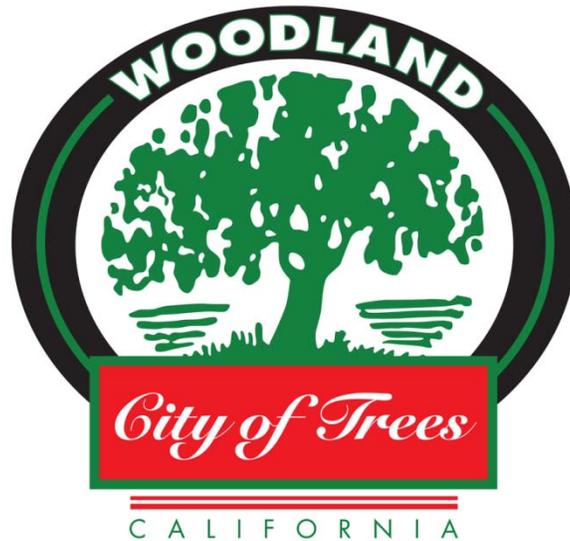


CITY OF WOODLAND

ADOPTED BUDGET

FISCAL YEAR 2020-2021



CITY OF WOODLAND

FISCAL YEAR 2020-2021 ADOPTED BUDGET

MEMBERS OF THE CITY COUNCIL

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



STAFF

Ken Hiatt, Interim City Manager
Brent Meyer, Acting Community Development Director
Kim McKinney, Finance Officer
Ana Gonzalez, City Clerk
Kara Ueda, City Attorney
Derrek Kaff, Police Chief
Eric Zane, 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, Financial Services Manager
Lynn Johnson, Senior Analyst
Karie Farnham, Accounting Technician

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. 7494

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ADOPTING THE FISCAL YEAR 2020-2021 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland has been prepared for fiscal year 2020-2021 and presented to the City Council and reviewed at a public meeting on April 21, 2020, May 19, 2020, and June 2, 2020; and

WHEREAS, the proposed budget also includes the fiscal year 2020-2021 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 2020-2021 has been prepared; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2020-2021 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 2020-2021; 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 2020-2021 Annual Budget is hereby adopted for the following funds (detail shown as Exhibit A):

General Fund	\$55,126,539
Enterprise Funds	59,353,924
Special Revenue Funds	19,565,648
Internal Service Funds	21,032,325
Capital Funds	21,971,378
Debt Service Funds	7,171,008
Successor Agency	1,022,099
Total	\$185,242,921

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

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

Section 4. 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 2020-2021 Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

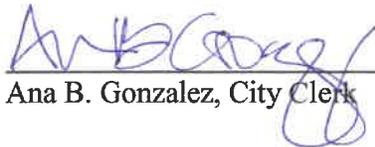
PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 16th day of June, 2020, by the following vote

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



Rich Lansburgh, Mayor

ATTEST:



Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:



Kara K. Ueda, City Attorney

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July 1, 2020

Honorable Mayor and Members of the City Council:

Along with other state and local agencies across the country, the City of Woodland faces difficult and unexpected budget challenges due to the recent public health emergency related to the coronavirus outbreak. The COVID-19 pandemic has had a profound impact on most aspects of our lives. The various stay-at-home orders that help prevent the spread of the virus have essentially shut down large segments of the economy that generate the revenues to support municipal government. This has resulted in a negative impact on the anticipated FY2019/20 and FY2020/21 revenues.

It is impossible to anticipate, at this point, the depth and duration of the economic downturn caused by the pandemic. Recovery from the economic impacts will undoubtedly be a significant challenge for the foreseeable future. However, the City's prudent financial practices, including long-term financial planning and conservative budget approach, have built reserve balances that allow the City to address projected General Fund deficits in a thoughtful and strategic manner.

Because of the unprecedented situation, the overall FY2020/21 Budget is essentially a "status-quo" budget, with a limited number of critical one-time funding recommendations necessary to address specific priority needs. The budget includes anticipated revenues developed in coordination with the City's tax revenue consultants based on economic indicators and includes preliminary estimates of the financial impacts of the COVID-19 pandemic. These tax revenue losses, along with other impacted revenues, are reflected in the five-year General Fund forecast. As discussed with Council, staff developed plans for reducing expenditures, which have been categorized into three "tiers" of possible reductions, with implementation timing dependent upon revenue performance. The General Fund proposed budget reflects implementation of the first "tier" of balancing measures necessary to reduce expenditures and work toward a balanced budget.

The adopted FY2020/21 budget totals \$185.24 million, supporting City operating funds (\$139.27 million), capital funds (\$21.97 million) and debt service obligations (\$24.00 million) and represents an increase of 7% from last year's adopted budget. Consistent with previous years, costs associated with the City's investment management function (\$60,000) 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 \$3,044,379 including \$2,927,419 in one-time funding allocation and \$116,960 in ongoing budget augmentations. No new positions have been authorized in the Proposed Budget; in fact, at least two full time positions are frozen and not

Manager's Transmittal

authorized for funding. The adopted FY2020/21 full-time equivalent staffing level of 311 positions is two fewer than last year, and remains 41 positions (12%) fewer than pre-recession staffing levels of FY2008/2009.

The General Fund budget, totaling \$54.5 million represents a decrease of \$0.7 million (1.3%) from the prior year, including \$432,140 of one-time funding allocations from General Fund reserves. The overall budget, which includes specific funding recommendations to meet selected priority needs will result in an anticipated year-end fund balance in the General Fund of \$12.7 million (26.4%), or \$3.1 million above the Council-adopted reserve policy level of 20%.

The adopted FY2020/2021 Capital Improvement Program budget includes funding recommendations totaling \$33.3 million, of which \$17.7 million is allocated for investment in transportation infrastructure, \$8.8 million to advance capital projects within our water and sewer utilities, and \$1.75 million supports park and library facility improvements. Of this amount, \$3.06 million is provided through Measure E and \$3.01 million from Measure F, consistent with the FY2020/2021 funding allocations presented to the Council earlier in the budget process.

Prior to the COVID-19 pandemic, the City was already struggling to maintain the status quo because cost increases generally and consistently outpaced revenue growth. This looming problem has been highlighted and accelerated due to the current economic circumstances. Although the City has a plan to balance the FY2020/21 General Fund budget, more work will be required to achieve longer-term structural balance. Revenue forecasts will be closely monitored and adjusted as necessary, but even under a "moderate" recession scenario of the General Fund, the updated forecast reflects a projected deficit of \$2.67 million for FY2021/22, growing to \$6.81 million by the end of the forecast's planning horizon. This ongoing budget gap is attributable largely to revenue declines and slowed growth, as well as projected increases in CalPERS retirement contribution rates.

Proposed 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 in April.

Due to the level of uncertainty surrounding the impact to the City's key revenue sources in the General Fund, and to allow for early planning for even larger budget impacts, staff has provided to and discussed with the Council two versions of a General Fund forecast. One version reflects a more moderate recession scenario, assuming a relatively sharp, but short-term decline of sales tax and transient occupancy tax (TOT) revenues through FY2020/21 and FY2021/22, followed by a slow recovery. A second version of the forecast includes reductions to most revenue sources in the General Fund consistent with revenue performance during the recession of 2008 – 2010. This scenario includes a more drastic revenue reduction and an even slower growth toward recovery. Additionally, given the investment market turmoil and volatility, CalPERS investment losses are expected to be substantial. Both scenarios of the General Fund forecast include significant additional costs related to unfunded pension liabilities, beginning in FY2022/23.

