

# CITY OF WOODLAND

ADOPTED BUDGET

FISCAL YEAR 2019-2020



# CITY OF WOODLAND

## FISCAL YEAR 2019-2020 ADOPTED BUDGET

### MEMBERS OF THE CITY COUNCIL

**Xochitl Rodriguez, Mayor**  
**Rich Lansburgh, Mayor Pro Tempore**  
**Tom Stallard, Council Member**  
**Angel Barajas, Council Member**  
**Enrique Fernandez, 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, 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. 7313**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
ADOPTING THE FISCAL YEAR 2019-2020 ANNUAL BUDGET**

**WHEREAS**, a balanced annual budget for the City of Woodland has been prepared for fiscal year 2019-2020 and presented to the City Council and reviewed at a public meeting on March 26, 2019, May 21, 2019, and June 4, 2019; and

**WHEREAS**, the proposed budget also includes the fiscal year 2019-2020 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 2019-2020 has been prepared; and

**WHEREAS**, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2019-2020 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 2019-2020; 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 2019-2020 Annual Budget is hereby adopted for the following funds (detail shown as Exhibit A):

General Fund	\$55,429,878
Enterprise Funds	60,034,949
Special Revenue Funds	13,225,520
Internal Service Funds	17,595,223
Capital Funds	18,896,107
Debt Service Funds	6,732,528
Successor Agency	1,318,570
Total	\$175,232,775

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 \$500,000 of Measure J fund balance to the second (2<sup>nd</sup>) Pool Complex.

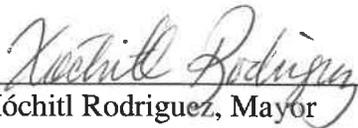
Section 5. Hereby assigns \$500,000 of Measure F fund balance to the Sports Park Phase II.

Section 6. 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.

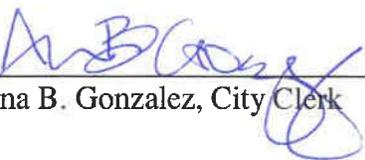
Section 7. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2019-2020 Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

**PASSED AND ADOPTED** by the City Council this 2<sup>nd</sup> day of July, 2019, by the following vote:

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard  
NOES: None  
ABSENT: None  
ABSTAIN: None

  
\_\_\_\_\_  
Xóchitl Rodríguez, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Ana B. Gonzalez, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Kara K. Ueda, City Attorney

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July 1, 2019

Honorable Mayor and Members of the City Council:

Presented herein for your consideration is the City's Proposed Budget for fiscal year 2019/2020.

The adopted spending plan totals \$173.23 million, supporting city operating funds (\$123.57 million), capital funds (\$25.78 million) and debt service obligations (\$23.88 million) and represents an increase of 10.8% from last year's adopted budget. Consistent with previous years, costs associated with the City's investment management function (\$94,290) are not shown in expenditure appropriations, but instead netted against total investment income for the fiscal year.

The budget includes a set of specific funding recommendations totaling \$2,964,828, including \$2,055,911 in one-time funding allocation and \$908,917 in ongoing budget augmentations. The Adopted Budget includes funding recommendations to support four new positions. The adopted FY2019/20 full-time equivalent staffing level of 309 positions remains 43 positions (12%) fewer than pre-recession staffing levels of FY2008-2009.

The General Fund budget, totaling \$55.25 million, as adopted, represents an increase of \$4.68 million (9.2%) over the prior year, with \$1,690,000 representing one-time funding allocations from available excess General Fund reserves. The overall budget proposal, which includes specific funding recommendations to meet selected priority needs would, if approved, result in an anticipated year-end fund balance in the General Fund of \$11.38 million (23.6%), or \$1.71 million above the Council-adopted reserve policy level of 20%.

The adopted FY2019-2020 Capital Improvement Program budget includes funding recommendations totaling \$25.14 million, of which \$6.03 million is allocated for investment in transportation infrastructure, \$8.37 million to advance capital projects within our water and sewer utilities, and \$2.38 million supports park and library facility improvements. Of this amount, \$1.29 million is provided through Measure E and \$5.25 million from Measure F, consistent with the FY2019-2020 funding allocations presented to the Council earlier in the budget process. The budget proposal also recommends designating \$500,000 in available Measure J fund balance in support of development of the planned second community pool; \$500,000 in available Measure F fund balance in support of Phase

## Manager's Transmittal

II development of the Sports Park; and \$1.0 million from the General Fund towards construction of a new fire station in the southeast growth area.

The overall adopted budget remains consistent city's framework for advancing the Council's goal of fiscal stability. The FY2019-2020 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 presented herein provides for a balanced budget for FY2019-2020, the updated General Fund forecast reflects a projected deficit of \$1.27 million for FY2020-2021, growing to \$3.89 million by the end of the five-year forecast's planning horizon. This ongoing 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.

### ***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:

The following summarizes the specific General Fund one-time funding recommendations included as part of the FY2019-2020 Adopted Budget:

Manager's Transmittal

■ Police – Equipment / Technology Replacement	\$115,147	
□ Evidence Software		
□ Taser / Radios		
■ Library Improvements - Main Floor	50,000	+ Carry-over
■ Special Event funding	25,000	
■ Homeless Initiatives (HOST, Shelter, Housing Assistance)	100,000	
■ Building Inspection / Plan Check Contract Services	150,000	
■ Street Maint. Funds: Traffic Calming / Pot Hole Repair	100,000	+ Carry-Over
■ Economic Development (Contract Services)	75,000	
■ Energy Efficiency Masterplan (City Facilities)	25,000	+ Other Funds
■ First 5 Yolo's Child Project	50,000	
<i>Sub-Total One-Time Funding Recommendations</i>	<u>\$ 690,147</u>	
■ New Fire Station Set-Aside (Fund Transfer)	<u>\$1,000,000</u>	
<b>Total General Fund One-Time Funding Recommendations</b>	<b>\$1,690,147</b>	

Under the current budget framework, limited budget flexibility is available to support on-going budget augmentations. The following table summarizes the FY2019-2020 recommendations for ongoing, recurring annual General Fund appropriations:

■ Firefighter SAFER Grant Year 1 Matching Funds (3 Positions)	\$148,000*
■ Police – Equipment / Technology (Ongoing)	95,780
■ Police – Training	15,000
■ Planning - Training	6,000
■ <i>Upgrade Engineering Tech III to Engineering Assistant</i>	4,150 + Other Funds
<b>Total General Fund Ongoing Funding Recommendations</b>	<b>\$268,930</b>

**Capital Budget Overview**

A major component of the city's annual budget process is the update to the five-year Capital Improvement Program. For FY2019-2020, the CIP budget proposes funding totaling \$25.14 million, as follows:

Manager's Transmittal

Project Category	FY 2018/19	FY 2019/20	FY2020/21	FY2021/22	FY2022/23
Fire	\$ 1,110,000	\$ 0	\$ 0	\$ 0	\$ 0
General City	704,972	0	0	0	0
Library	85,000	85,000	85,000	85,000	85,000
Park Facilities	4,126,500	2,298,450	791,535	15,000	15,000
Sewer	2,035,000	5,562,000	3,890,000	5,060,000	2,960,000
SLIF Infrastructure	2,493,000	6,533,000	0	0	0
Storm Drain	1,510,000	1,810,000	10,000	2,735,000	10,000
Transportation	10,962,611	6,038,722	8,019,000	4,242,000	7,855,000
Water	5,145,000	2,812,017	2,708,017	2,708,017	2,708,017
<b>Grand Total</b>	<b>\$ 28,172,083</b>	<b>\$ 25,139,189</b>	<b>\$ 15,503,552</b>	<b>\$ 14,845,017</b>	<b>\$ 13,633,017</b>

Selected Highlights of the proposed FY2019-2020 CIP Include:

**Parks:**

- Sports Park Turf Replacement – Phase 1 (Meas. E) \$ 1.2 million

**Transportation/Road Rehabilitation:**

- East Main Street Improvement Project \$ 1.7 million
- West Main Street Road Rehabilitation \$ 1.7 million
- Gibson Road Rehabilitation – West St. to CR98 \$ 677,700
- Gibson Road Bicycle/Pedestrian Project - East to West \$ 500,000

**Utilities:**

- Water System Leak Detection, Maintenance & Repairs \$ 2.8 million
- Annual Sewer Repair and Replacement \$ 1.6 million
- Large Diameter Sewer Lines \$ 1.3 million
- Lower Cache Creek Feasibility Study (Flood Protection) \$ 1.5 million

**Spring Lake Infrastructure Fees (SLIF):**

- Pioneer Ave.- High School Entrance to Farmer's Central \$ 2.3 million
- Parkland Dr. between Pioneer & Harry Lorenzo \$ 2.2 million
- CR25A Meikle to Promenade \$ 1.8 million

***Highlights of Funding Support for Selected Strategic Initiatives***

Public Safety

- Continues \$1.13 million in Measure F funding for Fire and Police Staffing
  - 3.0 Police Officers
  - Non-Sworn Staff Support (Records/Front Counter and Evidence)
  - Fire Chief

## Manager's Transmittal

### Fire Marshal

- Provides One-Time Funds in support of Police Equipment and ongoing costs of equipment maintenance and Training
- Provides Firefighter SAFER Grant matching funds for 3.0 Additional Firefighters and plans to absorb full cost within the Five-Year Forecast.
- Set-Aside Additional \$1.0 Million (General Fund) for future relocation of Fire Station #3

## Homelessness

- Allocates additional \$100,000 for:
  - Transitional Housing assistance
  - Public Safety / Public Health response
  - Other supplies and services as needed
- Anticipates future funding needs in support of:
  - Tiny Homes Project, No Place Like Home
  - Leverage Outside Funding
- Incorporates CESH Grant funding (\$140,000)
  - Housing Assistance
  - Shelter Prevention / Eviction Service
- Continues funding support for County Homeless Coordinator through cost-sharing with other partner agencies

## Economic Development

- Allocates \$75,000 in One-time Funding for 2019-2020 work plan
  - Food Front Campaign
  - Opportunity Zones / EIFD Feasibility
- Supports staff position for ED initiatives through Measure F
- Continued Implementation new General Plan Policies / Projects
  - Zoning Update
  - Permit Streamlining
  - Business Research / Tech Park Project
- Continue to Support Expanded Business Retention / Attraction
- Continues partnership with Greater Sacramento Area Economic Council

## Infrastructure

- Supports FY2019-2020 Street Rehabilitation Project Work Plan:
  - West Main Street Road Rehabilitation
  - East Main Street Improvement Project
  - Gibson Road Rehabilitation – West St. to CR98
  - Gibson Road Bicycle/Pedestrian Project - East to West
- Provides Supplemental One-Time Funding for ongoing
  - Traffic Calming
  - Pilot Pothole Patching Program (TBD)

Manager’s Transmittal

- Funds Library Master Plan Short-Term Capital Project (Main Floor)

Special Projects

- Reserves Additional Discretionary Funding Toward
  - Fire Station Relocation Project
  - 2nd Community Pool (Southeast Area)
  - Sports Park – Phase 2
- Flood Protection
  - Allocates \$1.5 million for completion of Lower Cache Creek Feasibility Study
- Sustainability
  - \$75,000 in one-time funding to initiate a City Facilities Energy Efficiency Masterplan (\$25,000 from General Fund/\$50,000 from Facilities Fund)

Measure J / Youth Initiative – The 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 proposed budget includes the following funding allocations:

	<b>Projected FY2018/19</b>	<b>Proposed FY2019/20</b>
<b>Revenues</b>		
MSJ Annual Revenue Projection	\$ 2,763,476	\$ 2,691,800
<b>Expenditures</b>		
Utility Assistance	\$ 246,438	\$ 250,000
General Recreation	603,672	482,408
Middle School Programs	259,523	225,800
Aquatics	275,665	270,803
Recreation Van	102,451	100,910
Summer Camp	211,732	164,377
Youth Advisory Committee & Academy	5,000	5,000
At-Risk Youth	193,928	302,032
Crime Prevention	133,464	134,443
GREAT Program (4th/7th Grades)	90,500	95,312
Library	545,719	568,111
Southeast Pool Area Project	250,000	0
<b>Programming Subtotal</b>	<b>\$ 2,918,092</b>	<b>\$ 2,599,196</b>
Unallocated	55,006	0
<b>Total Expenditures</b>	<b>\$ 2,973,098</b>	<b>\$ 2,599,196</b>
Net Revenue/Expenditures	\$ (209,622)	\$ 92,604
Southeast Pool Reserve	\$ 750,000	<b>\$ 500,000</b>
Phase 2 Sports Park Build-Out Reserve	\$ 1,000,000	\$ -
Fund Balance	\$ 587,585	\$ 180,189

### ***Looking Ahead***

The Adopted FY2019-2020 Budget serves to establish recommended funding and staffing levels, consistent with Council priorities for the fiscal year beginning July 1, 2019. The recommendations included in this adopted budget were informed by a nearly six month budget process that effectively commenced with the City Council Goal-Setting Retreat in January, followed by the Mid-Year Budget Update (February), and the Spring Budget Workshop held in March.

As we prepare to transition to a new fiscal year, there are a number of issues on the horizon that will have a direct impact on the City's ability to sustain our current and proposed service levels and/or provide additional budget flexibility to advance specific priority needs not provided for in this budget proposal.

### ***Ongoing Labor Negotiations***

Management is presently in discussions with four of the city's eight employee bargaining groups whose labor agreements expire on June 30, 2019. While certain assumptions have been incorporated into the Adopted Budget relative to personnel costs for employees represented by these bargaining groups, the terms of successor agreements may have a direct short-term and long-term budget implications.

### ***CalPERS Pension Costs***

The Adopted Budget for FY2019-2020 reflects the city's costs associated with employer contributions toward CalPERS pension obligations, as set by CalPERS for the coming fiscal year, and the five-year forecast, in turn, includes assumptions consistent with projected pension costs provided by CalPERS. In late July or early August we expect to receive updated CalPERS valuation reports that will establish the pension contribution levels for FY2020-2021 as well as updated five-year projections. The upcoming valuation reports (and those to follow) are expected to continue to have a significant impact on the city budget, particularly in light of the recent volatility of pension contribution rates and the ever-increasing projection of future rates required by CalPERS in order to improve the funded status of public employee pensions.

### ***Property and Sales Tax Revenue Updates***

The City's improved fiscal outlook is, in large part, a result of the protracted economic recovery, which has yielded modest but consistent growth in our major tax revenues. The FY2019-2020 budget assumes ongoing short-term growth in both property and sales tax revenues, consistent with the growth realized over the past few years; however, the updated five-year forecast assumes a slowing of our revenue growth rates, again, consistent with most economic forecasts. Some indicators suggest another recession as early as 2020/2021. The City will receive its official assessed valuation of the property tax rolls in early July, soon after adoption of the FY2019-2020 budget, and will continue to receive quarterly updates of sales tax receipts and projections. In the short-run, actual property and sales tax receipts are likely to be within the range of assumptions used in the development of the FY2019-2020 budget, and in the medium-term, the budget plan provides for a level of general fund reserves sufficient to absorb any

## Manager's Transmittal

economic correction that negatively impacts tax revenues. Staff will continue to monitor revenue receipts and other factors that could very well inform updated financial forecast assumptions over the five-year planning horizon.

### *Commercial Cannabis Revenues*

This past year the Council enacted a series of regulations allowing specified commercial cannabis businesses to operate in the City of Woodland. As a condition of approval of Use Permits and Cannabis Business Licenses, each business entity has entered into an operating agreement with the City that requires payments to the City based on a percentage of gross receipts. To date, four businesses have been issued Conditional Use Permits which, combined, have the potential to generate significant discretionary revenues to the City's General Fund. However, as of the development of the FY2019-2020 budget, none of the approved businesses have begun operations and the only revenues collected to date are the fees required in obtaining Cannabis Business Permits. As a result, the FY2019-2020 budget has been prepared without including any assumptions about the projected revenues from the cannabis businesses that are expected to begin operations within the next several months. Once the City begins to collect revenues based on the terms of the operating agreements, staff will bring before Council an updated projection of potential cannabis business-related revenues and the Council will have the opportunity at that time to authorize supplemental appropriations of discretionary revenues.

### **Conclusion**

As we look forward to implementing the budget for FY2019-2020, our goal continues to 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 buoyed by the support provided by voters through passage of Measure J and Measure F. It is the overall goal of the Proposed Budget and long-term financial plan of the City to ensure that the City of Woodland can continue to deliver quality programs and services, invest in the future of the community, while sustaining a fiscally prudent budgetary framework.

Respectfully submitted,



Paul Navazio

City Manager

# CITY COUNCIL PRIORITY GOALS 2019-2020



## City Council Priority Goals

<b>QUALITY OF LIFE</b>
<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>
<b>SUSTAINABILITY</b>
<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>
<b>STRENGTHEN DOWNTOWN</b>
<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>
<b>ECONOMIC DEVELOPMENT / JOB CREATION</b>
<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>
<b>PUBLIC SAFETY</b>
<i>Maintain and enhance Woodland's quality of life by ensuring the highest level of public safety.</i>
<b>INFRASTRUCTURE</b>
<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>
<b>FISCAL RESPONSIBILITY</b>
<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>
<b>GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS</b>
<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

### *Strategic Actions*

#### 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
- Update Bike Master Plan and implement projects to enhance bicycle and pedestrian friendly infrastructure and promote safe routes to school
- Implement traffic calming strategies to improve neighborhood livability
- Work collaboratively with WJUSD and WCC to embrace our youth and support enhanced educational opportunities and academic achievement goals
- Assess park utilization and work to promote expanded programming and community events in neighborhood parks
- Promote new development and re-investment that continues to enhance Woodland's unique sense of place as a desirable place to live, learn, work and recreate
- Improve public outreach to all segments of the community related to city programming and services
- 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

#### 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 Downtown Specific Plan and project review procedures to streamline development consistent with General Plan Goals and Policies
- Improve Live/Work Balance in the Downtown district

## City Council Priority Goals

- Seek to leverage remaining financing tools and tax credit programs to encourage reinvestment
- Continue efforts to enhance flexibility with regard to Code interpretations and fee structures for renovations of older downtown structures
- Continue to promote Special Events and Community Activities throughout the downtown
- Expand Arts & Entertainment Activities/Venues in Downtown
- Continue to make investments to enhance walkability and “Sense of Place”
- Effectively manage and allocate parking resources to maximize utilization of existing space

## ECONOMIC DEVELOPMENT / JOB CREATION

### *Strategies*

- Implement General Plan Policies that support diversification of economy
- Complete the Comprehensive Review of City Codes and Regulations to encourage new uses that increase jobs and fiscal benefits to the community
- Ensure the City has ample supply of “shovel ready” sites to attract new industry and retail services
- Develop Plan to Mitigate Flood Issues in City's Industrial Area
- Continue to Improve Business-Friendly Culture and Practices make City processes and procedures more “user friendly”
- Partner with existing food and agriculture Industry via the Food Front initiative to continue to reinforce Woodland’s reputation as the region’s epicenter of food and agriculture
- Support efforts to develop effective workforce readiness program(s) that provide the necessary skills and training to support the growth and evolution of our economy
- Market and promote targeted business opportunities in collaboration with local and regional agencies/organizations
- Ensure Woodland’s development fees and processes are regionally competitive

## PUBLIC SAFETY

### *Strategies*

- Ensure appropriate staffing and resource support of public safety departments to meet the current and future needs of our developing and growing community
- Expand Crime Prevention and Neighborhood Watch
- Implement Prevention and Intervention program for at-risk youth
- Review and update Fire Department Master Plan
- Explore opportunities for shared services and resources with neighboring agencies
- Enhance public education and outreach to all populations in support of public safety objectives
- Increase planning, preparedness, and technology to reduce community safety risks
- Increase transparency and trust by educating the community through the use of social media and special programs
- Improve traffic safety citywide

## INFRASTRUCTURE

## City Council Priority Goals

### ***Strategies***

- Sustainably manage City's overall water supply to ensure long-term reliability, resilient to changes to climate and environmental regulations
- 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
- Actively manage continuous process improvements at Wastewater Treatment Facility to facilitate expanded use of recycled water
- 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 efficiency

## **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
- Explore opportunities to expand and diversify citywide revenue sources
- 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***

- Expand 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
- Increase transparency and public trust through effective community outreach, public information and constituent services
- Expand opportunities for increased community engagement and public participation in civic affairs

## 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. Update Bike Master Plan and implement projects to enhance bicycle and pedestrian friendly infrastructure and promote safe routes to school
- D. Implement traffic calming strategies to improve neighborhood livability
- E. Work collaboratively with WJUSD and WCC to embrace our youth and support enhanced educational opportunities and academic achievement goals
- F. Assess park utilization and work to promote expanded programming and community events in neighborhood parks
- G. Promote new development and re-investment that continues to enhance Woodland’s unique sense of place as a desirable place to live, learn, work and recreate
- H. Improve public outreach to all segments of the community related to city programming and services
- I. Implement programs and strategies to engage community around healthy active lifestyles
- J. Continue to implement programming consistent with the Measure J Spending Plan to expand recreational opportunities and increase Library hours of operation

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

#### **INITIATIVES IN PROGRESS**

- Pursue No Place Like Home Program funding to advance City’s Housing First Model addressing homelessness and expand collaboration with local and regional partners to expand housing options
- Develop funding options for a second community aquatics complex at Pioneer High School
- Complete improvements at the Woodland Regional Park to provide access to outdoor environmental resources as well as passive and active recreational opportunities
- Continue to work with user groups and the Woodland Recreation Foundation to advance new recreation facilities at the Sports Park
- Develop funding plan for continued work on short-term priority projects identified through the Library Master Plan
- Monitor impacts of legalized cannabis and review/update city and county’s regulatory provisions for commercial cannabis uses

## City Council Priority Goals

- Update criteria for neighborhood traffic calming program and implement traffic calming strategies to improve neighborhood livability
- Expand citywide Volunteer Program in support of community projects, events and programs

## **PENDING INITIATIVES**

- Update Joint Use Agreement between the City and the WJUSD
- Identify means to increase funding for maintenance of parks and urban forest
- Establish Summer Internship Program matching students with local businesses
- Explore collaboration with WJUSD on community-wide Youth Master Plan
- Assess feasibility of an on-demand micro-transit pilot project, as an alternative to fixed-route transit.

## 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?*

#### **INITIATIVES IN PROGRESS**

- Update City's Agricultural Mitigation Ordinance consistent with General Plan policy objectives
- Update of Urban Forest Master Plan
- Revise Tree Ordinance related to development projects as well as add new requirements related to protecting certain trees on residential property
- Expand the City's use of recycled water (Phase II/III)
- Update the City's Bike Master Plan / Active Transportation Plan
- Continue to maintain and improve the city's pedestrian and bikeway network
- Complete a habitat conservation easement on the Woodland Regional Park (WRP) site
- Secure grant funding and construct 20 acres permanent and seasonal wetland at the WRP
- Partner with Tuleyome and Yolo Explorit on planning, design and grant-funding to develop Environmental Education Center at the WRP
- Review and update Municipal Code sections related to sustainability
- Expand 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
- Improve energy efficiency of municipal facilities, vehicles and processes through integration of hybrid and electric vehicles
- Increase electric vehicle charging opportunities for City vehicles and the public

## City Council Priority Goals

- Formalize and expand role of Sustainability Committee to assist with implementation of City's Climate Action Plan

## 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. Update Downtown Specific Plan and project review procedures to streamline development consistent with General Plan goals and policies
- B. Improve Live/Work Balance in the Downtown district
- C. Seek to leverage available financing tools and tax credit programs to encourage reinvestment
- D. Continue efforts to enhance flexibility with regard to Code interpretations and fee structures for renovations of older downtown structures
- E. Continue to promote Special Events and Community Activities throughout the downtown
- F. Expand Art & Entertainment Activities/Venues in Downtown
- G. Continue to make investments to enhance the walkability and “Sense of Place”
- H. Effectively manage and allocate parking resources to maximize utilization of existing space

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

### **INITIATIVES IN PROGRESS**

- Update Downtown Specific Plan
- Complete Downtown Hotel Project
- Complete Wayfinding and Signage Upgrade
- Complete comprehensive downtown parking and access plan
- Develop strategies for advancing infill housing development on opportunity sites
- Establish development impact fees that encourage construction of new development downtown
- Identify deficiencies and develop plan to upgrade infrastructure in support of downtown revitalization and infill development.
- Evaluate establishment of Mills Act Program to provide tax incentives for renovation of historic structures
- Continue to make improvements to lighting, landscaping, and outdoor dining

### **PENDING INITIATIVES**

- Targeted improvements/upgrades to alleys for circulation and activity
- Relocate and expand homeless services provided at Fourth and Hope to new facility

## City Council Priority Goals

- Improve broadband service throughout downtown (1GB Service Goal)
- Complete the Tree House Music Venue
- 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. Implement General Plan Policies that support diversification of economy
- B. Complete the Comprehensive Review of City Codes and Regulations to encourage new uses that increase jobs and fiscal benefits to the community
- C. Ensure the City has ample supply of “shovel ready” sites to attract new industry and retail services
- D. Develop Plan to Mitigate Flood Issues in City's Industrial Area
- E. Continue to Improve Business-Friendly Culture and Practices make City processes and procedures more “user friendly”
- F. Partner with existing food and agriculture Industry via the Food Front initiative to continue to reinforce Woodland’s reputation as the regional epicenter of food and agriculture
- G. Support efforts to develop effective workforce readiness program(s) that provide the necessary skills and training to support the growth and evolution of our economy
- H. Market and promote targeted business opportunities in collaboration with local and regional agencies/organizations
- I. Ensure Woodland’s development fees and processes are regionally competitive

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

#### **INITIATIVES IN PROGRESS**

- Complete Entitlement Process and annex Woodland Research and Technology Park and Woodland Commerce Center
- Continue collaboration with hoteliers and YCVB to develop new strategies to promote Woodland as a destination
- Establish a robust local workforce development program that aligns educational/training programs with evolving industry needs
- Partner with local and regional workforce development organizations to develop coordinated and dynamic strategic plan to train workforce
- 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 incubator/accelerator.
- Evaluate Development Impact Fee Program (MPFP) and set fees/establish programs to encourage job-generating development and expansion of existing companies

## City Council Priority Goals

- Seek to leverage Federally-designated Opportunity Zones for redevelopment in targeted commercial corridors, including East Street Corridor
- Develop incentive program to support expansion and/or relocation of auto dealerships

## **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. Explore opportunities for shared services with neighboring agencies
- F. Enhance public education and outreach to all populations in support of public safety objectives
- G. Increase planning, preparedness, and technology to reduce community safety risks
- H. Increase transparency and trust by educating the community through the use of social media and special programs
- I. Improve traffic safety citywide

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

#### **INITIATIVES IN PROGRESS**

- Complete Standard of Cover (SOC) and staffing review to assess the Fire Department capacity and needs in relation to community risks and service levels
- Staffing Plan:
  - Review, update, and support 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) and identify funding sources for relocation of Fire Station 3 on acquired site
- Initiate youth and public outreach to include Juvenile Fire Setters Program, Fire Internship Program, and Community CPR programs
- Continue to strengthen and support the Police Volunteer Program Integrated technology to reduce staff workload to include Fire Tele-staff upgrade
- Initiate Lexipol for development of Fire Department standard operating procedures.
- Continue to advance cooperative Rescue Task Force and iMCI training and programs with Fire, Police and regional partners
- Continue to support and expand YGRIP Program;
  - Implement next phase of GREAT program
  - Consider restoring Youth Diversion Program
  - Support and integrate Police Activities League (PAL)

## City Council Priority Goals

- Continue to implement at-risk youth mentoring programs

### **NEW INITIATIVES**

- Evaluate expanding pilot Joint Fire Academy with partner fire agencies
- Prepare for and complete Insurance Services Office (ISO) review
- Migrate Fire Prevention program to Community Risk Reduction model
- Evaluate development of Community Emergency Response Team (CERT) program
- Explore increased communication capabilities and interoperability to include broadening YECA partnerships and 800mgh migration for P25 compliancy

## INFRASTRUCTURE

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

Ensure that the City's physical infrastructure is planned to be efficient and sustainable, 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. Sustainably manage City's overall water supply to ensure long-term reliability, resilient to changes to climate and environmental regulations
- 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. Actively manage continuous process improvements at Wastewater Treatment Facility to facilitate expanded use of recycled water
- E. Explore regional opportunities for sharing of infrastructure facilities, reduce environmental impacts and costs
- F. Complete Lower Cache Creek Flood Control Plan
- G. Update Facilities Mater Plan to include energy efficiency
- H. Enhance coordination with private utilities to support safe and reliable utility infrastructure
- I. Promote community engagement and public information related to priority infrastructure projects

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

#### **INITIATIVES IN PROGRESS**

##### *Flood Control / Storm water Management*

- Complete LCC Feasibility Study to advance 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
- Develop a funding source that will sufficiently fund the requirements of current and future NPDES MS4 Storm Drain Permit requirements.
- 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
- Perform preliminary design for the Outfall Channel Outlet Structure Project

##### *Facilities*

## City Council Priority Goals

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

### *Transportation*

- Ensure regional transportation plans prioritize I-5/113 Interchange Project
- Complete Kentucky Avenue (East to West Streets) reconstruction project
- Complete/Advance major road projects:
  - West Woodland Safe Routes to School (2018 construction season)
  - West Main Street Road Rehabilitation (2019 construction season)
  - I-5/CR 102 landscaping project (2019 construction season)
  - East Main Street (2020 construction season)
  - Gibson Road Complete Streets Improvements (2021 construction season)
  - Matmor Road/Gum Avenue Road Rehabilitation
- Complete environmental document, right of way acquisition and pre-design and finalize funding plan for the Sports Park Drive Pedestrian Overcrossing Project
- Develop plan for downtown Transit Center and evaluate use of micro-transit services(s)
- Update the City's Bike Master Plan / Active Transportation Plan
- Pursue grant funding for complete street improvements and roadway maintenance
- Continue to evaluate opportunities for Rail Relocation project
- Adequately maintain the City's existing infrastructure to extend service life maximizing return on investment and ensure no reduction in service level which would require replacement
- Investigate new technologies for improved infrastructure performance and longevity including new marking methods, wheel rolled concrete pothole repair and other potential advances.

### *Parks*

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

### *Utilities*

- Continue annual projects to replace undersized 2" back of walk water mains, Orangeburg Sewer laterals and other infrastructure that is either undersized or beyond its useful life
- Develop ways of improving out-treatment processes for storm water and sewer discharges to keep abreast of ever more stringent requirements
- Further integrate ASR wells into the City's infrastructure and adapt the distribution system to larger point source supplies from diffuse neighborhood wells
- Develop and educate staff to operate increasingly complex processes and equipment to meet state and national objectives
- Continue to expand our recycled water program capabilities by installing purple pipe in all of our new developments
- Explore new technologies to increase efficiency and longevity of the City's infrastructure investment

## 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
- F. Explore opportunities to expand and diversify citywide revenue sources

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

#### **INITIATIVES IN PROGRESS**

- Implement a multi-year budget model 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
- Review Development Impact Fee Program (MPFP) to ensure that current fees are consistent with long-term infrastructure requirements and development projections

#### **PENDING INITIATIVES**

- Establish groundwork for renewal of ¼-cent Sales Tax (Measure J) via November 2020 ballot
- Review and update comprehensive budget and fiscal management policies

## **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. Expand 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
- F. Increase transparency and public trust through effective community outreach, public information and constituent services
- G. Expand opportunities for increased community engagement and public participation in civic affairs

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

#### **INITIATIVES IN PROGRESS**

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

#### **PENDING INITIATIVES**

- Transition City's Document Management System to digital format
- Implement transition to annual Board and Commission recruitment and appointment process

## **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 2019/20  
TOTAL REVENUES BY FUND**

<b>Fund</b>	<b>Title</b>	<b>Actual FY 2014/15</b>	<b>Actual FY 2015/16</b>	<b>Actual FY 2016/17</b>	<b>Actual FY 2017/18</b>	<b>Amended FY 2018/19</b>	<b>Adopted FY 2019/20</b>
010	EQUIP SERVICES	1,010,788	2,622,546	2,384,652	2,522,646	2,445,602	1,989,340
011	FACILITIES REPLACEMENT	325,308	443,163	708,737	311,633	236,880	1,236,880
012	EQUIPMENT REPLACEMENT	3,893,814	931,637	1,178,376	872,169	841,230	1,286,725
013	BENEFITS FUND	7,255,515	7,920,279	8,278,955	8,150,593	8,974,331	8,974,331
014	VEHICLE-EQUIPMENT LEASES		0	0	0	0	811,101
015	INFORMATION SYSTEMS FUND	101,802	1,666,952	1,824,341	2,059,631	2,160,839	1,917,214
091	SELF INSURANCE	1,922,363	1,639,182	1,875,620	1,914,466	1,771,153	1,771,153
099	DISBURSE FUND-PR	1,144	5,470	90	0	0	0
101	GENERAL FUND	45,157,820	48,022,820	49,404,689	51,520,311	51,037,257	53,800,560
102	TRANS DEBT SVC	252	1,582	2,704	4,849	0	0
103	INVESTMENT FUND	0	219,634	(569,890)	(1,078,623)	0	0
210	WATER ENTERPRISE FUND	11,417,801	19,712,483	24,802,477	23,773,689	24,550,440	25,844,623
220	SEWER ENTERPRISE FUND	6,218,465	13,632,523	17,350,625	21,890,455	19,743,599	20,255,511
221	STRM DR ENTERPRISE FUND	247,964	553,668	594,981	634,296	465,000	465,000
222	WASTEWATER PRE-TREATMENT	(284,010)	500,869	545,412	594,411	617,500	617,500
240	CEMETERY	288,183	283,567	304,858	300,373	290,000	304,000
250	RECYCLING	192,833	222,846	240,820	239,455	232,400	240,150
252	CONST/DEMO DEBRIS RECYCLE	44,073	68,718	65,033	43,193	63,800	42,900
253	RECREATION ENTERPRISE	335,427	375,046	359,286	372,128	388,000	431,000
260	FIRE GRANTS	45	29,227	641	1,196	0	0
280	TRANSIT SYSTEM	1,369,885	(105,394)	3,053,379	0	1,687,102	1,807,838
301	LITERACY GRANT	97,059	94,884	107,891	92,553	95,500	95,500
320	COMMUNITY DEV. BLOCK GRNT	346,158	268,725	508,952	641,256	510,835	509,452
321	OFF-SITE AFFORD HOUSING	348,066	(9,502)	86,092	602,962	0	0
322	SUPPORT HOUSING PROGR	247,190	204,360	195,104	162,199	275,590	265,016
323	HOME GRANT	431,556	58,877	19,987	7,667	0	0
324	HOUSING ASSISTANCE GRANTS	142,942	36,380	82,215	39,961	0	0
325	WORFORCE HOUSING GRANT	137,831	351,723	173,274	272,847	110,950	197,438
326	HOUSING ASSISTANCE	15,896	215,448	152,630	26,643	13,770	14,188
327	AFFORDABLE HOUSING IN-LIEU	0	0	61,177	147,823	0	0
328	CDBG - ARRA FUNDS	19,911	67	108	201	0	0
329	ARRA GRANT PROJECTS	0	37,508	0	0	0	0
330	OTHER FEDERAL GRANTS		0	0	0	317,109	0
340	POLICE GRANTS	8,109	272,339	270,830	552,837	709,549	0
350	COPS MORE TECH GRANT	5	0	0	0	0	0
351	TRANSPORTATION GRANT	1,416,030	1,396,700	788,438	3,656,919	3,288,959	1,756,000
352	SLESF	98,080	105,545	100,829	195,545	117,642	117,642
353	PROPISTION 172	484,936	476,098	491,393	516,381	506,245	553,100
354	TRANS DVLP (SB325)	1,568,327	281,595	3,301,452	813,374	1,831,534	2,669,189
355	GAS TAX-2106 (SELECT)	1,653,498	1,166,300	1,217,290	1,305,772	1,331,808	2,364,120

