2,350,800 | as available | 2045 | 3.000% | Spring Lake Infrastructure Fees | Purchase of land for Spring Lake Park |
| Loan | Spring Lake Park N3 Purchase Agreement | \$ 2,550,000 | \$ 1,781,817 | as available | 2045 | 3.000% | Spring Lake Infrastructure Fees | Purchase of land for Rick Gozalez Park |
| Lease | Oshkosh Capital Lease | \$ 2,262,524 | \$ 1,204,228 | \$ 260,082 | 2023 | 2.400% | General fund contributions | Purchase of fire apparatus |
| Lease | Oshkosh Capital Lease #2 | \$ 1,138,496 | \$ 837,156 | \$ 136,963 | 2024 | 3.500% | General fund contributions | Purchase of fire apparatus |
| Lease | National Cooperative Leasing | \$ 861,772 | \$ 616,592 | \$ 137,679 | 2023 | 3.700% | Enterprise fund contributions | Purchase of sewer/drain cleaning trucks |
| Lease | Umpqua Bank | \$ 194,745 | \$ 194,745 | \$ 41,651 | 2023 | 3.700% | General fund/L&L District | Purchase of hybrid tree-trimming truck |
| SUCCESSOR AGENCY DEBT | | | | | | | | |
| Tax Allocation Bond | Redevelopment Tax Allocation Bonds Series 2007A | \$ 7,295,000 | \$ 6,750,000 | \$ 579,000 | 2035 | 4.875% | Redevelopment Property Tax Trust Fund Payments | Refunding of the 1996 Tax Allocation Bonds, construction of various redevelopment projects |
| Loan | Cal HFA Loan | \$ 1,000,000 | \$ 738,224 | \$ 100,000 | 2023 | 3.000% | Redevelopment Property Tax Trust Fund Payments | Passed through for construction of Casa del Sol mobile home park improvements |
| Loan | Cal HFA Loan | \$ 1,550,000 | \$ 1,708,372 | \$ 100,000 | 2024 | 3.000% | Redevelopment Property Tax Trust Fund Payments | Passed through for construction of Heritage Oaks Apartments |
| Loan | Cal HFA Loan | \$ 1,250,000 | \$ 1,635,476 | lump sum | 2017 | 3.500% | Redevelopment Property Tax Trust Fund Payments | Passed through to USAA Properties |

SUMMARY

1. The City will strive to maintain a minimum General Fund balance reserve equal to 20% of budgeted revenue (excluding Measure E revenue).
2. The City will maintain a balanced operating budget in each fund. Appropriations of available fund balance will be limited to “one-time” non-recurring expenditures.
3. Recurring revenue growth (inflation) will be used to pay for recurring expenditures. Recurring expenditure increases should not be approved which exceed recurring revenue growth. Any new or expanded programs will be required to identify new funding sources and/or offsetting reductions in expenditures.
4. The Water and Sewer Enterprise Funds will have revenues (customer charges, interest income and all other income) sufficient to meet all cash operating expenses, capital expenses, prescribed cash reserves and debt service coverage requirements set forth in related bond covenants.
5. All Internal Service Funds will have revenues (intra-City user charges, interest income and other income) sufficient to meet all cash operating expenses and capital expenses. Such revenues shall also be sufficient to maintain cash reserves, which approximate the balance in accumulated depreciation.
6. The City will maintain appropriate reserves in the Employee Benefits Fund, Dental/Vision Fund, Disability Program Fund, General Liability Insurance Fund and Workers’ Compensation Insurance Fund to meet statutory requirements and actuarially projected needs.
7. The City will strive to maintain a minimum cash working capital reserve equal to 20% of each of the Water and Sewer Enterprise Funds’ operating budgets. In addition, a cash capital improvement reserve will be maintained for capital improvement projects, as determined in the respective rate studies.
8. The City will maintain a long-range fiscal perspective through the use of an Annual Operating Budget, five-year Capital Improvement Program and multi-year revenue and expenditure forecasting.
9. Major capital improvement projects will be funded using the most financially prudent method available. Such methods include:
 - Traditional long-term financing (bond issues)
 - “Pay As You Go” financing (using recurring revenues only)
 - Combination of debt financing and “Pay As You Go” financing
 - Using cash accumulated in excess of policy requirements
10. A Fiscal Impact Statement will be provided with each staff report submitted to the City Council as part of the City Council agenda process.
11. The City will comply with all the requirements of “Generally Accepted Accounting Principles.”
12. The City will annually review and adopt a formal set of Investment Policies.
13. The City will strive to pay competitive market level compensation to its employees.