Manager's Transmittal

Balancing Plan

To address the forecasted deficit in the General Fund, staff developed a balancing plan that can be implemented in phases throughout the fiscal year, depending upon actual revenue performance. The first tier of the balancing plan utilizes some portion of available General Fund reserves, and includes expected savings from freezing certain vacant positions, reallocation of programs and staff to other available fund sources, department level expenditure reductions, and anticipated savings from employee concessions. The second and third tiers of reductions include potential lay-off of several employees, and additional department level resource reductions that will likely have significant impact on service levels throughout the City, particularly in public safety.

The Adopted Budget reflects the reduced expenditures related to implementation of Tier 1 of the balancing plan. Tier 2 and Tier 3 reductions are shown for planning purposes only, and will be revisited with the City Council over the next several months as more information becomes available. The following summarizes all tiers of the balancing plan:

	FY2020/21
TIER I Reductions - General Fund	Savings
City Attorney Contract Reduction	\$ 25,000
IT Savings	\$ 25,000
Eliminate funding for Accounting Tech position	\$ 70,000
Reduce Finance Contract Services	\$ 35,000
Reduction in Water Use (Parks/Community Center)	\$ 65,000
SHP Funding for Senior Planner	\$ 10,000
Eliminate funding for Crime Analyst position	\$ 116,000
Graffiti Program Funding Transfer	\$ 48,600
Transfer Police Officer to MSF funding	\$ 213,141
SB2 Funding for Social Services Manager	\$ 53,345
Fire Overtime Reduction	\$ 25,000
City Hall Supplies/Services	\$ 10,882
MSC Supplies/Services	\$ 23,379
Eliminate Sports Park Turf Replacement Contribution	\$ 50,000
Reduce Facility Replacement Annual Contribution	\$ 75,000
YECA Contribution Reduction	\$ 110,817
Animal Services Contract Reduction	\$ 38,000
Reduced LAFCO Annual Contribution	\$ 7,113
Total	\$ 1,001,277

Manager's Transmittal

	FY2020/21
TIER II Reductions	Savings
Eliminate Community Services Officer position	\$ 92,128
Reallocate Program Oversight of Environmental Resources	\$ 25,000
Eliminate CDD Deputy Director position	\$ 110,272
Fire Overtime Reduction	\$ 75,000
Library Temp Staffing - Move to Measure J	\$ 31,593
Eliminate Environmental Sustainability Manager position	\$ 12,402
Reduce Annual OPEB Contribution	\$ 100,000
Delay Indirect Cost Recovery Implementation	\$ 140,527
	\$ 586,923

	FY2020/21
TIER III Reductions	Savings
Reclassify additional Recreation Staff to Measure J	\$ 80,000
Eliminate Facility Maintenance Worker II position	\$ 112,000
Library Contract Services/Supplies Reduction	\$ 41,250
Freeze funding for Police Officer position	\$ 150,804
Freeze funding for Police Officer position	\$ 150,804
Fire Overtime Reduction - Tier 2+	\$ 174,620
	\$ 709,478

Funding Recommendations

Although budget flexibility throughout the City is limited, several budget adjustments are recommended in order to provide funding for high priority needs. The following reflects the recommended funding augmentations included in the Adopted Budget:

General Fund: \$590,140 (including \$432,140 in one-time General Fund allocations, \$150,000 in one-time Measure J funding, and \$8,000 of ongoing Measure J adjustments)

- Temporary and contract service assistance for development activity (\$72,140)
- Special Event Funding (\$25,000)
- Homeless effort support (\$25,000)
- Contract Mental Health Clinician (\$60,000)
- Abandoned RV Towing Program (\$20,000)
- Allocation for Enterprise System replacement project (\$230,000)
- Library Main Floor and Furnishing improvements (Measure J) (\$150,000)
- Library temporary staffing for Square One programs (Measure J) \$8,000

Internal Service Funds: \$1,778,505 in one-time allocations

- City facility repair projects (\$528,441)
- Allocation for Enterprise System Replacement (\$1,171,790)

Manager’s Transmittal

- Replacement of SWAT protective equipment (\$43,274)
- Emergency Vehicle Operations training for Police Officers (\$35,000)

Enterprise Funds \$72,000 Water, \$516,960 Sewer, and \$25,000 Recreation

- One-time allocation for Enterprise System Replacement (\$100,000)
- Replacement of high use, outdated equipment (\$455,000 one-time, \$61,960 recurring)
- Additional state permit fees (\$10,000 recurring)
- Replacement of water monitoring software (\$12,000 recurring)
- Additional temporary staffing for recreation (\$25,000, offset by revenues)

Measure F: \$59,274 for one-time grant matching funds to replace Fire Department equipment.

Tree Reserve Fund: \$2,500 in one-time funding for the Tree Rebate Program.

Capital Budget Overview

A major component of the city’s annual budget process is the update to the five-year Capital Improvement Program (CIP). Due to limited availability of discretionary funds, the City’s CIP relies heavily on grant funding to supplement utility rates, development impact fees, transportation funding and local sales tax revenues. For FY2020/21, the CIP proposes funding totaling \$33.3 million, as follows:

Project Category	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Fire	\$0	\$50,000	\$0	\$0	\$0
General	\$447,795	\$2,551,790	\$0	\$0	\$0
Library	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Park Facilities	\$2,288,450	\$1,668,417	\$15,000	\$15,000	\$15,000
Sewer	\$12,124,180	\$2,785,000	\$5,060,000	\$2,960,000	\$1,610,000
SLIF Infrastructure	\$6,533,000	\$2,070,000	\$0	\$0	\$0
Storm Drain	\$2,029,000	\$400,000	\$2,725,000	\$0	\$0
Transportation	\$12,859,938	\$17,730,000	\$6,890,000	\$6,555,000	\$3,905,000
Water	\$3,368,017	\$6,017,017	\$4,500,000	\$2,708,017	\$2,708,017
Grand Total	\$39,735,380	\$33,307,224	\$19,275,000	\$12,323,017	\$8,323,017

Selected Highlights of the adopted FY2020/21 CIP Include:

Parks

- Sports Park Turf Replacement \$1.15 million

Transportation/Road Rehabilitation

- East Main Street Improvement Project \$1.8 million
- West Woodland Safe Routes to School \$1.3 million

Manager's Transmittal

- Gibson Road Bike/Mobility (East to West St) \$5.7 million
- West Gibson Road Rehab (West St to CR98) \$4.9 million

Utilities

- Water & Sewer Replacement (Gum & Marshall) \$4.6 million

Other

- Sports Park Dr. Pedestrian Overcrossing \$2.15 million
- Enterprise System Replacement \$2.25 million

Highlights of Funding Support for Selected Strategic Initiatives

Public Safety

- Allocates \$1.4 million in Measure F funding for Fire and Police Staffing (increased from \$1.1 million)
 - 4.0 Police Officers
 - Non-Sworn Staff Support (Records/Front Counter and Evidence)
 - Fire Chief
 - Fire Marshal
- Provides One-Time Funds in support of Police equipment and training
- Provides Firefighter SAFER Grant matching funds for 3.0 Firefighters and plans to absorb full cost within the Five-Year Forecast.
- Provides one-time funds for the services of a mental health clinician to assist with the increasing workload of mental health related calls for service.