<b>Fund</b>	<b>Title</b>	<b>Actual FY 2014/15</b>	<b>Actual FY 2015/16</b>	<b>Actual FY 2016/17</b>	<b>Actual FY 2017/18</b>	<b>Amended FY 2018/19</b>	<b>Adopted FY 2019/20</b>
356	CEMETERY ENDOWMENT FUND	11,373	9,171	16,123	17,041	9,000	12,000
357	ASSET FORFEITURE FUND	19,267	33,622	2,757	13,074	25,000	12,000
358	HOUSING MONITORING FUND	37,634	(17,091)	10,946	14,468	11,000	11,382
359	FIRE SUPPRESSION DISTRICT	340,206	96,749	175,716	553,791	175,000	140,000
360	FIRE SAFER GRANT		0	0	236	0	492,000
361	ROAD MAINT AND REHAB ACCOUNT	0	0	0	277,343	989,986	993,094
365	ENVIRONMENTAL COMPLIANCE	312,586	314,923	1,118,607	240,915	278,200	322,200
379	HISTORIC WALKING TOUR	1,118	1,207	1,310	914	1,898	1,898
381	GIBSON RANCH L&L	683,979	706,036	704,457	732,251	746,060	790,673
383	N PARK L&L DISTRICT	26,739	26,788	26,922	27,202	26,710	26,710
384	SP ASSESS STRENG PD LAND	14,279	24,343	34,050	34,207	34,064	34,064
386	USED OIL RECYCLING GRANT	19,033	34,103	16,755	16,995	116,025	16,025
387	WOODLAND WEST L&L	19,346	22,448	23,403	24,786	24,421	25,275
389	SPRINGLAKE L&L	806,950	1,037,384	1,170,496	1,369,840	1,831,431	2,263,265
391	SPORTS PARK O&M CFD	411,378	460,544	436,930	452,495	429,685	513,829
392	GATEWAY L&L	93,644	116,234	133,355	153,456	173,070	195,603
501	CAPITAL PROJECTS	522,404	153,691	95,960	208,949	222,777	122,777
502	STATE BOND ACT - PARKS PRJS	0	0	(63,398)	0	0	0
506	MEASURE E	4,900,927	4,998,915	5,088,312	5,209,403	1,313,317	0
507	MEASURE F	0	0	0	0	3,930,200	5,508,100
510	GENERAL CITY DEVELOPMENT	260,302	193,480	186,018	148,462	140,879	142,295
522	RECOGNIZED OBLIGATION RETIREMENT FUND	1,207,291	1,125,346	1,331,762	1,215,785	900,000	900,000
523	RDA 07 TAB BOND PROCEEDS	4,024,417	0	125,583	0	0	0
540	PARK & RECREATION DVLP	1,888,308	1,875,310	1,865,226	1,579,884	1,655,176	1,661,886
541	PARK IN-LIEU FEES	1,277	2,557	4,149	7,735	209,500	209,500
550	POLICE DEVELOPMENT FUND	341,314	249,636	236,625	181,387	185,769	187,718
560	FIRE DEVELOPMENT	304,193	283,308	279,719	175,022	217,128	219,390
570	LIBRARY DEVELOPMENT FUND	11,386	13,479	15,260	11,700	8,596	8,652
580	SURFACE WATER DEVELOPMENT	531,691	661,875	602,942	482,160	486,469	491,465
581	STORM DRAIN DEVELOPMENT	83,819	25,705	39,563	105,488	10,000	10,000
582	ROAD DEVELOPMENT	1,772,150	1,350,891	1,280,675	1,086,644	939,032	948,785
583	TREE RESERVE	7	37	54	87	0	0
584	WATER DEVELOPMENT FUND	120,783	125,325	117,036	83,909	93,442	93,442
585	SEWER DEVELOPMENT FUND	1,513,829	1,419,087	1,402,359	834,166	1,018,943	1,029,434
590	SOUTHEAST AREA CONSTRUCT	63	399	647	1,207	0	0
593	GIBSON RANCH INFRA-STRUC	962	6,042	9,799	16,938	0	0
594	SPRING LAKE CAPITAL	9,791,722	2,979,292	14,961,449	603,512	0	0
601	SPRINGLAKE ADMINISTRATION	202,069	335,857	304,078	212,216	262,983	234,750
640	SLIF PARKS & RECREATION	895,802	1,503,940	1,531,395	1,032,623	892,433	1,283,100
660	SLIF FIRE	895,802	0	0	61,063	0	0
681	SLIF STORM DRAIN FUND	1,371,559	2,345,915	1,769,582	1,513,196	1,743,846	1,616,250
682	SLIF STREET IMPROVEMENT	2,102,880	3,580,155	2,683,176	2,402,814	2,678,467	3,118,050
684	SLIF WATER FUND	291,059	496,993	374,277	332,736	370,336	346,050
685	SLIF SEWER FUND	453,976	778,362	589,838	412,047	576,763	445,950

Fund	Title	Actual	Actual	Actual	Actual	Amended	Adopted
		FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20
830	SOUTHEAST AREA DEBT SERV	1,245,410	1,247,327	1,255,986	1,265,399	1,234,660	1,239,954
831	SOUTHEAST AREA-RES FUND	122	766	1,342	3,791	0	0
840	BEAMER/KENTUCKY ASSESSMENT	0	465	0	0	0	0
841	BEAMER/KENTUCKY ASSESS-R	74	0	754	0	0	0
850	EAST MAIN ASSESS DIST 90	180,608	0	0	0	0	0
851	EAST MAIN ST ASSESS DIST-R	248	51	0	0	0	0
870	CFD#2 SPRINGLAKE DEBT SRV	(1,455,002)	2,830,330	4,430,976	3,343,914	3,400,400	3,947,210
880	2005 CAPITAL PROJECTS L/R	7	493	0	0	0	0
881	2007 CAPITAL PROJECTS LRB	0	1,250	0	0	0	0
882	2012 LEASE REFUNDING	1,057,897	1,060,146	1,059,904	312,215	0	0
883	2014 REFUNDING LEASE REV BONDS	1,538,229	1,540,230	1,537,927	1,537,968	1,542,900	1,545,364
915	RECREATION CONTRACT TRUST	27	0	0	0	0	0
917	LIBRARY TRUST FUND	11,439	38,533	84,628	26,670	0	5,000
		<b>\$125,381,652</b>	<b>\$137,795,515</b>	<b>\$167,038,881</b>	<b>\$151,499,916</b>	<b>\$153,520,190</b>	<b>\$161,502,611</b>

**GENERAL FUND REVENUE DETAIL BY CATEGORY**

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
	FY2014-2015	FY2015-2016	FY 2016-2017	FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020
<b>PROPERTY TAXES</b>						
PROPERTY TAX CY SECURED	\$ 9,143,595	\$ 9,656,830	\$ 10,273,941	\$ 10,783,709	\$ 11,289,899	\$ 11,783,960
SUPPLEMENTAL TAX ROLL	114,620	183,569	251,430	248,577	118,450	263,715
PROPERTY TAX CY UNSECURED	394,985	418,365	438,537	517,509	546,480	485,435
PROPERTY TAX PY UNSECURED	3,159	8,483	9,160	5,474	8,700	5,808
SPECIAL ASSMNT COLLECTION	11,404	11,404	11,480	11,758	12,179	169,474
<b>Sub-Total Property Taxes</b>	<b>9,667,763</b>	<b>10,278,650</b>	<b>10,984,547</b>	<b>11,567,027</b>	<b>11,975,708</b>	<b>12,708,392</b>
<b>SALES/OTHER TAXES</b>						
SALES & USE TAX	10,817,577	12,313,107	12,077,551	13,024,308	12,335,390	14,142,800
SPEC DIST SALES TAX (MEASURE E)	4,622,761	4,980,823	5,020,049	5,123,413	1,310,067	0
SPEC DIST SALES TAX (MEASURE F)	0	0	0	0	3,930,200	5,508,100
MEASURE V	574,870	0	0	0	0	0
MEASURE J	1,724,611	2,467,809	2,483,241	2,528,885	2,590,159	2,691,800
HOTEL/MOTEL TAX	1,246,542	1,592,670	1,686,978	1,846,550	1,755,132	1,921,150
TOT PASS THRU	-405,634	-422,037	-337,396	-369,310	-351,026	-384,230
WVAD ASSESSMENT	0	0	253,203	367,446	355,718	382,291
WVAD PASS THRU	0	0	-126,602	-367,446	-355,718	-382,291
DOCUMENT STAMP TAX	378,380	419,415	524,532	260,978	318,381	271,522
<b>Sub-Total Other Taxes</b>	<b>18,959,107</b>	<b>21,351,788</b>	<b>21,581,557</b>	<b>22,414,824</b>	<b>21,888,303</b>	<b>24,151,142</b>
<b>STATE SUBVENTIONS</b>						
STATE MOTOR VEHICLE IN LIEU	4,130,608	4,407,140	4,627,445	4,934,845	5,148,637	5,392,957
STATE MANDATED COST REIMB	389,542	41,793	3	0	0	0
STATE HOME OWNER PROPERTY TAX	119,753	120,039	119,785	119,924	124,625	122,322
<b>Sub-Total State Subventions</b>	<b>4,639,903</b>	<b>4,568,972</b>	<b>4,747,233</b>	<b>5,054,769</b>	<b>5,273,262</b>	<b>5,515,279</b>

**GENERAL FUND REVENUE DETAIL BY CATEGORY**

REVENUE SOURCE	ACTUAL FY2014-2015	ACTUAL FY2015-2016	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	AMENDED BUDGET FY 2018-2019	ADOPTED BUDGET FY 2019-2020
<b>PERMITS, FEES &amp; CHARGES</b>						
BUSINESS LICENSE	383,195	384,018	394,458	413,632	400,000	416,000
VARIANCE FEE & USE PERMIT	72,836	56,879	60,162	51,219	58,140	60,465
LIABILITY ACCOUNT REVENUES	51,485	64,088	31,761	26,638	65,040	65,040
"ZONE CHG,GEN PLAN AMMEND"	6,146	2,256	3,008	385	6,652	6,652
TENTATIVE MAPS	4,458	4,458	6,687	4,565	6,957	6,957
SUS GREEN BLDG STANDARDS	1,305	573	546	532	0	0
PLAN CHECK FEE	154,732	128,307	131,081	191,584	105,000	150,000
DISABILITY ACCESS & EDUC REVOLVING	2,101	2,351	2,219	7,722	2,308	6,308
BUILDING PERMITS	653,778	752,942	619,747	612,199	716,803	780,220
PLUMBING PERMITS	76,273	108,373	104,480	69,976	117,534	118,000
ELECTRICAL PERMITS	88,063	105,683	155,206	217,504	244,676	245,000
MECHANICAL PERMITS	41,905	59,212	69,491	57,290	81,833	82,000
INSPECTION FEE	546,427	92,472	108,836	315,791	57,938	200,000
PLAN CHECK FEE	237,472	260,480	588,527	585,047	25,334	26,350
ENCROACHMENT PERMIT	56,802	90,717	46,931	40,732	27,578	28,650
TRANSPORTATION PERMIT	13,562	13,468	13,498	12,416	18,025	15,000
PLANNING FEE	16,784	9,926	32,887	10,034	2,480	2,600
LIABILITY ACCOUNT REVENUES	90,379	354,912	338,989	98,888	369,071	100,000
ENG MAP CHK FEES	32,742	3,033	66,728	58,352	3,090	3,200
SUBDIVISION INSPECTIONS	80,377	100,217	207,644	56,077	0	0
<b>Sub-Total Community Development</b>	<b>2,610,822</b>	<b>2,594,365</b>	<b>2,982,887</b>	<b>2,830,583</b>	<b>2,308,459</b>	<b>2,312,442</b>
PLAN CHECK FEE	0	0	0	0	0	0
RED CROSS COURSE FEE	140	880	445	1,635	510	1,300
<b>Sub-Total Community Services</b>	<b>140</b>	<b>880</b>	<b>445</b>	<b>1635</b>	<b>510</b>	<b>1,300</b>

**GENERAL FUND REVENUE DETAIL BY CATEGORY**

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
	FY2014-2015	FY2015-2016	FY 2016-2017	FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020
BUSINESS LICENSE	10,257	8,763	12,021	9,027	9,267	9,267
PLANNING FEE	1,750	1,000	1,625	384	1,415	1,415
BICYCLE LICENSE	24	0	36	0	359	0
MASSAGE PERMITS	2,940	2,420	1,340	1,040	2,184	2,184
TAXI CAB PERMITS	300	75	225	25	300	300
FIRE ALARM RECOVERY	4,706	2,349	3,393	2,349	3,060	3,000
FIRE RECOVERY USA	0	0	0	0	0	0
LIABILITY ACCOUNT REVENUES	0	0	0	0	0	0
INSPECTION FEE	35,579	26,272	28,461	42,134	27,540	50,000
PLAN CHECK FEE	92,797	120,700	108,068	101,382	140,000	140,000
BUSINESS LICENSE	1,316	1,120	1,456	1,162	1,302	1,200
PLANNING FEE	1,750	1,000	1,625	384	415	500
FIRE PERMITS	67,587	64,451	59,408	97,264	65,000	75,000
FIRE - COUNTY SERVICES	7,630	398	612	501	0	0
<b>Sub-Total Public Safety</b>	<b>226,636</b>	<b>228,548</b>	<b>218,270</b>	<b>255,652</b>	<b>250,842</b>	<b>282,866</b>
STRONG MOTION INSPEC FEE	0	-434	-222	0	0	0
CANNABIS PERMIT FEES	0	0	0	0	0	185,120
APPEAL FEE	251	0	251	257	251	251
FRANCHISE FEE	2,298,110	2,299,902	2,396,434	2,415,541	2,512,062	2,561,410
HABITAT EDUCATION	16,900	0	4,144	30,520	4,144	4,144
MISC LICENSES & PERMITS	0	0	1,000	0	-	-
<b>Sub-Total Permits, Fees &amp; Charges</b>	<b>2,315,261</b>	<b>2,299,468</b>	<b>2,401,607</b>	<b>2,446,318</b>	<b>2,516,457</b>	<b>2,750,925</b>
<b>FINES &amp; FORFEITURES</b>						
NUISANCE ABATEMENT FINES	200	1,100	300	300	312	240
BAIL FORFEITURE FINES	212	-17,017	0	875.49	0	0
BOOKING FINES	8,488	4,609	3,778	10,232	5,000	5,000
VEHICLE STORAGE FEE	4,956	4,779	3,909	1,770	4,600	2,600

**GENERAL FUND REVENUE DETAIL BY CATEGORY**

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
REVENUE SOURCE	FY2014-2015	FY2015-2016	FY 2016-2017	FY 2017-2018	BUDGET	BUDGET
					FY 2018-2019	FY 2019-2020
FINGERPRINT FEE	64	0	0	0	56	56
VEHICLE CODE FINES	75,089	134,911	111,209	109,471	90,000	105,000
PARKING VIOLATION FINES	42,403	195,755	152,077	133,241	155,000	145,000
LIBRARY FINES	21,986	26,792	25,662	23,427	25,500	25,500
DMV SURCHARGE	0	0	0	18,000	0	0
OTHER FINES	0	0	0	0	0	0
MISC PENALTY INCOME	175	125	100	125	104	104
<b>Sub-Total Fines &amp; Forfeitures</b>	<b>153,573</b>	<b>351,054</b>	<b>297,035</b>	<b>297,441</b>	<b>280,572</b>	<b>283,500</b>
<b>SERVICE CHARGES</b>						
COPY MACHINE REVENUE	0	0	0	0	0	0
PARK REVENUE	69,641	76,641	69,640	70,702	101,200	75,000
COMMUNITY SENIOR CENTER MISCEL	0	0	0	0	0	0
ADULT PARTICIPNT NON RESIDENT	315	644	0	7,040	0	0
C BROOKS SWIM CTR REV	159,435	142,287	151,830	151,468	153,000	150,000
SENIOR CENTER PROGRAMS REVENU	9,166	6,330	0	0	0	0
COMMUNITY SENIOR CENTER MISCEL	69,759	89,388	75,112	104,032	81,600	85,000
GENERAL RECREATION (MEASURE J)	35,886	21,750	37,980	35,190	15,300	20,000
ADULT REC & LEAGUE PROGRAMS	0	0	0	0	0	0
PARK RESERVE FEE	944	472	944	242	0	0
COMMUNITY FITNESS CENTER	35,558	36,608	27,025	36,922	36,720	35,000
COMMUNITY SPORTS PARK	234,493	231,812	253,022	259,581	209,100	210,000
MHFPC FEE FOR SERVICE	15,620	9,720	25,720	9,720	9,690	9,720
SPEC POLICE SERVICES	15,643	13,664	12,053	9,900	14,576	10,576
ALARM PROGRAM	70,268	76,809	92,612	109,219	75,000	93,000
EVIDENCE & PROPERTY REVENUE	3,173	11,598	8,887	6,314	5,000	5,000
EXTRADITION REIMBURSEMENT	6,045	7,039	13,637	16,404	6,027	6,027
FIRE SERVICES CHARGE	0	0	0	710	1,020	0
HAZ MAT RESPONSE REVENUE	297	0	0	0	510	0
WEED & LOT CLEANING	192	0	0	0	204	0

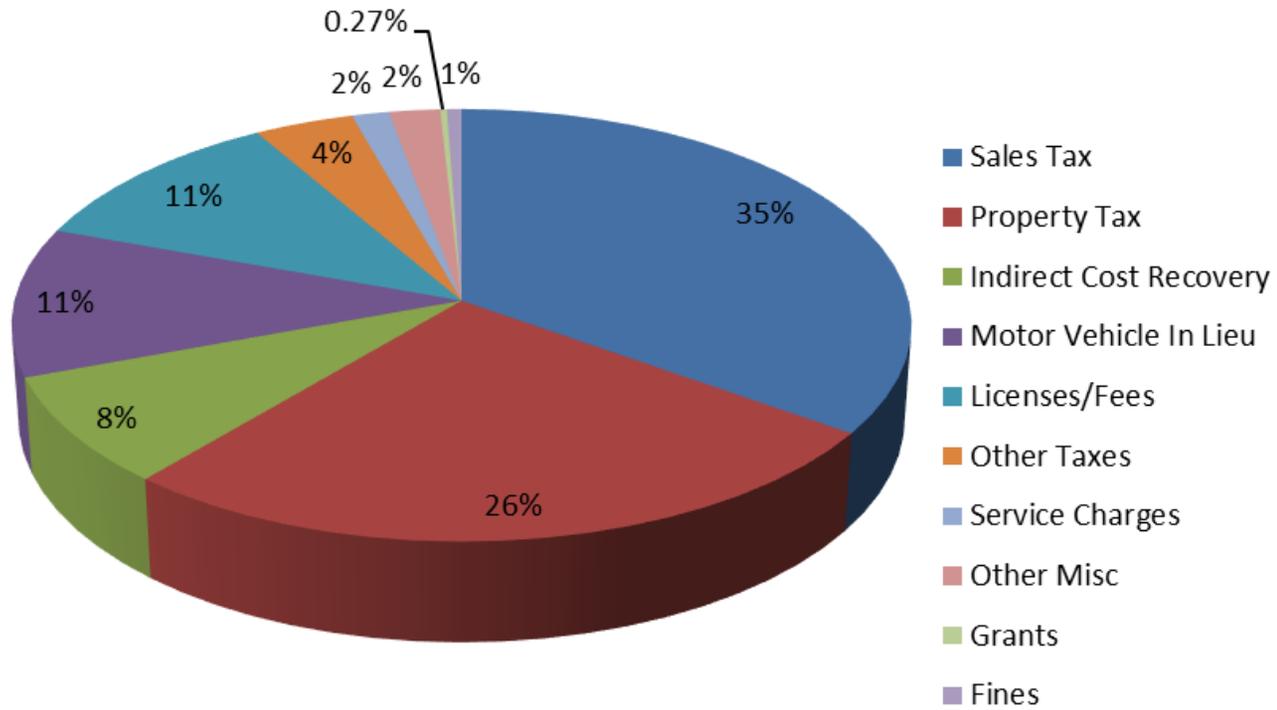
**GENERAL FUND REVENUE DETAIL BY CATEGORY**

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
REVENUE SOURCE	FY2014-2015	FY2015-2016	FY 2016-2017	FY 2017-2018	BUDGET	BUDGET
					FY 2018-2019	FY 2019-2020
FIRE MISCELLANEOUS SERVICES	0	0	0	0		
REFUSE DELINQUENT COLLECTIONS	29,524	26,736	32,598	31,406	20,531	20,531
<b>Sub-Total Service Charges</b>	<b>755,959</b>	<b>751,497</b>	<b>801,060</b>	<b>848,850</b>	<b>729,478</b>	<b>719,854</b>
<b>GRANTS/REIMBURSEMENTS</b>						
YGRIP CONTRIBUTION	0	0	0	0	0	0
TRUANCY~SCHOOL SRO REIMB.	111,178	130,193	111,761	121,759	129,356	129,356
OTS STEP GRANT	0	0	0	56,062	0	0
AB109 REIMBURSEMENT	189,351	146,238	161,083	0	0	0
<b>Sub-Total Grants/Reimbursements</b>	<b>300,529</b>	<b>276,431</b>	<b>272,844</b>	<b>177,821</b>	<b>129,356</b>	<b>129,356</b>
<b>OTHER MISCELLANEOUS</b>						
COMMISSION ON POST REIMB.	38,164	11,141	12,684	38,228	12,684	12,684
CELL TOWER LEASE REVENUE	68,725	32,574	52,759	54,656	54,048	47,664
RENTAL INCOME	16,305	4,150	3,100	218,080	214,280	214,280
EQUIPMENT STOCK SALES	0	0	0	0	0	0
OTHER MISCELLANEOUS REVENUE	1,836	-9,714	14,937	27,177	1,463	0
DONATIONS	1,755	600	450	0	2,205	450
STRIKE TEAM REIMBURSEMENT	204,728	427,174	357,694	469,316	561,131	15,000
ECONOMIC DEVELOPMENT REVENUE	25,700	834	0	33,542	36,000	36,000
SPRINGLAKE PERSONNEL REIMBURSEMENT	196,085	215,698	210,483	227,140	190,000	200,000
SPRINGLAKE APPARATUS REIMBURSEMENT	26,481	26,766	39,819	44,428	30,000	30,000
MISCELLANEOUS SALES	570	165	282	849	510	510
MISCELLANEOUS SALES	2,455	810	730	740	1,000	760
VARIABLE FLEET COST RECOVERY	0	0	0	0	0	0
CASH SHORT/OVER	-406	-164	10	-90	0	0
SETTLEMENT REVENUE	83,574	42,750	0	0	10	0
REIMBURSEMENTS	257,041	15,120	20,594	36,695	113,891	14,000
CANNABIS OPERATING REVENUE	0	0	0	0	0	231,800
REBATE REVENUE	3,479	485	0	4,505	0	0

**GENERAL FUND REVENUE DETAIL BY CATEGORY**

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
REVENUE SOURCE	FY2014-2015	FY2015-2016	FY 2016-2017	FY 2017-2018	BUDGET	BUDGET
					FY 2018-2019	FY 2019-2020
OTHER MISCELLANEOUS REVENUE	190,479	1,751	30,841	21,353	1,000	10,000
INTEREST INCOME	12,849	127,720	115,053	188,846	120,000	175,000
CHARGES TO OTHER DEPARTMENTS	4,259,928	4,259,928	4,257,767	4,259,928	4,259,928	3,957,356
TRANSFER FROM ENTER/OTHER FUND	138,378	163,378	0	0	86,160	-
<b><i>Subtotal Other Miscellaneous</i></b>	<b><i>5,528,126</i></b>	<b><i>5,321,165</i></b>	<b><i>5,117,204</i></b>	<b><i>5,625,391</i></b>	<b><i>5,684,310</i></b>	<b><i>4,945,505</i></b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$45,157,819</b>	<b>\$48,022,819</b>	<b>\$49,404,689</b>	<b>\$51,520,311</b>	<b>\$51,037,257</b>	<b>\$53,800,561</b>

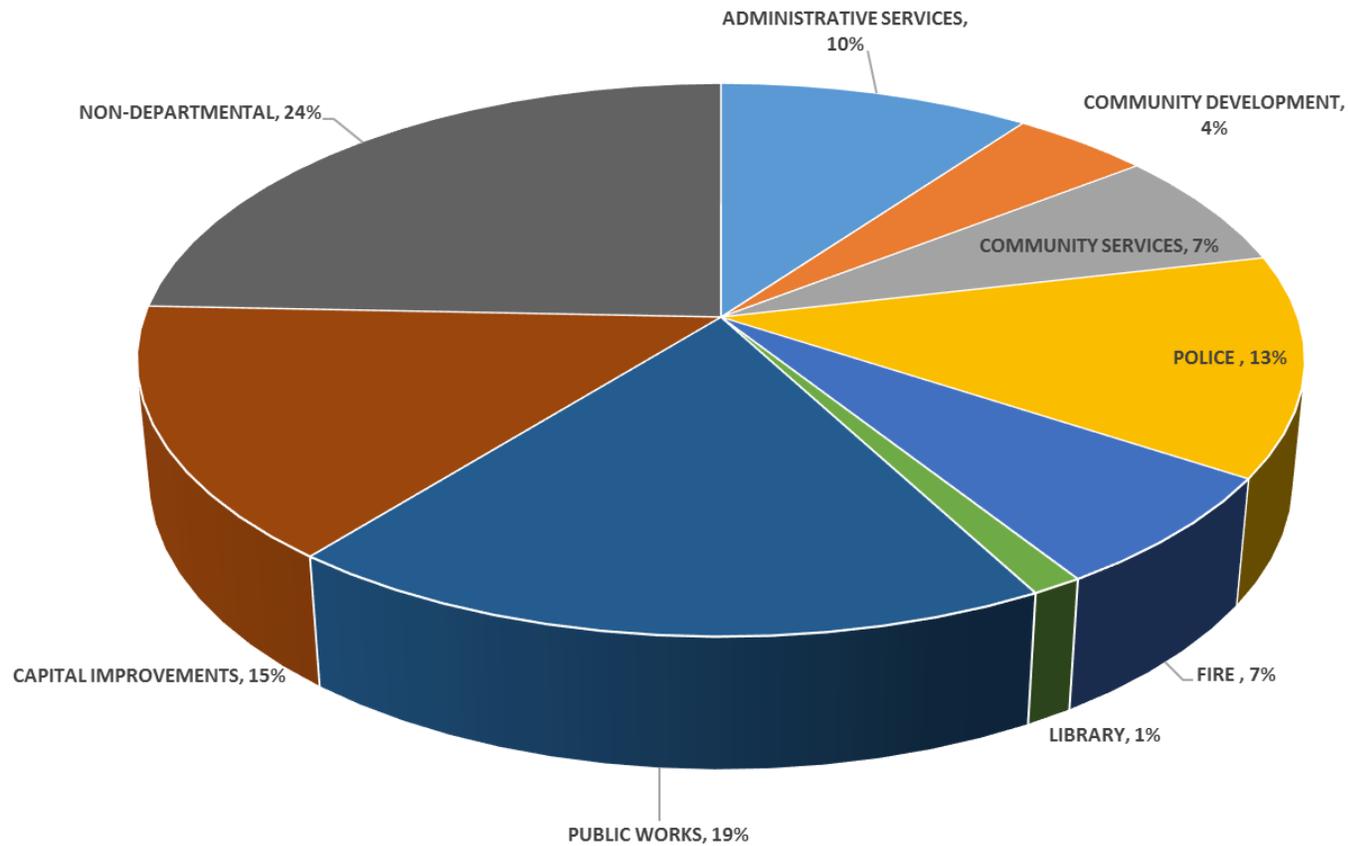
## ADOPTED BUDGET FY2019-2020 GENERAL FUND REVENUE BY CATEGORY



**SUMMARY OF EXPENDITURES BY DEPARTMENT  
ALL FUNDS**

	ACTUAL <u>FY 2015-2016</u>	ACTUAL <u>FY 2016-2017</u>	ACTUAL <u>FY 2017-2018</u>	AMENDED BUDGET <u>FY 2018-2019</u>	ADOPTED BUDGET <u>FY 2019-2020</u>
<b><i>EXPENDITURES</i></b>					
ADMINISTRATIVE SERVICES	15,367,612	\$15,461,570	\$15,463,090	\$16,857,494	\$17,355,024
COMMUNITY DEVELOPMENT	6,617,493	9,227,713	6,691,870	6,979,908	7,726,496
COMMUNITY SERVICES	4,437,244	8,636,686	9,303,814	10,925,795	11,899,196
POLICE	17,332,519	18,338,761	19,315,125	20,843,048	22,330,358
FIRE	9,793,863	10,433,744	10,992,919	10,948,727	11,655,361
LIBRARY	1,900,414	1,938,516	1,909,767	2,067,351	2,140,160
PUBLIC WORKS	27,719,794	26,962,206	29,552,493	27,261,439	32,160,441
CAPITAL IMPROVEMENTS	28,042,163	25,936,464	20,681,396	21,217,568	25,784,266
NON-DEPARTMENTAL	37,124,635	35,626,899	48,334,297	39,151,403	42,181,473
<b>TOTAL EXPENDITURES:</b>	<u>\$148,335,738</u>	<u>\$152,562,557</u>	<u>\$162,244,769</u>	<u>\$156,252,733</u>	<u>\$173,232,775</u>

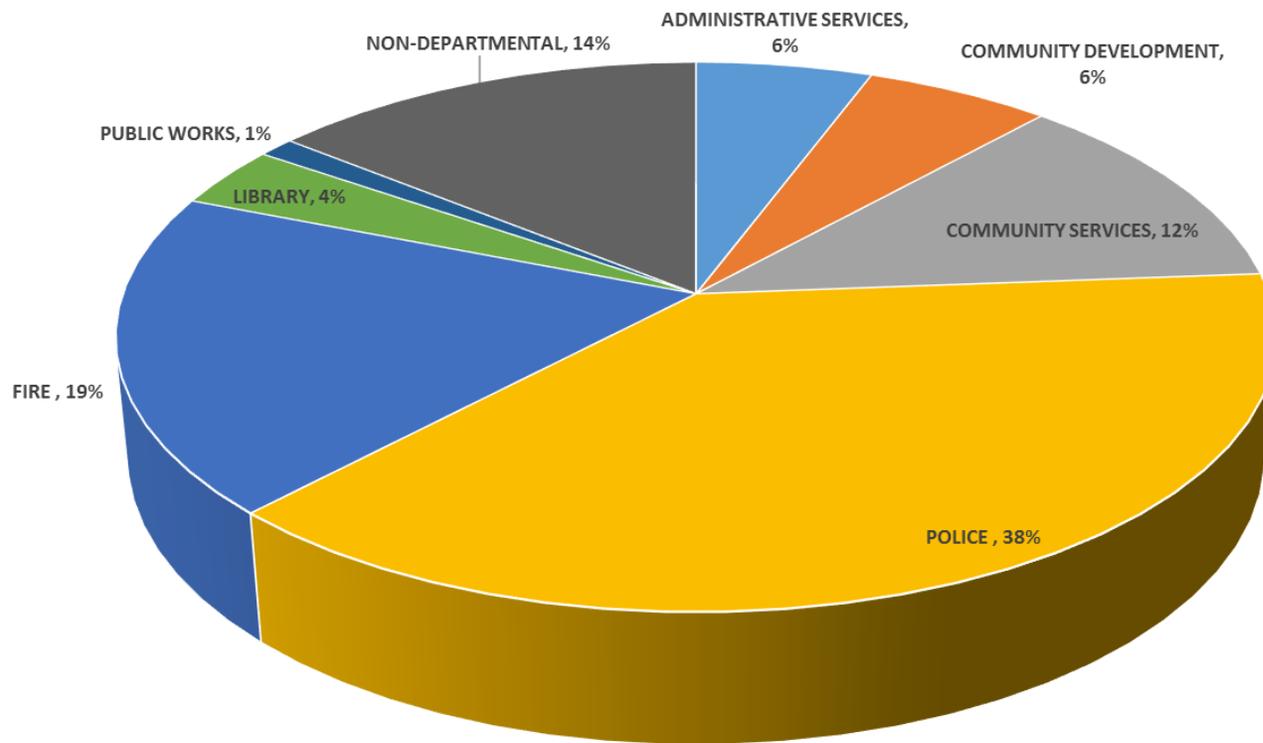
## ADOPTED BUDGET FY2019-2020 SUMMARY OF EXPENDITURES BY DEPARTMENT – ALL FUNDS



**SUMMARY OF EXPENDITURES BY DEPARTMENT  
GENERAL FUND**

	ACTUAL <u>FY 2015-2016</u>	ACTUAL <u>FY 2016-2017</u>	ACTUAL <u>FY 2017-2018</u>	AMENDED BUDGET <u>FY 2018-2019</u>	ADOPTED BUDGET <u>FY 2019-2020</u>
<b><i>EXPENDITURES</i></b>					
ADMINISTRATIVE SERVICES	\$2,804,168	\$2,813,805	\$2,822,016	\$3,131,035	\$3,154,870
COMMUNITY DEVELOPMENT	2,792,758	3,116,696	3,121,613	3,198,760	3,329,539
COMMUNITY SERVICES	2,924,823	5,261,561	5,385,669	7,177,313	6,663,607
POLICE	16,669,757	17,416,341	18,287,014	19,522,025	21,156,203
FIRE	9,566,932	10,272,486	10,788,410	10,852,519	10,438,876
LIBRARY	1,768,936	1,753,227	1,789,407	1,934,347	2,006,693
PUBLIC WORKS	2,618,742	719,122	710,478	667,292	649,375
CAPITAL IMPROVEMENTS	608	20,045	12,953	1,125,514	0
NON-DEPARTMENTAL	6,570,901	6,586,134	10,368,327	6,813,754	7,855,715
<b>TOTAL EXPENDITURES:</b>	<u>\$45,717,624</u>	<u>\$47,959,418</u>	<u>\$53,285,886</u>	<u>\$54,422,560</u>	<u>\$55,254,878</u>

## ADOPTED BUDGET FY2019-2020 SUMMARY OF EXPENDITURES BY DEPARTMENT – GENERAL FUND



**CITY OF WOODLAND  
FISCAL YEAR 2019/20  
TOTAL EXPENDITURES BY FUND**

<b>Fund</b>	<b>Title</b>	<b>Actual FY 2014/15</b>	<b>Actual FY 2015/16</b>	<b>Actual FY 2016/17</b>	<b>Actual FY 2017/18</b>	<b>Amended FY 2018/19</b>	<b>Adopted FY 2019/20</b>
010	EQUIP SERVICES	6,028,697	2,826,644	3,478,204	2,550,055	2,474,090	2,079,611
011	FACILITIES REPLACEMENT	120,519	98,185	136,303	425,074	346,436	152,192
012	EQUIPMENT REPLACEMENT	840,624	893,798	1,327,998	1,445,138	1,919,847	1,544,873
013	BENEFITS FUND	7,727,412	7,944,470	8,195,565	8,333,963	9,027,296	8,974,331
014	VEHICLE-EQUIPMENT LEASES	0	0	0	0	0	691,834
015	INFORMATION SYSTEMS FUND	1,521,459	1,968,235	1,755,230	1,957,073	2,115,567	2,321,273
091	SELF INSURANCE	1,383,234	1,531,960	1,625,833	1,434,694	1,874,647	1,831,109
099	DISBURSE FUND-PR	0	0	93,223	70	0	0
101	GENERAL FUND	42,555,166	45,717,624	47,959,418	53,285,886	54,422,560	55,254,878
103	INVESTMENT FUND	0	0	0	0	174,337	175,000
210	WATER ENTERPRISE FUND	48,453,993	24,664,336	32,870,062	31,060,190	51,808,864	32,311,709
220	SEWER ENTERPRISE FUND	24,624,721	21,457,716	16,139,582	16,956,765	23,199,769	22,631,307
221	STRM DR ENTERPRISE FUND	1,216,289	1,336,966	1,347,103	1,329,729	1,420,102	1,427,508
222	WASTEWATER PRE-TREATMENT	443,192	358,761	514,775	562,042	587,536	588,064
240	CEMETERY	388,824	356,774	379,366	413,680	492,432	527,748
250	RECYCLING	192,640	230,495	243,898	203,334	321,500	268,212
252	CONST/DEMO DEBRIS RECYCLE	30,482	36,920	40,696	67,768	71,613	73,359
253	RECREATION ENTERPRISE	331,978	296,740	327,152	338,162	402,821	399,204
260	FIRE GRANTS	0	0	0	0	40,584	0
280	TRANSIT SYSTEM	1,384,767	1,473,371	1,579,634	1,572,148	1,687,102	1,807,838
301	LITERACY GRANT	73,618	85,292	80,424	91,150	95,210	94,967
320	COMMUNITY DEV. BLOCK GRNT	516,672	332,212	523,464	599,468	925,636	501,383
321	OFF-SITE AFFORD HOUSING	6,666	77,350	0	0	300,000	0
322	SUPPORT HOUSING PROGR	190,339	201,908	222,876	112,398	298,698	274,571
323	HOME GRANT	292,528	38,725	0	0	675,250	0
324	HOUSING ASSISTANCE GRANTS	401,948	29,398	66,448	0	210,000	0
325	STATE GRANTS	137,775	351,723	173,033	324,039	131,218	197,438
326	HOUSING ASSISTANCE	218,828	191,255	139,427	127,004	30,975	22,068
327	AFFORDABLE HOUSING IN-LIEU	0	0	0	140,000	0	0
330	OTHER FEDERAL GRANTS	0	0	0	0	317,109	0
340	POLICE GRANTS	17,996	136,116	403,995	413,485	440,892	0
349	LOCAL LAW ENFORCEMENT BL	0	1,382	0	0	0	0
350	COPS MORE TECH GRANT	0	7,968	0	0	0	0
351	TRANSPORTATION GRANT	1,360,648	1,508,523	1,914,661	3,904,761	18,096,246	1,756,000
352	SLESF	108,198	113,100	105,134	129,949	147,931	157,701
353	PROPISTION 172	554,586	537,080	491,453	550,317	498,335	520,666
354	TRANS DVLP (SB325)	1,421,503	1,517,803	1,527,542	1,121,320	1,346,589	1,299,400
355	GAS TAX-2106 (SELECT)	1,262,891	1,313,678	1,335,850	1,719,383	1,875,847	1,991,017
357	ASSET FORFEITURE FUND	39,589	8,529	0	45,480	25,000	10,104
358	HOUSING MONITORING FUND	87	15,735	87	87	87	100

Fund	Title	Actual	Actual	Actual	Actual	Amended	Adopted
		FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20
359	FIRE SUPPRESSION DISTRICT	6,781	5,622	6,199	6,861	3,500	3,500
360	FIRE SAFER GRANT	0	0	0	0	0	492,000
361	ROAD MAINT AND REHAB ACCOUNT	0	0	0	2,185	1,312,815	1,277,700
365	ENVIRONMENTAL COMPLIANCE	230,049	361,193	1,109,061	169,236	265,665	261,668
381	GIBSON RANCH L&L	703,496	756,616	710,294	698,438	887,383	1,191,685
383	N PARK L&L DISTRICT	21,982	21,624	25,340	30,721	38,477	58,162
384	SP ASSESS STRENG PD LAND	21,193	20,627	28,508	31,786	37,194	59,496
386	USED OIL RECYCLING GRANT	17,921	32,978	16,963	15,979	116,000	16,000
387	WOODLAND WEST L&L	11,509	9,260	11,077	19,125	26,062	45,721
389	SPRINGLAKE L&L	876,272	883,629	979,541	1,057,860	1,848,787	2,253,266
391	SPORTS PARK O&M CFD	361,363	412,139	351,772	460,722	499,978	513,831
392	GATEWAY L&L	81,500	83,089	103,057	93,492	166,705	188,576
501	CAPITAL PROJECTS	300,631	224,578	161,747	177,191	487,774	147,781
502	STATE BOND ACT - PARKS PRJS	0	0	0	0	616,500	0
506	MEASURE E	4,196,380	3,526,783	4,837,926	4,771,336	8,988,533	2,306,097
507	MEASURE F	0	0	0	0	3,801,260	3,900,189
508	CAPITAL PROJECT MGMT	0	(2,359)	0	0	0	0
510	GENERAL CITY DEVELOPMENT	197,288	531,482	427,314	33,005	184,112	5,086
522	RECOGNIZED OBLIGATION RETIREMENT FUND	5,090,059	1,191,358	1,128,407	952,531	1,404,652	1,318,570
523	RDA 07 TAB BOND PROCEEDS	3,101,260	1,048,740	0	0	0	0
540	PARK & RECREATION DVLP	1,888,308	1,875,310	1,865,226	1,579,884	1,465,315	1,446,901
541	PARK IN-LIEU FEES	209,527	4,967	0	0	0	11
550	POLICE DEVELOPMENT FUND	69,342	72,475	69,210	69,141	70,364	69,154
560	FIRE DEVELOPMENT	181,564	181,734	181,572	181,534	191,964	165,585
570	LIBRARY DEVELOPMENT FUND	90,550	89,614	91,008	93,400	87,587	87,282
580	SURFACE WATER DEVELOPMENT	0	0	0	0	250,000	77
581	STORM DRAIN DEVELOPMENT	203,036	233,409	211,529	211,310	1,652,406	439,329
582	ROAD DEVELOPMENT	461,755	494,436	620,460	418,725	1,725,351	505,911
583	TREE RESERVE	2,020	1,786	728	1,559	841	2,500
584	WATER DEVELOPMENT FUND	69,799	69,799	69,799	69,799	69,799	46,542
585	SEWER DEVELOPMENT FUND	67,441	67,441	67,441	5,200,513	1,983,823	1,961,652
590	SOUTHEAST AREA CONSTRUCTION	0	0	0	0	0	2
593	GIBSON RANCH INFRA-STRUC	990	990	5,669	115,898	692,356	686
594	SPRING LAKE CAPITAL	6,878,519	3,484,658	340,972	147,682	139,854	106,575
599	MASTER CAPITAL FUND	107,407	0	0	0	0	0
601	SPRINGLAKE ADMINISTRATION	103,532	112,841	227,633	169,727	179,337	83,297
640	SLIF PARKS & RECREATION	364,300	498,914	1,639,689	3,459,348	3,561,294	1,123,450
681	SLIF STORM DRAIN FUND	1,282,150	2,180,669	1,492,730	1,716,846	11,521,468	25,000
682	SLIF STREET IMPROVEMENT	1,710,986	3,091,705	1,895,722	1,949,241	1,636,000	6,473,000
684	SLIF WATER FUND	236,504	427,357	262,040	269,438	0	0
685	SLIF SEWER FUND	368,439	665,760	408,220	419,745	0	0
830	SOUTHEAST AREA DEBT SERV	1,435,650	1,223,708	1,216,348	1,216,827	1,234,656	1,239,954
841	BEAMER/KENTUCKY ASSESS-R	0	0	0	0	122,002	0
850	EAST MAIN ASSESS DIST 90	1,235,707	1,228,791	0	2,154	0	0

Fund	Title	Actual	Actual	Actual	Actual	Amended	Adpoted
		FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20
870	CFD#2 SPRINGLAKE DEBT SRV	2,735,756	2,855,239	4,298,281	3,337,629	4,295,952	3,947,210
880	2005 CAPITAL PROJECTS L/R	0	500	0	0	0	0
882	2012 LEASE REFUNDING	1,057,886	1,061,394	1,059,897	312,202	0	0
883	2014 REFUNDING LEASE REV BONDS	0	1,540,692	1,537,877	1,537,876	1,542,875	1,545,364
885	WWTP REVENUE BONDS 2005	1,538,223	57,234	0	0	0	0
917	LIBRARY TRUST FUND	29,955	46,186	104,865	29,211	37,794	38,500
		<b>\$181,394,899</b>	<b>\$148,335,738</b>	<b>\$152,562,557</b>	<b>\$162,244,769</b>	<b>\$230,948,560</b>	<b>\$173,232,775</b>

## 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 1.94% per year, resulting in total revenue growth of \$4.85 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 3.24% per year, resulting in total General Fund expenditures growth of \$8.82 million over five-year forecast period.
- Without corrective action, the General Fund reserve will decline from an estimated \$11.37 million (23.6% of revenues) at the end of the FY2019-20, falling to \$593,793 million (or 1.1%) by FY2020-24.
- 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 60,292 for the 2019 year (an increase of 0.2% 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 FY2019-20 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 (4) additional FTEs to the FY2019-20 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 67% of the General Fund budget, less the transfer out of Measure E/F proceeds. Every 1% increase in total compensation costs approximately \$497,195 on an all funds basis, and approximately \$321,161 to the General Fund.