INVESTMENT POLICY

It is the policy of the City of Woodland to invest public funds in a prudent manner which will provide maximum security while meeting daily cash flow demands and conforming to all statutes governing the investment of public funds. Within these parameters, funds will be invested to optimize investment return.

The purpose of this document is to set forth the City's policies guiding prudent investment of temporarily idle funds and to establish guidelines and objectives for suitable investments including delegation of authority, prudence, monitoring and reporting, policy review, diversification, eligible securities, safekeeping, collateralization, selection of depositories, brokers/dealers and glossary of terms.

POLICY: It is the policy of the City of Woodland to maximize the productive use of assets entrusted to its care and to invest and manage those public funds wisely and circumspectly. The surplus funds shall be invested in accordance with the provisions of Article 1 and 2 of Chapter 4 of Part 1 of Division 2 of Title 5 of the California Government Code (53600-53997). Unless otherwise noted, all section references are to the California Government Code.

SCOPE: This investment policy applies to the City of Woodland's Surplus Funds, as defined by Section 536-1. Surplus Funds means those funds which are not required for the City of Woodland's immediate necessities as defined in Section 53601.

BACKGROUND & ANALYSIS:

1.0 **PURPOSE:** The Investment Policy is designed to provide guidelines for the prudent investment of the City's surplus funds.

2.0 **GOAL:** The goal of the Investment Policy is to enhance the economic status of the City while prudently protecting its pooled cash and also complying with this investment policy and California Government Code Sections 53600 through 53659, which governs investments for municipal governments. Although pursuit of interest earnings on investment is an appropriate City goal, the primary consideration is preservation of capital resources. Thus, the City's yield objective is to achieve a reasonable rate of return rather than the maximum generation of income that might expose the City to unacceptable levels of risk.

3.0 **OBJECTIVE:** The City shall attempt to invest funds to the fullest extent possible and at the highest possible yield while satisfying the criteria for investment selection outlined below.

4.0 **INVESTMENT POLICY:** The City has the fiduciary responsibility to maximize the productive use of assets entrusted to its care and to invest and manage those public funds wisely and circumspectly. In determining individual investment placements, the following factors shall be considered in priority order: safety, liquidity, and yield.

4.1 **SAFETY:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk as summarized below.

4.1.1 **CREDIT RISK** – This is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

Financial Policies

4.1.1.1 Limiting investment to the safest types of securities;

4.1.1.2 Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisers with which the City will do business;

4.1.1.3 Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

4.1.2 INTEREST RATE RISK – This is the risk that the market value of securities in the portfolio will fall due to changes in the general interest rates. Interest rate risk may be mitigated by:

4.1.2.1 Structuring the investment portfolio such that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;

4.1.2.2 Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

4.2 LIQUIDITY: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with the cash needs to meet anticipated demands. A portion of the portfolio should be placed in local government investment pools (such as LAIF), which offer same-day liquidity for short-term funds.

4.3 YIELD: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk of constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall not be sold prior to maturity with the following exceptions:

4.3.1 A declining credit security, which could be sold early to minimize loss of principal;

4.3.2 A security swap, which would improve the quality, yield, or target duration of the portfolio;

4.3.3 A capital gain that would be realized to better position the overall portfolio to achieve investment policy goals.

5.0 STANDARDS:

5.1 RESPONSIBILITY: The City Treasurer (as well as other City employees delegated by her) acting in accordance with written procedures and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely basis and the liquidity and the purchase of securities are carried out in accordance with the terms of this policy. The City Treasurer and her staff shall recognize that the investment portfolio is subject to public review and evaluation.