Homelessness

- Anticipates funding for:
 - Transitional Housing assistance
 - Public Safety / Public Health response
 - Other supplies and services as needed
- Anticipates future funding needs in support of:
 - East Beamer Way Project, No Place Like Home
 - Leverage Outside Funding
- Incorporates SB2 Grant funding
- Continues funding support for County Homeless Coordinator through cost-sharing with other partner agencies

Economic Development

- Supports staff position, temporary staff, and discretionary money for ED initiatives through Measure F
- Continued Implementation new General Plan Policies / Projects
 - Zoning Update
 - Permit Streamlining
 - Business Research / Tech Park Project

Manager’s Transmittal

- Continue to Support Expanded Business Retention / Attraction
- Continues partnership with Greater Sacramento Area Economic Council

Infrastructure

- Supports FY2020/21 Street Rehabilitation Project Work Plan:
 - East Main Street Improvement Project
 - Gibson Road Rehabilitation – West St. to CR98
 - Gibson Road Bicycle/Pedestrian Project - East to West
 - Completes West Woodland Safe Routes to School (Court Street)
- Funds Library Short-Term Capital Project (Main Floor)
- Funds replacement of the artificial turf at the Woodland Sports Park

Measure J / Youth Initiative – The budget provides ongoing funding support for programs established with the passage of Measure J through the voter-approved quarter-cent sales tax that generates roughly \$2.8 million per year. The adopted budget includes the following funding allocations:

	Budgeted	Adopted
	FY2019/20	FY2020/21
Revenues		
MSJ Annual Revenue Projection	\$ 2,848,098	\$ 2,798,294
Expenditures		
Utility Assistance	\$ 270,710	\$ 250,000
General Recreation	576,365	483,769
Middle School Programs	225,800	221,942
Aquatics	270,803	270,803
Recreation Van	102,745	104,421
Summer Camp	164,377	157,856
Youth Advisory Committee & Academy	5,000	5,000
At-Potential Youth	317,032	316,032
Crime Prevention	134,443	126,927
GREAT Program (4th/7th Grades)	95,312	95,312
Library	568,111	614,044
Southeast Pool Area Project	0	0
Programming Subtotal	\$ 2,730,698	\$ 2,646,107
Unallocated	77,604	
Total Expenditures	\$ 2,808,302	\$ 2,646,107
Proposed Additions		
Graffiti Program: GF Transfer - Budget Balancing	\$	48,600
Library Square One Evening Hours	\$	8,000
Library Improvements	\$	150,000
Net Revenue/Expenditures	\$ 39,796	\$ (54,413)
Fund Balance	\$ 721,296	\$ 666,883

Looking Ahead

The Adopted FY2020/21 Budget serves to establish recommended funding and staffing levels, consistent with Council priorities for the fiscal year beginning July 1, 2020. The recommendations included in this 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), followed by revised estimates related to the COVID-19 pandemic impacts on the budget, as discussed at the Spring Budget Workshop held in April.

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 all of the city's eight employee bargaining groups to request concessions to assist with balancing the structural budget deficit. Two bargaining groups have memoranda of understanding (MOUs) that will expire June 30, 2021. While certain assumptions have been incorporated into the Adopted Budget relative to personnel costs for employees represented by these bargaining group, the terms of successor agreements may have a direct short-term and long-term budget implications.

CalPERS Pension Costs

The Adopted Budget for FY2020/21 reflects the city's costs associated with employer contributions toward CalPERS pension obligations, as set by CalPERS for the coming fiscal year. The five-year forecast, typically assumes future contribution rates consistent with projected pension costs provided by CalPERS. However, given the economic impacts and investment market turmoil related to the COVID-19 pandemic, CalPERS is expected to fall well short of its investment return target of 7%. Staff has made assumptions about return shortfalls and the resultant impact of contribution rates in the financial forecast. In late July or early August we expect to receive updated CalPERS valuation reports that will establish the pension contribution levels for FY2021/22 as well as updated five-year projections, and more definitive information about actual investment results for FY2019/20. The upcoming valuation reports (and those to follow) are expected to continue to have a significant impact on the city budget.

Property and Sales Tax Revenue Updates

The City's General Fund relies heavily on revenues derived from property and sales taxes. The FY2020/21 budget includes anticipated sales tax revenues developed in coordination with the City's tax revenue consultants based on economic indicators and includes preliminary estimates of the financial impacts of the COVID-19 pandemic. The budget assumes ongoing short-term growth in property tax revenues, consistent with the growth realized over the past few years; however, the updated five-year

Manager's Transmittal

forecast assumes a slowing of our revenue growth rates in accordance with the unknown circumstances of today's economy. The City will receive its official assessed valuation of the property tax rolls in early July and will continue to receive quarterly updates of sales tax receipts and projections. In the short-run, actual property tax receipts are likely to be within the range of assumptions used in the development of the FY2020/21 budget, and future forecast assumptions will be based upon updated information that becomes available. 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, and the level of General Fund reserves continues to be sufficient to provide cushions in the event of moderate revenue fluctuations.

Conclusion

Prior to the public health crisis, the City's revenues had experienced strong growth, and prudent management of spending has allowed for healthy reserve balances. While the impact of the COVID-19 pandemic is unknown, long-term sustainability of the General Fund will continue to be challenged with limited revenue growth, and increasing labor and pension costs. Updates and refinements to the City's forecast may occur with more frequency as the actual impact of revenue losses and the timeframe for recovery become clearer. Federal and State relief funding related to the pandemic could also affect the City's financial forecast. To date, the City has not qualified for any of the federal relief packages, due to our population size, but staff will continue to research and advocate for assistance. 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.