The Five-Year Plan reflects total compensation (salaries and benefits) an increase of 6% for FY2019-20, and averaging 4.9% per year over the five-year forecast. This represents an increase of approximately \$8.75 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 7.4% for FY 2019-20 and the forecast assumes annual average increases of 5.9% thereafter. The City is projected to pay out \$10.7 million in FY 2019-20, with \$6.4 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 FY2019-20, the OPEB contribution of \$3.6 million represents approximately 12.7% 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. The City’s trust fund has reached a balance of more than \$6 million through FY2018-2019 and will continue to grow as further deposits are made. Eventually, this trust fund will assist with payments of retiree medical premiums and reduce the overall impact to the city’s operating funds.

### **State Retirement System**

Retirement rates are set annually by the California Public Employees’ Retirement System (CalPERS). The rates established for FY2019-20 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.

## General Fund 5-Year Forecast

The following table summarizes the employer contribution rates used in the Adopted FY2019-20 Budget and Five-Year Forecast:

	PERS projection		PERS projection		PERS projection		PERS projection		PERS projection
PERS RATES	FY2019/20		FY2020/21		FY2021/22		FY2022/23		FY2023/24
SAFETY	41.099		44.274		46.603		48.474		49.478
	-4.4%		7.7%		5.3%		4.0%		2.1%
MISC	33.225		35.409		37.134		38.407		38.950
	-1.9%		6.6%		4.9%		3.4%		1.4%

On an all-funds basis, the City's cost for retirement benefits in FY2019-20 is \$9.07 million and General Fund cost for retirement contributions will grow to just over \$6.1 million for FY2019-20. At the end of the five-year forecast period, citywide retirement contributions are expected to be \$12.25 million, with \$8.24 coming from the General Fund.

### 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 2020-21 fiscal year and corrected via the adoption of the FY 2020-2021 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.

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 increase by 8.58% in FY2018-19 and then increase by 0.01% in FY2019-20; then grow at an average of 3.03% 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

## General Fund 5-Year Forecast

increase by 6% 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. For this five-year projection, fee revenues are assumed to increase at an average of 0.54% 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 1.92% per year.

**ADOPTED FUNDING RECOMMENDATIONS**

The budget includes an allocation of \$1.69 million from available excess reserves to fund one-time priority needs plus an additional \$268,930 in ongoing General Fund appropriations. The following summarizes the specific one-time funding recommendations included as part of the FY2019-2020 Adopted Budget:

■ Police – Equipment / Technology Replacement	\$115,147	
□ Evidence Software		
□ Taser / Radios		
■ Library Improvements - Main Floor	50,000	+ Carry-over
■ Special Event funding	25,000	
■ Homeless Initiatives (HOST, Shelter, Housing Assistance)	100,000	
■ Building Inspection / Plan Check Contract Services	150,000	
■ Street Maint. Funds: Traffic Calming / Pot Hole Repair	100,000	+ Carry-Over
■ Economic Development (Contract Services)	75,000	
■ Energy Efficiency Masterplan (City Facilities)	25,000	+ Other Funds
■ First 5 Yolo's Child Project	50,000	
<i>Sub-Total One-Time Funding Recommendations</i>	<i>\$ 690,147</i>	
■ New Fire Station Set-Aside (Fund Transfer)	<u>\$1,000,000</u>	
<b>Total General Fund One-Time Funding Recommendations</b>	<b>\$1,690,147</b>	

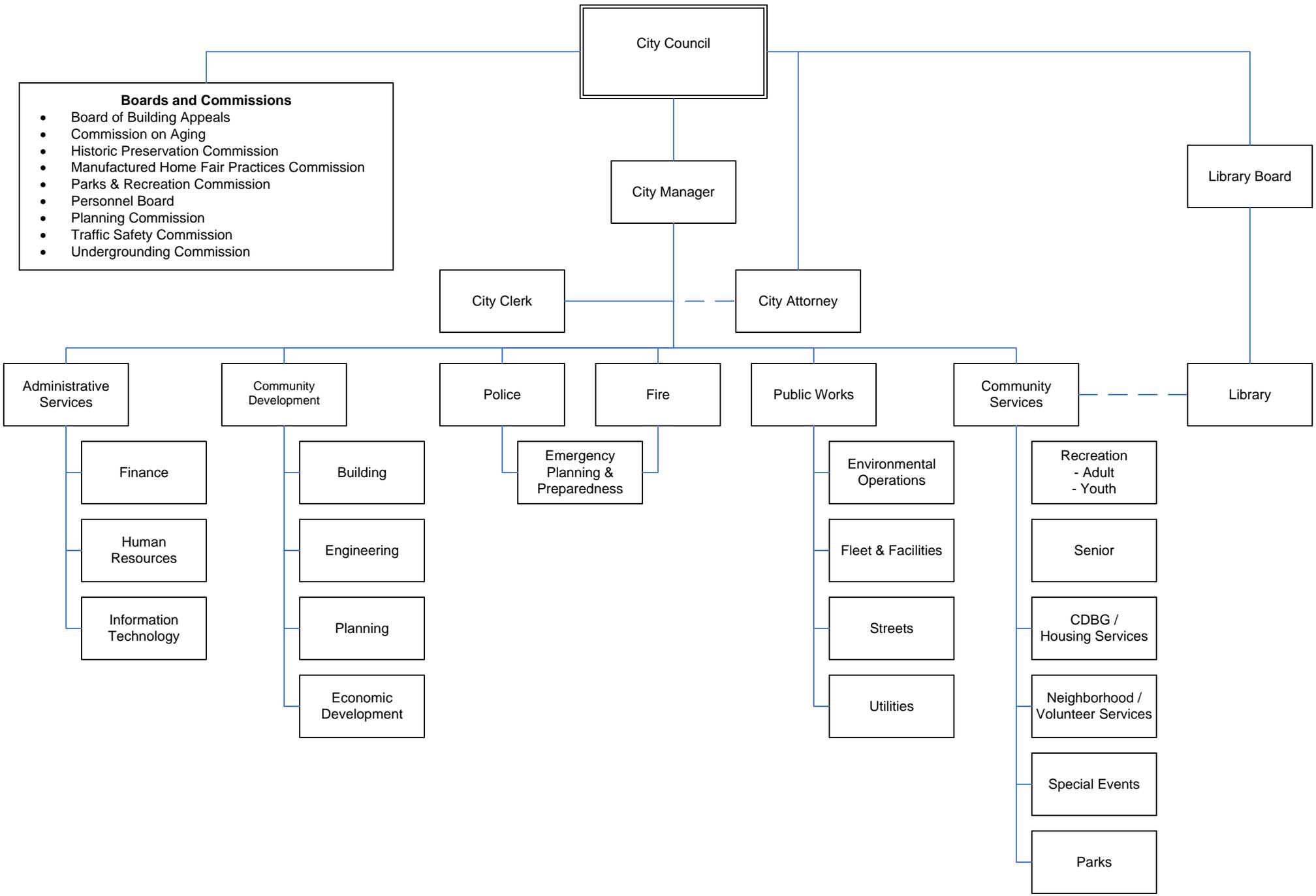
The adopted budget also provides funding support for priority programs/initiatives that will increase the City’s annual expenditures on an ongoing basis by \$268,930

■ Firefighter SAFER Grant Year 1 Matching Funds (3 Positions)	\$148,000*
■ Police – Equipment / Technology (Ongoing)	95,780
■ Police – Training	15,000
■ Planning - Training	6,000
■ Upgrade Engineering Tech III to Engineering Assistant	4,150 + Other Funds
<b>Total General Fund Ongoing Funding Recommendations</b>	<b>\$268,930</b>

General Fund 5-Year Forecast

**ADOPTED BUDGET (INCLUDES FUNDING RECOMMENDATIONS)**

General Fund	Unaudited Actuals	Adopted	Projected	Adopted	Forecast			
	FY2017/18	FY2018/19	FY2018/19	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24
Beginning Balances	\$ 15,837,855	\$ 10,972,148	\$ 12,854,039	\$ 12,830,267	\$ 11,375,949	\$ 10,105,312	\$ 7,666,918	\$ 4,483,528
Revenues	\$ 51,343,199 10.75%	\$ 50,384,235 1.47%	\$ 53,858,474 4.90%	\$ 53,800,561 -0.11%	\$ 55,002,014 2.23%	\$ 56,228,894 2.23%	\$ 57,759,673 2.72%	\$ 59,307,112 2.68%
Expenditures (Includes Measure J)	\$ 48,793,835 14.9%	\$ 50,087,039 -2.9%	\$ 52,671,858 1.83%	\$ 53,564,731 -1.28%	\$ 56,272,651 5.06%	\$ 58,667,289 4.26%	\$ 60,943,062 3.88%	\$ 63,196,847 3.70%
<b>Annual Surplus/Deficit</b>	2,549,364	297,197	1,186,616	235,829	(1,270,637)	(2,438,395)	(3,183,390)	(3,889,735)
General Fund One-Time	(1,445,649)	(490,000)	(490,000)	(690,147)				
One-time Funding (CALPERS Extra Payment)	(3,046,402)							
Measure J Unspent Fund Balance	(488,200)							
Fire Station			(1,100,000)	(1,000,000)				
General Fund Loan Repayments								
<b>Unreserved Fund Balance</b>	\$ 13,406,967	\$ 10,779,344	\$ 12,450,656	\$ 11,375,949	\$ 10,105,312	\$ 7,666,918	\$ 4,483,528	\$ 593,793
FY18 Encumbered/Uencumbered Carry-Over to FY19	\$ (552,928)		\$ 552,928					
Measure J Unappropriated Revenue			\$ (173,317)					
<b>Ending Unreserved Fund Balance</b>	\$ 12,854,039	\$ 10,779,344	\$ 12,830,267	\$ 11,375,949	\$ 10,105,312	\$ 7,666,918	\$ 4,483,528	\$ 593,793
Percentage (E.U.F.B./Revenues)	27.8%	23.9%	26.6%	23.6%	20.5%	15.2%	8.7%	1.1%
<b>Reserve Policy \$</b>	\$ 9,243,957	\$ 9,028,794	\$ 9,646,417	\$ 9,658,492	\$ 9,863,103	\$ 10,072,499	\$ 10,342,775	\$ 10,616,442
<b>Reserve Policy %</b>	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%
<b>"Excess" Fund Balance (over Reserve Target)</b>	\$ 3,610,082	\$ 1,750,551	\$ 3,183,849	\$ 1,717,457	\$ 242,210	\$ (2,405,581)	\$ (5,859,247)	\$ (10,022,650)



**CITY ORGANIZATION**

**Employee Summary - Citywide**

Classification	Approved			Additions/ Deletions	Adopted FY2019/20
	FY2016/17	FY2017/18	FY2018/19		
Accountant II	1	1	1	-1	0
Accounting Tech	0	0	0	2	2
Administrative Clerk I	0	0	0		0
Administrative Clerk II	4	4	4		4
Administrative Clerk III	3	2	2		2
Administrative Secretary	2	2	1		1
Administrative Supervisor	1	1	1		1
Application Analyst, Sr.	1	1	1		1
Assistant Engineer	0	0	0		0
Associate Civil Engineer	1	1	1	-1	0
Associate Engineer	1	1	1		1
Associate Planner	1	1	1		1
Assistant City Manager-Community & Economic Development	1	1	1		1
Building Inspector I/II	0	0	1		1
Chief Building Official	1	1	1		1
Chief Plant Operator	1	1	1	-1	0
Chief Collection System Operator	1	1	1		1
Chief Water Systems Operator	0	0	1		1
City Clerk	1	1	1		1
City Engineer	1	1	1		1
City Manager	1	1	1		1
Code Compliance Officer II	2	2	1		1
Community Development Director	0	0	0		0
Community Development Technician I	0	0	2		2
Community Development Technician II	1	1	0		0
Community Services Director	1	1	1		1
Community Services Officer	4	4	4		4
Community Services Program Manager	2	2	2		2
Conservation Coordinator	3	3	2		2
Construction Project Manager	1	0	0		0
Crime & Intelligence Analyst	1	1	1		1
Crime Prevention Specialist	1	1	1		1
Deputy CDD Director	1	1	1		1
Deputy PW Director - O&M	1	0	0		0
Deputy PW Director - Utilities	1	1	1	-1	0
Electrical Supervisor	1	1	1		1
Electrician's Assistant	2	2	2		2
Engineering Assistant	0	1	0	3	3
Engineering Technician II	2	2	2	-1	1
Engineering Technician III	5	4	4		4
Environmental Compliance Inspector I	2	2	1	-1	0
Environmental Compliance Inspector II	0	0	1		1
Environmental Compliance Specialist	0	0	0	1	1
Environmental Resource Analyst	0	0	1		1
Env Sustainability Manager	1	1	1		1
Equipment Services Clerk	1	1	1		1
Executive Assistant	0	0	1		1
Equipment Services Worker	1	1	1	-1	0
Facilities Maintenance Worker I	0	0	0		0
Facilities Maintenance Worker II	1	1	1		1
Facilities Maintenance Worker III	3	3	3		3
Finance Clerk I	0	0	1		1
Finance Clerk II	2	2	1		1
Finance Officer	1	1	1		1

**CITY ORGANIZATION**

**Employee Summary - Citywide**

Classification	Approved			Additions/ Deletions	Adopted FY2019/20
	FY2016/17	FY2017/18	FY2018/19		
Finance Services Manager	0	0	0	1	1
Finance Specialist	3	3	3		3
Finance Supervisor	1	1	1		1
Fire Battalion Chief	3	3	3		3
Fire Captain	12	12	12		12
Fire Chief	1	1	1		1
Fire Engineer	12	12	12		12
Fire Marshal	0	1	1		1
Fire Prevention Specialist II	2	2	2		2
Firefighter	15	15	15		15
Fleet & Facilities Manager	1	1	1		1
GIS Analyst	1	1	1		1
GIS Technician I/II	0	0	0	1	1
Heavy Equipment Mechanic	2	2	2	-1	1
Human Resources Analyst II	1	0	0		0
Human Resources Clerk	0	0	1		1
Human Resources Manager	1	1	1		1
Ind Electrical Tech	2	2	2		2
Information Systems Administrator	0	0	0		0
Information Systems Specialist	0	0	0		0
Information Systems Technician I	0	0	1		1
Information Systems Technician II	1	1	0		0
Information Technology Analyst	1	1	1		1
Information Technology Manager	1	1	1		1
Infrastructure O&M Superintendent	0	1	1	-1	0
Infrastructure Administrator	0	0	0	1	1
Junior Engineer	0	0	1		1
Junior Planner	0	0	1		1
Laboratory & Env Comp Manager	1	1	1	-1	0
Laboratory Supervisor	0	0	0	1	1
Laboratory Technician I	0	0	1		1
Laboratory Technician II	2	2	1		1
Laboratory Technician III	0	0	0		0
Lead Water Pollution Control Operator	0	0	0	1	1
Librarian I	0	0	0		0
Librarian II	3	3	3		3
Librarian III	1	1	1		1
Library Services Director	1	1	1		1
Library Technician Assistant II	1	1	1		1
Library Technician Assistant III	2	2	2		2
Light Equipment Mechanic	1	1	1	1	2
Literacy Coordinator	1	1	1		1
Maintenance Supervisor	1	1	1		1
Maintenance Worker I	2	2	2		2
Maintenance Worker II	3	3	3		3
Maintenance Worker III	2	2	2		2
Management Analyst I	0	1	1		1
Management Analyst II	1	1	1		1
Meter Services Technician	2	2	2		2
Park Maintenance Worker I	0	0	1		1
Park Maintenance Worker II	3	3	3		3
Park Superintendent	1	1	1		1
Park Supervisor	2	2	2		2
Police Captain	1	1	1		1

**CITY ORGANIZATION**

**Employee Summary - Citywide**

<b>Classification</b>	<b>FY2016/17</b>	<b>FY2017/18</b>	<b>Approved FY2018/19</b>	<b>Additions/ Deletions</b>	<b>Adopted FY2019/20</b>
Police Chief	1	1	1		1
Police Lieutenant	3	3	3		3
Police Officer	49	49	53		53
Police Records Specialist	2	1	1		1
Police Records Supervisor	1	1	1		1
Police Sergeant	10	10	10		10
Pool Facilities Technician	1	1	1		1
Principal Civil Engineer	1	1	1		1
Principal Planner	1	1	1		1
Principal Utilities Civil Engineer	1	1	1		1
Public Safety Chief	0	0	0		0
Public Works Director	1	1	1		1
Records Manager	0	0	0		0
Recreation Coordinator	3	3	3		3
Recreation Supervisor	4	4	4		4
Redevelopment Manager	1	1	1		1
Secretary to the City Manager	1	1	1		1
Senior Accountant	1	1	1		1
Senior Building Inspector	1	1	0		0
Senior Building Plans Examiner	1	1	1		1
Senior Associate Civil Engineer	2	2	2	1	3
Senior Civil Engineer	1	1	1		1
Senior HR Analyst	0	1	1		1
Senior Engineering Assistant	0	0	1		1
Senior Equipment Mechanic	1	1	1		1
Senior Management Analyst	4	4	4	-1	3
Senior Planner	2	2	2		2
Senior Traffic Sig/Street Light Tech	0	0	0	1	1
Senior Water/Waste Instr Tech	0	0	0	1	1
Signs and Marking Tech II	1	1	1		1
Social Services Manager	0	0	1		1
Senior Construction Project Manager	0	1	1		1
Senior Police Records Specialist	4	5	5		5
Senior Tree Trimmer	1	1	1		1
Senior Utilities Maint Wrk Sewer	1	1	1		1
Senior Utilities Maint Wrk Water	2	1	0		0
Senior Water System Operator	1	1	1		1
Senior Signs & Markings Technician	1	1	1		1
Storekeeper	0	0	0		0
Systems Analyst, Senior	1	1	1		1
Traffic Sig/Street Light Tech	1	1	1	-1	0
Transportation Engineer	0	0	0		0
Treatment Plant Mechanic	1	1	1		1
Treatment Plant Superintendent	0	0	0	1	1
Tree Trimmer I	0	0	1		1
Tree Trimmer II	1	1	0		0
Underground Utility Service Locator	0	1	1		1
Utilities Maintenance Supervisor	0	0	0		0
Utilities Maintenance Worker I	9	7	8		8
Utilities Maintenance Worker II	8	10	10	2	12
Utilities Maintenance Worker III	6	6	4		4
Utilities Maintenance Worker IV	0	1	2		2
WPCF Superintendent	0	0	0		0
Wastewater Systems Admin	0	0	0		0

**CITY ORGANIZATION**

**Employee Summary - Citywide**

<b>Classification</b>	<b>FY2016/17</b>	<b>FY2017/18</b>	<b>Approved FY2018/19</b>	<b>Additions/ Deletions</b>	<b>Adopted FY2019/20</b>
Water Pollution Control Operator I	0	0	1		1
Water Pollution Control Operator II	0	0	0		0
Water Pollution Control Operator III	2	2	1		1
Water Pollution Control Operator IV	2	2	2	-1	1
Water Systems Administrator	1	1	1		1
Water Systems Operator II	2	2	2		2
Water/Waste Inst Tech	2	2	2	-1	1
<b>Total Full-Time Equivalent Positions</b>	<b>294</b>	<b>296</b>	<b>305</b>	<b>4</b>	<b>309</b>

**Reclassification Summary (Included in the Citywide FTE Total)**

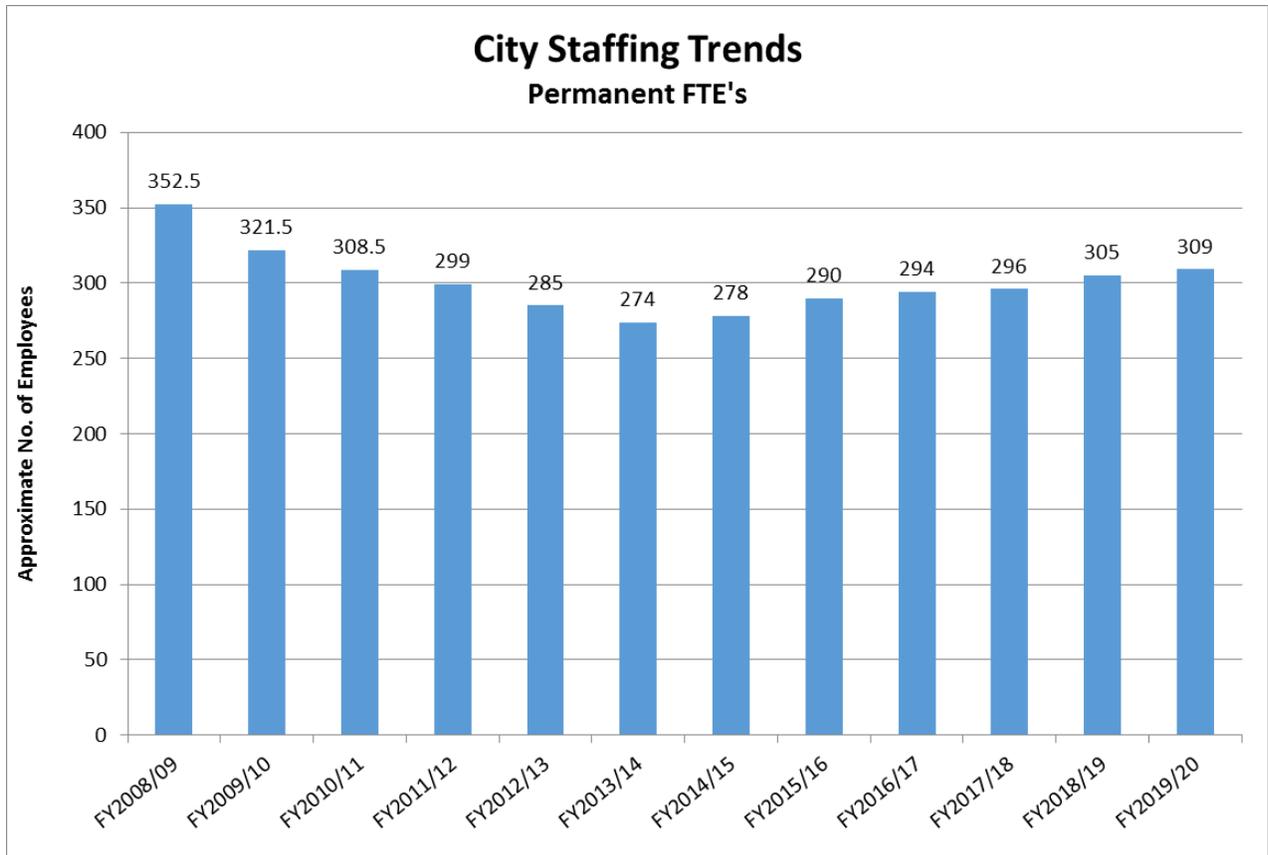
<b>Classification</b>	<b>Approved FY2018/19</b>	<b>Additions/ Deletions</b>	<b>Adopted FY2019/20</b>
<b>Finance</b>			
Accountant II	1	-1	0
Accounting Tech	0	2	2
Senior Management Analyst	1	-1	0
Finance Services Manager	0	1	1
<b>Subtotal Full-Time Equivalents Positions</b>	<b>2</b>	<b>1</b>	<b>3</b>
<b>Community Development</b>			
Engineering Technician III	4	-1	3
Engineering Technician II	2	-1	1
Engineering Assistant	0	2	2
Associate Civil Engineer	1	-1	0
Senior Associate Civil Engineer	2	1	3
<b>Subtotal Full-Time Equivalents Positions</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>Public Works</b>			
Chief Plant Operator	1	-1	0
Laboratory & Env Comp Manager	1	-1	0
Laboratory Supervisor	0	1	1
Treatment Plant Superintendent	0	1	1
Deputy PW Director - Utilities	1	-1	0
Infrastructure O&M Superintendent	1	-1	0
Infrastructure Administrator	0	1	1
Environmental Compliance Inspector I	1	-1	0
Environmental Compliance Specialist	0	1	1
Equipment Services Worker	1	-1	0
Heavy Equipment Mechanic	2	-1	1
Light Equipment Mechanic	1	1	2
Engineering Assistant	0	1	1
Water/Waste Inst Tech	2	-1	1
Senior Water/Waste Instr Tech	0	1	1
Traffic Sig/Street Light Tech	1	-1	0
Senior Traffic Sig/Street Light Tech	0	1	1
Water Pollution Control Operator IV	2	-1	1
Lead Water Pollution Control Operator	0	1	1
GIS Technician I/II	0	1	1
Engineering Tech III	0	1	1
<b>Subtotal Full-Time Equivalents Positions</b>	<b>14</b>	<b>1</b>	<b>15</b>

**New Position Additions in FY20 (Included in the Citywide FTE Total)**

<b>Classification</b>	<b>Approved FY2018/19</b>	<b>Additions/ Deletions</b>	<b>Proposed FY2019/20</b>
<b>Public Works</b>			
Utilities Maintenance Worker II	10	2	12
<b>TOTAL RECLASIFICATIONS AND ADDITIONS IN FY20</b>	<b>35</b>	<b>4</b>	<b>39</b>

## City Organization

The citywide organizational chart below represents a 12-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 transitioned from being elected “at-large” to being elected “by district.” 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.

### FY2018-19 Accomplishments

- Presented balanced budget for FY2019-20 consistent with the city’s framework for fiscal sustainability; budget structurally-balanced; maintains prudent reserves; limited budget

## Department Summaries

flexibility (mostly one-time) for highest priority needs; continues to address unfunded OPEB liabilities.

- Reached agreement on expiring labor agreements for the Woodland Professional Firefighters Association, Woodland Fire Mid-Management Association, and the Confidential employee unit.
- Secured a site for a future fire station and second City pool.
- Advanced the City's Housing First Model addressing homelessness and expand collaboration with local and regional partners to expand housing options and hired a full time Social Services Manager.
- Adopted an updated Master Tax-Sharing Agreement with Yolo County.

### FY2019-20 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.
- Establish groundwork for renewal of ¼ cent Sales Tax (Measure J) via November 2020 ballot.
- Continue to advance the City's Housing First Model addressing homelessness and develop funding strategies for project implementation, including grants and funding from regional community partnerships.

### 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.

### FY2018-19 Accomplishments

- Successful completion of pilot program with CivicClerk Agenda Management System.
- Assisted Council candidates in District 1 and 3 with nomination papers for November 2018 elections.
- Assisted 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.
- Finalized recodification of City code with Quality Code Publishing.

## Department Summaries

- Responded and tracked Public Records Request on internal portal.
- Finalized new recruitment process for Boards and Commissions – transitioned all to fiscal year appointments

### FY2019-20 Goals

- Prepare for upcoming November 2020 elections for District 2, 4 and 5.
- Review outdated Records Retention Schedule. The current schedule is dated July 16, 2002.
- Continue to maintain up-to-date City Council minutes on the City website.
- Continue to improve access to public information and transparency in government.

### **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.

### FY2018-19 Accomplishments

- Finalized the Harassment policy and provided training for the entire staff, volunteers, and City Council.
- Finalized the Military Leave Policy.
- Created a Provisional Building Inspector position.
- Reviewed and adjusted salary ranges for Department Directors.
- In the process of negotiating four (4) bargaining Unit MOUs, which includes Woodland City Employees Association, Woodland Professional Fire Associate, Woodland Fire Mid Management Association, and Confidential Unit.
- Conducted a salary survey of Fire Unit Employees.
- Successfully recruited for a Fire Marshal.
- Conducted three (3) Firefighter recruitments.
- Created a Police Recruit job description and assisted the department with recruitment.
- Created an Executive Assistant – Confidential job description.
- Participated with other agencies to recruit the CEO/Risk Manager of YCPARMIA.
- Created a Limited-Term Junior Engineer in response to the needs of Community Development.
- Created and updated the Environmental Resource Analyst job description and conducted a recruitment.

## Department Summaries

- Analyzed current Water program related positions in Public Works; realigned and modified job description and reporting structure.
- Worked as part of a team to realign the trigger language in MOUs due to the City's supplemental payment of CalPERs Unfunded Liability.
- Updated dental coverage to provide coverage to dependents to the age of 26. Additionally, Preventative Maintenance work such as cleanings, X-rays, etc., are now not counted towards the maximum benefit allowance.
- Implemented a Roth 457 option with ICMA and Valic.
- Hired an additional employee in Human Resources and took over claims processing.
- Hired 22 full-time employees.
- Promoted four (4) full-time employees.
- Processed 18 terminations, which included releases, retirements, and resignations.
- Conducted 43 recruitments, which included full-time and seasonal positions.
- Reviewed over 1,000 applications for various positions.
- Attended three (3) Job Fairs/Career Fairs.
- Worked with Yolo County and conducted an Open Enrollment Health Fair.
- Hosted a Retirement/Medicare Seminar for all interested employees.
- Provided quarterly updates of the Salary Schedule to City Council.

### FY2019-20 Goals

- Utilize Target Solutions to provide training.
- Update the Onboarding Process of New Employees.
- Implement Harassment Training for all seasonal employees.
- Update various policies such as FMLA, Hearing Conservation, and Smoking Policies.
- Review and update job descriptions as appropriate.
- Review Department structure and update or add job descriptions as appropriate in Administration, Community Development Department, and Public Works.

## **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*

## Department Summaries

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

### FY2018-19 Accomplishments

- Presented balanced budget for FY2019-20 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.
- Refunded the 2007 Tax Allocation Bonds to achieve significant overall savings.
- Issued \$21.5 million in bonds to provide project funding for the Spring Lake Specific Plan area.
- Completed an update to the City's Major Projects Financing Plan (MPFP) development impact fees.
- Completed a study of sewer rates for forecasting and future Proposition 218 processes.
- Completed an audit of the payroll system for compliance with various state and federal labor laws.
- Successfully managed the City's investment portfolio of nearly \$150 million, maintaining safe investments while earning over \$2 million in income for the year.

### FY2019-20 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.
- Implement changes in structure and staffing to allow for more centralized oversight for City procurement processes.
- Complete a study of sewer rates in compliance with Proposition 218.
- Update the Spring Lake Infrastructure Fees (SLIF) and related reconciliation process.
- Incorporate community investment banking into the City's overall investment strategy.
- In coordination with all City departments, begin planning process for replacement of the current financial and permitting software, including a funding plan and detailed specifications.
- Monitor all outstanding debt for refunding/refinancing opportunities.
- Update and implement revised citywide policies related to travel, cal-card usage and overall purchasing.
- Plan for Proposition 218 process for implementation of updated sewer rates.

## **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,

## Department Summaries

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.

### FY2018-19 Accomplishments

- Security Training – With ever-changing cyber threats in today's world, IT has stepped up the service and implemented measures on various fronts including upgrades to firewall modules, updating/removing outdated vulnerable hardware, implementing software anti-virus with machine learning capabilities. Other security enhancements included working with various department to deploy security cameras and license plate readers at major intersections throughout the City and facilities.
- Organizational Effectiveness – Police and Fire have been using the same scheduling software for over 15 years. The software was originally developed for Fire scheduling and tweaked to work for Police use. Over the years the developer has modified it to make it more useful for Police but still not optimal. Police made the best of it until the developer forced them to make an expensive upgrade. This allowed the Police Department to research other options and IT helped them transition to the new software which was designed for Police use. IT created a workflow that allowed the data to be exported directly into the payroll system.
- Infrastructure – IT upgraded the many network links between the City's remote sites by increasing the bandwidth 33 times the original. This new capacity allows network traffic to be less congested and provides opportunity for more centralized data consolidation.

### FY2019-20 Goals

- Security - Security has been and continues to be the #1 IT focus. Staff continues to assess how best to protect City and data. Over the past few years, the City has invested considerable time and resources into security. This year IT plans to have a professional assess the City's progress and test its security.
- Infrastructure - IT is scheduled to perform major technology upgrades on servers, storage, and WIFI. As technology ages it becomes more prone to issues and slowness. By upgrading end of life hardware, IT can leverage new technology and provide effective efficient computing resources to end users.
- Organizational Effectiveness - GIS is the backbone on which many of our systems function. IT leverages it wherever possible. This year IT hopes to launch a GIS Dashboard, which will provide real-time analytics and location-aware data visualization for departments.