5.1.1 Cash Review – the Treasurer or her delegate will review the cash balances and the investment portfolio daily, or as needed; items reviewed should include: bank account balances, maturing investments, debt service and other large periodic cash disbursements.

5.2 PRUDENT INVESTOR STANDARD: The City Treasurer and such employees as she may direct to make investments (see Section 5.4) are subject to the prudent investor standard set out under Section 53600.3. The City Treasurer or her delegate, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments, as defined in Section 53600.3.1.

Financial Policies

5.3 GOVERNMENT CODE: Government Code Sections 16481.2, 53601, 53635, and 53646 of the State of California regulate the investment policies of jurisdictions within the State. The City of Woodland will adhere to these provisions in developing and implementing the City's investment policies and practices.

5.4 ETHICS AND CONFLICT OF INTEREST: Officers and employees involved in the investment process shall not engage in any activity that would conflict with the proper execution of this investment policy, create the appearance of such a conflict, or would impair the City Treasurer's ability to make impartial investment decisions.

5.5 DELEGATION OF AUTHORITY: Authority to manage the investment program is granted to the City Treasurer. Under the oversight of the City Treasurer, responsibility of the operation of the investment program may be delegated to other staff who shall act in accordance with established written procedures and internal controls consistent with the investment policy.

5.6 INTERNAL CONTROL: The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- 5.6.1 Control of collusion
- 5.6.2 Separation of transaction authority from accounting and record keeping
- 5.6.3 Custodial safekeeping
- 5.6.4 Clear delegation of authority to subordinate staff members
- 5.6.5 Written confirmation of transactions for investments and wire transfers including settlement dates, amount of transaction, safekeeping account number and CUSIP number if applicable.
- 5.6.6 Development of a wire transfer agreement with the lead bank and third-party custodian.

6.0 SCOPE: This investment policy shall apply to all financial assets of the City of Woodland, including, but not limited to:

- 6.1 General Fund
- 6.2 Special Revenue Funds
- 6.3 Capital Projects Funds
- 6.4 Debt Service Funds
- 6.5 Enterprise Funds
- 6.6 Internal Service Funds
- 6.7 Trust and Agency Funds
- 6.8 Redevelopment Funds
- 6.9 Public Financing Authority Funds

7.0 SAFEKEEPING AND CUSTODY:

7.1 SELECTION OF ELIGIBLE FINANCIAL INSTITUTIONS: All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

Financial Policies

- 7.1.1 Audited financial statement (annually)
- 7.1.2 Proof of National Association of Securities Dealers (NASD) certification
- 7.1.3 Proof of state registration
- 7.1.4 Certification of having read, understood and agreed to comply with the City's investment policy. These documents shall be provided annually as appropriate. In selecting financial institutions for deposit or investment of funds, the authorized Investment Officers shall consider the credit-worthiness of the institution.

7.2 BROKER/DEALERS:

- 7.2.1 Investments must be purchased directly from the issuer, from an institution licensed by the State as a broker/dealer, from a member of a federally regulated securities exchange, or from a brokerage firm designed as a primary government dealer by the Federal Reserve Bank.
- 7.2.2 The City Treasurer will maintain a file of broker/dealers with which the City is currently doing business, which will include (at minimum) the firm name, contact person, telephone number, fax number, e-mail address, and annual audited financial statements (as applicable).

7.3 DELIVERY VS. PAYMENT: All trades, where applicable, will be executed by delivery vs. payment to ensure that securities are deposited prior to the release of funds. To protect against potential losses by collapse of individual securities dealers, all securities owned by the City shall be held in safekeeping by a third party bank trust department acting as agent for the City under terms of a custody agreement executed between the bank and the City.

7.4 COLLATERALIZATION: Collateral is required for investments in non-negotiable certificates of deposit. In order to reduce market risk, the collateral level shall be at least 110% of market value of principal and interest and marked to market weekly. Securities acceptable as collateral shall be the direct obligations of, or are fully guaranteed as to principal and interest, by the United States or any agency of the United States.