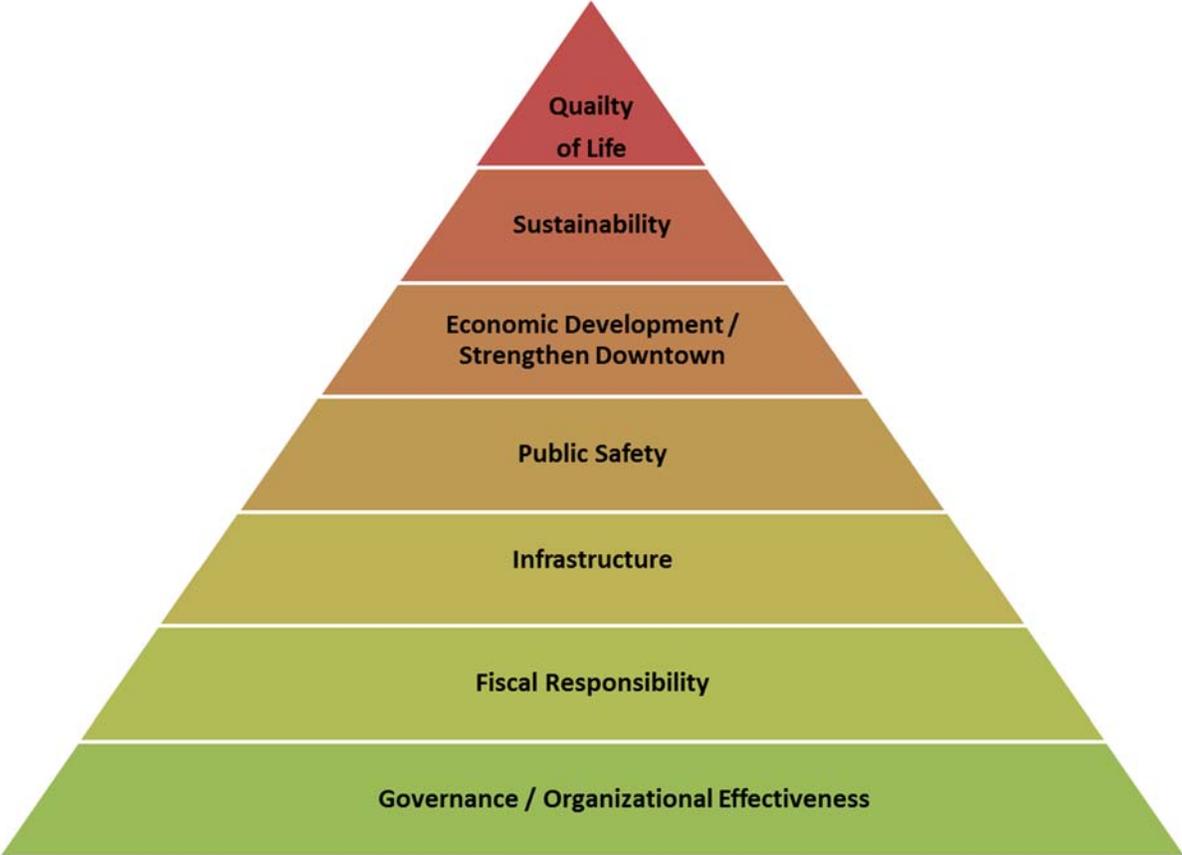
Respectfully submitted,



Ken Hiatt

Interim City Manager

CITY COUNCIL PRIORITY GOALS 2020-2021



City Council Priority Goals

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

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.

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

City Council Priority Goals

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
- 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

City Council Priority Goals

- Improve traffic safety citywide

INFRASTRUCTURE

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 Financial Services Manager 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 Financial Services Manager. 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 seven internal service funds:

- Vehicle Maintenance Fund
- Vehicle Replacement Fund
- Vehicle-Equipment Leases Fund
- Facilities 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.

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 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

Budget Preparation Process

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, Economic Development, and Environmental Services. 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. Public Works also manages the City’s vehicle and equipment fleet.

**CITY OF WOODLAND
FISCAL YEAR 2020/21
TOTAL REVENUES BY FUND**

Fund	Title	Actual FY 2016/17	Actual FY 2017/18	Actual FY 2018/19	Amended FY 2019/20	Adopted FY 2019/20
010	EQUIP SERVICES	2,384,652	1,886,281	2,343,137	1,989,340	2,075,172
011	FACILITIES REPLACEMENT	708,737	311,633	257,048	1,236,880	161,880
012	EQUIPMENT REPLACEMENT	1,178,376	872,169	1,327,510	1,486,725	1,599,189
013	BENEFITS FUND	8,278,955	8,150,593	8,555,120	8,974,331	9,259,033
014	VEHICLE-EQUIPMENT LEASES	0	0	0	811,101	893,600
015	INFORMATION SYSTEMS FUND	1,824,341	1,537,985	2,196,632	1,917,214	3,438,526
091	SELF INSURANCE	1,875,620	1,872,265	1,982,846	1,771,153	1,771,153
099	DISBURSE FUND-PR	90	0	0	0	0
101	GENERAL FUND	49,404,689	51,520,311	56,175,114	57,121,720	53,973,070
102	TRANS DEBT SVC	2,704	4,849	6,320	0	0
103	INVESTMENT FUND	(569,890)	(1,078,623)	1,490,163	0	0
210	WATER ENTERPRISE FUND	24,802,477	20,645,222	26,440,171	25,844,623	25,847,473
220	SEWER ENTERPRISE FUND	17,350,625	19,228,383	20,150,377	20,870,694	20,900,509
221	STRM DR ENTERPRISE FUND	594,981	474,875	561,015	465,000	465,000
222	WASTEWATER PRE-TREATMENT	545,412	344,578	631,295	617,500	617,500
240	CEMETERY	304,858	254,103	300,063	304,000	300,000
250	RECYCLING	240,820	178,337	255,751	290,150	249,900
252	CONST/DEMO DEBRIS RECYCLE	65,033	25,906	119,008	42,900	42,900
253	RECREATION ENTERPRISE	359,286	372,128	381,248	431,000	468,000
260	FIRE GRANTS	641	(71,740)	971	0	0
280	TRANSIT SYSTEM	3,053,379	0	0	1,807,838	1,722,204
301	LITERACY GRANT	107,891	92,553	95,447	95,500	91,500
320	COMMUNITY DEV. BLOCK GRNT	508,952	641,256	513,692	509,452	816,133
321	OFF-SITE AFFORD HOUSING	86,092	602,962	404,243	0	0
322	SUPPORT HOUSING PROGR	195,104	162,199	265,694	265,016	265,016
323	HOME GRANT	19,987	7,667	147,306	675,250	0
324	HOUSING ASSISTANCE GRANTS	82,215	39,961	43,482	210,000	0
325	WORFORCE HOUSING GRANT	173,274	272,847	145,140	507,438	618,989
326	HOUSING ASSISTANCE	152,630	26,643	415,992	14,188	14,471
327	AFFORDABLE HOUSING IN-LIEU	61,177	147,823	1,090,189	0	0
328	CDBG - ARRA FUNDS	108	201	266	0	0
330	OTHER FEDERAL GRANTS	0	0	174,172	196,401	0
331	HOMELESS HOUSING	0	0	0	1,655,060	0
340	POLICE GRANTS	270,830	552,837	416,519	0	0

Fund	Title	Actual FY 2016/17	Actual FY 2017/18	Actual FY 2018/19	Amended FY 2019/20	Adopted FY 2019/20
351	TRANSPORTATION GRANT	788,438	3,656,919	6,466,857	1,756,000	7,149,000
352	SLESF	100,829	195,545	150,195	117,642	117,642
353	PROPISTION 172	491,393	516,381	537,749	553,100	553,100
354	TRANS DVLP (SB325)	3,301,452	813,374	508,448	2,419,189	3,469,333
355	GAS TAX-2106 (SELECT)	1,217,290	1,305,772	1,242,017	1,614,120	1,454,430
356	CEMETERY ENDOWMENT FUND	16,123	17,041	19,441	12,000	12,000
357	ASSET FORFEITURE FUND	2,757	13,074	520	12,000	12,000
358	HOUSING MONITORING FUND	10,946	14,468	6,886	11,382	11,500
359	FIRE SUPPRESSION DISTRICT	175,716	553,791	179,936	140,000	0
360	FIRE SAFER GRANT	0	236	312	492,000	123,000
361	ROAD MAINT AND REHAB ACCOUNT	0	277,343	1,106,929	993,094	1,036,217
365	ENVIRONMENTAL COMPLIANCE	1,118,607	240,915	329,180	322,677	516,200
379	HISTORIC WALKING TOUR	1,310	914	801	1,898	1,898
381	GIBSON RANCH L&L	704,457	732,251	754,816	790,673	803,369
383	N PARK L&L DISTRICT	26,922	27,202	27,340	26,710	26,710
384	SP ASSESS STRENG PD LAND	34,050	34,207	38,132	34,064	34,064
386	USED OIL RECYCLING GRANT	16,755	16,995	5	99,170	16,550
387	WOODLAND WEST L&L	23,403	24,786	26,217	25,275	25,275
389	SPRINGLAKE L&L	1,170,496	1,369,840	1,917,627	2,263,265	2,360,747
391	SPORTS PARK O&M CFD	436,930	452,495	492,664	513,829	513,829
392	GATEWAY L&L	133,355	153,456	179,643	195,603	193,348
501	CAPITAL PROJECTS	95,960	208,949	416,850	122,777	1,622,777
502	STATE BOND ACT - PARKS PRJS	(63,398)	0	0	0	0
506	MEASURE E	5,088,312	5,209,403	1,521,130	209,518	2,350,000
507	MEASURE F	0	0	4,053,546	5,508,100	5,644,380
510	GENERAL CITY DEVELOPMENT	186,018	148,462	368,874	142,295	130,509
522	RECOGNIZED OBLIGATION RETIREMENT FUND	1,331,762	1,215,785	3,072,671	900,000	900,000
523	RDA 07 TAB BOND PROCEEDS	125,583	0	0	0	0
540	PARK & RECREATION DVLP	1,865,226	1,579,884	1,465,315	1,661,886	1,674,240
541	PARK IN-LIEU FEES	4,149	7,735	78,136	209,500	209,500
550	POLICE DEVELOPMENT FUND	236,625	181,387	447,351	187,718	106,641
560	FIRE DEVELOPMENT	279,719	175,022	578,975	219,390	442,017
570	LIBRARY DEVELOPMENT FUND	15,260	11,700	40,116	8,652	81,549
580	SURFACE WATER DEVELOPMENT	602,942	482,160	1,127,779	491,465	718,947
581	STORM DRAIN DEVELOPMENT	39,563	105,488	5,112	10,000	10,000
582	ROAD DEVELOPMENT	1,280,675	1,086,644	2,397,554	948,785	1,286,883
583	TREE RESERVE	54	87	101	0	0
584	WATER DEVELOPMENT FUND	117,036	83,909	367,859	93,442	93,442