**ADMINISTRATIVE SERVICES**

<u>Source of Funds</u>	<b>Actual FY2016-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
General Fund Support	\$ 2,679,570	\$ 2,673,365	\$ 3,057,536	\$ 3,077,787
General Fund Fees & Charges	-	-	-	-
Internal Service Funds	11,554,650	11,412,978	12,811,895	13,026,156
Measure J	132,204	202,816	246,438	250,000
Enterprise Funds	1,003,640	1,063,081	929,800	940,983
Special Revenue	51,116	52,181	49,553	49,553
Development Funds	35,464	36,231	159,960	(45,517)
Spring Lake	40,388	58,668	10,159	10,545
<b>Total Funding Sources</b>	<b>\$ 15,497,033</b>	<b>\$ 15,499,322</b>	<b>\$ 17,265,341</b>	<b>\$ 17,309,507</b>

<u>Division</u>	<b>Actual FY2016-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
11 City Council	\$ 163,277	\$ 167,367	\$ 145,238	\$ 139,375
12 City Clerk	211,237	200,617	234,620	264,378
14 City Attorney	506,836	442,788	527,350	475,200
15 City Manager	679,935	675,970	729,363	713,265
16 Human Resources	443,920	429,218	546,172	577,143
19 Capital Projects	379	11,955	171,466	-
31 Finance Administration	8,627,241	8,811,092	9,666,737	9,646,795
32 General Accounting	1,325,471	1,392,603	1,218,244	1,230,394
33 Information Systems	1,734,605	1,912,800	2,103,153	2,300,322
34 General Services	1,632,885	1,223,919	1,683,636	1,753,701
35 Central Stores	3,957	3,899	4,430	4,451
38 Measure J	132,204	202,816	246,438	250,000
39 Finance Capital Projects	35,085	24,277	(11,506)	(45,517)
<b>Total Expenditures</b>	<b>\$ 15,497,033</b>	<b>\$ 15,499,322</b>	<b>\$ 17,265,341</b>	<b>\$ 17,309,507</b>

<b>General Fund Expenses by Division</b>				
<u>Division</u>	<b>Actual</b> <b>FY2016-2017</b>	<b>Actual</b> <b>FY2017-2018</b>	<b>Amended</b> <b>FY2018-2019</b>	<b>Adopted</b> <b>FY2019-2020</b>
11 City Council	\$ 163,277	\$ 167,367	\$ 145,238	\$ 139,375
12 City Clerk	211,237	200,617	234,620	264,378
14 City Attorney	506,836	442,788	527,350	475,200
15 City Manager	679,935	675,970	729,363	713,265
16 Human Resources	443,920	429,218	502,061	532,962
19 Capital Projects	-	-	-	-
31 Finance Administration	382,590	427,007	461,060	494,153
32 General Accounting	281,443	270,853	278,285	278,866
33 Information Systems	-	-	-	-
34 General Services	8,406	1,479	2,190	2,220
35 Central Stores	3,957	3,899	4,430	4,451
38 Measure J	132,204	202,816	246,438	250,000
39 Finance Capital Projects	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,813,805</b>	<b>\$ 2,822,016</b>	<b>\$ 3,131,035</b>	<b>\$ 3,154,870</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<b>Actual</b> <b>FY2016-2017</b>	<b>Actual</b> <b>FY2017-2018</b>	<b>Amended</b> <b>FY2018-2019</b>	<b>Adopted</b> <b>FY2019-2020</b>
Salaries and Benefits	\$ 3,031,009	\$ 3,224,047	\$ 3,442,951	\$ 3,434,181
Supplies & Services	10,142,947	9,846,940	11,254,753	10,940,685
Education & Meetings	92,889	79,846	106,109	105,109
Debt Service	-	-	-	-
Capital Expenses	25,303	163,955	80,000	390,000
Other Operating Expenditures	2,204,885	2,184,534	2,381,528	2,439,532
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 15,497,033</b>	<b>\$ 15,499,322</b>	<b>\$ 17,265,341</b>	<b>\$ 17,309,507</b>

<b>General Fund Expenses by Category</b>				
<u>Expenditures</u>	<b>Actual</b> <b>FY2015-2017</b>	<b>Actual</b> <b>FY2017-2018</b>	<b>Amended</b> <b>FY2018-2019</b>	<b>Adopted</b> <b>FY2019-2020</b>
Salaries and Benefits	\$ 1,386,179	\$ 1,463,793	\$ 1,564,080	\$ 1,582,677
Supplies & Services	1,231,889	1,225,336	1,409,475	1,368,364
Education & Meetings	77,785	57,302	77,411	80,161
Debt Service	-	-	-	-
Capital Expenses	-	-	-	-
Other Operating Expenditures	117,952	75,584	80,069	123,668
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,813,805</b>	<b>\$ 2,822,016</b>	<b>\$ 3,131,035</b>	<b>\$ 3,154,870</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – ADMINISTRATIVE SERVICES

Classification	FY2015/16	FY2016/17	FY2017/18	FY2018/19	Adopted FY2019/20
<b>Administrative Services</b>					
Accountant II	1	1	1	1	0
Accounting Technician	0	0	0	0	2
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 Services Manager	0	0	0	0	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	0	0	0	0
Human Resources Analyst II	1	1	0	0	0
Human Resources Clerk	0	0	0	1	1
Human Resources Manager	1	1	1	1	1
Information Systems Technician I	0	0	0	1	1
Information Systems Technician II	0	1	1	0	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	1	1	1
Senior Management Analyst	2	1	1	1	0
Systems Analyst, Sr.	1	1	1	1	1
<b>Total Administrative Services</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>22</b>	<b>23</b>

## 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.

#### FY2018-19 Accomplishments

- Successfully hired new administrative staff and completed comprehensive training that included updating front office administrative operating procedures manual.
- Reviewed all department webpages and links and updated as necessary prior to migration to new City website platform.
- Updated Fee Deferral Ordinance to allow deferment of all development impact fees and to include the option of fee deferral for in-fill residential development.
- Processed residential fee deferrals for two in-fill housing projects (52 single-family homes) and one hotel project including lien documents and lien releases upon Certificate of Occupancy.
- Began process of modifying department web pages to coincide with revised and updated City Code.
- Coordinated all fee estimates as requested for potential new development projects.
- Completed Major Project Financing Plan update and Surface Water Supply Fee update including implementation of all modified fee schedules within financial software, website and customer materials.
- Developed and monitored the FY2018/19 Capital Improvement Budget including processing all budget adjustments and contracts.

#### FY2019-20 Goals

- Continue to explore document management systems to better manage long-term storage needs including review of “best of breed” software for planning and building.
- Complete the update to the Sewer Rate Study including Proposition 218 requirements for January 2020 implementation.

## Department Summaries

- Continue to evaluate ways to improve administrative efficiencies while increasing service delivery with limited staff.
- 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.

#### Utilities Engineering FY2018-19 Accomplishments

##### *Sanitary Sewer*

- Completed the annual Sanitary Sewer System Management Audit.
- Commenced long-term plan to address biosolids at the WPCF.
- Completed design of South Pond Pump Station Rehabilitation Project at the WPCF.
- Completed design and commenced construction of Dog Gone Alley Sewer and Water Replacement Project.
- Repaired screw pumps at the headworks of the WPCF.
- Recoated exposed steel on clarifiers 1, 2, and 4 at the WPCF.
- Commenced evaluation of steel rehabilitation alternatives for clarifier #3 at the WPCF.
- Commenced update of Citywide sewer collections flow model.
- Completed construction of sewer collection system repairs of both mains and over 200 laterals, including a large pipe diameter repair on Beamer Street and lining over 4,000 feet of sewer pipelines.
- Completed the WPCF Pond #7 Biosolids removal project, which removed 9,700 dry tons of accumulated biosolids.
- Commenced design of WPCF Pond #8 Biosolids removal project.
- Commenced the wastewater discharge NPDES permit renewal through the RWQCB for the WPCF.
- Commenced preliminary engineering of interceptor sewer capacity reallocation to improve sewer capacity in the downtown area, rebalance flows between interceptor sewers, and address sewer problems on Pendegast Street.

## Department Summaries

### *Recycled Water*

- Completed grant application to SWRCB for funding to expand recycled water to Spring Lake and to Sports Park areas of the City. Completed CEQA analysis for the planned project.

### *Flood Control*

- Restarted the Lower Cache Creek Feasibility Study with Army Corps of Engineers and reached Milestone 2 – Tentatively Selected Plan.
- Commenced work on City and California Department of Water Resources enhancements to the Lower Cache Creek Feasibility Study to meet certain local objectives including a 200-year level of protection utilizing a grant through the Urban Flood Risk Reduction Program.
- 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.
- Completed design of North Regional Pond & Pump Station Project for South Urban Growth Area including Spring Lake.
- Completed the South Urban Growth Area – Storm Drain Facilities Master Plan
- Completed design of repairs to a pipeline at East Main Pump Station.
- Completed Quality Based Selection (QBS) processes to select qualified firms to provide environmental and construction management services on Utility Engineering projects.

### *Water*

- Completed Annual Water Quality Report and all SWRCB-Division of Drinking Water reporting, including over 2,000 water quality tests Citywide.
- Completed lead testing in all schools Citywide.
- Managed water supply portfolio through an extended water rights curtailment and provided 97% of water supply utilizing surface water and only 3% utilizing groundwater.
- Completed permitting efforts for ASR Wells #28, #29, and #30 and constructed modifications to Well #28 to improve ASR operations.
- Commenced large-scale injection of treated surface water at the ASR wells with 1.2 billion gallons stored by May 2019 to reach the target storage volume for the first time.
- Continue water quality monitoring and tracking at the ASR Wells.
- Completed replacement of 7,000 lineal feet of deteriorated water mains in 2-inch back of sidewalk main areas, including 125 service connections – 2018 Water Main Replacement Project.
- Continued supplemental water system enhanced monitoring and maintenance related to conversion to surface water including coordination with SWRCB Division of Drinking Water.
- Completed construction of the south half of West Street Water Transmission Main Project, installing approximately 5,000 feet of pipe.
- Completed design of north half of West Street Transmission Main Project to install approximately 5,000 feet of pipe.
- Continued design of 2019 water main replacement project.
- Commenced design of 2020 water main and sewer replacement project.

## Department Summaries

### Utilities Engineering FY2019-20 Goals

- Complete Quality Based Selection (QBS) process to select qualified design firms to provide engineering services on Utility Engineering projects.
- Complete enhanced water quality monitoring throughout the City – from conversion to surface water.
- Conduct water quality testing and reporting, including over 2,000 tests Citywide.
- Monitor and implement regulatory changes impacting water and recycled water utilities, including: PFAS, hexavalent chromium, lead & copper, etc.
- Continue to coordinate with the regional effort to comply with the Sustainable Groundwater Management Act.
- Complete the RWQCB NPDES permit renewal for the WPCF.
- Commence a master plan for the WPCF.
- Continue State/local Lower Cache Creek Feasibility Study including financing plan with the goal of completing the study near the end of 2020.
- Complete Urban Flood Risk Reduction study for the Lower Cache Creek Flood Program.
- Coordinate with Yolo County on sanitary sewer system regionalization.
- Commence design and construction of the ASR Well #31, including design and construction of aquifer specific monitoring wells.
- Complete construction of the WPCF minor maintenance projects.
- Continue design and construction of sanitary sewer repairs in coordination with Public Works staff.
- Complete construction of WPCF North Pond #8 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 construction of south half West Street Transmission Main Project.
- Complete design and construction of 2019 Water Main Replacement Project – 8,000 lineal feet and 150 services included.
- Complete design of 2020 Sewer and Water Main Replacement Project – 5,300 lineal feet of water and 107 services included.
- Complete construction of 2018 water main replacement project.
- Evaluate apparent accelerated corrosion and premature water main failures in Gibson Ranch neighborhood.
- Commence design and construction of Beamer Trunk Sewer Rehabilitation, Phase II.
- Commence construction of North Regional Pond and Pump Station.
- Commence preliminary engineering work to replace the outfall channel culverts through the Yolo Bypass West Levee.
- Monitor and implement regulatory changes impacting the storm water utility affecting MS4 communities, including waters of the US, trash amendment, etc.
- Commence update of north area Storm Drain Facilities Master Plan.

### Development Engineering FY2018-19 Accomplishments

- Completed 90% of the (civil improvement) plan checking necessary to support over 400 new residential lots.
- Completed six (6) subdivision maps and two (2) parcel maps.
- Processed approximately 220 encroachment permits.

## Department Summaries

- Processed approximately 240 transportation permits.
- Processed approximately 40 hydrant permits.
- Supported the planning group in processing tentative maps, CUPs, and various other entitlements.
- Completed the 2019 Spring Lake CIP and SLIF fee update
- Implemented a new fee system for building permits

## Development Engineering FY2019-20 Goals

- Development Engineering will prioritize resources to implement strategic economic development projects and revitalize the downtown.
- 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 implement new technologies and software to improve and expedite entitlement processing and customer available remote access.
- 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 rules, policies, and ordinances to allow for the fair and equitable implementation of the 2nd and 3rd release of BUA's in Springlake.
- Development Engineering will support the plan preparation and annexation of land for SP1A.

## Transportation and Capital Engineering FY 2018-19 Accomplishments

- Coordinated with Public Works road crew to complete roadway maintenance including significant areas of full-depth repair, pavement overlay, pothole 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 and other contractors.
- Provided updated permanent timing for traffic signal improvements associated with Capital Projects.
- Coordinated with the Police for concentrated enforcement of identified problem areas.

## Department Summaries

- 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
  - 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 Senior Associate Civil Engineer, one Senior Construction Project Manager, one Associate Engineer, four Engineering Technicians and two Engineering Interns.
- 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.
- Updated Federal Aid version of the 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, and obtained funding from multiple grant funding sources.
- Executed multiple Capital Projects funded by millions of dollars in grant and local funding.

### Capital and Transportation Engineering FY2019-20 Goals

- 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.

## Department Summaries

- 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 the design of the East Main Street project.
  - Complete construction of the W. Main Street Bicycle/Pedestrian Mobility and Safety Improvement project (W. Main Street Reconstruction).
  - Complete construction of the West Woodland Safe Routes to School project (W. Court Street Rehabilitation).
  - Complete construction of the I-5/CR 102 landscaping project.
  - Further progress on the design of the Pedestrian Overcrossing of SR113.
  - Complete the Sustainable Communities Grant funded Bicycle/Pedestrian connectivity study
  - Begin design of the grant funded Gibson Road Rehabilitation project
  - 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
- Complete the update to the City’s Neighborhood Traffic Calming Program based on pilot projects performed in FY2018-19.
- Continue management and inspection of Capital Projects and inspection of Development projects.

### **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 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

## Department Summaries

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 FY2018-19 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 included use, zoning and setback information, code compliance, as well as preparation of Zoning verification Letters for non-conforming structures.
- Provided Planning support for City Manager and Economic Development efforts including site visits and meeting with prospective development interests.
- 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 include 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.
- 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 processed the review of three (3) new and one (1) amended Commercial Cannabis Conditional Use Permits in the Industrial area, allowing up to five (5) cannabis businesses.
- Downtown Hotel – Provided extensive Staff assistance to assist the owner through plan check and accomplishing financing and securing all agreements to facilitate a 90 room, five-story hotel in Downtown. Secured the demolition of the old Toy Library.
- Completed Hotel projects as Zoning Administrator reviews –
  - a. Hilton Tru and Courtyard Hotels on East Main for a total of 181 rooms
  - b. Avid Hotel on Churchill Downs for a total of 79 rooms
- Facilitated architectural, site plan review, and plan check review for Spring Lake subdivisions and multi-family projects:
  - a. DR Horton (90 homes),
  - b. KB Homes (112 homes),
  - c. Taylor Morrison (214 homes)
  - d. Lennar Oyang south (250 homes).
  - e. Sacramento Mutual Housing (39 multi-family units under construction)
- Conducted initial discussions with a new Spring Lake builder Woodside homes (81 homes) for the Cal West subdivision.
- Processed three (3) new Tentative Subdivision applications in Spring Lake that will included Development Agreements –

## Department Summaries

- a. Merritt Ranch Darkhorse Estates LLC – 178 new single family lots
  - b. Pioneer Village Ranch – 231 single family lots and 4.11 acres of multi-family
  - c. Parkside 3 Lennar Homes – proposed 99 small lot single family alley load product
- Facilitated the review of new Conditional Use Permit and Zoning Administrator Permits for new development projects including:
  - a. 1424 Main Street Storage Project – approximately 118,000 sf self-storage
  - b. 1490 E Main Street – proposed 102 unit Staybridge Hotel
  - c. Zendejas Auto Body 1213 Armfield
  - d. TPM/Variance 604 Elm Street
  - e. Idle Wheel Mobile Home Expansion
  - f. Adult Day-care 45 W. Court Street UCP of Sacramento
- Facilitated the review, plan check, and inspections for development projects including:
  - a. Country Oaks Infill (38 units) including tree removal,
  - b. Downtown Suites (14-unit) infill project.
  - c. Mercy Housing – Beamer and Cottonwood
  - d. Dialysis Center – East Main Street
  - e. Target Re-Brand and new Tesla Charging Stations
  - f. 440 College Street 4-plex renovation
  - g. Prudler SF subdivision plan check review including resolving property boundary-fencing design.
  - h. Tide Court Mini-storage
  - i. Royal Coach Car wash
  - j. AT&T Cellular tower at Hays lane
  - k. Garton Tractor remodel
- Assisted in review of projects for the continued buildout of Gateway I including processing a Tentative Parcel Map, Conditional Use Permit Modification, and Design Review for a new shop building south of the Mod Pizza.
- Continued review of alcohol permits (ABC licenses) and Public Convenience and Necessity review (PCN) when required.
- Continued to assist businesses through staff level Design Review including:
  - a. Matmor Park 56,000 square foot building,
  - b. Woodland Christian School new Theater, gym and pre-school
  - c. Mosque at 1225 East Street
  - d. Z Specialty New Building on 1221 Harter Avenue
  - e. New building addition 22 West Main Street
  - f. Yolo Food Bank
  - g. Pearsons 702 Main Street
  - h. Waste Management major addition 1321 Paddock
  - i. Consultation with Downtown businesses regarding façade and sign improvements
  - j. Sparkles Car Wash CR 102 new canopy design and code enforcement violations
  - k. Gateway Shop 2 and new restaurant drive up.
  - l. Renovation of existing apartment complex – Giovannetti – 220 Court Street
- Preliminary project discussions and plan review for several properties including:
  - a. Potential 60 unit infill on East Street
  - b. Potential 26 unit Infill on West Street
  - c. Potential parking lot in District D of the Downtown

## Department Summaries

- d. Potential 48 unit multi – family project at Beamer and Cottonwood
- e. Possible future church expansion in southwest Woodland
- f. Potential conceptual industrial developments on the 150 acre Kamilos property
- g. Potential development ideas in the Armfield area with multiple property owners
- h. County Fair Mall re-use
- i. Hoblit truck center expansion
- Facilitated Landmark Tree designations
- A total of 67 new (non-city generated) Planning applications were submitted from July 1, 2018 through March 19, 2019 (compared to 68 applications generated between July 1, 2017 and May 2018)
  - a. Accessory Dwelling Units – 3
  - b. Cannabis Business Permits - 4
  - c. Design Review, Wireless Tower Revisions/modifications – 3
  - d. Design Review Subdivision - 1
  - e. Design Review Commercial - 2
  - f. Sign Applications – 26
  - g. Lot Line Adjustments – 1
  - h. Tentative Parcel Maps – 2
  - i. Tentative Subdivision Map, General Plan Amendment, DA– 3
  - j. Conditional Use Permits – 3
  - k. Variance/Zoning Administrator Permit – 5
  - l. New Single Family Setback/Design Review – 4 Custom Homes
  - m. CUP/PUD/ZAP Modification – 1
  - n. Site Plan Review Commercial/Multifamily – 8
  - o. Lot Merger – 1

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

- Initiation of the Comprehensive Zoning Code Update
- Advancing work on the Downtown Specific Plan update, including completion of a parking management plan and conditions survey.
- Continued support for the processing of the Woodland Research and Technology Park Specific Plan and EIR (0.4 FTE)
- Completion and submission of the *No Place Like Home* loan application to help facilitate the potential development of 61 units and supportive services at Beamer and CR 102.
- Participating in ongoing collaboration with County Administration and HHS staff on the possible development of permanent supportive or bridge housing on County parcels in the City.
- With Engineering, provided review and recommendations for the location and design of the proposed focused YCTD Transit Center Hub being prepared by Kimley-Horn
- Preliminary application discussion, early site plan review for several potential long range private projects including a possible future hospital location, commercial and industrial annexation ventures such as:
  - a. Dignity Health hospital location discussions
  - b. Gateway II possible annexation north of Maxwell
  - c. Gateway Mixed Use discussions
  - d. Barton 154 acre analysis including odor evaluation
  - e. Possible short term housing concept ideas on Yolo County property
  - f. Woodland Commerce Center (Main and CR 102) various project inquiries.

## Department Summaries

- Provided staff support for Code Enforcement including research, code assistance, and occasional meeting attendance.
- Approval of an Agricultural Mitigation Ordinance.
- Approval of an Accessory Dwelling Unit Ordinance
- Provided staff support in review of the Urban Forestry master plan and Tree Preservation Ordinance update.
- Provided staff support and review for agencies such as the Yolo Habitat Conservancy, 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 to focus on grant application to SACOG under SB2 for a potential \$250,000 grant to assist in completing the comprehensive zoning code update.
- Implementation of General Plan goals and State requirements regarding Green House Gas reduction targets, Climate Action Plan, and Vehicle Miles Traveled (VMT) metrics.
- Continued the required Swainson Hawk monitoring for Spring Lake as required in the Specific Plan Development Agreement.
- Completed a citywide ADA Review and Evaluation for the City.
- Development of a permit fee calculator to facilitate in the ability to provide accurate and timely fee estimates.
- 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 file management and organization of long-term file storage
- Utilized methods such as customer satisfaction surveys and web comments to continue to review and evaluate customer service and effectiveness.
- Continued to work with new technology rollouts including the Civic Clerk public meeting access program.
- Continued assessment of web navigation in the department site to ensure that information is as user friendly as possible.

## Planning FY 2019-20 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 a plan to implement a new VMT review and mitigation program.
  - c. Complete the Comprehensive Zoning Code update by April 2020 (0.5 FTE).
  - d. Complete the Downtown Specific Plan update and incorporate into the Comprehensive Code.
  - e. Develop new forms, handouts and educational guides to assist in understanding the new code.
- Complete the Specific Plan and EIR for the Woodland Research and Technology Park Specific Plan and EIR (0.4 FTE).
- Work with SACOG to apply for Grant funding to facilitate planning actions to improve the availability of housing and reduce Greenhouse gas emissions.
- 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 508 new homes may be approved in active Spring Lake
- Continue to support new infill development. Develop a set of by-right approval standards.
- Adopt the Woodland Commerce Center EIR.

## Department Summaries

- 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 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 on the continued development of a 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 facilitating the creative re-use of existing sites.
- Ongoing efforts in the planning, entitlement, financing and development of innovative homeless/affordable and attainable housing that is not or less dependent on federal or state subsidies.
- 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.
- As possible, provide focused staff efforts to provide continual updates to the website. Continue to monitor and make changes to ensure that the most up-to date information is available. This would be largely facilitated by a PIO on staff to oversee and manage all public information output.
- Continue to advocate for an effective and usable project tracking system including staff responses to the Energov and TRAKiT presentations.

### **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 that 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

## Department Summaries

and resulting compliance will be achieved through consistently applied processes. It is expected that all staff responsible for enforcing City codes will be responsive, exercise good judgment and common sense and use a reasonable approach.

### Building FY2018-19 Accomplishments

- The key projects completed, started, or ready for permit issuances:
  - 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
  - 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
  - 240 Single Family Home permits issued (as of 3/25/19)
  - DAS Homes Downtown Suites – 14 condos
  - Sunflower- Master Plans, Oyang South Subdivision #5092
  - Yolo County Office of Education Commercial TI, 1280 Anita Santa
  - Jersey Mikes Sub-Sandwich Restaurant TI, 2000 E. Main Street
  - Yolo Food Bank - Remodel and Addition, 233 Harter Avenue
  - New Hilton Hotel 5-Story Home-2- Suites, 1021 Main Street
  - Summerstone Master Plans, Subdivision 5092
  - Nugget Production Bakery Expansion TI in warehouse, 2170 Hanson Way
  - Lennar Homes Master Plans, Subdivision #5075
  - Commercial TI for Modular Home Production Facility, 550 N. Pioneer Avenue
  - Conversion of an existing tenant space into a Pizza Express, 353 W Main Street
  - Western Foods bagging TI, 460 N Pioneer Avenue
  - Commercial TI for Lou's Italian Restaurant, 423 First Street
  - COW Toy Library Demolition, 1017 Main Street
  - ProTerp Cannabis Processing Plant TI, 1230 Harter Avenue
  - Purpose-Nutrition Construct Bar, 303 First Street
  - Chickpeas Restaurant Store-Room Expansion TI, 804 Main Street
  - United-Cerebral-Palsy Adult-Daycare TI, 45 W Court Street
  - Sawyers Sweets Retail Food TI, 528 Main Street
  - Sourdough & Co., 2051 Bronze Star Drive
  - McDonald's Dining Remodel & ADA-Restrooms TI, 1500 E. Main Street
  - Caceres 3-Tenant Office Spaces TI in Meier-Bldg., 431-433-435 College Street
  - Peart Office TI, 414 Fourth Street
  - Garton-Tractor TI, 275 County Road 98
  - Yolo Federal Credit Union Phase-2 TI, 266 W Main Street
  - Train Depot Accessory 205-ft<sup>2</sup> Restroom Building, 1120 Lincoln Avenue
  - DAS Remodel Caceres 4-Unit Apartment Building, 440 College Street
  
- 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

## Department Summaries

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 \$1,445,000 per year based upon \$85 million of valuation, which equates to 1.7 % building fees per total value of project.
- The total fees paid for building permits of all types from July 1, 2018 to March 25, 2019 is \$1.3 million.
- Attended the California Association of Building Official (CALBO) annual Seminar for continuous training and certification.

### Building FY2019-20 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.
- Streamline permit process by implementing electronic submission and plan review, and consider appropriate software application for Building permitting and review, coordinated with Engineering and Planning.
- Continue and maintain ICC certification and CALBO annual training and certifications.

### Code Enforcement FY2018-19 Accomplishments

- Processed 359 complaints, 314 closed, 45 open, and 4 in collections.
- Attended the California Association of Code Officers Annual Seminar for continuous training and certification.
- Worked with the property owners of 102 Railroad to remove abandoned vehicles and trailers and to evict transients from property.
- Working with new property owner of Woodland Motors, 1670 & 1689 E Main Street to remove the asphalt and building foundations.
- Worked with the Public Works and Police H.O.S.T. team to clean-up and remove transient camp throughout the city along with other programs that included monthly meetings to identify various nuisances and complaints throughout the city.
- Worked with the property owners at 800 Kentucky Avenue to demolish the fire-damaged house.
- Coordinated with Environmental Services, Public Works, and Waste Manage to clean-up sewage spills into the storm drains at 18440 CR 102 & 164 Main Street.
- Assisted Environmental Services to ensure businesses are compliant with the state-mandated Mandatory Recycling Program.
- Working with the property owner of 212 Lincoln Avenue to demolish the substandard building.
- Working with BBK Law Firm to take over receivership of 210 Lincoln Avenue.
- Implemented fine collection program with Pacific Credit Service for administrative citations.

## Department Summaries

### Code Enforcement FY2019-20 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.
- 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.

### FY2018-19 Accomplishments - as identified in the City Council's Goal to Strengthen Downtown and Implement Economic Development / Job Creation Priority Goals and Strategies:

- Completed Revenue Sharing Agreement between City and County for three (3) future annexation areas: Woodland Industrial Park, Woodland Commerce Center, and Woodland Research and Technology Park.
- Continued to strengthen the local food and agriculture economy via the Food Front initiative in partnership with local industry. Over \$150 million of new private investment was made in form of new construction and expansion of existing companies.
- Increased on-line presence on Social Media through Facebook and Twitter.
- Advanced processing of the Woodland Research and Technology Park project
- Business Retention, Expansion, and Attraction:
  - Conducted 2018 Woodland Business Walk and follow up requests
  - Assisted businesses through planning and permitting process including eight (8) food and agriculture companies investing over \$150M in expansions
- Approved three (3) new hotel projects adding over 200 additional rooms.
- Closed escrow and commenced construction on the Downtown Hotel Project.
- Expanded the Impact Fee Deferral Program in support of non-residential and infill projects.
- Updated City Development Impact Fees in support of General Plan priorities for economic development and new infill development.

### FY2019-20 Goals

- Complete the entitlement process for the Woodland Research and Technology Park project.

## Department Summaries

- 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
- Partner with AgStart, UC Davis, and other technology-based organizations to grow new food/ag/science technology industry.
- Complete infrastructure upgrades downtown in support of new infill development.
- Implement additional streamlining measures to improve processing of building permits and business licensing.
- Conduct the citywide FY2019-20 Woodland Business Walk.
- Complete the Yolo County Workforce Development Employer/Provider/Employee Data Base.
- Implement the Business Assistance Expansion/Attraction Tracking System.

**COMMUNITY DEVELOPMENT**

<u>Source of Funds</u>	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020
General Fund Support	\$ 133,227	\$ 335,089	\$ 853,479	\$ 980,347
General Fund Fees & Charges	2,983,469	671,851	2,345,281	2,349,192
Enterprise Funds	5,733,233	1,426,277	2,645,440	6,760,981
Special Revenue	186,687	160,769	1,801,815	1,775,615
Development Funds/Capital	535,708	13,929	741,534	282,413
Redevelopment/Successor Agency	267,190	447,401	512,210	286,570
Spring Lake	70,291	3,636,553	68,420	71,378
		226,842		
<b>Total Funding Sources</b>	<b>\$ 9,909,805</b>	<b>\$ 6,691,870</b>	<b>\$ 8,968,179</b>	<b>\$ 12,506,496</b>

<b>Expenses by Division</b>				
<u>Division</u>	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020
21 Administration	\$ 211,957	\$ 335,089	\$ 296,191	\$ 404,684
22 Planning	673,193	671,851	736,654	891,729
23 Building Inspection	3,874,087	1,426,277	1,277,135	1,169,426
24 Successor Agency (former Redevelopment)	297,190	160,769	512,210	286,570
25 CDBG	28,068	13,929	-	-
26 Economic Development	390,634	447,401	417,624	409,713
27 Engineering	3,752,583	3,636,553	4,264,292	4,564,374
29 Capital Projects	682,093	226,842	1,464,073	4,780,000
<b>Total Expenditures</b>	<b>\$ 9,909,805</b>	<b>\$ 6,918,712</b>	<b>\$ 8,968,179</b>	<b>\$ 12,506,496</b>

<b>General Fund Expenses by Division</b>				
<u>Division</u>	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020
21 Administration	\$ 211,957	\$ 335,089	\$ 296,191	\$ 404,684
22 Planning	598,758	622,777	682,313	834,999
23 Building Inspection	1,096,403	910,134	1,184,405	1,075,872
24 Successor Agency (former Redevelopment)	-	-	-	-
25 CDBG	-	-	-	-
26 Economic Development	390,634	447,401	187,031	154,068
27 Engineering	818,944	806,212	848,820	859,916
29 Capital Projects	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 3,116,696</b>	<b>\$ 3,121,613</b>	<b>\$ 3,198,760</b>	<b>\$ 3,329,539</b>

<b>Expenses by Category</b>				
	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>Expenditures</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>	<b>FY2018-2019</b>	<b>FY2019-2020</b>
Salaries and Benefits	\$ 6,187,456	\$ 3,863,508	\$ 3,967,043	\$ 4,357,730
Supplies & Services	2,933,478	2,187,805	3,883,275	7,182,748
Education & Meetings	48,078	56,458	78,770	90,895
Debt Service	-	100,742	425,640	200,000
Capital Expenses	-	-	-	-
Other Operating Expenditures	736,411	710,199	613,451	675,123
Transfers	4,383	-	-	-
<b>Total Expenditures</b>	<b>\$ 9,909,805</b>	<b>\$ 6,918,712</b>	<b>\$ 8,968,179</b>	<b>\$ 12,506,496</b>

<b>General Fund Expenses by Category</b>				
	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>Expenditures</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>	<b>FY2018-2019</b>	<b>FY2019-2020</b>
Salaries and Benefits	\$ 2,036,175	\$ 2,228,769	\$ 2,117,045	\$ 2,311,676
Supplies & Services	588,853	379,587	546,114	418,776
Education & Meetings	32,536	48,182	65,295	77,420
Debt Service	-	-	-	-
Capital Expenses	-	-	-	-
Other Operating Expenditures	454,749	465,075	470,306	521,667
Transfers	4,383	-	-	-
<b>Total Expenditures</b>	<b>\$ 3,116,696</b>	<b>\$ 3,121,613</b>	<b>\$ 3,198,760</b>	<b>\$ 3,329,539</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – COMMUNITY DEVELOPMENT

<b>Classification</b>	<b>FY2015/16</b>	<b>FY2016/17</b>	<b>FY2017/18</b>	<b>FY2018/19</b>	<b>Adopted FY2019/20</b>
<b>Community Development</b>					
Administrative Clerk I	1	0	0	0	0
Administrative Clerk II	1	2	2	2	2
Administrative Secretary	1	1	1	1	1
Associate Civil Engineer	2	1	1	1	0
Associate Engineer	1	1	1	1	1
Associate Planner	1	1	1	1	1
Assistant City Manager-Community & Econ Develop	0	1	1	1	1
Building Inspector I/II	0	0	0	1	1
Chief Building Official	1	1	1	1	1
City Engineer	1	1	1	1	1
Code Compliance Officer II	2	2	2	1	1
Community Development Director	1	0	0	0	0
Community Development Technician I	0	0	0	2	2
Community Development Technician II	1	1	1	0	0
Construction Project Manager	1	1	0	0	0
Deputy CDD Director	0	1	1	1	1
Engineering Assistant	0	0	1	0	2
Engineering Technician II	2	2	2	2	1
Engineering Technician III	5	5	4	4	3
Junior Engineer	0	0	0	1	1
Junior Planner	0	0	0	1	1
Management Analyst II	1	0	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	0	0
Senior Building Plans Examiner	1	1	1	1	1
Senior Associate Civil Engineer	1	2	2	2	3
Senior Construction Project Manager	0	0	1	1	1
Senior Civil Engineer	1	1	1	1	1
Senior Engineering Assistant	0	0	0	1	1
Senior Management Analyst	0	1	1	1	1
Senior Planner	1	1	1	1	1
<b>Total Community Development</b>	<b>31</b>	<b>32</b>	<b>32</b>	<b>34</b>	<b>34</b>

## 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; cemetery services, parks maintenance services; and urban forestry services. The department is organized into five separate divisions: Administration, Recreation, Parks Maintenance and two internal services funds - Recreation Enterprise and Cemetery Enterprise

### FY2018-19 Accomplishments

- Continued to offer contract recreation programming for all ages.
- Continued to offer quality facilities for rent at the Woodland Community & Senior Center.
- Increased Youth Basketball League revenue by 29%.
- Continued to maintain high attendance for the Woodland Boxing Club, specifically with youth participants.
- Continued to offer senior programming with support groups, exercise programs, travel opportunities, and unique educational sessions.
- Continued to provide Adult Sports activities including softball, basketball, and volleyball (134 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 14,000 visitors during the 10 weeks of summer.
- Enrolled youth in Summer Teen Pack (made possible with funding from Measure J) to 98% 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, and Summer Teen Pack, (made possible with funding from Measure J).
- Continued to implement unique free events for all ages including a pool movie night, a park movie night, "Movies on Main Street", Valentine's Day Cookie Decorating, a 6<sup>th</sup> 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 over 100 citywide events, parks, and school activities.
- Continued to waive over \$62,000 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 Street, the annual 4<sup>th</sup> of July Celebration, Martin Luther King Jr. Celebration and Community Service Project, and the César Chávez Celebration.

## Department Summaries

- Helped facilitate the completion of at least five (5) Community Development Block Grant-funded construction projects with work on the Federal labor and contract compliance requirements.
- Provided funding assistance for nine public service activities through the CDBG program (fair housing services, emergency shelter, permanent supportive housing, homeless prevention, meals delivery to low income senior citizens, health services to children at risk, and MediCal and CalFresh enrollment and retention.)
- Obtained technical studies/reports (preliminary title report, appraisal, phase 1 environmental site assessment, and survey) in support of No Place Like Home loan application for 61-unit permanent supportive housing development to house the homeless.

## FY2019-20 Goals

- Increase contract class net revenue by 5%.
- Increase youth 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 15,000 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 (funding provided by Measure J) and make scholarships available for wider range of recreational programs.
- Facilitate the completion of at least four (4) CDBG-funded construction projects.
- Complete CDBG Consolidated Plan to cover Woodland CDBG activities for a five-year period (July 1, 2020 – June 30, 2025).
- Disburse remaining \$300,000 in loan funds for Mutual Housing Phase 2 project (39 low-income farmworker units) at construction completion.
- Continue to support efforts for 61-unit permanent supportive housing development to house the homeless.

## **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 has nine (9) mini parks/plazas, 15 neighborhood parks, one (1) community sports park, and six (6) recreational facilities including the Woodland Community & Senior Center. The City's parks infrastructure consists of approximately 185 acres of developed land (including a cemetery and detention basins that are used for recreational purposes) and another 224 acres of undeveloped land (parks, greenbelts, sports park, and the "Regional Park"). 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.

## Department Summaries

### FY2018-19 Accomplishments

- Continued to perform wide range cyclical pruning in our older growth section of town.
- Prepared an Urban Forest Master Plan and planted 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 Crawford Park.
- Replaced one of the ADA lifts and repaired two existing lifts at Charles Brooks Pool.
- Celebrated Dr. Martin Luther King Jr. Day with a community “unity” breakfast at Rick Gonzales Senior Park and tree planting throughout Spring Lake.
- Installed an ossuary at Cemetery to provide a low cost option for cremated remains.
- Executed User Agreements with the Woodland Tennis Club and Sords Boards to advance their respective new tennis and skate park facilities at the Sports Park.