8.0 AUTHORIZED INVESTMENTS: Investment of City funds is governed by the California Government Code Sections 53600 et seq. Within the context of such limitations, the following investments are authorized:

8.1 UNITED STATES TREASURY BILLS, BONDS, AND NOTES or those for which the full faith and credit of the United States are pledged for payment of principal and interest.

8.2 STATE OF CALIFORNIA OBLIGATIONS-including bonds payable solely out of the revenues from a revenue-producing property operated by the State of California or by a department, board, agency, or authority of the state.

8.3 FEDERAL AGENCY OBLIGATIONS – enterprise obligations, participations or other instruments including those issued or fully guaranteed as to principal and interest by the Federal Government agencies; (e.g. Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), and the Federal Home Loan Mortgage Corporation (FHLMC)).

8.4 NEGOTIABLE CERTIFICATES OF DEPOSIT –issued by nationally or state chartered banks, state or federal savings institutions (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a

Financial Policies

state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the cost value of the portfolio.

8.5 LOCAL AGENCY INVESTMENT FUND (LAIF) – As authorized in Government Code Section 16429.1, local agencies may invest in the Local Agency Investment Fund, a money market fund, which allows local agencies to pool their investment resources. Current policies of LAIF set minimum and maximum amounts of monies that may be invested as well as maximum numbers of transactions that are allowed per month.

8.6 CA LOCAL AGENCY OBLIGATIONS – bonds, notes, warrants or other evidences of indebtedness of any local agency within California, including bonds payable solely out of the revenues from a revenue-producing property, owned controlled, or operated by the local agency, or by a department, board, agency or authority of the local agency.

8.7 CERTIFICATE OF DEPOSIT (CD) - Purchased through a bank or savings and loan association for a specified period of time at a specified rate of interest. The first \$100,000 of a certificate of deposit is guaranteed by the Federal Deposit Insurance Corporation (FDIC). CD's with a face value in excess of \$100,000 will be collateralized by U.S. Treasury Department securities, which must be at least 110% of the face value of the CD. No other collateralization will be accepted.

8.8 MEDIUM TERM CORPORATE NOTES with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated "A" or its equivalent or better by nationally recognized rating service.

8.9 MONEY MARKET MUTUAL FUNDS - Mutual funds invested in U.S. Government securities are permitted under this policy and under the California Government Code Section 53601. In order to be eligible for investment under this section, an investment objective of such a fund must be the maintenance of a price per share of \$1.00. The following criteria must also be met:

8.9.1 The fund shall have a minimum of \$500 million in total portfolio value.

8.9.2 The fund shall be registered with the Securities and Exchange Commission, and shall have achieved a rating of AAA by Moody's and AAA by S&P.

8.9.3 The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration, and has at least 5 years experience managing money market funds, including those in excess of \$500 million.

9.0 INVESTMENT PARAMETERS:

9.1 DIVERSIFICATION: The City of Woodland will diversify its Investments by security type and institution and the City will select maturities to provide for stability of income and liquidity. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following policies and constraints shall apply:

9.1.1 Portfolio maturities shall be matched against liabilities to avoid undue concentration in a specific maturity sector.

9.1.2 Maturities selected shall provide for stability of income and liquidity.

9.1.3 Disbursement and payroll dates shall be covered through LAIF, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds which will ensure that appropriate liquidity is maintained.

Financial Policies

9.2 **MAXIMUM MATURITIES:** In order to minimize the impact of market risk, it is intended that all investments will be held to maturity. Investments may be sold prior to maturity for cash flow, appreciation purposes or in order to limit losses, however, no investment shall be made based solely on earnings anticipated from capital gains. To the extent possible, the City shall attempt to match its investments to anticipated cash flow requirements. The City will not invest in securities maturing more than 5 years from the date of purchase. The City may adopt weighted average maturity limitations (2 years) consistent with investment objectives.