Fund	Title	Actual FY 2016/17	Actual FY 2017/18	Actual FY 2018/19	Amended FY 2019/20	Adopted FY 2019/20
585	SEWER DEVELOPMENT FUND	1,402,359	834,166	2,635,355	1,029,434	976,599
590	SOUTHEAST AREA CONSTRUCT	647	1,207	1,593	0	0
593	GIBSON RANCH INFRA-STRUC	9,799	16,938	21,473	0	0
594	SPRING LAKE CAPITAL	14,961,449	603,512	20,472,149	0	476,418
601	SPRINGLAKE ADMINISTRATION	304,078	212,216	554,428	234,750	234,750
640	SLIF PARKS & RECREATION	1,531,395	1,032,623	2,931,120	1,283,100	2,591,862
660	SLIF FIRE	0	61,063	297,383	0	126,150
681	SLIF STORM DRAIN FUND	1,769,582	1,513,196	3,816,045	1,616,250	1,648,575
682	SLIF STREET IMPROVEMENT	2,683,176	2,402,814	7,377,572	3,118,050	3,180,411
684	SLIF WATER FUND	374,277	332,736	962,394	346,050	352,971
685	SLIF SEWER FUND	589,838	412,047	1,057,863	445,950	454,869
830	SOUTHEAST AREA DEBT SERV	1,255,986	1,265,399	1,281,914	1,239,954	1,243,733
831	SOUTHEAST AREA-RES FUND	1,342	3,791	864,685	0	0
840	BEAMER/KENTUCKY ASSESSMENT	0	0	96,997	0	0
841	BEAMER/KENTUCKY ASSESS-R	754	0	0	0	0
870	CFD#2 SPRINGLAKE DEBT SRV	4,430,976	3,343,914	7,218,997	3,947,210	4,379,422
882	2012 LEASE REFUNDING	1,059,904	312,215	9	0	0
883	2014 REFUNDING LEASE REV BONDS	1,537,927	1,537,968	1,543,071	1,545,364	1,547,854
917	LIBRARY TRUST FUND	84,628	26,670	42,351	5,000	10,000
		\$167,038,881	\$143,902,300	\$207,988,415	\$168,028,805	\$176,515,929

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
	FY 2016-2017	FY 2017-2018	FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
PROPERTY TAXES					
PROPERTY TAX CY SECURED	\$ 10,273,941	\$ 10,783,709	\$ 11,406,500	\$ 12,187,845	\$ 12,523,081
SUPPLEMENTAL TAX ROLL	251,430	248,577	280,361	288,772	297,435
PROPERTY TAX CY UNSECURED	438,537	517,509	476,750	535,868	559,703
PROPERTY TAX PY UNSECURED	9,160	5,474	4,180	4,305	4,434
SPECIAL ASSMNT COLLECTION	11,480	11,758	146,663	169,474	188,848
Sub-Total Property Taxes	10,984,547	11,567,027	12,314,454	13,186,264	13,573,501
SALES/OTHER TAXES					
SALES & USE TAX	12,077,551	13,024,308	15,100,757	14,989,555	13,348,999
SPEC DIST SALES TAX (MEASURE E)	5,020,049	5,123,413	1,518,175	0	0
SPEC DIST SALES TAX (MEASURE F)	0	0	4,053,546	6,210,152	5,644,380
MEASURE J	2,483,241	2,528,885	2,772,407	3,085,612	2,798,294
HOTEL/MOTEL TAX	1,686,978	1,846,550	2,067,849	2,109,206	2,023,783
TOT PASS THRU	-337,396	-369,310	-413,570	-421,841	-404,757
WVAD ASSESSMENT	253,203	367,446	413,570	421,842	430,278
WVAD PASS THRU	-126,602	-367,446	-413,570	-421,842	-430,278
DOCUMENT STAMP TAX	524,532	260,978	308,059	314,220	320,258.00
Sub-Total Other Taxes	21,581,557	22,414,824	25,407,224	26,286,904	23,730,957
STATE SUBVENTIONS					
STATE MOTOR VEHICLE IN LIEU	4,627,445	4,934,845	5,214,541	5,571,736	5,608,676
STATE MANDATED COST REIMB	3	0	0	0	0
STATE HOME OWNER PROPERTY TAX	119,785	119,924	119,375	121,762	113,555.00
Sub-Total State Subventions	4,747,233	5,054,769	5,333,916	5,693,498	5,722,231

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
	FY 2016-2017	FY 2017-2018	FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
PERMITS, FEES & CHARGES					
BUSINESS LICENSE	394,458	413,632	409,943	416,000	416,000
VARIANCE FEE & USE PERMIT	60,162	51,219	52,246	60,465	60,465
LIABILITY ACCOUNT REVENUES	31,761	26,638	66,169	65,040	65,040
"ZONE CHG, GEN PLAN AMMEND"	3,008	385	788	6,652	6,652
TENTATIVE MAPS	6,687	4,565	2,807	6,957	6,957
SUS GREEN BLDG STANDARDS	546	532	1,553	0	0
PLAN CHECK FEE	131,081	191,584	276,674	150,000	100,000
DISABILITY ACCESS & EDUC REVOLVING	2,219	7,722	11,677	6,308	6,000
BUILDING PERMITS	619,747	612,199	1,096,529	780,220	720,000
PLUMBING PERMITS	104,480	69,976	171,380	118,000	120,000
ELECTRICAL PERMITS	155,206	217,504	282,117	245,000	200,000
MECHANICAL PERMITS	69,491	57,290	83,766	82,000	75,000
INSPECTION FEE	108,836	315,791	104,152	200,000	30,000
PLAN CHECK FEE	588,527	585,047	10,165	26,350	225,000
ENCROACHMENT PERMIT	46,931	40,732	29,423	28,650	28,650
TRANSPORTATION PERMIT	13,498	12,416	14,868	15,000	15,000
PLANNING FEE	32,887	10,034	11,449	2,600	2,600
LIABILITY ACCOUNT REVENUES	338,989	98,888	131,583	100,000	75,000
ENG MAP CHK FEES	66,728	58,352	40,231	3,200	5,000
SUBDIVISION INSPECTIONS	207,644	56,077	-16,470	0	0
Sub-Total Community Development	2,982,887	2,830,583	2,781,050	2,312,442	2,157,364
PLAN CHECK FEE	0	0	0	0	0
RED CROSS COURSE FEE	445	1,635	0	0	0
Sub-Total Community Services	445	1,635	0	0	0