### FY2019-20 Goals

- Assist user groups in advancing new recreation facilities at the Sports Park for tennis, skate boarding, soccer, and girls fastpitch.
- Develop funding option for a second community aquatics complex at Pioneer High School.
- Update Park/Facilities Joint Use Agreement with WJUSD.
- Continue to identify ways to reduce water use at City Parks and landscaped areas.
- Evaluate regulating valley oaks and other large significant trees that are located on private property.
- 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 Charles Brooks Pool to make them ADA accessible.
- Evaluate replacing the bleachers at the pool.
- Replace the light poles at Crawford Park.
- Secure existing utility room at Everman Park by demolishing old restrooms and expanding the maintenance area for the park.
- Resurface the existing skate park at Crawford Park.
- Update the Cemetery fee schedule to reflect the current needs and changes.

**COMMUNITY SERVICES**

<u>Source of Funds</u>	Actual FY2016-2017	Actual FY2017-2018	Amended FY2018-2019	Adopted FY2019-2020
General Fund Support	\$ 3,664,249	\$ 3,774,154	\$ 4,861,151	\$ 4,720,529
General Fund Fees & Charges	616,727	667,552	608,120	592,780
Internal Service Funds	52,421	220,057	17,522	50,000
Measure J	980,584	943,963	1,708,043	1,350,298
Enterprise Funds	701,990	748,136	892,951	923,552
Special Revenue	2,620,714	2,936,193	5,382,048	4,259,537
Development Funds/Capital	-	13,759	190,841	2,511
Spring Lake	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 8,636,686</b>	<b>\$ 9,303,814</b>	<b>\$ 13,660,675</b>	<b>\$ 11,899,207</b>

<b>Expenses by Division</b>				
<u>Division</u>	Actual FY2016-2017	Actual FY2017-2018	Amended FY2018-2019	Adopted FY2019-2020
41 Administration	\$ 1,455,395	\$ 1,643,168	\$ 1,577,342	\$ 1,602,773
42 Park Maintenance	4,364,405	4,675,905	6,466,866	6,906,458
43 Recreation	973,028	986,406	1,135,502	1,118,734
45 Housing/Grants	863,274	1,054,372	2,755,401	920,933
48 Measure J	980,584	943,963	1,725,565	1,350,298
49 Capital	-	-	-	11
<b>Total Expenditures</b>	<b>\$ 8,636,686</b>	<b>\$ 9,303,814</b>	<b>\$ 13,660,675</b>	<b>\$ 11,899,207</b>

<b>General Fund Expenses by Division</b>				
<u>Division</u>	Actual FY2016-2017	Actual FY2017-2018	Amended FY2018-2019	Adopted FY2019-2020
41 Administration	\$ 1,402,974	\$ 1,410,911	\$ 1,577,342	\$ 1,587,773
42 Park Maintenance	2,205,188	2,295,658	2,783,354	2,880,163
43 Recreation	646,452	649,136	733,152	720,114
45 Housing/Grants	26,364	86,001	375,423	125,259
48 Measure J	980,583	943,963	1,708,043	1,350,298
49 Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 5,261,561</b>	<b>\$ 5,385,669</b>	<b>\$ 7,177,313</b>	<b>\$ 6,663,607</b>

Department Summaries

<b>Expenses by Category</b>				
<b>Expenditures</b>	<b>Actual FY2016-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
Salaries and Benefits	\$ 3,397,041	\$ 3,476,855	\$ 4,243,571	\$ 4,096,461
Supplies & Services	2,505,755	1,459,725	4,169,293	3,794,376
Education & Meetings	33,345	25,082	41,363	43,718
Debt Service	-	-	-	-
Capital Expenses	33,953	148,558	114,538	266,000
Other Operating Expenditures	2,549,543	3,856,253	4,647,711	3,608,324
Transfers	117,049	337,341	444,200	90,328
<b>Total Expenditures</b>	<b>\$ 8,636,686</b>	<b>\$ 9,303,814</b>	<b>\$ 13,660,675</b>	<b>\$ 11,899,207</b>

<b>General Fund Expenses by Category</b>				
<b>Expenditures</b>	<b>Actual FY2016-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
Salaries and Benefits	\$ 2,472,920	\$ 2,487,697	\$ 3,016,172	\$ 2,951,996
Supplies & Services	1,257,295	1,221,473	1,810,851	1,750,140
Education & Meetings	27,469	21,284	33,835	34,815
Debt Service	-	-	-	-
Capital Expenses	-	-	39,569	-
Other Operating Expenditures	1,439,249	1,559,271	1,879,920	1,836,328
Transfers	64,628	95,944	396,967	90,328
<b>Total Expenditures</b>	<b>\$ 5,261,561</b>	<b>\$ 5,385,669</b>	<b>\$ 7,177,313</b>	<b>\$ 6,663,607</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – COMMUNITY SERVICES

<b>Classification</b>	<b>FY2015/16</b>	<b>FY2016/17</b>	<b>FY2017/18</b>	<b>FY2018/19</b>	<b>Adopted FY2019/20</b>
<b>Community Services (Recreation)</b>					
Administrative Clerk II	1	1	1	1	1
Administrative Supervisor	1	1	1	1	1
Community Services Director	1	1	1	1	1
Community Services Program Manager	2	2	2	2	2
Facilities Maintenance Worker II	1	1	1	1	1
Facilities Maintenance Worker III	1	1	1	1	1
Management Analyst I/II	0	1	1	1	1
Park Maintenance Worker II	0	0	0	1	1
Park Maintenance Worker II	0	3	3	3	3
Park Superintendent	0	1	1	1	1
Park Supervisor	0	2	2	2	2
Pool Facilities Technician	0	1	1	1	1
Recreation Coordinator	3	3	3	3	3
Recreation Supervisor	4	4	4	4	4
Senior Planner	1	1	1	1	1
Senior Tree Trimmer	0	1	1	1	1
Tree Trimmer I	0	0	0	1	1
Tree Trimmer II	0	1	1	0	0
<b>Total Community Services</b>	<b>15</b>	<b>25</b>	<b>25</b>	<b>26</b>	<b>26</b>

## **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 Deputy Chief, Executive Assistant to the Chief and a part-time Crime Prevention Specialist.

### **Patrol**

This bureau has two (2) 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 include six (6) Sergeants, four (4) Corporals, 22 Patrol Officers, two (2) K9 Officers and two (2) full-time Field Community Services Officers, and one (1) part-time Field Community Service Officer. Funding for patrol officers is supplemented by the State COPS 04/05 grant and Proposition 172.

### **Community Relations**

This bureau has three (3) 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 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.

## Department Summaries

### *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. The City's Social Services Manager works closely with HOST and maintains an office within this bureau.

### *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 as the initial point of contact with the public. Division personnel include the Records Supervisor, five (5) full-time Senior Records Specialists, one (1) full-time Records Specialist, one (1) permanent part-time Records Specialist and one (1) temporary part-time Records Specialist.

## Department Summaries

### *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.

### FY2018-19 Accomplishments

#### *Department-wide:*

- Hosted the annual Retiree CCW qualifications
- Participated in *Read Across America* with department staff volunteering to read at elementary schools throughout Woodland.
- Coordinated and hosted two (2) DEA Drug Take Back events.
- Restructured the Priority of Calls for Service. This was done to increase response time to calls for service for crime that were in progress
- Installed two (2) Police Observation Devices (PODs) at two (2) intersections: Pioneer Avenue and E. Main Street & Maxwell Avenue and Co Rd 102.
- Held monthly Coffee with a Cop.
- Successful annual Department Fall Open House with increased participation and attendance.
- Creation and operation of Unidos, a program tailored for the Spanish speaking community.
- Implemented the Employee Wellness Program.
- Creation and implementation of a massage establishment inspection program in conjunction with Community Development Department.

#### *Office of the Chief*

- The Deputy Chief attended and graduated from the FBI National Academy in Quantico, Virginia.
- Added 13 new volunteers.
- Completed the 2018 Annual Report.
- Volunteers continued to be active internally and externally within the department to include assisting in Records and ViP Patrol.
- Volunteers assisted with Vehicle Abatement on a regular basis totaling 438.75 hours in 2018.
- Two (2) Volunteers began assisting Code Enforcement weekly with tasks to assist paid city personnel.
- Successfully ran the first Citizen Police Academy with 19 participants and 10 meetings.
- Launched and maintained a new Police Explorer program open to high school students. The program currently has 12 Explorers.

#### *Patrol Bureau*

- Successfully filled four (4) Police Officer vacancies.
- At no additional cost, switched all in car patrol computers to AT&T First Net, ensuring PD computers will stay connected to the network and receive priority service during a disaster incident.

## Department Summaries

- Realigned Patrol beat boundaries to give each beat similar number of calls for service to increase uncommitted time in beats that were inundated with high number of calls for service.
- Continued collaboration with the Yolo County District Attorney's Office in instituting Neighborhood Court and the Homeless Restorative Justice Program.
- Continued collaborated with Yolo County Mental Health Department to provide mental health services that were lost with the 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.
- Successfully applied for Homeland Security Grant to purchase improved communications equipment.
- Obtained SWAT Helmets and communications equipment through asset seizure funds.
- Equipped Patrol Rifles with improved optics.

### *Community Relations Bureau*

- Successfully filled second part-time Parking Officer position.
- Successful completion of the OTS Grant (October 2017-September 2018):
  - a. 20 DUI saturation patrols
  - b. 12 PCF saturation patrols
  - c. 4 Bicycle / Pedestrian saturation
  - d. 3 DUI warrant sweeps
  - e. 1 DUI/DL checkpoint 6 hours

The aforementioned grants resulted in the following arrests and citations:

- f. 12 DUI arrests
    - ✓ 3 DUI pursuits arrests
    - ✓ 9 suspended driver's license arrests
    - ✓ 5 warrant arrests (DUI and suspended drivers' licenses)
    - ✓ 5 narcotic arrests
    - ✓ 1 pursuit / reckless driving arrest,
    - ✓ 280 citations for primary collision factors (unsafe speed, auto right away violations, improper turning and cell phone violations)
    - ✓ 48 citations for bicycle/pedestrian violations.
- Hosted two (2) women's self-defence classes
  - Hosted a very successful National Night Out in October 2018 with over 32 block parties.
  - The Department's Crime Prevention Specialist spoke at several civic groups and schools and held 17 safety presentations.
  - Attended five (5) Neighborhood Watch meetings.
  - 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.
  - Completed 7<sup>th</sup> Grade G.R.E.A.T. classes at Lee Middle School.
  - Developed a YouTube channel. Participated in Lip Sync Challenge, which resulted in nationwide coverage and over 1.5 million views. Ongoing features such as 9PM Routine, OC Diaries, Warrant Wednesday.
  - Took over the Fill the Trunk from Salvation Army, expanding the program to include a special Santa's Workshop for kids to do while parents were "shopping". Provided clothing and/or toys for over 275 local children.

## Department Summaries

- Expanded the Social Media Team and hosted monthly meetings. Developed a YouTube Channel.
- Completed POST required training with near 100% percent compliance (only one not in compliance due to injury).
- Completed ALICE active shooter training at many schools and community organizations.

### *Investigations Bureau*

- Successfully filled both full-time and part-time Crime Analyst positions.
- Successfully completed the first full year for Compstat.
- Successfully implemented the use of SpidrTech to improve customer service with timely notification of reporting parties and victims with regards to incidents.

### *Support Services*

- Initiated digitization of case files beginning with 2007.
- Successful POST audit of all training expenses reimbursed for 2016.
- Successfully awarded \$142,908 in US Department of Justice funds to upgrade RMS/FBR in support of the NIBRS conversion.
- Auctioned off 10 cars and destroyed 148 guns no longer needed as evidence and/or not claimed by the identified owners as per policy.

## FY2019-20 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; will explore addition of Instagram.
- 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.
- Increase officer uncommitted time: Police needs to identify ways to increase officer uncommitted time from 15% to 40%.
- Increase collaboration with county regarding HOST initiatives.
- Continue collaboration with Yolo County mental health crisis intervention program in offering services to clients and continued training at the PD.
- Full implementation of the Commercial Cannabis Enforcement team.
- Expand GREAT 7<sup>th</sup> Grade classes at Douglass Middle School.
- Complete ALICE in remaining schools.
- Digitize training files and streamline training request process.
- Develop better training tracking system.
- Develop anti-bullying process for schools.
- Create Special Investigator position for regulatory work/projects.
- Implement case reduction plan in Investigations using updated records management plan.

## Department Summaries

- Implement new case intake assignment strategy to reprioritize investigations caseload.
- Improve overall department Intelligence Led Policing strategies with consultancy by IACP.
- Formalize officer training and development plan for officers to prepare for Investigations Bureau.
- Develop an advanced/specialized investigations consortium in Yolo County.
- Begin a volunteer downtown bicycle patrol.
- Start a ViP reading to preschoolers' program.
- Run a second annual Citizen Police Academy. Expand the academy by 1-2 meetings to total 11-12.
- Start a Chief's Advisory Board.
- Continue with the Woodland Youth Public Safety Academy – two (2) sessions per year (Spring/Fall).
- Reorganization of divisions and units within the department's bureaus to assist with supervision and productivity.
- Host the third annual Department Fall Festival and Open House.
- Create quarterly sergeant meetings in order to allow for stronger communication and internal training opportunities.

**POLICE**

<u>Source of Funds</u>	<b>Actual FY2016-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
General Fund Support	\$ 16,256,991	\$ 17,251,357	\$ 18,592,859	\$ 20,197,501
General Fund Fees & Charges	712,976	671,826	511,274	527,915
Internal Service Funds	-	9,662	119,673	28,700
Measure J	446,373	363,832	417,892	430,787
Proposition 172 Funds	319,118	335,508	294,061	308,509
Grant Funds	506,255	540,516	728,811	154,781
Measure F	-	-	552,935	573,291
Development Funds/Capital	97,048	96,945	98,770	98,770
Asset Forfeiture	-	45,480	25,000	10,104
<b>Total Funding Sources</b>	<b>\$ 18,338,761</b>	<b>\$ 19,315,125</b>	<b>\$ 21,341,275</b>	<b>\$ 22,330,358</b>

<b>All Funds Expenses by Division</b>				
<u>Division</u>	<b>Actual FY2016-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
51 Administration	\$ 3,264,803	\$ 3,320,895	\$ 3,766,063	\$ 4,011,144
52 Operations	8,884,731	8,776,560	9,123,697	10,084,786
53 Operations Support	1,710,073	1,900,336	2,004,496	2,178,871
54 Special Operation	2,928,498	2,462,193	2,540,124	2,560,959
55 Community Relations	-	1,386,025	2,435,011	2,485,647
56 Special Police Revenues	421,378	508,019	500,072	479,394
57 Police Grants	585,858	500,321	455,150	-
58 Measure J	446,373	363,832	417,892	430,787
59 Capital Projects	97,048	96,945	98,770	98,770
<b>Total Expenditures</b>	<b>\$ 18,338,761</b>	<b>\$ 19,315,125</b>	<b>\$ 21,341,275</b>	<b>\$ 22,330,358</b>

<b>General Fund Expenses by Division</b>				
<u>Division</u>	<b>Actual FY2016-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
51 Administration	\$ 3,264,803	\$ 3,320,895	\$ 3,623,155	\$ 4,011,144
52 Operations	8,884,731	8,776,560	8,655,445	9,679,331
53 Operations Support	1,710,073	1,890,674	1,961,112	2,157,179
54 Special Operation	2,928,498	2,462,193	2,379,152	2,386,115
55 Community Relations	-	1,386,025	2,435,011	2,485,647
56 Special Police Revenues	-	-	36,000	6,000
57 Police Grants	181,863	86,836	14,258	-
58 Measure J	446,373	363,832	417,892	430,787

Department Summaries

59 Capital Projects	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 17,416,341</b>	<b>\$ 18,287,014</b>	<b>\$ 19,522,025</b>	<b>\$ 21,156,203</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<b>Actual FY2016-2017</b>	<b>Unaudited FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
Salaries and Benefits	\$ 13,047,347	\$ 13,703,733	\$ 15,186,298	\$ 16,076,047
Supplies & Services	3,187,269	3,263,539	3,686,676	3,735,708
Education & Meetings	92,804	85,138	59,676	68,012
Capital Expenses	-	-	31,500	-
Other Operating Expenditures	2,011,341	2,262,714	2,281,875	2,418,635
Transfers	-	-	95,249	31,956
<b>Total Expenditures</b>	<b>\$ 18,338,761</b>	<b>\$ 19,315,125</b>	<b>\$ 21,341,275</b>	<b>\$ 22,330,358</b>

<b>General Fund Expenses by Category</b>				
<u>Expenditures</u>	<b>Actual FY2016-2017</b>	<b>Unaudited FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
Salaries and Benefits	\$ 12,249,427	\$ 12,878,017	\$ 13,872,245	\$ 15,091,010
Supplies & Services	3,187,269	3,218,059	3,332,903	3,690,588
Education & Meetings	92,804	75,477	59,676	68,012
Capital Expenses	-	-	31,500	-
Other Operating Expenditures	1,886,841	2,115,461	2,130,452	2,274,637
Transfers	-	-	95,249	31,956
<b>Total Expenditures</b>	<b>\$ 17,416,341</b>	<b>\$ 18,287,014</b>	<b>\$ 19,522,025</b>	<b>\$ 21,156,203</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – POLICE

<b>Classification</b>	<b>FY2015/16</b>	<b>FY2016/17</b>	<b>FY2017/18</b>	<b>FY2018/19</b>	<b>Adopted FY2019/20</b>
<b>Police</b>					
Administrative Clerk II	0.5	0	0	0	0
Administrative Clerk III	0	0.5	0	0	0
Administrative Secretary	1	1	1	0	0
Community Services Officer	4	4	4	4	4
Crime & Intelligence Analyst	1	1	1	1	1
Crime Prevention Specialist	1	1	1	1	1
Executive Assistant	0	0	0	1	1
Police Captain	1	1	1	1	1
Police Chief	0	1	1	1	1
Police Lieutenant	3	3	3	3	3
Police Officer	49	49	49	53	53
Police Records Specialist	1	2	1	1	1
Police Records Supervisor	1	1	1	1	1
Police Sergeant	10	10	10	10	10
Records Manager	0	0	0	0	0
Public Safety Chief	1	0	0	0	0
Senior Management Analyst	1	1	1	1	1
Senior Police Records Specialist	5	4	5	5	5
Social Services Manager	0	0	0	1	1
<b>Total Police</b>	<b>79.5</b>	<b>79.5</b>	<b>79</b>	<b>84</b>	<b>84</b>

## **FIRE DEPARTMENT**

The City of Woodland 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. Projects and workload are shared and completed as teams across divisions. For the sake of continuity, Fire still refers 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. This division is managed by the Fire Chief and a Management Analyst with assistance from prevention staff. Activities of this division include the following:

- Long-range organizational/succession planning
- Personnel management
- Contract and grant administration
- Records management
- Budget oversight and management
- Leadership development
- Policy development
- Risk management
- Disaster Planning and Emergency Preparedness (shared with Prevention Division)

### Administration FY2018-19 Accomplishments

#### *Long Term Planning*

- Acquired land for station relocation.
- Established baseline programming for new fire station.
- Completed Standard of Cover.
- Entered into apparatus sharing agreement with regional partners.

#### *Personnel*

- Successful Fire Marshal recruitment and hiring.
- Supported succession planning through "Acting Assignments" at ALL levels.
- Completed Support Branch MOU.
- Temporarily staffed administrative Battalion Chief to strengthen administrative capabilities and succession plan.

## Department Summaries

### *Grant Funding*

- Submitted Assistance for firefighting Grant (AFG) for Self Contained Breathing Apparatus (SCBA) fill station.
- Submitted Tribal Request for funding of new tiller Ladder Truck.
- Submit for Staffing for Adequate Fire Response (SAFER) grant for three (3) additional firefighters.
- Successfully awarded Homeland Security Program Grant (HSGP) for ballistic protection and EOC lap top computers.
- Successfully awarded Walmart grant for Automatic CPR manikins.
- Successfully awarded Walmart grant for defibrillators for City Hall.

### *Emergency Planning and preparedness*

- Updated the Local Hazard Mitigation Plan the City.
- Level 1, Level 2, and department/section specific training for EOC staff.

### Administration FY2019-20 Goals

#### *Long Term Planning*

- Update the Fire Master Plan/Strategic Plan.
- Complete ISO assessment.
- Develop interoperability of overall communication system/800mghz radio.
- Develop apparatus replacement schedule and seek efficiencies in fleet to include reductions and/or sharing of apparatus.
- Re-assess service delivery options and cost recovery for Elkhorn Fire Protection District.
- Upgrade technology for NEMSIS 3 ePCR compliant reporting.

#### *Personnel*

- Continue to rebuild fire administration and restore the Fire mid-management structure to include Deputy Chief.
- Add one firefighter per shift (three total) to attain minimum NFPA 1710 standard for Ladder Truck staffing.
- Negotiate Fire Mid-management and Firefighter MOU.

### *Grant Funding*

- Pursue radio upgrade (AFG/HSGP/UASI) to become P25 compliant and inter-operable dual band radios/800mghz County wide.
- Submit AFG grant for Self Contained Breathing Apparatus (SCBA).

### *Emergency Planning and Preparedness*

- Ensure adequate emergency public alerting in place and public participation (WEA and Yolo-Alert).
- Complete Continuity of Operations plan.
- Update HAZMAT JPA.
- Update Automatic and Mutual Aid agreements.
- Upgrade Emergency Operations Center (EOC) equipment (pending receipt of previously awarded grant funds).

## Department Summaries

### **OPERATIONS**

This division is responsible for activities related to emergency response. The division oversees four (4) program areas that support the emergency services activities provided by Fire. A single line Battalion Chief manages operations. These programs include:

- Emergency operations and deployment
- Facilities
- Fleet and equipment
- Special Operations

#### Operations FY2018-19 Accomplishments

- Responded to 7,700 calls in 2018, a 4% increase over 2017.
- Deployed Strike Team and/or overhead personnel to seven wildland fires throughout the State of California including the County fire that burned nearly 100,000 acres in the Capay Valley and surrounding areas of Yolo and Napa counties and the Camp Fire, which destroyed the town of Paradise.
- Placed Fire Marshal vehicle in service.
- Transitioned the Woodland Fire Department Exposure Control Plan to be housed/administered under YEMSA.

#### Operations FY2019-20 Goals

- Continue Lexipol migration and development of standard operating guidelines within the department and regionally (pending support).
- Explore funding opportunities for dual band migration to increase interoperability.
- Update Telestaff personnel staffing system to reduce staff time.
- Place new Battalion Chief vehicle in service.
- Update apparatus replacement plan to include reduction of apparatus.
- Spec Type V apparatus and utility vehicle.
- Pilot enhanced “high performance CPR” program (pending support).
- In collaboration with IT, replace aged Mobile Data Computers (MDC) in all apparatus.
- Become a participating member of the greater Sacramento area Urban Search and Rescue (USAR) Task Force VII.

### **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 five (5) program areas that support the emergency services activities provided by Fire. A single line Battalion Chief is managing training. These programs include:

- Training and instruction
- Firefighter Recruitment / Academy
- Promotional processes
- Certification Board
- Regional training coordination

## Department Summaries

### Training FY2018-19 Accomplishments

- Participated in regional testing for Fire Battalion Chief and Fire Engineer and Firefighter recruitment.
- Promoted one Battalion Chief, two Fire Captains, and two Fire Engineers.
- Successfully certified three (3) acting Engineers, two (2) acting Captains and one (1) acting Battalion Chief
- Completed over 7,000 hours of department and regional training including:
  - Intentional Multi Casualty Incident (iMCI) (active shooter)
  - Command training for all officers including supportive technology upgrade
  - Emergency Vehicle Operations training for all drivers
  - Firefighter Bill of Rights for supervisors
  - Designated Officer Exposure Control
- Sent management staff to National Fire Academy for financial planning, Community Risk Reduction, and strategic planning courses.

### Training FY2019-20 Goals

- Hold fire academy for new fire recruits as needed based on forecasted vacancies and new firefighter positions.
- Rescue Task Force guideline implementation and training.
- Conduct Captains promotional testing process.
- Update certification process for all ranks.

## **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 is managed by the Fire Marshal and two (2) prevention specialists. This division oversees six (6) program areas: These programs include:

- Community risk reduction / fire prevention
- Arson investigation
- Inspections
- Enforcement
- Plan review
- Public Education, Outreach, and Youth Programs

### Prevention FY2018-19 Accomplishments

#### *Prevention/Community Risk Reduction*

- Received Council approval and implemented updated fee schedule.
- Developed an electronic plan review and archive process.
- Partnered with Firefighters Burn Institute (FFBI) to establish Youth Fire Setters program.
- Re-integrated fire plan review to be conducted completely in-house, allowing applicants the ability to have a single point of contact for permit status and fire submittal requirements.
- Approved/accepted the appointment for a Fire Prevention Specialist to serve as Co-Chair for the Fire Service Education Committee with NorCal Fire Prevention Officers Association.

#### *Outreach*

- Trained over 250 citizens in Cardio Pulmonary Resuscitation (CPR).

## Department Summaries

- Held Open House at Fire Station 1 and 2.
- Provided fire safety education to every first grade class.
- Fire Explorer Post
- Held second Youth Public Safety Academy jointly with PD.
- Participated in 50 other public education events in 2018, including Girls Fire Camp.
- Enhanced Social Media outreach including monthly awareness campaign.

### Prevention FY2019-20 Goals

#### *Prevention/Community Risk Reduction*

- Migrate Fire Prevention Bureau to Community Risk Reduction model.
- Explore sharing of Fire Marshal services with Yocha Dehe Wintun Nation.
- Evaluate fire prevention division structure.
- Collaborate with Yolo County Environmental Health (Hazardous Materials Section) to enhance coordination of inspections and stay up to date with hazardous material facility operations and inventory.

#### *Outreach*

- Initiate reoccurring community CPR training (pending support).
- Continue Youth Public Safety Academy.
- Expand Explorer Program.
- Create and deliver public education programs based on Community Risk Assessment findings.
- Initiate fire intern program.
- Explore development of Community Emergency Response Team (CERT) program.
- Expand participation as instructors and curriculum development with FFBI Youth Fire Setters Academy.

**FIRE**

<u>Source of Funds</u>	Actual FY2015-2017	Actual FY2017-2018	Amended FY2018-2019	Adopted FY2019-2020
General Fund Support	\$ 9,438,768	\$ 9,776,559	\$ 9,983,939	\$ 9,909,176
General Fund Fees & Charges	833,719	1,011,850	1,042,782	529,700
Internal Service Funds	-	-	-	-
Enterprise Funds	-	-	-	-
Proposition 172	161,257	204,509	193,970	201,853
SAFER Grant	-	-	-	492,000
Measure F	-	-	502,732	522,632
Development Funds/Capital	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 10,433,744</b>	<b>\$ 10,992,919</b>	<b>\$ 11,723,423</b>	<b>\$ 11,655,361</b>

<b>Expenses by Division</b>				
<u>Division</u>	Actual FY2015-2017	Actual FY2017-2018	Amended FY2018-2019	Adopted FY2019-2020
61 Administration	\$ 351,106	\$ 474,112	\$ 748,958	\$ 582,345
62 Operations	9,632,991	9,917,325	10,336,209	10,454,299
63 Training	99,193	161,138	84,300	84,544
64 Fire Prevention	350,454	440,344	553,955	534,173
69 Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 10,433,744</b>	<b>\$ 10,992,919</b>	<b>\$ 11,723,423</b>	<b>\$ 11,655,361</b>

<b>General Fund Expenses by Division</b>				
<u>Division</u>	Actual FY2015-2017	Actual FY2017-2018	Amended FY2018-2019	Adopted FY2019-2020
61 Administration	\$ 351,106	\$ 474,112	\$ 281,876	\$ 254,735
62 Operations	9,471,733	9,712,816	10,142,239	9,760,446
63 Training	99,193	161,138	84,300	84,544
64 Fire Prevention	350,454	440,344	344,104	339,151
69 Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 10,272,486</b>	<b>\$ 10,788,410</b>	<b>\$ 10,852,519</b>	<b>\$ 10,438,876</b>

Department Summaries

<b>Expenses by Category</b>				
<b>Expenditures</b>	<b>Actual FY2015-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
Salaries and Benefits	\$ 8,155,436	\$ 8,800,232	\$ 9,291,087	\$ 9,478,049
Supplies & Services	548,916	695,127	780,592	569,845
Education & Meetings	47,141	47,138	50,989	50,989
Capital Expenses	21,670	-	174,201	-
Other Operating Expenditures	1,463,888	1,402,135	1,426,553	1,556,478
Transfers	196,693	48,287	-	-
	<b>\$ 10,433,744</b>	<b>\$ 10,992,919</b>	<b>\$ 11,723,423</b>	<b>\$ 11,655,361</b>

<b>General Fund Expenses by Category</b>				
<b>Expenditures</b>	<b>Actual FY2015-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
Salaries and Benefits	\$ 8,062,778	\$ 8,663,658	\$ 8,662,591	\$ 8,338,734
Supplies & Services	548,916	695,127	780,592	569,845
Education & Meetings	47,141	47,138	50,989	50,989
Capital Expenses	21,670	-	-	-
Other Operating Expenditures	1,395,288	1,334,199	1,358,347	1,479,308
Transfers	196,693	48,287	-	-
	<b>\$ 10,272,486</b>	<b>\$ 10,788,410</b>	<b>\$ 10,852,519</b>	<b>\$ 10,438,876</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – FIRE

<b>Classification</b>	<b>FY2015/16</b>	<b>FY2016/17</b>	<b>FY2017/18</b>	<b>FY2018/19</b>	<b>Adopted FY2019/20</b>
<b>Fire</b>					
Administrative Clerk II	0.5	0	0	0	0
Administrative Clerk III	0	0.5	0	0	0
Fire Battalion Chief	3	3	3	3	3
Fire Captain	12	12	12	12	12
Fire Chief	0	1	1	1	1
Fire Engineer	12	12	12	12	12
Fire Marshal	0	0	1	1	1
Fire Prevention Specialist II	2	2	2	2	2
Firefighter	15	15	15	15	15
Management Analyst I/II	0	0	1	1	1
<b>Total Fire</b>	<b>44.5</b>	<b>45.5</b>	<b>47</b>	<b>47</b>	<b>47</b>

## 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, the Woodland Literacy Council, the California State Library, and other private funding sources.

### FY2018-19 Accomplishments

- In partnership with the Woodland Joint Unified School District (WJUSD), launched the Student Success Card Initiative to provide every student access to library resources, both physical and digital, fine free.
- Received a grant to purchase bilingual books through the California State Library-funded California Immigrant Alliance Project that enabled us to purchase 493 new Spanish and English bilingual books for children, bolstering our existing bilingual collection.
- Awarded a Communities through Libraries Grant - The Library used the grant to purchase six (6) sets of Dash and Dot robots from Wonder Workshop as well as six (6) iPad minis to control them. The robots are a new addition to our current coding classes for children, and we anticipate they will make children even more excited about learning to code. The classes are taught in collaboration with students from UC Davis, and each class lasts for eight weeks. We offer two coding classes every academic quarter, a total of eight (8) per school year.
- Launched 1,000 Books Before Kindergarten - an ongoing reading program for children who have not yet started kindergarten. Parents or caregivers can log books on a paper log or on Beanstack, our online reading challenge software. With each 100 books, children earn an incentive.
- Online High School Scholarships -In partnership with the California State Library and Gale/Cengage, the library offers six (6) scholarships to adults to earn an accredited high school diploma and career certificate on-line through Smart Horizons Career Online Education's Career Online High School (COHS)

## Department Summaries

- Third Grade Class Visits- Square One hosted seven (7) 3rd grade classes to come explore magnetism, carpentry, 3D printing, tapigami, laser cutting, and more. For many students, this was their first experience in creating and exploring their ideas in a hands-on environment

### FY2019-20 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.

**LIBRARY**

<u>Source of Funds</u>	<b>Actual</b> FY2015-2017	<b>Actual</b> FY2017-2018	<b>Amended</b> FY2018-2019	<b>Adopted</b> FY2019-2020
General Fund Support	\$ 1,727,340	\$ 1,765,595	\$ 1,908,847	\$ 1,980,951
General Fund Fees & Charges	25,887	23,811	25,500	25,500
Literacy Funding	80,424	91,150	95,210	95,209
Library Trust Fund	104,865	29,211	37,794	38,500
Development Funds/Capital	617,594	84,884	85,000	85,000
<b>Total Funding Sources</b>	<b>\$ 2,556,110</b>	<b>\$ 1,994,651</b>	<b>\$ 2,152,351</b>	<b>\$ 2,225,160</b>

<b>Expenses by Division</b>				
<u>Division</u>	<b>Actual</b> FY2015-2017	<b>Actual</b> FY2017-2018	<b>Amended</b> FY2018-2019	<b>Adopted</b> FY2019-2020
71 Administration	\$ 1,485,312	\$ 1,379,692	\$ 1,521,632	\$ 1,572,049
78 Measure J	\$ 453,204	\$ 530,075	\$ 545,719	\$ 568,111
79 Capital	617,594	84,884	85,000	85,000
<b>Total Expenditures</b>	<b>\$ 2,556,110</b>	<b>\$ 1,994,651</b>	<b>\$ 2,152,351</b>	<b>\$ 2,225,160</b>

<b>General Fund Expenses by Division</b>				
<u>Division</u>	<b>Actual</b> FY2015-2017	<b>Actual</b> FY2017-2018	<b>Amended</b> FY2018-2019	<b>Adopted</b> FY2019-2020
71 Administration	\$ 1,300,023	\$ 1,259,332	\$ 1,388,628	\$ 1,438,582
78 Measure J	\$ 453,204	\$ 530,075	\$ 545,719	\$ 568,111
79 Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,753,227</b>	<b>\$ 1,789,407</b>	<b>\$ 1,934,347</b>	<b>\$ 2,006,693</b>

<b>Expenses by Category</b>				
<u>Expenditures</u>	<b>Actual</b> FY2015-2017	<b>Actual</b> FY2017-2018	<b>Amended</b> FY2018-2019	<b>Adopted</b> FY2019-2020
Salaries and Benefits	\$ 1,175,229	\$ 1,163,106	\$ 1,197,880	\$ 1,247,666
Supplies & Services	925,130	406,290	501,238	557,208
Education & Meetings	10,656	13,281	22,958	22,958
Capital Expenses	24,840	(42)	-	-
Other Operating Expenditures	402,232	412,017	430,275	397,328
Transfers	18,023	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,556,110</b>	<b>\$ 1,994,651</b>	<b>\$ 2,152,351</b>	<b>\$ 2,225,160</b>

<b>General Fund Expenses by Category</b>				
<u>Expenditures</u>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
	<b>FY2015-2017</b>	<b>FY2017-2018</b>	<b>FY2018-2019</b>	<b>FY2019-2020</b>
Salaries and Benefits	\$ 1,118,298	\$ 1,143,735	\$ 1,155,989	\$ 1,215,069
Supplies & Services	231,005	228,496	341,788	387,758
Education & Meetings	3,900	7,366	8,503	8,503
Capital Expenses	-	-	-	-
Other Operating Expenditures	400,024	409,809	428,067	395,363
Transfers		-	-	-
<b>Total Expenditures</b>	<b>\$ 1,753,227</b>	<b>\$ 1,789,407</b>	<b>\$ 1,934,347</b>	<b>\$ 2,006,693</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – LIBRARY

Classification	FY2015/16	FY2016/17	FY2017/18	FY2018/19	Adopted FY2019/20
<b>Library</b>					
Librarian I	2	0	0	0	0
Librarian II	1	3	3	3	3
Librarian III	1	1	1	1	1
Library Services Director	1	1	1	1	1
Library Technician Assistant II	1	1	1	1	1
Library Technician Assistant III	2	2	2	2	2
Literacy Coordinator	1	1	1	1	1
<b>Total Library</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

## **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 citywide 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 complies with internal position requirements as well as those for 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 funding available when the vehicle is up for replacement; fuel information for all City vehicles and equipment is uploaded daily and reconciled weekly; Equipment fuel costs are billed to the individual department quarterly; Department of Motor Vehicles (DMV) BIT (Basic Inspection of Terminals) program files are maintained and kept up-to-date for all Class A and B drivers' license holders. 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.

### **FY2018-19 Accomplishments/Projected Accomplishments**

- Filled vacant Admin Clerk II and Admin III positions.
- Transitioned to a new Public Works Director.
- Completed upgrades to Cityworks Server.

## Department Summaries

- Received over 10,000 phone calls that turned into Service Requests, which were entered in CityWorks server.
- Switched to online USA tracking.

### FY2019-20 Goals

- Update Public Works website.
- Require each work group to come up with one significant, measureable performance outcome that can be captured in Cityworks.
- Work with Director on Department reorganization.

## **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.

### FY2018-19 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 Public Works divisions to secure grant funds supporting installation of a double EV charging station in the secured parking area at Police 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.
- 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.

## Department Summaries

- 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 Community Services 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.

## FY2019-20 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.
- 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.

## Department Summaries

- 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, 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.

#### FY2018-19 Accomplishments

- Established a plan to replace conventional vehicles with Alternative Fuel Vehicles/Electric Vehicles.
- Completed smog and opacity tests on all eligible vehicles to remain 100% compliant.
- Increased Parts Turnover Rate to 2.9 turns per year.
- Developed a capital planning program for major facility asset rehabilitation and replacement.
- Purchased a vehicle for the new Fire Marshall position.
- Completed City Hall Phase 2 Security project.
- Improved process for departmental requests for new vehicles, upgrades, and lease vehicle replacements.
- Improved existing preventative maintenance program of building systems.
- Collaborate with YCPARMIA to conduct facilities safety inspections on all three Fire Stations.
- Executed new citywide janitorial contract, services improved significantly compared with year prior.
- Completed the project to installing a fire alarm system at City Hall.
- Received \$6,000 Clean Air Funds grant for hybrid vehicle purchase.
- Achieved a 92.7% Fleet Availability rate while understaffed.
- Reduced Facilities service request backlog to less than 10.
- Developed a plan with Finance to rectify vehicle replacement reserve shortfalls.
- Ordered 20 replacement vehicles, including three (3) hybrid vehicles.
- Completed the Community Center HVAC Project.
- Acquired a scissor lift for facilities to complete projects more expediently.