9.3 **PROHIBITED INVESTMENTS AND DIVESTMENT:** The City Treasurer shall not make any investment prohibited under Article 1 or 2 of Chapter 4 of the California Government Code (see e.g. Section 53601.6 and 53631.5). Investments authorized when made, but no longer permitted by applicable law, may be divested from the City of Woodland's portfolio in accordance with the investment statement, investment objectives and prudent investor standard.

9.4 **TAX and REVENUE ANTICIPATION NOTES (TRANS):** Government Code Section 53821.5 prohibits the investment of TRAN proceeds in securities that have terms exceeding those of the TRAN itself. The TRAN proceeds can be invested in items that have no specific term to maturity as long as the proceeds can be removed within the period of the TRAN without a penalty.

10.0 **REPORTING:**

10.1 **METHODS:** The City Treasurer shall prepare quarterly investment reports to the City Manager and City Council which shall include the:

- 10.1.1 par amount of the investment,
- 10.1.2 classification of the investment,
- 10.1.3 percentage of the total portfolio, which each type of investment represents, name of the institution or entity,
- 10.1.4 rate of interest,
- 10.1.5 maturity date,
- 10.1.6 current market value,
- 10.1.7 reports shall also include a statement that the projected cash flow is adequate to meet expected obligations over the next six months, and that the portfolio is in compliance with this policy. The report shall be due approximately 45 days from the end of the quarter being reported.

10.2 **PERFORMANCE STANDARDS:** The investment portfolio will be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow need. The portfolio shall be managed in accordance with the parameters specified within this policy; a market average rate of return will be obtained during a market/economic environment of stable interest rates. An appropriate benchmark of the 90-day U.S. Treasury bill shall be established against which portfolio performance shall be compared.

10.3 **MARKING TO MARKET:** The market value of the portfolio shall be calculated at least yearly and a statement of the market value of the portfolio shall be issued at least quarterly with the investment report.

11.0 **INVESTMENT POLICY ADOPTION:** The Investment Policy shall be adopted by minute action of the City Council of the City of Woodland. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the City Council.

GENERAL TERMS

The following explanations of terms are presented to aid in understanding the narrative discussions and illustrations included in this budget document and the terminology generally used in governmental accounting, auditing, financial reporting and budgeting.

Accountability

The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry to justify the raising of public resources and the purposes for which they are used.

Accounting System

The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

Accrual Basis

The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Annual Budget

A budget applicable to a single fiscal year. See Budget and Operating Budget.

Appropriations

An authorization by the City Council to make expenditures and to incur obligations for a specific purpose. An appropriation is usually limited in amount as to the time when it may be expended.

Assessed Valuation

A dollar value placed on real estate or other property by Yolo County as a basis for levying property taxes.

Audit

An annual audit is required by the State of California. Prepared by an independent certified public accountant (CPA), the primary objective is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. The independent auditor customarily issues a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's Financial Management Practices.

Basis of Accounting

A term used to refer to when revenues, expenditures, expenses, transfers and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

Bond

A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a special rate.

Budget

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body of adoption, and sometimes, the plan finally approved by the body.

Budget Document & Message

The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body. Included in the Introductory Section of the Budget providing for a general discussion of the proposed budget as presented in writing by the City Manager to the City Council. The message contains an explanation of principal budget items and summaries found in the prepared budget relative to the current year adopted budget.

Budget Process

A cycle involving a series of recurrent and continuous planning steps to arrive at a viable financial plan.

Budgetary Control

The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

Capital Expenditures

A budget category which budgets all equipment having a unit cost of more than \$250 and an estimated useful life of over one year. Capital outlay is budgeted in the operating budget.

Capital Improvement

A permanent addition to the city's assets, including the design, construction, or purchase of land, buildings or facilities, or major renovations of same.

Capital Improvement Program

A financial plan of proposed capital improvement projects with single and multiple year capital expenditures. The capital program plans for five years and is updated annually.