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
	FY 2016-2017	FY 2017-2018	FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
BUSINESS LICENSE	12,021	9,027	5,627	9,267	9,267
PLANNING FEE	1,625	384	1,297	1,415	1,415
BICYCLE LICENSE	36	0	0	0	0
MASSAGE PERMITS	1,340	1,040	2,000	2,184	2,184
TAXI CAB PERMITS	225	25	295	300	300
FIRE ALARM RECOVERY	3,393	2,349	4,961	3,140	3,000
FIRE RECOVERY USA	0	0	0	0	0
LIABILITY ACCOUNT REVENUES	0	0	0	0	0
INSPECTION FEE	28,461	42,134	70,167	75,000	75,000
PLAN CHECK FEE	108,068	101,382	224,099	200,000	200,000
BUSINESS LICENSE	1,456	1,162	840	1,200	1,000
PLANNING FEE	1,625	384	1,304	500	500
FIRE PERMITS	59,408	97,264	69,353	75,000	75,000
FIRE - COUNTY SERVICES	612	501	6529.46	0	0
<i>Sub-Total Public Safety</i>	218,270	255,652	386,472	368,006	367,666
STRONG MOTION INSPEC FEE	-222	0	-532.76	0	0
CANNABIS PERMIT FEES	0	0	185,120	0	185,120
APPEAL FEE	251	257	0	251	251
FRANCHISE FEE	2,396,434	2,415,541	2,455,487	2,529,416	2,580,004
HABITAT EDUCATION	4,144	30,520	20,272	4,144	4,144
SL FIRE SUPPRESSION FEE	0	0	100,230	0	0
MISC LICENSES & PERMITS	1,000	0	0	0	0
<i>Sub-Total Permits, Fees & Charges</i>	2,401,607	2,446,318	2,760,577	2,533,811	2,769,519
FINES & FORFEITURES					
NUISANCE ABATEMENT FINES	300	300	1,200	240	240
BAIL FORFEITURE FINES	0	875.49	27,605	0	0
BOOKING FINES	3,778	10,232	6,086	5,000	5,000

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
	FY 2016-2017	FY 2017-2018	FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
VEHICLE STORAGE FEE	3,909	1,770	1,799	2,600	2,600
FINGERPRINT FEE	0	0	0	56	56
VEHICLE CODE FINES	111,209	109,471	95,252	105,000	105,000
PARKING VIOLATION FINES	152,077	133,241	124,521	165,000	165,000
LIBRARY FINES	25,662	23,427	19,649	15,000	15,000
DMV SURCHARGE	0	18,000	0	0	0
OTHER FINES	0	0	5,082	0	0
MISC PENALTY INCOME	100	125	125	104	106
<i>Sub-Total Fines & Forfeitures</i>	297,035	297,441	281,318	293,000	293,002
SERVICE CHARGES					
COPY MACHINE REVENUE	0	0	0	0	0
PARK REVENUE	69,640	70,702	60,572	60,000	60,000
COMMUNITY SENIOR CENTER MISCEL	0	0	0	0	0
ADULT PARTICIPNT NON RESIDENT	0	7,040	1665.25	0	0
C BROOKS SWIM CTR REV	151,830	151,468	162,582	150,000	150,000
SENIOR CENTER PROGRAMS REVENU	0	0	0	0	0
COMMUNITY SENIOR CENTER MISCEL	75,112	104,032	85,439	85,000	85,000
GENERAL RECREATION (MEASURE J)	37,980	35,190	43,552	25,000	25,000
ADULT REC & LEAGUE PROGRAMS	0	0	0	0	0
PARK RESERVE FEE	944	242	996	0	0
COMMUNITY FITNESS CENTER	27,025	36,922	35,342	35,000	17,000
COMMUNITY SPORTS PARK	253,022	259,581	268,389	220,000	220,000
MHFPC FEE FOR SERVICE	25,720	9,720	9,720	0	0
SPEC POLICE SERVICES	12,053	9,900	10,874	10,576	10,576
ALARM PROGRAM	92,612	109,219	127,947	98,000	98,000
EVIDENCE & PROPERTY REVENUE	8,887	6,314	3,026	5,000	5,000
EXTRADITION REIMBURSEMENT	13,637	16,404	4,196	6,027	6,027
FIRE SERVICES CHARGE	0	710	0	2,900	0
HAZ MAT RESPONSE REVENUE	0	0	0	0	0