#### FY2019-20 Goals

- Replace the Municipal Services Center roof.
- Order at least 14 replacement vehicles and one (1) new vehicle.
- Convert at least four (4) work trucks to electric trucks.

## Department Summaries

- Implement an In-House Smog testing and repair program.
- Increase Parts Turnover Rate to 3.0.
- Replace Fire Station #2 underground water line.
- Merge all facilities under one single fire systems equipment-testing contract.
- Complete R-22 retrofits on at least 10 HVAC units.
- Rebid for a new fuel services contract.

### **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 and markings, 400 miles of sidewalks, 70 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), and 10,000 traffic signs..

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).

### FY2018-19 Accomplishments/Projected Accomplishments

- Downtown Enhancements - Completed various components of the City's Downtown Enhancement project.
  - Continuous banner installation and removal.
  - Installed vandal-resistant electrical boxes and monument lighting.
- One hundred percent (100%) of MSC electrical information was added to Cityworks.
- Upgraded three (3) crosswalk Pedestrian signals to countdowns.
- Supported Community Development Department (CDD) with the inspections, plan review and Requests for Information (RFI's) for all ROW FY2017-18 and FY2018-19 projects.
- Installed Raised Pavement Markers (RPM's) on 100% of islands tips.
- Installed Reduced Voltage Soft Starter at 103-lift station.
- Installed cameras at City Park, Sutter Yard, and Freeman Park.
- Installed Electric Vehicle Charger at WPCF and MSC.
- Completed bi-monthly programmable logic controller (PLC) program maintenance.
- Annual maintenance of standby wells.
- Programed changes for ASR Well 28 and installed MOV.
- Continued support of the WPCF and ASR projects.
- Annual maintenance on transmission mains cathodic protection and corrosion systems.
- BBS installations at Pioneer and Spring Lake, East and Gum.
- Successful coordination and Project Management at the following major knockdowns.
- Completed plan review for the following capital projects: Main Street, Court Street and Main Street.
- Completed plan reviews on development projects in Spring Lake and citywide areas.
- One hundred percent (100%) of Signs and Markings assets were added to Cityworks and GIS maps.

## Department Summaries

- Renovated Bush Street offices by installing new four (4) 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 FY2019-20; staff completed roughly 90% of the project in 2018-2019.
- Repaired/replaced raised pavement markers (RPM's) on Farnham Ave, E. Gum Avenue, Olvera Drive, Maxwell Avenue, Andrew Stevens Drive, Kinchloe Avenue, Branigan Avenue, Matmor Road Cottonwood Street, Cross Street, E. Kentucky, E. Beamer, East Street N. Pioneer Road and E. Gibson Road.
- Refreshed faded thermoplastic turn arrows WB E. Main Street and East Street and on E. Beamer Street and Pioneer Avenue.
- Replaced thermoplastic Freeway Only legends at E. Main Street and Pioneer Avenue.
- Continued adding the radio frequency identification (RFID) tags to each regulatory sign - 70% complete.
- Installed NO POSTING signs at traffic signal intersections - 40% 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 Spring Lake projects.
- Completed annual storm maintenance.
- The Street Group completed crack sealing and skin paving on various streets prior to them being sealed.
- Completed skin paving, skin patching, and dig outs on Clover Street between West Street and Walnut Street.
- 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 90% of all signs & road markings data into Cityworks.
- Installed security cameras at the Sports Park.
- Authored Standards to replace 700 high-pressure sodium (HPS) Lights with high efficiency light emitting diodes (LED) in the Spring Lake L&L District, thereby saving the city tens of thousands of dollars in PG&E costs; 75% complete.
- Installed 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.

## Department Summaries

- Conducted loop maintenance to maintain engineered traffic standards to keep vehicles and pedestrians flowing.
- Introduced 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.
- GIS 50% of City's electrical substructure and above ground utility.
- Installed City Hall garden electrical and power for AC units.
- Oversaw WPCF Women's Restroom project.
- Completed the regional airfield demolition.
- Replaced fog line and bike lane paint on Court Street and East Kentucky with thermoplastic.
- Installed remaining 50% of new G7 signs (street name signs) in area 6.
- Installed diamond grade reflectivity overhead signs at six (6) traffic signal intersections.
- Updated bike lane markings from paint to thermoplastic citywide.
- Installed water-monitoring stations at Kentucky & Ashley and Gibson & Cottonwood.
- Installed two license plate readers, locations were determined by PD.
- Installed two (2) car-charging stations at PD.
- Installed additional security cameras at PD.
- Completed facility condition assessment, locations determined by Facilities manager.
- Assisted Environmental Services with the SACOG grant.
- Decommissioned unusable standby wells.
- Installed fuel level sensors at storm 103 lift station and PLC programming.
- Optimized recycle water pump station controls.
- Installed water mixer in the elevated storage water tank.
- Changed out T-8 fluorescent bulbs to LED bulbs at all sites. (28, FGLT, 24, elevated tank, and small sites).
- Maintained Electrical Bucket at WPCF.
- Inspected Court Street Project and Spring Lake.
- Upgraded power for community center HVAC units.
- Upgraded 30% of the traffic signal BBS with gel batteries.
- Installed AC unit on electrical control cabinet.
- Replaced RTU batteries.
- Installed electrical for permeant power to UV storage shed.

## FY2019-20 Goals

- Downtown Enhancements
  - Upgrade banner installation and removal equipment.
- Install security cameras at the Library.
- Continue with facility condition assessment - locations determined by Facilities manager.
- Assist Environmental Services with the SACOG grant.
- Continue Installation water mixer in the elevated storage water tank.
- Install LEDs in selected city owned buildings to reduce energy cost.

## Department Summaries

- 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.
- Continue 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.
- Continue plan review, inspection and startup for North Regional Pond Storm Project.
- Annual maintenance on transmission mains cathodic protection and corrosion systems.
- Continue Integrating SCADA to the WPCF's south pond screw pumps.
- Upgrade three (3) crosswalk Pedestrian signals to countdowns.
- Continue working with HOST program to increase electrical safety/security for homeless population.
- Continue installation of Low voltage lighting at all City monument lighted areas.
- GIS 80% of City's electrical substructure and above ground utility.
- Install new software in Main street traffic signals to efficiently utilize fiber lines.
- Plan design and review for new ASR well at West and Lincoln Streets replacing Well 6.
- Continue annual maintenance of standby wells.
- Continue decommission/ transition old wells to irrigation wells as directed.
- Complete bi-monthly programmable logic controller (PLC) program maintenance.
- Continue annual maintenance on transmission mains cathodic protection and corrosion systems.
- Complete WPCF Wi-Fi Project.
- Complete LED Lighting project at WPCF Head Works.
- Complete electrical bucket maintenance at WPCF.
- Improve the Spring Lake 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.
- Continue paint removal and replacement with Thermoplastic at Hotel Woodland parking lot.
- Replace fog line and bike lane paint with Thermoplastic on 50% of city roadways.
- Continue to 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.
- Continue to work with Community Development Department (CDD) on road and electrical projects.
- Install new G7 signs (street name signs) in area 4.
- Install diamond grade reflectivity overhead signs at six traffic signal intersections.
- Survey RPM's for reflectivity and replace accordingly.
- 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.
- Assist with the East Beamer Street Housing Project.
- Continue traffic signal BBS gel batteries upgrade.
- Coordinate Emergency Vehicle (EV) preemption locations with the FD.

## Department Summaries

### ***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 primarily supplied by the recently completed 30 MGD surface water treatment plant augmented by three (3) blending wells and three (3) Aquifer Storage and Recovery (ASR) wells. The system retains six (6) back up wells in standby mode. Potable water is delivered to residential, commercial and industrial users through an underground piping system consisting of about 300 miles of mainline pipe and nearly 17,000 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.

#### *Recycled Water*

City of Woodland also operates a Recycled Water Utility that was established in February 2017. This Utility consist of 3.5 miles of 12" C900 purple pipe, 4 connections, 2 pressure vessels, chlorination station, and a backup well that provides water in an emergency event.

#### *Sewage Collection*

The sewage collection system is comprised of 197.1 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 and an additional 16,557 lateral service connections and 2,862 maintenance entry/access holes.

#### *Storm Water*

The storm water collection and conveyance system is comprised of 135 miles of mainline pipe; 15 miles of open channel; 207 acres of storage basins; 3,813 drain inlets; 1,497 maintenance entry/access holes; 81 inverted siphons; and 2 pumping facilities 65 Covered Gutters, and 12 Retention Basins

### FY2018-19 Accomplishments

#### Sewage Collection

- High Velocity Vacuum Cleaning (HVVC) crews cleaned approximately 342,271 linear feet of sewer mains achieving the City's annual maintenance requirements.
- Close circuit televised approximately 139,938 linear feet of sewer main as well as 22,548 feet of sewer lateral lines, which again exceeded the City's annual maintenance requirements by the end of this fiscal year.
- Within the last quarter, the Collection Division has responded to 71 Service Request with an average response time of 28 minutes including seven (7) Sanitary Sewer Overflow Events
- Collections crews performed weekly routine inspection/maintenance on 83 internally identified 'hot spot' locations throughout the City and flushed 25 manholes as a result.
- City crews inspected both sanitary sewer lift stations and inspected 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, and Spring Lake Central Phase 1, 2, 4 and 5).
- Collections division worked closely with Utility Engineering on multiple Capital Improvement Projects for example Harter Avenue Sewer Rehabilitation, 2017 and 2018 Annual Water and Sewer Back of Walk Project replacement project, North Regional Pond and Pump Station, Safe Routes to Schools and the Reconstruction of Kentucky Avenue, West Court Street and West Main Street project among others.
- 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 crew inspected 1,485 feet of sewer lateral and rodded over 360 feet of root intrusion in City owned sewer service laterals.
- Operation and Maintenance replaced about 1650 feet of sewer gravity main and lateral pipe after preventive maintenance crews found defects while performing routine Closed Circuit TV (CCTV) inspection working ahead of future Capital Improvement Projects as well as working to meet the City's Sanitary Sewer Master Plan goals.
- 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 14 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 and Gibson Road as well as Beamer outfall conveyance channel flow line cleaning approximately 4 miles of open channel.
- Replaced four (4) bubble up drain (inverted siphon) inlets.
- HVVC cleaned 25,565 feet of storm system gravity mains while CCTV captured 27,803 feet of storm gravity mains. The footage captured is approximately 75,000 feet below the annual goal as defined by the City's MS4 storm requirements as a result of over 1,300 hours of downtime caused by inadequate staffing and obsolete equipment.
- City crews cleaned over 200 storm drain inlets in addition to 177 'bubble ups' and 1,150 linear feet of covered gutter.

### Potable Water

- Transmission Main completed from South Side City Limits to W. Southwood Drive.
- Kentucky Project New 12" Water main from East Street to Palm Avenue.
- Replaced all valves and fire hydrants from Palm Avenue to West Street.
- 2,078 Valves were exercised.
- 500 fire hydrants were serviced.
- 500 Blow offs were flushed.
- 15 Wet Barrel fire hydrants were replaced.
- Replaced motor at Well 16.
- Installed DTW at Recycle Water Facility.
- 55 Water main breaks were repaired.

## Department Summaries

### FY2019-20 Goals

#### Sewage Collection/Storm

- Review and update collections and storm system operational policies (e.g., storm response, overflow procedures, illicit discharge response and enforcement).
- Establish a sewer service lateral inspection program.
- 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.
- Perform multiple spot repairs utilizing a noninvasive infrastructure repair systems spot repair line kit where feasible resulting in reduced cost over open cut repairs. Reduces time, material and equipment usage as well as minimizing impacts to traffic.
- Work with Utility Engineering repairing multiple failures in the Gibson Trunk sewer, particularly the construction/repairs needing to take place across Highway 113.
- O&M is contracting out the deep sewer repairs located in high traffic areas for example Pioneer/Main Streets and East Main Street east of Highway 113 in multiple locations.
- Purchase backup motor for Big Bertha Pump Station (North-side pump at Road 103 stormwater lift station).
- To address root intrusion within the City's portion of the laterals, O&M staff will contract lining of an additional 64 sewer laterals of the 784 laterals currently on the city's 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.
- Create manhole inspection process the meet the Sanitary Sewer Management Plan (SSMP) requirements.

#### Storm Water

- Meet the City's Municipal Separate Storm Sewer System (MS4) O&M MS4 annual requirements.
- Interception and infiltration (I&I) repairs at the East Main Pump Station.
- Obtain new closed circuit TV camera truck to facilitate meeting the City's MS4 permit goals of inspecting at least of 20% of the system annually.
- 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.
- Establish a City Standard detail for the replacement of multiple failing 'bubble-up' (inverted syphon' drain inlets.
- Meet National Pollution Discharge Elimination Systems (NPDES) requirements.
- Restore or replace lost storm main high-velocity vacuum-cleaning/closed-circuit television (HVVC/CCTV) footage lost due to broken/obsolete equipment.
- Work with Utility Engineering on the design & reconstruction of stormwater pump station for North Regional Pond.
- Purchase additional Smart Covers System units to monitor sewer gravity main "hot spots" quarterly cleaning locations and develop a service schedule that helps prevent Sanitary Sewer Overflows (SSO) and free up staff for other duties.
- Clean debris from East Main Street Pump Station wet well.

#### Potable Water

- Exercise 2000 Valves.

## Department Summaries

- Service 500 Fire hydrants.
- Install 15 Wet Barrel fire hydrants.
- Flush 500 Blow offs.
- Implement Backflow Program.
- Complete 2" BOW Project CIP1809.
- Start of 6<sup>th</sup> and Archer 2" BOW CIP1915.
- Start of transmission main project from Southwood Drive to Clover Street (CIP 1708).

### **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.

## Department Summaries

### FY2018-19 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 2018, 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 2019, treatment plant staff celebrated over 3,900 days without a lost-time accident.
- Replaced two filters cloth media with 5-micron filter fabric, which will improve filter effluent performance, the last of four.
- Replaced four banks of UV lights that were at the end of their 12,000-hour service life on the UV system.
- Removed biosolids from pond #7.

### FY2019-20 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 2019, PW staff 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 2020.
- 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 UV lights and two (2) banks of sleeves.
- Operate and maintain the treatment plant to insurer permit compliance and recycled water delivery.
- Remove bio solids from pond #8.
- Continue to monitor and evaluate solids in North pond 9 for future disposal or beneficial reuse.
- Continue to work with Carollo Engineering to design the replacement of south pond screw pumps.

**PUBLIC WORKS**

<u>Source of Funds</u>	<b>Actual FY2015-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
General Fund Support	\$ 739,135	\$ 723,431	\$ 2,147,807	\$ 8,830,168
General Fund Fees & Charges	32	-	-	-
Internal Service Funds	4,172,414	3,482,282	4,192,524	3,497,528
Enterprise Funds	33,905,534	29,361,221	54,881,581	27,947,838
Special Revenue	6,320,209	7,414,887	21,784,978	7,552,587
Development Funds/Capital	4,707,422	4,847,144	15,708,575	2,071,092
Spring Lake	1,718,774	3,865,302	16,818,762	3,226,000
			-	
<b>Total Funding Sources</b>	<b>\$ 51,563,520</b>	<b>\$ 49,694,267</b>	<b>\$ 115,534,227</b>	<b>\$ 53,125,213</b>

<u>Division</u>	<b>Actual FY2015-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
81 Admin	\$ 6,097,936	\$ 5,960,589	\$ 6,389,240	\$ 6,479,143
83 Infrastructure ROW	3,281,546	3,214,216	3,589,835	3,956,088
84 Fleet & Facilities	4,699,112	4,016,351	4,562,252	4,267,270
85 Environmental	1,636,993	668,628	1,015,091	849,870
86 Utilities	10,882,079	15,211,776	16,594,545	16,225,352
87 PW Operations Admin	363,360	289,269	379,867	382,718
88 PW Parks	1,180	-	-	-
89 Capital	24,601,314	20,333,438	83,003,397	20,964,772
			-	
<b>Total Expenditures</b>	<b>\$ 51,563,520</b>	<b>\$ 49,694,267</b>	<b>\$ 115,534,227</b>	<b>\$ 53,125,213</b>

<u>Division</u>	<b>Actual FY2015-2017</b>	<b>Actual FY2017-2018</b>	<b>Amended FY2018-2019</b>	<b>Adopted FY2019-2020</b>
81 Admin	\$ -	\$ -	\$ -	\$ -
82 Engineering	-	-	-	-
83 Infrastructure ROW	190,505	174,369	93,531	80,150
84 Fleet & Facilities	526,697	534,070	571,564	566,525
85 Environmental	1,920	2,040	2,197	2,700
86 Utilities	-	-	-	-
87 PW Operations Admin	-	-	-	-
88 PW Parks	-	-	-	-
89 Capital	20,045	12,953	1,125,514	-
			-	
<b>Total Expenditures</b>	<b>\$ 739,167</b>	<b>\$ 723,431</b>	<b>\$ 1,792,807</b>	<b>\$ 649,375</b>

Department Summaries

<b>Expenses by Category</b>				
<u>Expenditures</u>	<b>Actual</b> <b>FY2015-2017</b>	<b>Actual</b> <b>FY2017-2018</b>	<b>Amended</b> <b>FY2018-2019</b>	<b>Adopted</b> <b>FY2019-2020</b>
Salaries and Benefits	\$ 10,417,333	\$ 10,716,653	\$ 10,759,834	\$ 11,315,580
Supplies & Services	27,047,311	20,323,722	90,737,007	24,778,496
Education & Meetings	141,668	129,317	204,586	209,630
Debt Service	1,826	19,385	424,244	69,244
Capital Expenses	1,753,357	1,980,082	1,008,622	713,075
Other Operating Expenditures	12,860,521	15,779,578	16,351,615	15,868,308
Transfers	(658,497)	745,530	(3,951,681)	170,880
<b>Total Expenditures</b>	<b>\$ 51,563,520</b>	<b>\$ 49,694,267</b>	<b>\$ 115,534,227</b>	<b>\$ 53,125,213</b>

<b>General Fund Expenses by Category</b>				
<u>Expenditures</u>	<b>Actual</b> <b>FY2015-2017</b>	<b>Actual</b> <b>FY2017-2018</b>	<b>Amended</b> <b>FY2018-2019</b>	<b>Adopted</b> <b>FY2019-2020</b>
Salaries and Benefits	\$ 246,339	\$ 297,873	\$ 310,898	\$ 320,643
Supplies & Services	273,358	215,054	150,285	139,356
Education & Meetings	3,200	2,330	4,630	6,250
Debt Service	-	-	-	-
Capital Expenses	-	-	-	-
Other Operating Expenditures	160,375	188,859	196,479	183,126
Transfers	55,895	19,314	1,130,514	-
<b>Total Expenditures</b>	<b>\$ 739,167</b>	<b>\$ 723,431</b>	<b>\$ 1,792,807</b>	<b>\$ 649,375</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – PUBLIC WORKS

Classification	FY2015/16	FY2016/17	FY2017/18	FY2018/19	Adopted
					FY2019/20
<b>Public Works</b>					
Administrative Clerk II	1	1	1	1	1
Administrative Clerk III	2	2	2	2	2
Chief Collection System Operator	0	1	1	1	1
Chief Plant Operator	1	1	1	1	0
Chief Water System Operator	0	0	0	1	1
Conservation Coordinator	3	3	3	2	2
Deputy PW Director - O&M	1	1	0	0	0
Deputy PW Director - Utilities	0	1	1	1	0
Electrical Supervisor	1	1	1	1	1
Electrician's Assistant	2	2	2	2	2
Engineering Assistant	0	0	0	0	1
Engineering Tech III	0	0	0	0	1
Environmental Compliance Inspector I	2	2	2	1	0
Environmental Compliance Inspector II	0	0	0	1	1
Environmental Compliance Specialist	0	0	0	0	1
Environmental Resource Analyst	1	0	0	1	1
Environmental Sustainability Manager	0	1	1	1	1
Equipment Services Clerk	1	1	1	1	1
Equipment Services Worker	1	1	1	1	0
Facilities Maintenance Worker III	1	2	2	2	2
Fleet & Facilities Manager	1	1	1	1	1
GIS Technician I/II	0	0	0	0	1
Heavy Equipment Mechanic	2	2	2	2	1
Ind Electrical Tech	2	2	2	2	2
Infrastructure Administrator	0	0	0	0	1
Infrastructure O&M Superintendent	0	0	1	1	0
Lab & Env Comp Manager	1	1	1	1	0
Laboratory Supervisor	0	0	0	0	1
Laboratory Technician I	0	0	0	1	1
Laboratory Technician II	0	2	2	1	1
Laboratory Technician III	2	0	0	0	0
Lead Water Pollution Control Operator	0	0	0	0	1
Light Equipment Mechanic	1	1	1	1	2
Maintenance Supervisor	1	1	1	1	1

Department Summaries

Classification	Adopted				
	FY2015/16	FY2016/17	FY2017/18	FY2018/19	FY2019/20
<b>Public Works (Continued)</b>					
Maintenance Worker I	2	2	2	2	2
Maintenance Worker II	3	3	3	3	3
Maintenance Worker III	2	2	2	2	2
Meter Services Technician	2	2	2	2	2
Park Maintenance Worker II	2	0	0	0	0
Park Supervisor	3	0	0	0	0
Pool Facilities Technician	1	0	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 Traffic Sig/Street Light Tech	0	0	0	0	1
Senior Management Analyst	1	1	1	1	1
Senior Tree Trimmer	1	0	0	0	0
Senior Utilities Maintenance Wkr Sewer	1	1	1	1	1
Senior Utilities Maintenance Wkr Water	2	2	1	0	0
Senior Water System Operator	1	1	1	1	1
Senior Water/Waste Instr Tech	0	0	0	0	1
Senior Signs & Markings Technician	1	1	1	1	1
Storekeeper	1	0	0	0	0
Traffic Sig/Street Light Tech	1	1	1	1	0
Treatment Plant Mechanic	1	1	1	1	1
Treatment Plant Superintendent	0	0	0	0	1
Tree Trimmer II	1	0	0	0	0
Underground Utility Service Locator	0	0	1	1	1
Utilities Maintenance Supervisor	1	0	0	0	0
Utilities Maintenance Worker I	7	9	7	7	8
Utilities Maintenance Worker II	9	8	10	10	12
Utilities Maintenance Worker III	6	6	6	6	4
Utilities Maintenance Worker IV	0	0	1	1	2
Wastewater System Admin	1	0	0	0	0
WPCF Superintendent	0	0	0	0	0
Water Pollution Control Operator I	0	0	0	1	1
Water Pollution Control Operator II	0	0	0	0	0
Water Pollution Control Operator III	2	2	2	1	1
Water Pollution Control Operator IV	2	2	2	2	1
Water Systems Administrator	1	1	1	1	1
Water Systems Operator II	2	2	2	2	2
Water/Waste Inst Tech	2	2	2	2	1
<b>Total Public Works</b>	<b>89</b>	<b>82</b>	<b>83</b>	<b>83</b>	<b>86</b>

**CAPITAL IMPROVEMENT PROGRAM (CIP): FY2019-2020 – FY2022-2023**

The CIP represents the spending plan for major infrastructure improvements over the next four fiscal years. FY 2018-2019 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* – there are no new projects in this category, however there is funding set aside from General Fund reserves in the operating budget for the future design of a fire station to be located at E. Gibson Road and Bourn Drive.
- *General* – there are no new projects in this category, however roll over funding and anticipated grant funding will be used to complete the Zoning Ordinance Update.
- *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 land acquisition costs associated with Spring Lake Park (N1), as well as turf replacement at the Sports Park.
- *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 Parkland Drive between Pioneer Avenue and Harry Lorenzo as well as CR 25A from Meikle to Promenade. Additionally, the widening of Pioneer Avenue to 4-lanes between the Pioneer High School entrance and Farmer's Central Road is planned.
- *Storm Drainage* – the projects in this area maintain or improve existing storm drain infrastructure. Funding for design of the Outfall Channel Outlet Structure is planned for

## Capital Improvement Program

FY20. 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 Main Street Bicycle/Pedestrian Mobility & Safety Improvements project will continue construction in 2020. Design will begin for reconstruction of Gibson Road between East and West Streets and between West St. and CR 98. Additionally, limited funding is available for review and implementation of traffic calming measures and a pilot pot-hole project.
- *Water* – the projects in this category include water line repair and replacement in various locations including a residential area between CR24A and Gibson Road including 6<sup>th</sup> Street, Archer Street, Archer Place, Donner, Sherman, and a portion of El Dorado. 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 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 \$7.3 million for the W. Court and W. Main Street projects. Additional grant funding of \$3.9 million has been secured for reconstruction of Gibson Road between East and West Streets and \$600,000 for design only to reconstruct Gibson Road between West St and CR98. Our water and sewer projects are supported through revenue generated by utility user fees currently in place.

Renewal of the City's 12-year ½ cent sales and use tax was approved by the voters in November 2016, Measure F. Some reserved funding from Measure E is still available, primarily for the replacement of the artificial turf at the Woodland Sports Park. The CIP projects are consistent with the Measure F Spending Plan approved by Council on April 16, 2019.

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, 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.

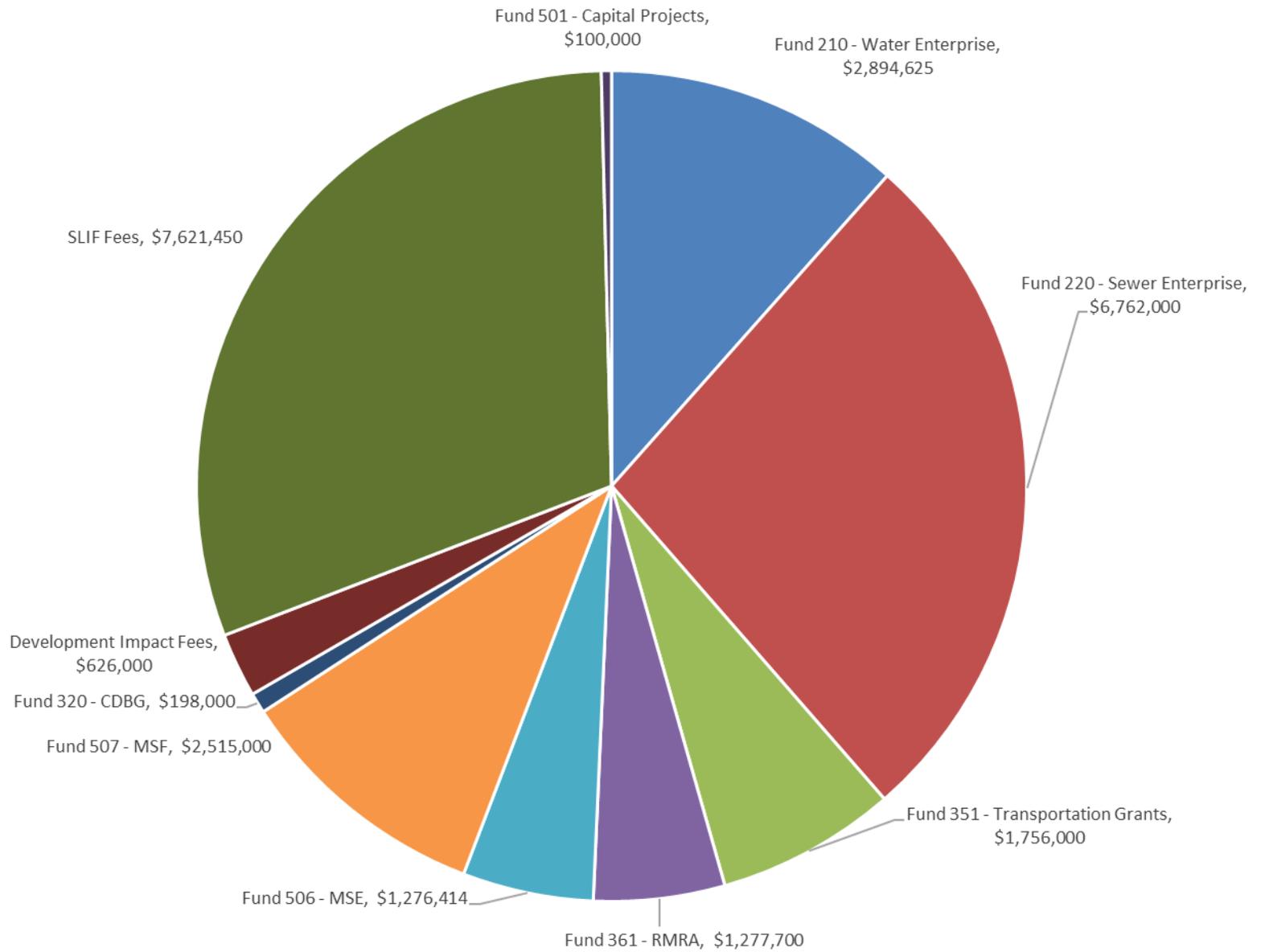
As always, staff will continue to monitor the revenues and expenses closely. Any substantive deviation from our projections will be presented to Council with the quarterly budget update.

Capital Improvement Program

**Projects by Fund Totals**

Funding Source	Prior Year Funding	FY2018/19	FY2019/20	FY2020/21	FY2021/22	FY2022/23
<b>Fund 011 - Facilities Replacement Total</b>	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -
<b>Fund 101 - General Fund Total</b>	\$ 54,000	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -
<b>Fund 210 - Water Enterprise Total</b>	\$ 27,519,147	\$ 7,937,000	\$ 2,919,625	\$ 2,708,017	\$ 2,733,017	\$ 2,708,017
<b>Fund 220 - Sewer Enterprise Total</b>	\$ 14,566,299	\$ 3,295,000	\$ 6,762,000	\$ 3,890,000	\$ 5,060,000	\$ 2,960,000
<b>Fund 320 - CDBG Total</b>	\$ -	\$ 190,624	\$ 198,000	\$ -	\$ -	\$ -
<b>Fund 351- Transportation Grants Total</b>	\$ 22,331,181	\$ 3,388,959	\$ 1,756,000	\$ 3,933,000	\$ -	\$ -
<b>Fund 361 - RMRA Total</b>	\$ 5,000	\$ -	\$ 1,277,700	\$ 1,500,000	\$ 1,787,000	\$ 1,200,000
<b>Fund 501 - Capital Projects Total</b>	\$ 551,225	\$ 245,000	\$ 100,000	\$ -	\$ -	\$ -
<b>Fund 502 - CA State Park Grants Total</b>	\$ -	\$ 616,500	\$ -	\$ -	\$ -	\$ -
<b>Fund 506 - Measure "E" Total</b>	\$ 5,387,472	\$ 3,830,000	\$ 1,276,414	\$ -	\$ -	\$ 4,150,000
<b>Fund 507 - Measure "F" Total</b>	\$ -	\$ 2,515,000	\$ 2,515,000	\$ 2,515,000	\$ 2,365,000	\$ 1,215,000
<b>Fund 510 - General City Development To</b>	\$ 80,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
<b>Fund 560 - Fire Development Total</b>	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
<b>Fund 570 - Library Development Total</b>	\$ -	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
<b>Fund 581 - Storm Drain Development Tot</b>	\$ 230,000	\$ 10,000	\$ 310,000	\$ 10,000	\$ 2,735,000	\$ 10,000
<b>Fund 582 - Road Development Total</b>	\$ 1,285,000	\$ 413,000	\$ 231,000	\$ 86,000	\$ 80,000	\$ 1,305,000
<b>Fund 593 - Gibson Ranch Infrastructure T</b>	\$ 700,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
<b>Fund 601 - Spring Lake Administration To</b>	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
<b>Fund 640 - SLIF Parks &amp; Recreation Total</b>	\$ 6,728,000	\$ 1,790,000	\$ 1,123,450	\$ 476,535	\$ -	\$ -
<b>Fund 681 - SLIF Storm Drain Total</b>	\$ 9,172,000	\$ 1,035,000	\$ 25,000	\$ -	\$ -	\$ -
<b>Fund 682 - SLIF Roads Total</b>	\$ 125,000	\$ 1,536,000	\$ 6,473,000	\$ -	\$ -	\$ -
<b>Grand Total</b>	\$ 88,734,324	\$ 28,472,083	\$ 25,052,189	\$ 15,503,552	\$ 14,845,017	\$ 13,633,017

FY 2020 CAPITAL BUDGET BY FUND



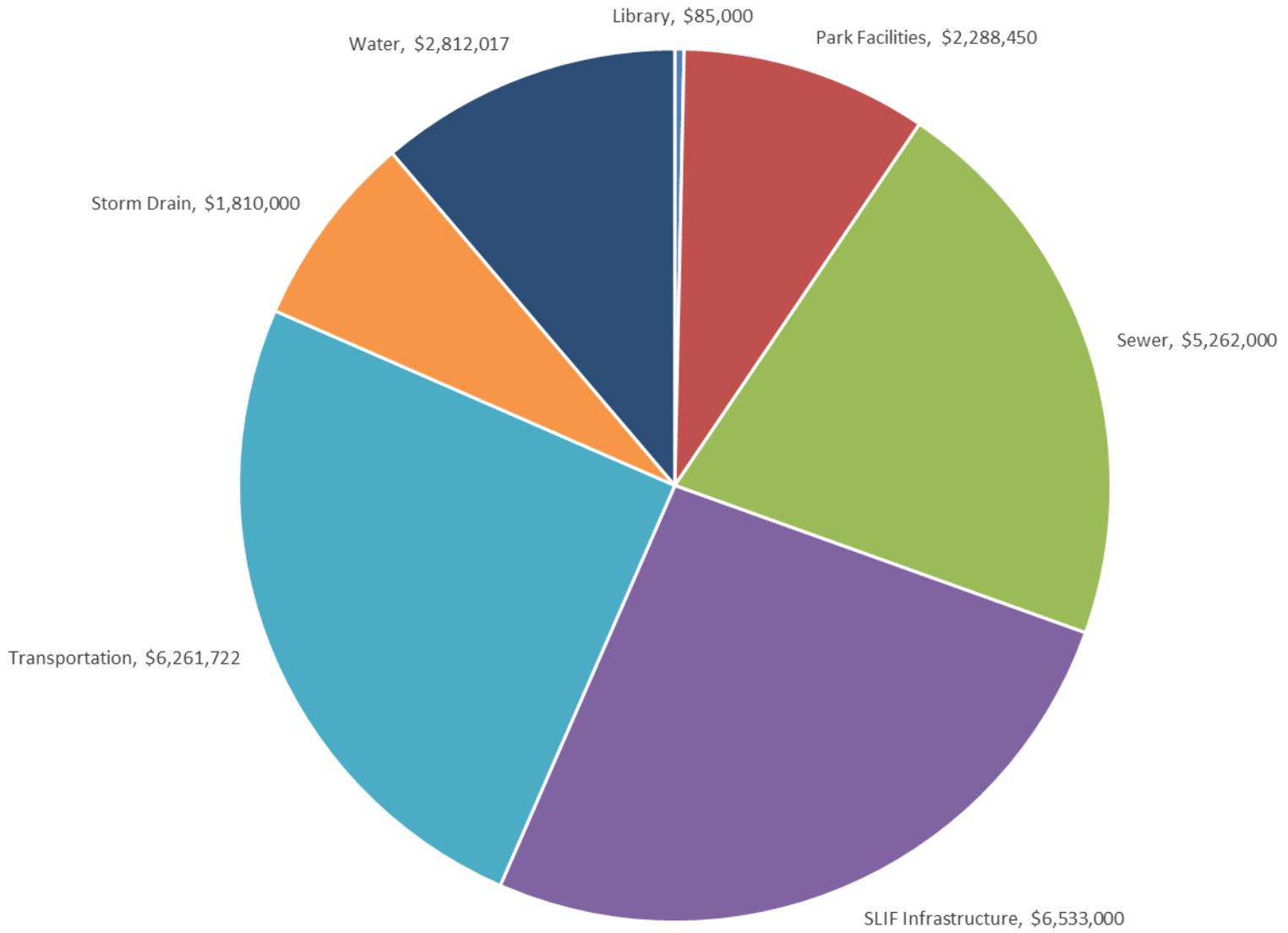
Capital Improvement Program

**Projects by Category Totals**

Project Category	Prior Year Funding	FY2018/19	FY2019/20	FY2020/21	FY2021/22	FY2022/23
<b>Fire</b>	\$ 54,000	\$ 1,110,000	\$ -	\$ -	\$ -	\$ -
<b>General</b>	\$ 180,000	\$ 704,972	\$ -	\$ -	\$ -	\$ -
<b>Library</b>	\$ -	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
<b>Park Facilities</b>	\$ 6,833,000	\$ 4,126,500	\$ 2,288,450	\$ 791,535	\$ 15,000	\$ 15,000
<b>Sewer</b>	\$ 11,190,299	\$ 2,335,000	\$ 5,262,000	\$ 3,890,000	\$ 5,060,000	\$ 2,960,000
<b>SLIF Infrastructure</b>	\$ 9,297,000	\$ 2,493,000	\$ 6,533,000	\$ -	\$ -	\$ -
<b>Transportation</b>	\$ 32,439,878	\$ 10,962,611	\$ 6,261,722	\$ 8,019,000	\$ 4,242,000	\$ 7,855,000
<b>Storm Drain</b>	\$ 2,830,000	\$ 1,510,000	\$ 1,810,000	\$ 10,000	\$ 2,735,000	\$ 10,000
<b>Water</b>	\$ 25,910,147	\$ 5,145,000	\$ 2,812,017	\$ 2,708,017	\$ 2,708,017	\$ 2,708,017
<b>Grand Total</b>	\$ 88,734,324	\$ 28,472,083	\$ 25,052,189	\$ 15,503,552	\$ 14,845,017	\$ 13,633,017