Capital Outlay

Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

Capital Projects

Physical structural improvements generally with a cost of \$10,000 or more and a useful life of one year or more. Examples include a new park, building modifications and water main construction.

Capital Projects Fund

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

Capitalization

The classification of an expense as an asset because it benefits the agency for more than a year.

Debt Service

Payments of principal and interest on bonds and other debt instruments according to a predetermined schedule.

Deficit

An excess of expenditures or expenses over resources.

Encumbrances

A legal obligation to pay funds, the expenditure of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Funds

This fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs of providing goods or services to the general public be financed or recovered primarily through user charges.

Expenditures

Glossary

The actual spending of funds set aside by an appropriation. Expenditures include current operating expense requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

Federal

United States Government

Fiscal Year

A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City of Woodland's Fiscal Year begins July 1st and ends on June 30th.

Fringe Benefits

Includes the City's expenses for all benefits and includes, Medicare, health, PERS, workers compensation, life insurance and vision.

Full Time Equivalent or FTE

Full time, part time, temporary and to the extent possible, all position numbers in the budget document are expressed as full time equivalents or FTEs. This allows a uniform measure of staff time resources. A full time equivalent is calculated by using 2,080 hours as the total number of hours available one full time employee works in one year (including vacation, sick leaves, etc.). The 2,080 hours is the base to determine the split of a position between programs and the FTE off part time and temporary employees.

Fund Balance

Also known as financial position or fund equity, fund balance is the excess of current assets over current liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. For Governmental Funds, and Trust and Agency Funds, the fund balance is generally cash or cash equivalents. For Enterprise Funds the fund balance is usually fund equity in the form of assets and cash and cash equivalents.

General Fund

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of grant revenues or other sources restricted for specific uses, General fund resources can be utilized for any legitimate governmental purpose.

General Ledger

A record containing the accounts needed to reflect the financial position and the results of operations of a government. In double-entry bookkeeping, the debits and credits in the general ledger are equal (i.e., the debit balances equal the credit balances).

Grant

Contribution or gift of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

Interfund Transfers

Monies moved from one fund to another. The money is transferred to finance the operations of another fund or to reimburse the fund for expenses.

Internal Service Fund

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

Municipal Code

A book that contains City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, zoning, building, etc.

Operating

Glossary

Maintaining the ongoing functions of an agency or service. "Operating expenses" include wages, benefits, supplies and services.

Operating Budget

Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of government are controlled. The use of an annual operating budget is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

Operating Cost

The total costs to operate and maintain the City of Woodland.

Operating Expense

Monies paid in salaries and wages, settlement of claims, maintenance of equipment and buildings, and rentals of equipment and facilities.

Ordinance

A formal legislative enactment by the City Council. It is the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An ordinance has a higher legal standing than a resolution.

Overhead

Those elements of cost necessary in the production of a good or service that is not directly traceable to the product or service. Usually these costs related to objects of expenditure that does not become an integral part of the finished product or service, such as rent, heat, light, supplies, management and supervision.

Principal

In the context of bonds other than deep-discount debt, the face value or par value of a bond or issue of bonds payable on stated dates of maturity.

Program

Group activities, operations or organizational units directed to attaining specific purposes or objectives.

Program Budget

A budget wherein expenditures are based primarily on programs of work and secondarily on character and object class, on the one hand, and performance, on the other.

Reimbursement

Payment of amount remitted on behalf of another party, department or fund.

Reserved Fund Balance

Those portions of fund balance that is not appropriate for expenditure or that are legally segregated for a specific future use.

Resolution

A special order of the City Council which has a lower legal standing than an ordinance.

Revenue

Receipts derived from commercial sources and operating assistance from governments.

Salaries/Wages

Includes salaries and wages, including terminal leave payments, for all employees including temporary and seasonal, in accordance with the classification compensation plan. Employee salaries may be spread to several activities to reflect the distribution of their time.

Special Revenue Fund

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes.

Glossary

Subsidy

Funds granted by federal, state or local government

Unsecured Property

As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.

User Fees

The payment of a fee for direct receipt of a public service by benefiting from the service.