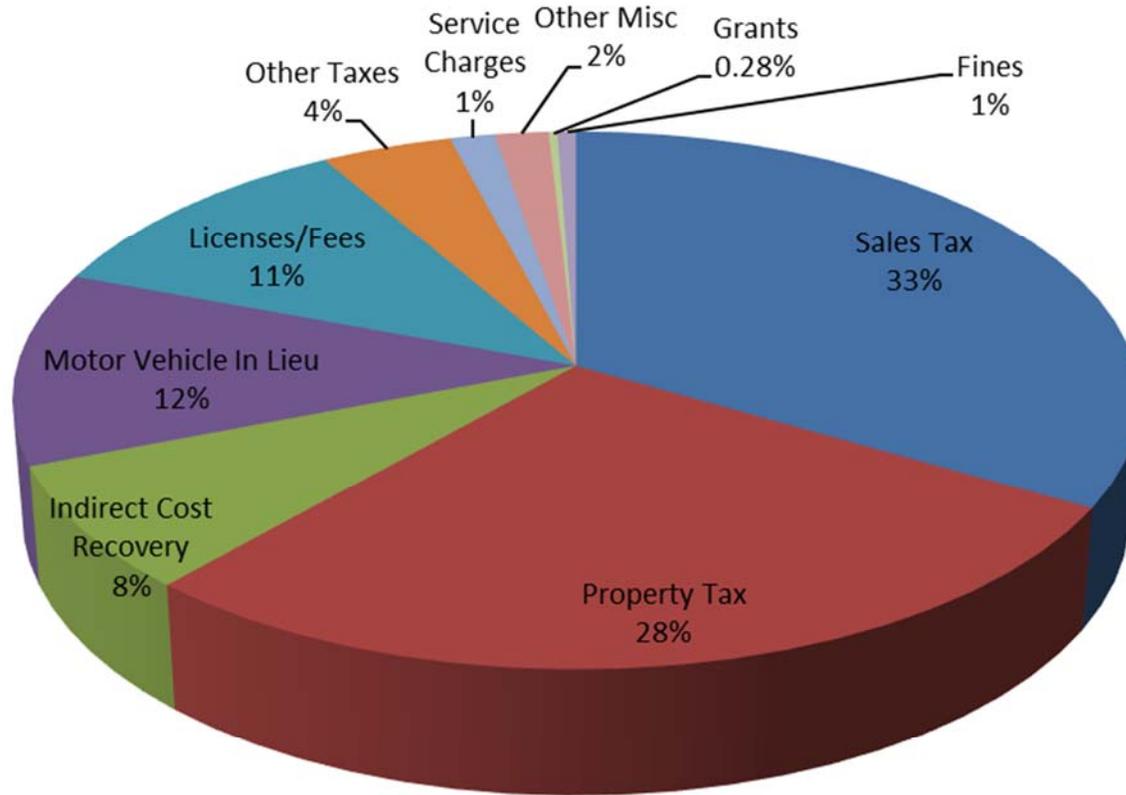
GENERAL FUND REVENUE DETAIL BY CATEGORY

	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
REVENUE SOURCE	FY 2016-2017	FY 2017-2018	FY 2018-2019	BUDGET	BUDGET
	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
WEED & LOT CLEANING	0	0	0	0	7,500
FIRE MISCELLANEOUS SERVICES	0	0	0	0	0
REFUSE DELINQUENT COLLECTIONS	32,598	31,406	32,665	20,531	20,942
Sub-Total Service Charges	801,060	848,850	846,965	718,034	705,045
GRANTS/REIMBURSEMENTS					
YGRIP CONTRIBUTION	0	0	0	0	0
TRUANCY~SCHOOL SRO REIMB.	111,761	121,759	118,722	129,356	133,237
OTS STEP GRANT	0	56,062	12,218	56,000	0
AB109 REIMBURSEMENT	161,083	0	0	0	0
Sub-Total Grants/Reimbursements	272,844	177,821	130,940	185,356	133,237
OTHER MISCELLANEOUS					
COMMISSION ON POST REIMB.	12,684	38,228	8,647	22,684	12,684
CELL TOWER LEASE REVENUE	52,759	54,656	56,622	56,622	48,971
RENTAL INCOME	3,100	218,080	219,080	219,080	219,080
EQUIPMENT STOCK SALES	0	0	0	0	
OTHER MISCELLANEOUS REVENUE	14,937	27,177	24,443	2,897	
DONATIONS	450	0	0	450	700
STRIKE TEAM REIMBURSEMENT	357,694	469,316	576,130	190,347	15,000
ECONOMIC DEVELOPMENT REVENUE	0	33,542	54,000	0	36,000
SPRINGLAKE PERSONNEL REIMBURSEMENT	210,483	227,140	245,083	200,000	200,000
SPRINGLAKE APPARATUS REIMBURSEMENT	39,819	44,428	40,984	30,000	30,000
LOAN REPAYMENTS	0	0	0	534,658	0
MISCELLANEOUS SALES	282	849	680	550	550
MISCELLANEOUS SALES	730	740	521	760	760
VARIABLE FLEET COST RECOVERY	0	0	0	0	0
CASH SHORT/OVER	10	-90	71	0	0
SETTLEMENT REVENUE	0	0	0	0	0
REIMBURSMENTS	20,594	36,695	57,473	58,001	8,000

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
	FY 2016-2017	FY 2017-2018	FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
CANNABIS OPERATING REVENUE	0	0	0	36,000	150,000
REBATE REVENUE	0	4,505	0	0	0
OTHER MISCELLANEOUS REVENUE	30,841	21,353	28,248	10,000	10,000
INTEREST INCOME	115,053	188,846	298,849	225,000	112,500
CHARGES TO OTHER DEPARTMENTS	4,257,767	4,259,928	4,255,780	3,957,356	3,676,303
TRANSFER FROM ENTER/OTHER FUND	0	0	65,589	0	0
<i>Subtotal Other Miscellaneous</i>	<i>5,117,204</i>	<i>5,625,391</i>	<i>5,932,199</i>	<i>5,544,405</i>	<i>4,520,548</i>
TOTAL GENERAL FUND REVENUE	\$49,404,689	\$51,520,311	\$56,175,114	\$57,121,720	\$53,973,070