Capital Improvement Program

FY 2019/20 CAPITAL BUDGET BY CATEGORY



FY 2019/20 CIP  
By Category

Project #	Project Name	Project Category	Funding Source	Prior Year Funding	FY2018/19	FY2019/20	FY2020/21	FY2021/22	FY2022/23
16-10	Fire Station #3 Relocation	Fire	Fund 101 - General Fund	\$ 54,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -
16-10	Fire Station #3 Relocation	Fire	Fund 560 - Fire Development	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
		<b>Fire Total</b>		<b>\$ 54,000</b>	<b>\$ 1,110,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
07-07	Zoning Ordinance & CEQA	General	Fund 501 - Capital Projects	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
08-57	MPFP Annual Update	General	Fund 510 - General City Development	\$ 80,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
19-22	Permanent Supportive Housing	General	Fund 351- Transportation Grants	\$ -	\$ 679,972	\$ -	\$ -	\$ -	\$ -
		<b>General Total</b>		<b>\$ 180,000</b>	<b>\$ 704,972</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
94-45	Library Material Collection	Library	Fund 570 - Library Development	\$ -	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
		<b>Library Total</b>		<b>\$ -</b>	<b>\$ 85,000</b>				
13-03	Clark Field	Park Facilities	Fund 507 - Measure "F"	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
15-05	Rick Gonzales, Sr. Park-N3	Park Facilities	Fund 640 - SLIF Parks & Recreation	\$ 5,920,000	\$ 25,000	\$ 133,450	\$ -	\$ -	\$ -
15-07	Camarena Ball Field - Grant Match	Park Facilities	Fund 506 - Measure "E"	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
17-10	Spring Lake Park - N1	Park Facilities	Fund 640 - SLIF Parks & Recreation	\$ 808,000	\$ 1,755,000	\$ 690,000	\$ -	\$ -	\$ -
18-04	Park/Recreation Facility Planning	Park Facilities	Fund 506 - Measure "E"	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -
19-11	Spring Lake Central Park	Park Facilities	Fund 640 - SLIF Parks & Recreation	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
19-17	Regional Park Site	Park Facilities	Fund 501 - Capital Projects	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
19-17	Regional Park Site	Park Facilities	Fund 502 - CA State Park Grants	\$ -	\$ 616,500	\$ -	\$ -	\$ -	\$ -
19-18	Southeast Area Pool Project	Park Facilities	Fund 501 - Capital Projects	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -
19-18	Southeast Area Pool Project	Park Facilities	Fund 101 - General Fund	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
19-19	Woodland Sports Park Turf Replacement	Park Facilities	Fund 506 - Measure "E"	\$ -	\$ 1,300,000	\$ 1,150,000	\$ -	\$ -	\$ -
19-19	Woodland Sports Park Turf Replacement	Park Facilities	Fund 011 - Facilities Replacement	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -
19-23	Charles Brooks Pool Bleacher Project	Park Facilities	Fund 506 - Measure "E"	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -
20-03	Spring Lake Park N1, Phase 2	Park Facilities	Fund 640 - SLIF Parks & Recreation	\$ -	\$ -	\$ 300,000	\$ 476,535	\$ -	\$ -
		<b>Park Facilities Total</b>		<b>\$ 6,833,000</b>	<b>\$ 4,126,500</b>	<b>\$ 2,288,450</b>	<b>\$ 791,535</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
08-21	Annual Sewer Repair and Replacement	Sewer	Fund 220 - Sewer Enterprise	\$ 2,451,180	\$ 485,000	\$ 1,628,000	\$ 1,500,000	\$ 2,900,000	\$ 700,000
08-22	Preliminary Odor Abatement	Sewer	Fund 220 - Sewer Enterprise	\$ 354,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
08-35	New Calibrated City Sewer Model	Sewer	Fund 220 - Sewer Enterprise	\$ 90,000	\$ -	\$ -	\$ 130,000	\$ -	\$ -
10-11	Treatment Plant Exp-Biosolids	Sewer	Fund 220 - Sewer Enterprise	\$ 4,805,000	\$ -	\$ 500,000	\$ 600,000	\$ 500,000	\$ 200,000
10-11	Treatment Plant Exp-Biosolids	Sewer	Fund 210 - Water Enterprise	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ -
14-02	Water Pollution Asset Replacement Project	Sewer	Fund 220 - Sewer Enterprise	\$ 2,028,119	\$ -	\$ 824,000	\$ 750,000	\$ 750,000	\$ 500,000
14-03	Replacement of Orangeberg Sewer Laterals	Sewer	Fund 220 - Sewer Enterprise	\$ 5,000	\$ -	\$ 530,000	\$ 500,000	\$ 500,000	\$ 500,000
14-07	Sewer Collection System Wastewater Treatment Master Plan	Sewer	Fund 220 - Sewer Enterprise	\$ 91,500	\$ -	\$ 500,000	\$ -	\$ -	\$ -
14-15	Large Diameter Wastewater Pipeline Repair, Replacement, & Lining	Sewer	Fund 220 - Sewer Enterprise	\$ 1,141,000	\$ 80,000	\$ 1,270,000	\$ 400,000	\$ 400,000	\$ 1,050,000
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	\$ -	\$ -	\$ -	\$ -	\$ -
18-07	South Pond Pump Station Rehabilitation Project	Sewer	Fund 220 - Sewer Enterprise	\$ 200,000	\$ 540,000	\$ -	\$ -	\$ -	\$ -
19-20	WPCF Slide Gate Replacement	Sewer	Fund 220 - Sewer Enterprise	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -
19-24	WPCF Pond #8 Biosolids	Sewer	Fund 220 - Sewer Enterprise	\$ -	\$ 520,000	\$ -	\$ -	\$ -	\$ -
20-07	2020 Water and Sewer Replacement Project	Sewer	Fund 210 - Water Enterprise	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -
20-07	2020 Water and Sewer Replacement Project	Sewer	Fund 220 - Sewer Enterprise	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -
		<b>Sewer Total</b>		<b>\$ 11,300,299</b>	<b>\$ 2,335,000</b>	<b>\$ 5,262,000</b>	<b>\$ 3,890,000</b>	<b>\$ 5,060,000</b>	<b>\$ 2,960,000</b>
06-12	Spring Lake East Regional Pond Landscaping	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	\$ 484,000	\$ -	\$ -	\$ -	\$ -	\$ -
11-13	South Urban Growth Area Drainage Study (formerly N. Gibson Ponds)	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -
14-04	Monuments and Bus Shelters	SLIF Infrastructure	Fund 682 - SLIF Roads	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
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 Project	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	\$ 8,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -
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 Harry Lorenzo Ave	SLIF Infrastructure	Fund 682 - SLIF Roads	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -
19-01	GIBSON LANDSCAPE - Pioneer Avenue to Harry Lorenzo Ave	SLIF Infrastructure	Fund 582 - Road Development	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -
19-07	Parkland Drive between Pioneer Avenue and 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	\$ 1,829,000	\$ -	\$ -	\$ -
19-10	Heritage Parkway Pedestrian Crossing	SLIF Infrastructure	Fund 682 - SLIF Roads	\$ -	\$ 20,000	\$ 150,000	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -
19-13	Gibson Road Interchange Modification	SLIF Infrastructure	Fund 582 - Road Development	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
19-14	South Area Flowage Easement	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	\$ -	\$ 35,000	\$ 25,000	\$ -	\$ -	\$ -
		<b>SLIF Infrastructure Total</b>		<b>\$ 9,297,000</b>	<b>\$ 2,493,000</b>	<b>\$ 6,533,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
00-06	I-5/SR113 Freeway to Freeway Connectors Phase 2	Transportation	Fund 506 - Measure "E"	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
00-06	I-5/SR113 Freeway to Freeway Connectors Phase 2	Transportation	Fund 582 - Road Development	\$ 385,000	\$ 26,000	\$ 16,000	\$ 6,000	\$ -	\$ -
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 220 - Sewer Enterprise	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
04-07	Kentucky Avenue Widening and Reconstruction	Transportation	Fund 210 - Water Enterprise	\$ 975,000	\$ 215,000	\$ -	\$ -	\$ -	\$ -

FY 2019/20 CIP  
By Category

Project #	Project Name	Project Category	Funding Source	Prior Year Funding	FY2018/19	FY2019/20	FY2020/21	FY2021/22	FY2022/23
04-07	Kentucky Avenue Widening and Reconstruction	Transportation	Fund 351- Transportation Grants	\$ 13,076,950	\$ -	\$ -	\$ -	\$ -	\$ -
04-07	Kentucky Avenue Widening and Reconstruction	Transportation	Fund 506 - Measure "E"	\$ 2,600,650	\$ -	\$ -	\$ -	\$ -	\$ -
06-06	Measure E/Measure F - Planning-Management	Transportation	Fund 507 - Measure "F"	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
06-14	Annual In-House Road Program Support	Transportation	Fund 507 - Measure "F"	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 1,000,000
11-24	I-5/CR 102 Interchange Landscaping	Transportation	Fund 351- Transportation Grants	\$ 1,763,579	\$ 608,987	\$ -	\$ -	\$ -	\$ -
11-24	I-5/CR 102 Interchange Landscaping	Transportation	Fund 582 - Road Development	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
11-24	I-5/CR 102 Interchange Landscaping	Transportation	Fund 501 - Capital Projects	\$ 301,225	\$ -	\$ -	\$ -	\$ -	\$ -
13-05	East Main Street Improvement Project	Transportation	Fund 506 - Measure "E"	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -
13-05	East Main Street Improvement Project	Transportation	Fund 351- Transportation Grants	\$ 1,800,000	\$ -	\$ 1,156,000	\$ -	\$ -	\$ -
13-05	East Main Street Improvement Project	Transportation	Fund 361 - RMRA	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -
16-02	Install traffic signal at Freeway Drive & E. Main Street	Transportation	Fund 582 - Road Development	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -
17-02	Install Traffic Signal at Kentucky/Cottonwood	Transportation	Fund 582 - Road Development	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -
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 507 - Measure "F"	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -
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 506 - Measure "E"	\$ 682,000	\$ 1,290,000	\$ -	\$ -	\$ -	\$ -
17-09	West Woodland Safe Routes to School	Transportation	Fund 220 - Sewer Enterprise	\$ 300,000	\$ (225,000)	\$ -	\$ -	\$ -	\$ -
17-11	ADA Transition Plan	Transportation	Fund 506 - Measure "E"	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 351- Transportation Grants	\$ 3,742,500	\$ 2,100,000	\$ -	\$ -	\$ -	\$ -
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 507 - Measure "F"	\$ -	\$ 450,000	\$ 1,700,000	\$ -	\$ -	\$ -
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 210 - Water Enterprise	\$ 300,000	\$ 2,592,000	\$ -	\$ -	\$ -	\$ -
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 506 - Measure "E"	\$ 1,247,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 220 - Sewer Enterprise	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
17-17	2017 Corridor Safety Study Project	Transportation	Fund 351- Transportation Grants	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
17-17	2017 Corridor Safety Study Project	Transportation	Fund 506 - Measure "E"	\$ 20,000	\$ -	\$ 9,000	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -
18-05	Woodland Parkway Safe Routes to School & Connectivity Study	Transportation	Fund 351- Transportation Grants	\$ 176,152	\$ -	\$ -	\$ -	\$ -	\$ -
18-05	Woodland Parkway Safe Routes to School & Connectivity Study	Transportation	Fund 506 - Measure "E"	\$ 22,822	\$ -	\$ -	\$ -	\$ -	\$ -
19-05	2020 Road Rehabilitation - Matmor Rd & Gum Ave	Transportation	Fund 361 - RMRA	\$ 5,000	\$ -	\$ -	\$ -	\$ 1,787,000	\$ 1,200,000
19-05	2020 Road Rehabilitation - Matmor Rd & Gum Ave	Transportation	Fund 506 - Measure "E"	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,150,000
19-06	Traffic Calming Program	Transportation	Fund 501 - Capital Projects	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -
19-08	2019 ADA Improvements	Transportation	Fund 320 - CDBG	\$ -	\$ 190,624	\$ -	\$ -	\$ -	\$ -
19-08	2019 ADA Improvements	Transportation	Fund 506 - Measure "E"	\$ -	\$ -	\$ 23,152	\$ -	\$ -	\$ -
19-08	2019 ADA Improvements	Transportation	Fund 210 - Water Enterprise	\$ -	\$ 25,000	\$ 18,632	\$ -	\$ -	\$ -
20-01	Gibson Road Bicycle/Pedestrian Mobility Project	Transportation	Fund 351- Transportation Grants	\$ -	\$ -	\$ -	\$ 3,933,000	\$ -	\$ -
20-01	Gibson Road Bicycle/Pedestrian Mobility Project	Transportation	Fund 507 - Measure "F"	\$ -	\$ -	\$ -	\$ 1,700,000	\$ -	\$ -
20-01	Gibson Road Bicycle/Pedestrian Mobility Project	Transportation	Fund 361 - RMRA	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
20-02	2020 Road Maintenance	Transportation	Fund 506 - Measure "E"	\$ -	\$ -	\$ 94,262	\$ -	\$ -	\$ -
20-02	2020 Road Maintenance	Transportation	Fund 361 - RMRA	\$ -	\$ -	\$ 200,000	\$ 1,000,000	\$ -	\$ -
20-02	2020 Road Maintenance	Transportation	Fund 210 - Water Enterprise	\$ -	\$ -	\$ 63,976	\$ -	\$ -	\$ -
20-04	E. Gibson Road/Harry Lorenzo Ave/Bourn Drive Traffic Signal	Transportation	Fund 582 - Road Development	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 700,000
20-05	SR 113/CR 25A Interchange Modifications	Transportation	Fund 682 - SLIF Roads	\$ -	\$ 235,000	\$ -	\$ -	\$ -	\$ -
20-08	Gibson Rd Rehabilitation - West St to CR 98	Transportation	Fund 361 - RMRA	\$ -	\$ -	\$ 77,700	\$ -	\$ -	\$ -
20-08	Gibson Rd Rehabilitation - West St to CR 98	Transportation	Fund 351- Transportation Grants	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -
20-09	2020 ADA Improvements	Transportation	Fund 320 - CDBG	\$ -	\$ -	\$ 198,000	\$ -	\$ -	\$ -
20-09	2020 ADA Improvements	Transportation	Fund 210 - Water Enterprise	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
95-24	Planning Analysis Studies	Transportation	Fund 582 - Road Development	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
TRANS-062	New Traffic Signal - CR102 and Kentucky Avenue	Transportation	Fund 582 - Road Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000
TRANS-064	2021 Road Maintenance	Transportation	Fund 507 - Measure "F"	\$ -	\$ -	\$ -	\$ -	\$ 1,550,000	\$ 150,000
TRANS-064	2021 Road Maintenance	Transportation	Fund 210 - Water Enterprise	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
<b>Transportation Total</b>				<b>\$ 32,439,878</b>	<b>\$ 10,962,611</b>	<b>\$ 6,261,722</b>	<b>\$ 8,019,000</b>	<b>\$ 4,242,000</b>	<b>\$ 7,855,000</b>
09-15	FloodSAFE Yolo/Cache Creek Feasibility Study	Storm Drain	Fund 220 - Sewer Enterprise	\$ 2,550,000	\$ 1,000,000	\$ 1,500,000	\$ -	\$ -	\$ -
09-31	Storz Pond Maintenance	Storm Drain	Fund 581 - Storm Drain Development	\$ 80,000	\$ 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	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
17-24	East main Pump Station (EMPS) Storm Main Repairs	Storm Drain	Fund 506 - Measure "E"	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -
20-06	Storm Drainage Outfall Channel Outlet Structure	Storm Drain	Fund 581 - Storm Drain Development	\$ -	\$ -	\$ 300,000	\$ -	\$ 2,725,000	\$ -
<b>Storm Drain Total</b>				<b>\$ 2,830,000</b>	<b>\$ 1,510,000</b>	<b>\$ 1,810,000</b>	<b>\$ 10,000</b>	<b>\$ 2,735,000</b>	<b>\$ 10,000</b>
08-29	Groundwater Monitoring Wells	Water	Fund 210 - Water Enterprise	\$ 156,000	\$ -	\$ -	\$ -	\$ -	\$ -
09-05	Water Source Security System	Water	Fund 210 - Water Enterprise	\$ 255,000	\$ -	\$ -	\$ -	\$ -	\$ -
09-23	Water System Leak Detection, Maintenance & Repairs	Water	Fund 210 - Water Enterprise	\$ 3,161,847	\$ -	\$ 2,812,017	\$ 2,708,017	\$ 2,708,017	\$ 2,708,017
14-09	Water Master Plan Update	Water	Fund 210 - Water Enterprise	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -
14-13	ASR Testing and Modeling - Surface Water Local	Water	Fund 210 - Water Enterprise	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -

FY 2019/20 CIP  
By Category

Project #	Project Name	Project Category	Funding Source	Prior Year Funding	FY2018/19	FY2019/20	FY2020/21	FY2021/22	FY2022/23
15-02	New ASR Well Construction	Water	Fund 210 - Water Enterprise	\$ 11,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
15-04	Chromium 6 Investigations	Water	Fund 210 - Water Enterprise	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
17-05	ASR Wells #31	Water	Fund 210 - Water Enterprise	\$ 5,557,000	\$ -	\$ -	\$ -	\$ -	\$ -
17-07	Recycled Water Master Plan	Water	Fund 210 - Water Enterprise	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
17-08	West Street Water Main Upgrade	Water	Fund 210 - Water Enterprise	\$ 3,955,300	\$ 700,000	\$ -	\$ -	\$ -	\$ -
17-08	West Street Water Main Upgrade	Water	Fund 220 - Sewer Enterprise	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -
18-09	2018 Water Main Replacement Project	Water	Fund 210 - Water Enterprise	\$ 200,000	\$ 3,600,000	\$ -	\$ -	\$ -	\$ -
19-15	2019 Water Main Replacement Project	Water	Fund 210 - Water Enterprise	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
19-16	Dog Gone Alley Coordination	Water	Fund 501 - Capital Projects	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
19-16	Dog Gone Alley Coordination	Water	Fund 220 - Sewer Enterprise	\$ -	\$ 290,000	\$ -	\$ -	\$ -	\$ -
19-16	Dog Gone Alley Coordination	Water	Fund 210 - Water Enterprise	\$ -	\$ 430,000	\$ -	\$ -	\$ -	\$ -
<b>Water Total</b>				<b>\$ 25,910,147</b>	<b>\$ 5,145,000</b>	<b>\$ 2,812,017</b>	<b>\$ 2,708,017</b>	<b>\$ 2,708,017</b>	<b>\$ 2,708,017</b>
<b>Grand Total</b>				<b>\$ 88,844,324</b>	<b>\$ 28,472,083</b>	<b>\$ 25,052,189</b>	<b>\$ 15,503,552</b>	<b>\$ 14,845,017</b>	<b>\$ 13,633,017</b>

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

<b>Project Name:</b> Fire Station #3 Relocation	<b>Project Proponent:</b> Brent Meyer
<b>Project #:</b> 16-10	<b>Project Manager:</b> Brent Meyer
<b>MPPFP:</b>	<b>User Department:</b> Fire
<b>Funding Source(s):</b> Fund 101 - General Fund Fund 560 - Fire Development	

	Project Costs			
	Fund 101 - General Fund	Fund 560 - Fire Development		
<b>Prior Year Allocation</b>	\$54,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
<b>2018-19</b>	\$1,100,000	\$10,000	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,154,000</u>	<u>\$10,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,164,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$64,000</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$1,100,000</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 and then move forward with design and construction. The City is currently in escrow to buy property at Gibson/Bourne (site of the former Willow Springs School).

**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**

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

Project Costs				
Prior Year Allocation	Fund 501 - Capital Projects			
	\$100,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$100,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$100,000</u>	
<b>By Category:</b>	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**

<b>Project Name:</b> MPFP Annual Update	<b>Project Proponent:</b> Community Development
<b>Project #:</b> 08-57	<b>Project Manager:</b> Brent Meyer
<b>MPFP:</b> CITY-6	<b>User Department:</b> Community Development
<b>Funding Source(s):</b> Fund 510 - General City Development	

**Project Costs**

<b>Prior Year Allocation</b>	<b>Fund 510 - General City Development</b>			
	\$80,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$25,000	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$105,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$105,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$105,000</u>	
<b>By Category:</b>	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**

<b>Project Name:</b>	Permanent Supportive Housing	<b>Project Proponent:</b>	Administrative Services
<b>Project #:</b>	19-22	<b>Project Manager:</b>	Community Development
<b>MPFP:</b>		<b>User Department:</b>	All Departments
<b>Funding Source(s):</b>	Fund 351- Transportation Grants		

**Project Costs**

<b>Prior Year Allocation</b>	<b>Fund 351- Transportation Grants</b>			
	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$679,972	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$679,972</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$679,972</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$679,972</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** Partnership HealthPlan of California awarded the City of Woodland a Local Innovation Grant on Housing to support the development of micro-houses for individuals who are Medi-Cal eligible and homeless.

**Justification:** The City has partnered with several non-profits to work towards long-term solutions for the homeless population. Housing first is the primary goal.

**Pertinent Issue:**

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

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

**Project Costs**

Prior Year Allocation	Fund 570 - Library Development	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
2018-19	\$85,000	\$0	\$0	\$0	\$0
2019-20	\$85,000	\$0	\$0	\$0	\$0
2020-21	\$85,000	\$0	\$0	\$0	\$0
2021-22	\$85,000	\$0	\$0	\$0	\$0
2022-23	\$85,000	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$425,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$425,000</u>				
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies			<u>\$0</u>	
<b>By Category:</b>	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**

<b>Project Name:</b>	Clark Field	<b>Project Proponent:</b>	Community Services
<b>Project #:</b>	13-03	<b>Project Manager:</b>	Parks & Recreation
<b>MPFP:</b>		<b>User Department:</b>	Community Services
<b>Funding Source(s):</b>	Fund 507 - Measure "F"		

**Project Costs**

	<b>Fund 507 - Measure "F"</b>			
<b>Prior Year Allocation</b>		\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$15,000	\$0	\$0	\$0
<b>2019-20</b>	\$15,000	\$0	\$0	\$0
<b>2020-21</b>	\$15,000	\$0	\$0	\$0
<b>2021-22</b>	\$15,000	\$0	\$0	\$0
<b>2022-23</b>	\$15,000	\$0	\$0	\$0
<b>Subtotal</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**TOTAL**

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

**ABOUT THE PROJECT:**

**Project Description:** This is a \$15,000 per year contribution to the User Group that maintains the field every year.

**Justification** Measure E funded the renovation of Clark Field and funded the annual maintenance to the User Group. Measure F now continues this practice.

**Pertinent Issue:** Baseball Field is used extensively and needs to be updated to provide an adequate, safe and accessible facility.













**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

<b>Project Name:</b>	Southeast Area Pool Project	<b>Project Proponent:</b>	Community Services
<b>Project #:</b>	19-18	<b>Project Manager:</b>	Brent Meyer
<b>MPFP:</b>		<b>User Department:</b>	Community Services
<b>Funding Source(s):</b>	Fund 501 - Capital Projects Fund 101 - General Fund		

Prior Year Allocation	Project Costs			
	Fund 501 - Capital Projects	Fund 101 - General Fund		
	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$15,000	\$250,000	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$15,000</u>	<u>\$250,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$265,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$15,000</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$250,000</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:**  
**Funding Source(s):** Fund 506 - Measure "E"      **User Department:** Community Services  
Fund 011 - Facilities Replacement

<u>Project Costs</u>				
	<u>Fund 506 - Measure "E"</u>	<u>Fund 011 - Facilities Replacement</u>		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
<b>2018-19</b>	\$1,300,000	\$0	\$0	\$0
<b>2019-20</b>	\$1,150,000	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$300,000	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,450,000</u>	<u>\$300,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,750,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$30,000</u>	
	Construction Costs:		<u>\$2,720,000</u>	
	Land Acquisition:		<u>\$0</u>	

**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:** The estimate assumes that no shock padding is added under the artificial turf. It is also assumed that 3 fields will be done in FY20 and the remaining 2 fields in FY21. The \$300,000 of funding in FY21 is from annual set-aside for future turf replacement.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Project Name:** Charles Brooks Pool Bleacher Project      **Project Proponent:** Community Services  
**Project #:** 19-23      **Project Manager:** TBD  
**MPFP:**      **User Department:** Community Services  
**Funding Source(s):** Fund 506 - Measure "E"

**Project Costs**

	Fund 506 - Measure "E"			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$40,000	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$40,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$40,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$40,000</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** The bleachers at the community pool do not meet current ADA requirements. The bleachers are essentially wood boards acting as a retaining wall up the slope of each hill. These boards need to continually be replaced and are also failing in their job to act as a retaining wall. Additionally, with the design/location of the bleachers and how swim meets are set up, access round the pool is limited. Replacing the bleachers will be a large capital project; however, the cost and design are unknowns.

**Justification** Necessary to meet current ADA requirements.

**Pertinent Issue:** This project includes funding for design and staff charges to assist CSD with engineering decisions along the way.



**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

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

**Project Costs**

	<b>Fund 220 - Sewer Enterprise</b>			
<b>Prior Year Allocation</b>	\$2,451,180	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$485,000	\$0	\$0	\$0
<b>2019-20</b>	\$1,628,000	\$0	\$0	\$0
<b>2020-21</b>	\$1,500,000	\$0	\$0	\$0
<b>2021-22</b>	\$2,900,000	\$0	\$0	\$0
<b>2022-23</b>	\$700,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$9,664,180</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$9,664,180</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$998,330</u>	
	Construction Costs:		<u>\$6,055,850</u>	
	Land Acquisition:		<u>\$0</u>	

**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 Gibson Road, Beamer Street, etc. 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. The sewer model indicates the need to reallocate sewer capacity from Beamer to Gibson Trunk sewer.



**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

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

**Project Costs**

	<b>Fund 220 - Sewer Enterprise</b>			
<b>Prior Year Allocation</b>	\$90,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$130,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$220,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$220,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$220,000</u>	
<b>By Category:</b>	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**

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

**Project Costs**

	<b>Fund 220 - Sewer Enterprise</b>	<b>Fund 210 - Water Enterprise</b>		
<b>Prior Year Allocation</b>	\$4,805,000	\$34,000	\$0	\$0
<b>Fiscal Year</b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$500,000	\$0	\$0	\$0
2020-21	\$600,000	\$0	\$0	\$0
2021-22	\$500,000	\$0	\$0	\$0
2022-23	\$200,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$6,605,000</u>	<u>\$34,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$6,639,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$0</u>
<b>By Category:</b>	Design Costs:	<u>\$129,000</u>
	Construction Costs:	<u>\$6,366,000</u>
	Land Acquisition:	<u>\$0</u>

**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. Biosolids in Ponds #8 need to stabilize before they can be removed to the landfill. Pond 11 is scheduled to dry and remove biosolids in year 2021 and pond 9 is scheduled for 2022. After this work is completed, the ponds will have biosolids removed at a rate of one pond every 3 years.

**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.

**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

**Project Costs**

<b>Prior Year Allocation</b>	<b>Fund 220 - Sewer Enterprise</b>			
	\$2,028,119	\$0	\$0	\$0
<b>Fiscal Year</b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$824,000	\$0	\$0	\$0
<b>2020-21</b>	\$750,000	\$0	\$0	\$0
<b>2021-22</b>	\$750,000	\$0	\$0	\$0
<b>2022-23</b>	\$500,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$4,852,119</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$4,852,119</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	Design Costs:		<u>\$300,000</u>	
	Construction Costs:		<u>\$4,552,119</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 thenext 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 treatemnt. 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

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

fix the diversion 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

	<u>Project Costs</u>			
	<u>Fund 220 - Sewer Enterprise</u>			
<b>Prior Year Allocation</b>	\$5,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$530,000	\$0	\$0	\$0
2020-21	\$500,000	\$0	\$0	\$0
2021-22	\$500,000	\$0	\$0	\$0
2022-23	\$500,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,035,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,035,000</u>			

**Cost Estimate** Pre-Design/Environmental/Studies  
**By Category:** Design Costs:  
Construction Costs: \$2,035,000  
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**

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

**Project Costs**

	<b>Fund 220 - Sewer Enterprise</b>			
<b>Prior Year Allocation</b>	\$91,500	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$500,000	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$591,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$591,500</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$591,500</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**

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

**Project Costs**

	<b>Fund 220 - Sewer Enterprise</b>			
<b>Prior Year Allocation</b>	\$1,141,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$80,000	\$0	\$0	\$0
<b>2019-20</b>	\$1,270,000	\$0	\$0	\$0
<b>2020-21</b>	\$400,000	\$0	\$0	\$0
<b>2021-22</b>	\$400,000	\$0	\$0	\$0
<b>2022-23</b>	\$1,050,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$4,341,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$4,341,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$0</u>
<b>By Category:</b>	Design Costs:	<u>\$160,000</u>
	Construction Costs:	<u>\$4,341,000</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**

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

**Project Costs**

	Fund 220 - Sewer Enterprise	Fund 506 - Measure "E"		
<b>Prior Year Allocation</b>	\$60,000	\$40,000	\$0	\$0
<b>Fiscal Year</b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$60,000</u>	<u>\$40,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$100,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	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:** 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

**Project Costs**

	<b>Fund 220 - Sewer Enterprise</b>			
<b>Prior Year Allocation</b>	\$200,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2018-19	\$540,000	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$740,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$740,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$200,000</u>	
	Construction Costs:		<u>\$540,000</u>	
	Land Acquisition:		<u>\$0</u>	

**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**

<b>Project Name:</b>	WPCF Slide Gate Replacement	<b>Project Proponent:</b>	Utility Engineering
<b>Project #:</b>	19-20	<b>Project Manager:</b>	Chris Fong
<b>MPFP:</b>		<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 220 - Sewer Enterprise		

		Project Costs			
Prior Year Allocation	Fund 220 - Sewer Enterprise				
	\$0	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
<b>2018-19</b>	\$0	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$300,000	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$300,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$300,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0		
	Design Costs:		\$0		
	Construction Costs:		\$300,000		
	Land Acquisition:		\$0		

**ABOUT THE PROJECT:**

**Project Description:** Eight of the remaining biosolid pond gates are in need of replacement due to severe corrosion of the housing structure. Two new gates are requested to be installed for better control of flow diversion between ponds. Additionally, there are three (3) slide gates at the effluent of the WPCF oxidation ditches that are also being replaced as part of this project.

**Justification** The City has an ongoing program for major replacement/deficiency mitigation of the numerous assets at the City's Water Pollution Control Facility. Repair and replacement of assets are based on routine and unroutine maintenance. Projects are identified based on criticality and budget.

**Pertinent Issue:** The City's Water Treatment Control Facility (WPCF) generates biosolids as a result of the wastewater treatment process. The WPCF utilizes a series of ponds to accumulate and stabilize the biosolids as part of the treatment process. The ponds further decompose the biosolids to complete the treatment process. The ponds further decompose the biosolids to complete the treatment process. Capping water is circulated throughout the pond system to assist in odor control. The flow of capping water through the stabilization ponds is controlled by manually operated slide gates. The gates were originally installed in 1988 and are reaching the end of their useful life due to the corrosive nature of the water. Ninety-nine of the gates were replaced in 2016. Maintenance of the pond capping water system at the WPCF is imperative to prevent odors from this part of the wastewater treatment process.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

<b>Project Name:</b>	WPCF Pond #8 Biosolids	<b>Project Proponent:</b>	Utility Engineering
<b>Project #:</b>	19-24	<b>Project Manager:</b>	Tim Busch
<b>MPFP:</b>		<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 220 - Sewer Enterprise		

Project Costs				
Prior Year Allocation	Fund 220 - Sewer Enterprise			
	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$520,000	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$520,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$520,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	Design Costs:		\$0	
	Construction Costs:		<u>\$520,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** The work in this project generally includes mechanically drying of the biosolids in Pond #8 and hauling to the Yolo County Landfill for use as daily cover. The Yolo County landfill is the only authorized receiver of biosolids in Yolo County.

**Justification:** This project is part of a multi-year program to address the decades of biosolids accumulation and manage the current loading rate. The WPCF has been accumulating biosolids for decades and has a rough estimate of 60,000 tons of stored biosolids.

**Pertinent Issue:** The exact quantity cannot be determined until the drying work is completed.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Project Name:** 2020 Water and Sewer Replacement Project      **Project Proponent:** Utility Engineering  
**Project #:** 20-07      **Project Manager:** Ed Wisniewski  
**MPFP:**  
**Funding Source(s):** Fund 210 - Water Enterprise      **User Department:** Public Works  
Fund 220 - Sewer Enterprise

**Project Costs**

Prior Year Allocation	Fund 210 - Water Enterprise	Fund 220 - Sewer Enterprise		
		\$0	\$0	\$0
<b>Fiscal Year</b>				
<b>2018-19</b>	\$200,000	\$200,000	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$400,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$400,000</u>	
	Construction Costs:			
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** Approximately 5,300 linear feet of mainline water pipe will be replaced on Gibson Road which will make water pressure more reliable for approximately 110 residences. Additionally, approximately 10,000 feet of sewer pipe and 110 laterals will be replaced on Gibson Road. Work also includes completing two sewer interceptor sewers in the Gibson Road and CR102 intersection to balance sewer flows.

**Justification** Approximately 40% of the water mains in the City are over 50 years old, and some mains are over 100 years old. Some of these water mains are in need of replacement due to frequent breaks and leaks. 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 sewer hydraulic model identified the need to transfer sewer flows from the Beamer Trunk Sewer to the Gibson Trunk to correct an existing deficiency and provide capacity to downtown. The new interceptor sewer on East Street is the first segment of the capacity reallocation project. This project will also address water & sewer deficiencies on Gibson Road in anticipation of an upcoming road reconstruction project.

**Pertinent Issue:** Replace aging and failing water distribution and sewer collection facilities. Actual Construction budget will be programmed at contract award when funds can be reallocated from other projects.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

<b>Project Name:</b> Spring Lake East Regional Pond Landscaping	<b>Project Proponent:</b> Spring Lake Specific Plan
<b>Project #:</b> 06-12	<b>Project Manager:</b> Chris Fong
<b>MPFP:</b> SD-109	
<b>Funding Source(s):</b> Fund 681 - SLIF Storm Drain	<b>User Department:</b> Community Development

**Project Costs**

	<b>Fund 681 - SLIF Storm Drain</b>			
<b>Prior Year Allocation</b>	\$484,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$484,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$484,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	\$0
<b>By Category:</b>	Design Costs:	\$20,000
	Construction Costs:	\$464,000
	Land Acquisition:	\$0

**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. The City has contract with Yolo Resource Conservation District to establish landscaping around the pond. Yolo RCD's work is to be complete by June 30, 2020 for hand-over to Public Works. Community Development and Public Works are still working to incorporate continued maintenance of the pond through the Spring Lake Landscape & Lighting District funding.

**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>			
	\$600,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$600,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$600,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$600,000</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</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			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
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
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,300,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,300,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$2,300,000</u>	
	Land Acquisition:		<u>\$0</u>	

**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**

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

**Project Costs**

	Fund 681 - SLIF Storm Drain			
<b>Prior Year Allocation</b>	\$8,000,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2018-19	\$1,000,000	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$9,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$9,000,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	\$0
<b>By Category:</b>	Design Costs:	\$750,000
	Construction Costs:	\$8,250,000
	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 SDMP 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**

	<b>Fund 682 - SLIF Roads</b>			
<b>Prior Year Allocation</b>	\$100,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
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
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$516,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$516,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$92,000</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$424,000</u>	
	Land Acquisition:		<u>\$0</u>	

**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  
Fund 582 - Road Development  
**User Department:** Public Works

**Project Costs**

	Fund 682 - SLIF Roads	Fund 582 - Road Development		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$400,000	\$57,000	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$400,000</u>	<u>\$57,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$457,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	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:**      **User Department:** Public Works

**Funding Source(s):** Fund 682 - SLIF Roads

**Project Costs**

	Fund 682 - SLIF Roads			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
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
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,294,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,294,000</u>			
<b>Cost Estimate By Category:</b>	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

		<u>Project Costs</u>			
		<u>Fund 682 - SLIF Roads</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
<b>2018-19</b>	\$165,000	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$1,829,000	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,994,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,994,000</u>				
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>		
<b>By Category:</b>	Design Costs:		<u>\$165,000</u>		
	Construction Costs:		<u>\$1,829,000</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 awarding a construction contract. 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  
**MPFP:**      **User Department:** Public Works  
**Funding Source(s):** Fund 682 - SLIF Roads

<u>Project Costs</u>				
	<u>Fund 682 - SLIF Roads</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$20,000	\$0	\$0	\$0
2019-20	\$150,000	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$170,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$170,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$170,000</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:** .



**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  
Fund 582 - Road Development

**Project Costs**

	Project Costs			
	Fund 682 - SLIF Roads	Fund 582 - Road Development		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
2018-19	\$200,000	\$0	\$0	\$0
2019-20	\$0	\$35,000	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$200,000</u>	<u>\$35,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$235,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$235,000</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** This project includes the construction of a multi-use path, landscaping and frontage improvements on Gibson Road from the northbound ramp terminal to Harry Lorenzo Ave and the removal of the northbound free right turn at the SR 113/Gibson Road interchange.

**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**

<b>Project Name:</b>	FloodSAFE Yolo/Cache Creek Feasibility Study	<b>Project Proponent:</b>	City Management
<b>Project #:</b>	09-15	<b>Project Manager:</b>	Tim Busch
<b>MPFP:</b>		<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 220 - Sewer Enterprise		

**Project Costs**

	Fund 220 - Sewer Enterprise			
<b>Prior Year Allocation</b>	\$2,550,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$1,000,000	\$0	\$0	\$0
<b>2019-20</b>	\$1,500,000	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$5,050,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$5,050,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$5,050,000</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. A portion of the expenses for this project will be reimbursed to the City through the UFFR.



**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  
**Funding Source(s):** Fund 581 - Storm Drain Development      **User Department:** Community Development

<u>Project Costs</u>				
<u>Prior Year Allocation</u>	<u>Fund 581 - Storm Drain Development</u>			
	\$150,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$150,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$150,000</u>			
<b>Cost Estimate By Category:</b>	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

**MPFP:**

**Funding Source(s):** Fund 506 - Measure "E"

**User Department:** Public Works

**Project Costs**

	<b>Fund 506 - Measure "E"</b>			
<b>Prior Year Allocation</b>	\$50,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$500,000	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$550,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$550,000</u>			

<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies	<u>\$0</u>
	Design Costs:	<u>\$50,000</u>
	Construction Costs:	<u>\$500,000</u>
	Land Acquisition:	<u>\$0</u>

**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**

<b>Project Name:</b> Storm Drainage Outfall Channel Outlet Structure	<b>Project Proponent:</b> Utility Engineering
<b>Project #:</b> 20-06	<b>Project Manager:</b> Tim Busch
<b>MPFP:</b>	
<b>Funding Source(s):</b> Fund 581 - Storm Drain Development	<b>User Department:</b> Community Development

**Project Costs**

	<b>Fund 581 - Storm Drain Development</b>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$300,000	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$2,725,000	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$3,025,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$3,025,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$100,000</u>
<b>By Category:</b>	Design Costs:	<u>\$200,000</u>
	Construction Costs:	<u>\$2,725,000</u>
	Land Acquisition:	<u>\$0</u>

**ABOUT THE PROJECT:**

**Project Description:** The project generally includes excavation of the YBWL and removal of the 3 48-inch diameter CMPS's and installation of 5 72-inch diameter concrete culverts. The culvert work would include sluice gates and positive closure devices to protect lands west of the YBWL from high water in the Yolo Bypass (including the City of Woodland and Conaway Ranch). A separately funded project would relocate the WPCF sewer effluent pipe that exists above the existing culverts. The project would also reconstruct the YBWL at the culvert location. The work includes significant dewatering and environmental mitigation because the existing culverts are several feet underwater on both sides of the YBWL. Environmental permitting work is expected to take between 1 and 2 year with permits required from several agencies. The proposed schedule includes beginning design and environmental permitting work in FY20 and construction in FY22.

**Justification** The entire City's storm drainage system outlets to the Yolo Bypass through the Outfall Channel and culverts through the Yolo Bypass West Levee (YBWL). The existing culverts were constructed around 1971 and consist of three 48-inch diameter corrugated metal pipes (CMP) with flap gates on the discharge end. Storm drainage flows have increased significantly since 1971 due to development within the City and as a result, additional capacity is needed through the culverts crossing the YBWL. Additionally, the existing CMP's have corroded and are needing to be replaced. Agreement No. 71-518, Section 2 (h) between Investment Operating Corporation, RD2035, City of Woodland, and Yolo County obligate the City and County to permit and fund replacement and expansion of the culverts.

**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Pertinent Issue:** Replace aging and failing storm drainage pipes and add additional capacity for storm drainage through the YBWL. A portion of the work may be funded through the Department of Water Resources (DWR) Deferred Maintenance Program and work is underway to coordinate to that end. However, the language within Agreement 71-518 may make DWR funding less likely. Project construction is anticipated to be funded from development contributions from the technology park as well as projects in the south urban growth area as defined by the South urban Growth Area - Storm Drainage Facilities master Plan (SUGA-SDFMP). Development in the northeast area may contribute to the project funding depending on their impacts to the storm drainage system.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

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

	Fund 582 - Road Development	Fund 506 - Measure "E"		
<b>Prior Year Allocation</b>	\$385,000	\$45,000	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$26,000	\$0	\$0	\$0
2019-20	\$16,000	\$0	\$0	\$0
2020-21	\$6,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$433,000</u>	<u>\$45,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$478,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$478,000</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**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 has processed 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**

<b>Project Name:</b> Traffic Engineering Services	<b>Project Proponent:</b> Katie Wurzel
<b>Project #:</b> 02-28	<b>Project Manager:</b> Katie Wurzel
<b>MPFP:</b> TES-100	<b>User Department:</b> Community Development
<b>Funding Source(s):</b> Fund 582 - Road Development	

**Project Costs**

	Fund 582 - Road Development			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$40,000	\$0	\$0	\$0
<b>2019-20</b>	\$40,000	\$0	\$0	\$0
<b>2020-21</b>	\$40,000	\$0	\$0	\$0
<b>2021-22</b>	\$40,000	\$0	\$0	\$0
<b>2022-23</b>	\$40,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$200,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$200,000</u>	
<b>By Category:</b>	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 \$40,000 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 #:** 04-07  
**MPFP:** SC-12 SW-1 NT  
**Funding Source(s):** Fund 506 - Measure "E"  
 Fund 351- Transportation Grants  
 Fund 210 - Water Enterprise

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

**Project Costs**

	<b>Fund 506 - Measure "E"</b>	<b>Fund 351- Transportation Grants</b>	<b>Fund 210 - Water Enterprise</b>	<b>Fund 220 - Sewer</b>
<b>Prior Year Allocation</b>	\$2,600,650	\$13,076,950	\$975,000	\$300,000
<b>Fiscal Year</b>				
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
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,600,650</u>	<u>\$13,076,950</u>	<u>\$1,190,000</u>	<u>\$300,000</u>
<b>TOTAL</b>	<u>\$17,167,600</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$100,000</u>
<b>By Category:</b>	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:**

**Funding Source(s):** Fund 507 - Measure "F"

**User Department:** Community Development

**Project Costs**

	<b>Fund 507 - Measure "F"</b>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$50,000	\$0	\$0	\$0
<b>2019-20</b>	\$50,000	\$0	\$0	\$0
<b>2020-21</b>	\$50,000	\$0	\$0	\$0
<b>2021-22</b>	\$50,000	\$0	\$0	\$0
<b>2022-23</b>	\$50,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$250,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$250,000</u>			

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

**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 now continues the road work planning, management and maintenance that MSE was previously 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 507 - Measure "F"

		<u>Project Costs</u>			
		<u>Fund 507 - Measure "F"</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
<b>2018-19</b>	\$750,000	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$750,000	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$750,000	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$750,000	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$1,000,000	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$4,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$4,000,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies			<u>\$0</u>	
	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 FY20-FY23, assuming \$500K to balance street maintenance funding and \$250K for materials.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

<b>Project Name:</b> I-5/CR 102 Interchange Landscaping	<b>Project Proponent:</b> Brent Meyer
<b>Project #:</b> 11-24	<b>Project Manager:</b> Diana Ayon
<b>MPFP:</b> IGS-1	<b>User Department:</b> Public Works
<b>Funding Source(s):</b> 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	
<b>Prior Year Allocation</b>	\$1,763,579	\$301,225	\$0	\$0
<b>Fiscal Year</b>				
<b>2018-19</b>	\$608,987	\$0	\$250,000	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,372,566</u>	<u>\$301,225</u>	<u>\$250,000</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,923,791</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	\$0
<b>By Category:</b>	Design Costs:	\$301,225
	Construction Costs:	\$2,622,566
	Land Acquisition:	\$0

**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  
Fund 361 - RMRA

	<u>Project Costs</u>			
	<u>Fund 506 - Measure "E"</u>	<u>Fund 351- Transportation Grants</u>	<u>Fund 361 - RMRA</u>	
<b>Prior Year Allocation</b>	\$450,000	\$1,800,000	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$1,156,000	\$500,000	\$0
<b>2020-21</b>	\$0		\$500,000	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$450,000</u>		<u>\$1,000,000</u>	<u>\$0</u>

**TOTAL**

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$0</u>
<b>By Category:</b>	Design Costs:	<u>\$450,000</u>
	Construction Costs:	<u>\$3,956,000</u>
	Land Acquisition:	<u>\$0</u>

**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  
**Funding Source(s):** Fund 582 - Road Development      **User Department:** Community Development

**Project Costs**

	<u>Fund 582 - Road Development</u>	<u></u>	<u></u>	<u></u>
<b>Prior Year Allocation</b>	\$450,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$450,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$450,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	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 queuing exceeding appropriate levels of service.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

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

**Project Costs**

	<b>Fund 582 - Road Development</b>			
<b>Prior Year Allocation</b>	\$450,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$450,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$450,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	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:** West Woodland Safe Routes to School      **Project Proponent:** Katie Wurzel  
**Project #:** 17-09      **Project Manager:** Clara Olmedo  
**MPFP:**      **User Department:** Community Development  
**Funding Source(s):** Fund 351- Transportation Grants  
Fund 506 - Measure "E"  
Fund 210 - Water Enterprise

**Project Costs**

	<u>Fund 351- Transportation Grants</u>	<u>Fund 506 - Measure "E"</u>	<u>Fund 210 - Water Enterprise</u>	<u>Fund 507 - Measure "F"</u>	<u>Fund 220 Sewer</u>
<b>Prior Year Allocation</b>	\$1,592,000	\$682,000	\$300,000	\$0	<b>\$ 300,000</b>
<b><u>Fiscal Year</u></b>					
2018-19	\$0	\$1,290,000	\$175,000	\$1,250,000	<b>( \$ 225,000 )</b>
2019-20	\$0	\$0	\$0	\$0	
2020-21	\$0	\$0	\$0	\$0	
2021-22	\$0	\$0	\$0	\$0	
2022-23	\$0	\$0	\$0	\$0	
<b>Subtotal</b>	<u>\$1,592,000</u>	<u>\$1,972,000</u>	<u>\$475,000</u>	<u>\$1,250,000</u>	<u><b>\$ 75,000</b></u>
<b>TOTAL</b>	<del>\$5,289,000</del>	<b>\$5,364,000</b>			

**Cost Estimate** Pre-Design/Environmental/Studies      \$0  
**By Category:** Design Costs:      \$200,000  
Construction Costs:      \$5,164,000      **\$ 5,239,000**  
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>			
<b>Prior Year Allocation</b>	\$125,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$125,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$125,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$125,000</u>	
<b>By Category:</b>	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**

	<b>Fund 351- Transportation Grants</b>	<b>Fund 506 - Measure "E"</b>	<b>Fund 210 - Water Enterprise</b>	<b>Fund 507 - Measure "F"</b>	<b>Fund 220 Sewer</b>
<b>Prior Year Allocation</b>	\$3,742,500	\$1,247,000	\$300,000	\$0	<del>\$</del> 300,000
<b>Fiscal Year</b>					
<b>2018-19</b>	\$2,100,000	\$700,000	\$2,592,000	\$450,000	
<b>2019-20</b>	\$0	\$0	\$0	\$1,700,000	
<b>2020-21</b>	\$0	\$0	\$0	\$0	
<b>2021-22</b>	\$0	\$0	\$0	\$0	
<b>2022-23</b>	\$0	\$0	\$0	\$0	
<b>Subtotal</b>	<u>\$5,842,500</u>	<u>\$1,947,000</u>	<u>\$2,892,000</u>	<u>\$2,150,000</u>	<u><del>\$</del> 300,000</u>
<b>TOTAL</b>	<del>\$12,831,500</del>	<b>\$ 13,131,500</b>			

**Cost Estimate** Pre-Design/Environmental/Studies \$0  
**By Category:** Design Costs: \$700,000  
Construction Costs: ~~\$10,739,500~~ 11,039,500  
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**

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

<b>Prior Year Allocation</b>	<b>Project Costs</b>			
	<b>Fund 351- Transportation Grants</b>	<b>Fund 506 - Measure "E"</b>		
	\$180,000	\$20,000	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$9,000	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b><u>\$180,000</u></b>	<b><u>\$29,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>TOTAL</b>	<b><u>\$209,000</u></b>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<b><u>\$209,000</u></b>	
	Design Costs:		<b><u>\$0</u></b>	
	Construction Costs:		<b><u>\$0</u></b>	
	Land Acquisition:		<b><u>\$0</u></b>	

**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  
**Funding Source(s):** Fund 501 - Capital Projects      **User Department:** Community Development  
Fund 593 - Gibson Ranch Infrastructure

**Project Costs**

	Project Costs			
	Fund 501 - Capital Projects	Fund 593 - Gibson Ranch Infrastructure		
<b>Prior Year Allocation</b>	\$150,000	\$700,000	\$0	\$0
<b><u>Fiscal Year</u></b>				
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
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$150,000</u>	<u>\$800,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$950,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	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:** 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**

	Fund 351- Transportation Grants	Fund 506 - Measure "E"		
<b>Prior Year Allocation</b>	\$176,152	\$22,822	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$176,152</u>	<u>\$22,822</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$198,974</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$198,974</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**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 - Matmor Rd & Gum Ave  
**Project Proponent:** Katie Wurzel  
**Project #:** 19-05  
**Project Manager:** TBD  
**MPPF:**  
**Funding Source(s):** Fund 361 - RMRA  
Fund 506 - Measure "E"  
**User Department:** Public Works

**Project Costs**

	Fund 361 - RMRA	Fund 506 - Measure "E"		
<b>Prior Year Allocation</b>	\$5,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$1,782,000	\$0	\$0	\$0
<b>2022-23</b>	\$1,200,000	\$4,150,000	\$0	\$0
<b>Subtotal</b>	<u>\$2,987,000</u>	<u>\$4,150,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$7,137,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$100,000</u>
<b>By Category:</b>	Design Costs:	<u>\$400,000</u>
	Construction Costs:	<u>\$6,637,000</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**

<b>Project Name:</b> Traffic Calming Program	<b>Project Proponent:</b> City Management
<b>Project #:</b> 19-06	<b>Project Manager:</b> Katie Wurzel
<b>MPFP:</b>	
<b>Funding Source(s):</b> Fund 501 - Capital Projects	<b>User Department:</b> Community Development

		Project Costs			
Prior Year Allocation	Fund 501 - Capital Projects				
	\$0	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
<b>2018-19</b>	\$100,000	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$100,000	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$200,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0		
	Design Costs:		<u>\$200,000</u>		
	Construction Costs:		\$0		
	Land Acquisition:		\$0		

**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 Proponent:** Katie Wurzel  
**Project #:** 19-08 **Project Manager:** Diana Ayon  
**MPFP:** **User Department:** Public Works  
**Funding Source(s):** Fund 320 - CDBG  
Fund 210 - Water Enterprise  
Fund 506 - Measure "E"

	<u>Project Costs</u>			
	<u>Fund 320 - CDBG</u>	<u>Fund 210 - Water Enterprise</u>	<u>Fund 506 - Measure "E"</u>	
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$190,624	\$25,000	\$0	\$0
<b>2019-20</b>	\$0	\$18,632	\$23,152	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$190,624</u>	<u>\$43,632</u>	<u>\$23,152</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$257,408</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$25,000</u>	
	Construction Costs:		<u>\$232,408</u>	
	Land Acquisition:		<u>\$0</u>	

**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:** Gibson Road Bicycle/Pedestrian Mobility Project - East to West Street  
**Project Proponent:** Katie Wurzel  
**Project #:** 20-01  
**Project Manager:** Diana Ayon  
**MPFP:**  
**Funding Source(s):** Fund 351- Transportation Grants  
Fund 507 - Measure "F"  
Fund 361 - RMRA  
**User Department:** Community Development

	<b>Project Costs</b>			
	<b>Fund 351- Transportation Grants</b>	<b>Fund 507 - Measure "F"</b>	<b>Fund 361 - RMRA</b>	
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$500,000	\$0
<b>2020-21</b>	\$3,933,000	\$1,700,000	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$3,933,000</u>	<u>\$1,700,000</u>	<u>\$500,000</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$6,133,000</u>			

**Cost Estimate By Category:**

Pre-Design/Environmental/Studies	<u>\$10,000</u>
Design Costs:	<u>\$590,000</u>
Construction Costs:	<u>\$5,533,000</u>
Land Acquisition:	<u>\$0</u>

**ABOUT THE PROJECT:**

**Project Description:** Project will rehabilitate the pavement on Gibosn Road between East and West Streets. Improvements include pavement rehabilitation, improved bike lanes, sidewalk repairs, ADA ramp improvements and traffic signal improvements.

**Justification** Part of the on-going pavement rehabilitation program.

**Pertinent Issue:** Project was awarded grant funding through the 2018 SACOG Local Regional Funding round. State/Federal funding source has yet to be determined. The total grant amount is \$3.933 M in FY 2021. Grant match will be \$1.7M of MSF funding for a total project budget of \$5.633M.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Project Name:** 2020 Road Maintenance **Project Proponent:** Katie Wurzel  
**Project #:** 20-02 **Project Manager:** TBD  
**MPFP:** **User Department:** Public Works  
**Funding Source(s):** Fund 361 - RMRA  
Fund 506 - Measure "E"  
Fund 210 - Water Enterprise

	Project Costs			
	Fund 361 - RMRA	Fund 506 - Measure "E"	Fund 210 - Water Enterprise	
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$200,000	\$94,262	\$63,976	\$0
2020-21	\$1,000,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,200,000</u>	<u>\$94,262</u>	<u>\$63,976</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,358,238</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$0</u>
<b>By Category:</b>	Design Costs:	<u>\$200,000</u>
	Construction Costs:	<u>\$1,000,000</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.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Project Name:** E. Gibson Road/Harry Lorenzo Ave/Bourn Drive Traffic Signal      **Project Proponent:** Brent Meyer  
**Project #:** 20-04      **Project Manager:** TBD  
**MPFP:** NTS-300  
**Funding Source(s):** Fund 582 - Road Development      **User Department:** Public Works

**Project Costs**

	<u>Fund 582 - Road Development</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$100,000	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$700,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$800,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$800,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$80,000</u>	
	Construction Costs:		<u>\$720,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** This project includes placing a traffic signal at the Bourn Drive/E. Gibson Road/Harry Lorenzo Avenue intersection. The signal will need to provide emergency vehicle access due to its proximity to the fire station. Included in the cost of the signal is the connection of signal interconnect/fiber conduit to the Pioneer Avenue/E. Gibson Avenue signal. This will be used to connect the fire station and the signal to the citywide fiber network. The project also includes the modification of the median island on E. Gibson Road in order to accommodate eastbound/westbound left turn lanes.

**Justification** This signal is required to provide access for the future fire station planned for the northeast corner of the Bourn Drive/E. Gibson Road/Harry Lorenzo Avenue intersection. It is also needed to provide vehicle access for Spring Lake and the Tech Park.

**Pertinent Issue:** A portion of the project funding will likely be needed in the near term in order to reimburse any advanced underground work associated with the development south of E. Gibosn Road from Harry Lorenzo Avenue to Pioneer Avenue.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Project Name:** SR 113/CR 25A Interchange Modifications      **Project Proponent:** Community Development  
**Project #:** 20-05      **Project Manager:** TBD  
**MPFP:**      **User Department:** Community Development  
**Funding Source(s):** Fund 682 - SLIF Roads

		<u>Project Costs</u>			
		<u>Fund 682 - SLIF Roads</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
2018-19	\$235,000	\$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
2022-23	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$235,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$235,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0		
	Design Costs:		<u>\$235,000</u>		
	Construction Costs:		\$0		
	Land Acquisition:		\$0		

**ABOUT THE PROJECT:**

**Project Description:** The project will consist of interchange modifications to address growth related traffic demand. As the project preliminary engineering proceeds, the City will be able to define the exact interchange modifications.

**Justification:** The project is required to meet traffic demand due to growth in Spring Lake, the Woodland Tech Park (SP-1A) and the south area of town.

**Pertinent Issue:** The project is currently being advanced as part of the Woodland Tech Park project (SP-1A). The project is currently proposed to have 25% development impact fee funding and 75% Spring Lake/Tech Park funding through the equitable swap.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Project Name:** Gibson Road Rehabilitation - West Street to CR 98      **Project Proponent:** Katie Wurzel  
**Project #:** 20-08      **Project Manager:** Diana Ayon  
**MPFP:**      **User Department:** Public Works  
**Funding Source(s):** Fund 351- Transportation Grants  
Fund 361 - RMRA

	<u>Project Costs</u>			
	<u>Fund 351- Transportation Grants</u>	<u>Fund 361 - RMRA</u>		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$600,000	\$77,700	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$600,000</u>	<u>\$77,700</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$677,700</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0	
	Design Costs:		\$77,000	
	Construction Costs:		\$600,000	
	Land Acquisition:		\$0	

**ABOUT THE PROJECT:**

**Project Description:** Project will rehabilitate the pavement on Gibson Road between West Street and CR 98. Improvements include pavement rehabilitation, improved bike lanes, narrowed travel lanes, sidewalk repairs, ADA ramps and signal improvements.

**Justification** The pavement on Gibson Road is failing beyond maintenance levels and City staff reapplied for, and is recommended for award, a grant for design of the project.

**Pertinent Issue:** Staff wants to design this project with the rest of Gibson Road (East to West) to ensure continuity of design features and wants to start July 2019 to ensure utility clearance will be completed before the 2021 construction season. Grant funding for design is recommended by SACOG staff to the CTC for their meeting Spring 2019.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

<b>Project Name:</b> 2020 ADA Improvements	<b>Project Proponent:</b> Katie Wurzel
<b>Project #:</b> 20-09	<b>Project Manager:</b> Diana Ayon
<b>MPFP:</b>	<b>User Department:</b> Public Works
<b>Funding Source(s):</b> Fund 320 - CDBG Fund 210 - Water Enterprise	

**Project Costs**

	Fund 320 - CDBG	Fund 210 - Water Enterprise		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$198,000	\$25,000	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$198,000</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$223,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$25,000</u>	
	Construction Costs:		<u>\$198,000</u>	
	Land Acquisition:		<u>\$0</u>	

**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:**

**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

<u>Project Costs</u>				
<u>Prior Year Allocation</u>	<u>Fund 582 - Road Development</u>			
	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$40,000	\$0	\$0	\$0
<b>2019-20</b>	\$40,000	\$0	\$0	\$0
<b>2020-21</b>	\$40,000	\$0	\$0	\$0
<b>2021-22</b>	\$40,000	\$0	\$0	\$0
<b>2022-23</b>	\$40,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$200,000</u>			
<b>Cost Estimate By Category:</b>	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
<b>Fiscal Year</b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$525,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$525,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$525,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0	
	Design Costs:		\$75,000	
	Construction Costs:		\$450,000	
	Land Acquisition:		\$0	

**ABOUT THE PROJECT:**

**Project Description:** Install new traffic signal at CR 102 and Kentucky 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:** 2021 Road Maintenance  
**Project #:** TRANS-064  
**MPPF:**  
**Funding Source(s):** Fund 507 - Measure "F"  
Fund 210 - Water Enterprise

**Project Proponent:** Katie Wurzel  
**Project Manager:** TBD  
**User Department:** Public Works

	<b>Project Costs</b>			
	<b>Fund 507 - Measure "F"</b>	<b>Fund 210 - Water Enterprise</b>		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$1,550,000	\$25,000	\$0	\$0
<b>2022-23</b>	\$150,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,700,000</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,725,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$50,000</u>	
	Construction Costs:		<u>\$1,650,000</u>	
	Land Acquisition:		<u>\$0</u>	

**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:** Groundwater Monitoring Wells  
**Project #:** 08-29  
**MPFP:**  
**Funding Source(s):** Fund 210 - Water Enterprise

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

		<u>Project Costs</u>			
<u>Prior Year Allocation</u>	<u>Fund 210 - Water Enterprise</u>				
	\$156,000	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>					
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
2022-23	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$156,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$156,000</u>				
<b>Cost Estimate By Category:</b>	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**

<b>Project Name:</b>	Water Source Security System	<b>Project Proponent:</b>	Utility Engineering
<b>Project #:</b>	09-05	<b>Project Manager:</b>	Tim Busch
<b>MPFP:</b>		<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 210 - Water Enterprise		

Project Costs				
Prior Year Allocation	Fund 210 - Water Enterprise			
	\$255,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$255,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$255,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$255,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** Each well site will be evaluated for the appropriate level of security. It is anticipated that wells and the storage tank will have video monitoring, motion sensors, audio warnings to anyone at or in secured areas. This will be linked to a central location for monitoring as needed.

**Justification** Most of the City's wells are located outdoors without being housed in secured buildings. Expensive generators are located at some of these sites. Our wells could be vandalized or equipment stolen that would reduce water system's reliability. Sites and water could be contaminated.

**Pertinent Issue:** Other sources of funding are being sought but have not been obtained.

**CITY OF WOODLAND**  
**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Project Name:** Water System Leak Detection,  
Maintenance & Repairs

**Project #:** 09-23

**MPFP:**

**Funding Source(s):** Fund 210 - Water Enterprise

**Project Proponent:** Utility Engineering

**Project Manager:** Tim Busch

**User Department:** Public Works

**Project Costs**

	<b>Fund 210 - Water Enterprise</b>			
<b>Prior Year Allocation</b>	\$3,161,847	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$2,812,017	\$0	\$0	\$0
<b>2020-21</b>	\$2,708,017	\$0	\$0	\$0
<b>2021-22</b>	\$2,708,017	\$0	\$0	\$0
<b>2022-23</b>	\$2,708,017	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$14,097,915</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$14,097,915</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$0</u>
<b>By Category:</b>	Design Costs:	<u>\$1,436,576</u>
	Construction Costs:	<u>\$12,661,339</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**

<b>Project Name:</b>	Water Master Plan Update	<b>Project Proponent:</b>	Utility Engineering
<b>Project #:</b>	14-09	<b>Project Manager:</b>	Tim Busch
<b>MPFP:</b>	Wtr-13	<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 210 - Water Enterprise		

**Project Costs**

	<b>Fund 210 - Water Enterprise</b>			
<b>Prior Year Allocation</b>	\$800,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$800,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$800,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$800,000</u>	
	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**

<b>Project Name:</b> ASR Testing and Modeling - Surface Water Local	<b>Project Proponent:</b> Utility Engineering
<b>Project #:</b> 14-13	<b>Project Manager:</b> Tim Busch
<b>MPFP:</b>	<b>User Department:</b> Utility Engineering
<b>Funding Source(s):</b> Fund 210 - Water Enterprise	

	<b>Project Costs</b>			
<b>Prior Year Allocation</b>	<b>Fund 210 - Water Enterprise</b>			
	\$450,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22		\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>		<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**TOTAL**

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	\$0
<b>By Category:</b>	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 #:** 15-02  
**MPFP:**  
**Funding Source(s):** Fund 210 - Water Enterprise

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

<u>Project Costs</u>				
<u>Prior Year Allocation</u>	<u>Fund 210 - Water Enterprise</u>			
	\$11,000,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$11,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$11,000,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	\$0
<b>By Category:</b>	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 ASWR wells need to be online by the fall of 2016 in order to begin stroing 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

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the 2015 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.

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**Project Name:** Chromium 6 Investigations  
**Project #:** 15-04  
**MPFP:**  
**Funding Source(s):** Fund 210 - Water Enterprise

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

		<u>Project Costs</u>			
<u>Prior Year Allocation</u>	<u>Fund 210 - Water Enterprise</u>				
	\$75,000	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>					
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
2022-23	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$75,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$75,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$75,000		
	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:** Complicance with the new state Chromium 6 MCL.

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<b>Project Name:</b> ASR Wells #31	<b>Project Proponent:</b> Utility Engineering
<b>Project #:</b> 17-05	<b>Project Manager:</b> Tim Busch
<b>MPFP:</b>	<b>User Department:</b> Public Works
<b>Funding Source(s):</b> Fund 210 - Water Enterprise	

Project Costs				
	<b>Fund 210 - Water Enterprise</b>			
<b>Prior Year Allocation</b>	\$5,557,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$5,557,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$5,557,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	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 contributes 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. Additionally, hardness in native groundwater is 6.5 times that of surface water, which in combination with other constituents found in groundwater, would be immediately

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noticed by customers 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.

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**Project Name:** Recycled Water Master Plan  
**Project #:** 17-07  
**MPFP:**  
**Funding Source(s):** Fund 210 - Water Enterprise

**Project Proponent:** Utility Engineering  
**Project Manager:** Tim Busch  
**User Department:** Community Development

**Project Costs**

	<b>Fund 210 - Water Enterprise</b>			
<b>Prior Year Allocation</b>	\$100,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$100,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	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. Current work is focused on applying for grant funding to do a Phase 2 Recycled Water Project.

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**Project Name:** West Street Water Main Upgrade  
**Project #:** 17-08  
**MPPF:**  
**Funding Source(s):** Fund 210 - Water Enterprise  
Fund 220 - Sewer Enterprise

**Project Proponent:** Utility Engineering  
**Project Manager:** Tim Busch  
**User Department:** Community Development

	<u>Project Costs</u>			
	<u>Fund 210 - Water Enterprise</u>	<u>Fund 220 - Sewer Enterprise</u>		
<b>Prior Year Allocation</b>	\$3,955,300	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2018-19</b>	\$700,000	\$95,000	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$4,655,300</u>	<u>\$95,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$4,750,300</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$360,000</u>	
	Construction Costs:		<u>\$4,390,300</u>	
	Land Acquisition:		<u>\$0</u>	

**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.

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<b>Project Name:</b>	2018 Water Main Replacement Project	<b>Project Proponent:</b>	Utility Engineering
<b>Project #:</b>	18-09	<b>Project Manager:</b>	Tim Busch
<b>MPFP:</b>		<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 210 - Water Enterprise		

		Project Costs			
	<b>Fund 210 - Water Enterprise</b>				
<b>Prior Year Allocation</b>	\$200,000	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
<b>2018-19</b>	\$3,600,000	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0	\$0
<b>2021-22</b>	\$0	\$0	\$0	\$0	\$0
<b>2022-23</b>	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$3,800,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$3,800,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>		
	Design Costs:		<u>\$200,000</u>		
	Construction Costs:		<u>\$3,600,000</u>		
	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 east and south of Christensen Park; along portions of Walnut St., Clover St., Locust St., Elm St., College St., Grand Ave., and part of Beamer St. A map showing the streets is included in Attachment B. This is an area with two-inch (2") cast iron water mains located behind sidewalks. These mains are notorious for problems such as breaks and leaks. The project will also continue the replacement of aging mains in proximity to the ASR well to minimize the potential for increased 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 7,800 lineal feet of water main 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:** Replace aging and failing water mains.

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**Project Name:** 2019 Water Main Replacement Project  
**Project #:** 19-15  
**MPFP:**  
**Funding Source(s):** Fund 210 - Water Enterprise

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

**Project Costs**

	Fund 210 - Water Enterprise			
<b>Prior Year Allocation</b>	\$200,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$200,000</u>			
<b>Cost Estimate By Category:</b>	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.

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**Project Name:** Dog Gone Alley Coordination      **Project Proponent:** Community Development  
**Project #:** 19-16      **Project Manager:** TBD  
**MPFP:**      **User Department:** Public Works  
**Funding Source(s):** Fund 501 - Capital Projects  
Fund 210 - Water Enterprise  
Fund 220 - Sewer Enterprise

Prior Year Allocation	<u>Project Costs</u>			
	Fund 501 - Capital Projects	Fund 210 - Water Enterprise	Fund 220 - Sewer Enterprise	
	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2018-19	\$30,000	\$430,000	\$290,000	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$30,000</u>	<u>\$430,000</u>	<u>\$290,000</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$750,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$30,000</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$720,000</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:**

**DEBT SERVICE SCHEDULE**

<b>Debt Type</b>	<b>Name</b>	<b>Original Amount</b>	<b>Outstanding Principal 6/30/19</b>	<b>Annual Debt Service (Principal &amp; Interest)</b>	<b>Year of Final Payment</b>	<b>Final Interest Rate</b>	<b>Source of Repayment</b>	<b>Use of Proceeds</b>
Revenue Bond	2011 Water Revenue Bonds	\$ 18,815,000	\$ 16,070,000	\$ 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	\$ 28,510,000	\$ 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	\$ 9,654,430	\$ 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	\$ 8,448,189	\$ 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	\$ 21,605,000	\$ 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	\$ 2,060,516	\$ 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	\$ 1,260,000	\$ 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	\$ 24,015,000	\$ 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	\$ 26,595,000	\$ 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
Mello-Roos	Spring Lake Special Tax Bonds, Series 2019	\$ 21,490,000	\$ 21,490,000	\$ 1,300,000	2049	4.470%	Special assessments in Spring Lake	Proceeds for reimbursement to property owners and construction of infrastructure
Loan	California Department of Public Health	\$ 7,419,500	\$ 5,761,076	\$ 473,757	2033	2.507%	Water enterprise revenues	Installation of Water Meters
Loan	California Department of Public Health	\$ 31,503,088	\$ 23,791,183	\$ 1,617,740	2038	1.788%	Water enterprise revenues	Local projects for Surface Water project
Loan	California Department of Public Health	\$ 103,294,819	\$ 96,711,722	\$ 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	\$ 1,683,762	\$ 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	\$ -	as available	2045	3.000%	Spring Lake Infrastructure Fees	Purchase of land for Rick Gozalez Park
Lease	Oshkosh Capital Lease	\$ 2,262,524	\$ 975,664	\$ 260,082	2023	2.400%	General fund contributions	Purchase of fire apparatus
Lease	Oshkosh Capital Lease #2	\$ 1,138,496	\$ 729,577	\$ 136,963	2024	3.500%	General fund contributions	Purchase of fire apparatus
Lease	National Cooperative Leasing	\$ 861,772	\$ 502,253	\$ 137,679	2023	3.700%	Enterprise fund contributions	Purchase of sewer/drain cleaning trucks
Lease	Umpqua Bank	\$ 194,745	\$ 160,952	\$ 41,651	2023	3.700%	General fund/L&L District	Purchase of hybrid tree-trimming truck
<b>SUCCESSOR AGENCY DEBT</b>								
Tax Allocation Bond	Redevelopment Tax Allocation Bonds Series 2018	\$ 6,381,800	\$ 5,994,800	\$ 500,000	2034	2.930%	Redevelopment Property Tax Trust Fund Payments	Refunding of the 2007 Tax Allocation Bonds.
Loan	Cal HFA Loan	\$ 1,000,000	\$ 638,224	\$ 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	\$ 1,654,872	\$ 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	\$ 1,200,476	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/F 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, Dental/Vision, Disability Program, General Liability Insurance, 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 his/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 \$250,000 of a certificate of deposit is guaranteed by the Federal Deposit Insurance Corporation (FDIC). CD's with a face value in excess of \$250,000 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 in a rating category "A" or its equivalent or better by a 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.

8.10 SUPRANATIONAL OBLIGATIONS – Section 53601 (q) allows local agencies to invest in bonds issued by one of three supranationals: World Bank, International Finance Corporation (IFC) and InterAmerican Development Bank (IADB), which were established by international treaties, incorporated into U.S. Federal law by Congressional Acts and headquartered in Washington, D.C. Securities issued by these supranationals include benchmark bonds, global bonds, structured notes, plain fixed and floating rate notes, discount notes as well as green bonds. In order for local agencies to invest in bonds issued by supranationals, the bonds must meet the following criteria:

8.10.1 Maturity of five years or less

8.10.2 Eligible for purchase and sale with the US

8.10.3 In a rating category of "AA" or its equivalent or better by a nationally recognized statistical rating organization (NRSRO)

## Financial Policies

8.10.4 Cannot exceed 30 percent of the agency's investment portfolio

### 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.

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,

## Financial Policies

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.

### **INVESTMENT GLOSSARY**

**Agency** - A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSA's) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

**Cash Sale/Purchase** - A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

**CALIFORNIA POOLED INVESTMENT AUTHORITY (CPIA)** –this investment pool is managed by MBIA-Municipal Investors Service Corporation, an investment subsidiary of MBIA, Inc

**Certificate of Deposit** - A document written by a bank or other financial institution that is evidence of a deposit, with the issuer's promise to return the deposit plus earnings at a specified interest rate within a specified time period.

**Collateralization** - Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

**Coupon Rate** - The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

**Credit Quality** - The measurement of the financial strength of a bond issuer. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

**Credit Risk** - The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Delivery Versus Payment (DVP)** - A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

**Diversification** - A process of investing assets among a range of security types by sector, maturity, and quality rating.

**Duration** - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity.

**Fair Value** - The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

**Federal Funds (Fed Funds)** - Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. Fed funds are considered to be immediately available funds.

**Government Securities** - An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, and Bonds."

**Interest Rate** - See "Coupon Rate."

## Financial Policies

**Internal Controls** - An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse.

**Investment Policy** - A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

**Liquidity** - An asset that can be converted easily and quickly into cash.

**Local Agency Investment Fund (LAIF)** - An investment pool for local governments in which their money pooled and managed by the California State Controller's Office.

**Mark-to-market** - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

**Market Risk** - The risk that the value of a security will rise or decline as a result of changes in market conditions.

**Market Value** - Current market price of a security.

**Maturity** - The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."

**Money Market Fund** - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, and federal funds).

**Mutual Fund** - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

**Mutual Fund Statistical Services** - Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services, and Morningstar.

**Par** - Face value or principal value of a bond, typically \$1,000 per bond.

**Principal** - The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

**Prudent Investor Standard** - An investment standard outlining the fiduciary responsibilities of public funds

**Safekeeping** - Holding of assets (e.g., securities) by a financial institution.

**Supranational** - an international group or union in which the power and influence of member states transcend national boundaries or interests to share in decision making and vote on issues concerning the collective body.

**Swap** - Trading one asset for another.

**Term Bond** - Bonds comprising a large part or all of a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

**Treasury Bills** - Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000

**Treasury Notes** - Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

**Treasury Bonds** - Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of \$1,000.

## Financial Policies

**"Volatility Risk" Rating** - A rating system to clearly indicate the level of volatility and other non-credit risks associated with securities and certain bond funds.

**Weighted Average Maturity (WAM)** - The average maturity of all the securities that comprise a portfolio.

**Yield** - The current rate of return on an investment security generally expressed as a percentage of the security's current price.

## 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 1<sup>st</sup> and ends on June 30<sup>th</sup>.

### **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.