ADOPTED BUDGET FY2020-2021 GENERAL FUND REVENUE BY CATEGORY

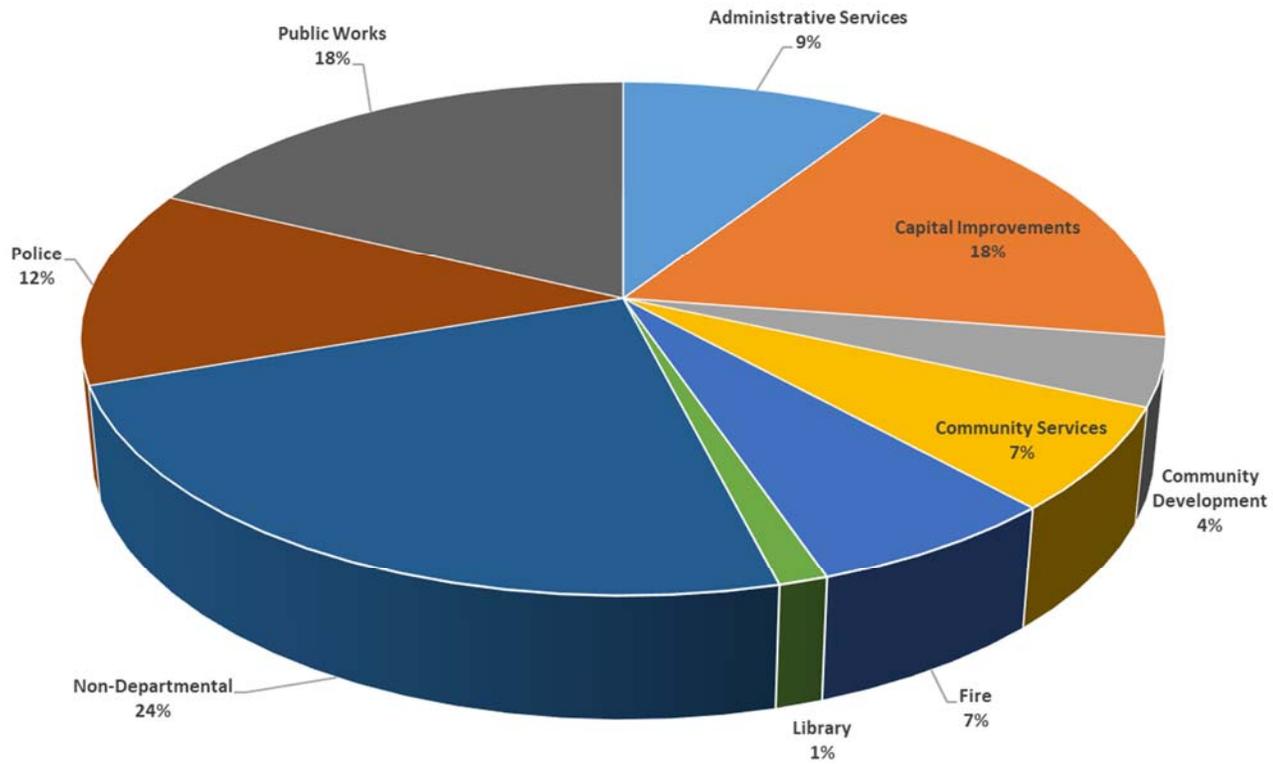


ADOPTED BUDGET FY2020-2021

SUMMARY OF EXPENDITURES BY DEPARTMENT ALL FUNDS

	Actual		Actual		Actual		Amended		Adopted
	FY2016/17		FY2017/18		FY2018/19		Budget		Budget
							FY 2019/20		FY 2020/21
Administrative Services	\$ 15,461,488	\$	15,484,746	\$	15,769,448	\$	17,589,374	\$	17,082,369
Community Development	9,227,145		6,691,870		6,267,210		8,059,837		7,883,659
Community Services	8,636,686		9,304,404		11,961,700		20,112,901		12,117,212
Police	18,338,761		19,315,125		20,435,452		22,904,559		23,046,440
Fire	10,433,744		10,996,162		11,436,131		12,065,226		12,127,709
Library	1,938,516		1,909,767		1,928,349		2,198,831		2,357,610
Public Works	26,962,096		29,691,945		29,697,180		33,628,429		33,171,662
Capital Improvements	25,936,464		20,681,396		28,972,032		74,965,208		33,690,478
Non-Departmental	35,626,899		48,308,103		55,534,962		53,800,411		43,765,782
Total Expenditures	\$ 152,561,797	\$	162,383,517	\$	182,002,463	\$	245,324,775	\$	185,242,921

ADOPTED BUDGET FY2020-2021 SUMMARY OF EXPENDITURES BY DEPARTMENT – ALL FUNDS

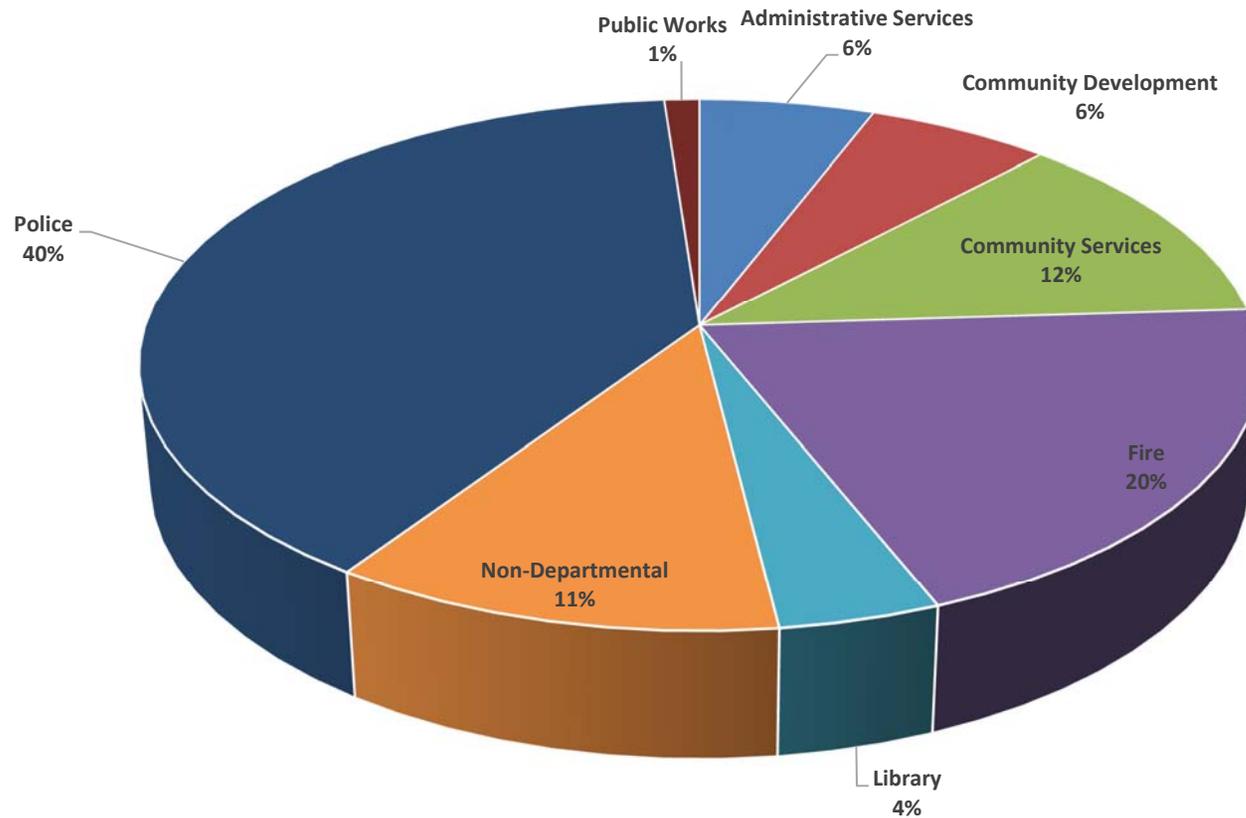


ADOPTED BUDGET FY2020-2021

SUMMARY OF EXPENDITURES BY DEPARTMENT GENERAL FUND

	Actual FY2016/17	Actual FY2017/18	Actual FY2018/19	Amended Budget FY 2019/20	Adopted Budget FY 2020/21
Administrative Services	\$ 2,813,805	\$ 2,822,016	\$ 2,739,928	\$ 3,314,922	\$ 3,177,732
Community Development	3,116,696	3,121,613	2,879,884	3,662,880	3,349,317
Community Services	5,261,561	5,385,669	6,092,185	7,178,882	6,572,285
Police	17,416,341	18,287,014	19,053,326	21,457,026	21,503,433
Fire	10,272,486	10,788,410	10,623,517	10,782,173	10,873,729
Library	1,753,227	1,789,407	1,819,005	2,050,171	2,224,385
Public Works	719,122	710,478	632,807	657,920	637,397
Capital Improvements	20,045	12,953	1,145,335	-	-
Non-Departmental	6,586,134	10,368,327	7,465,263	8,642,767	6,191,471
Total Expenditures	\$ 47,959,418	\$ 53,285,886	\$ 52,451,250	\$ 57,746,740	\$ 54,529,749

ADOPTED BUDGET FY2020-2021 SUMMARY OF EXPENDITURES BY DEPARTMENT – GENERAL FUND



**CITY OF WOODLAND
FISCAL YEAR 2020/21
TOTAL APPROPRIATIONS BY FUND**

Fund	Title	Actual FY 2016/17	Actual FY 2017/18	Actual FY 2018/19	Amended FY 2019/20	Adopted FY2020/21
010	EQUIP SERVICES	3,478,141	2,576,941	2,559,518	2,079,611	2,039,255
011	FACILITIES REPLACEMENT	136,303	425,074	183,066	272,322	831,071
012	EQUIPMENT REPLACEMENT	1,327,998	1,301,781	1,494,828	2,427,001	2,174,948
013	BENEFITS FUND	8,195,565	8,333,963	8,552,127	8,974,331	8,936,579
014	VEHICLE-EQUIPMENT LEASES	0	0	0	697,384	693,030
015	INFORMATION SYSTEMS FUND	1,755,148	1,978,729	1,805,189	2,355,667	3,689,431
091	SELF INSURANCE	1,625,833	1,434,694	1,876,963	1,915,708	2,418,011
099	DISBURSE FUND-PR	93,223	70	(1)	0	250,000
101	GENERAL FUND	47,959,418	53,285,886	52,451,250	57,746,740	54,529,749
102	TRANS DEBT SVC	0	0	0	0	421,790
103	INVESTMENT FUND	0	0	0	175,000	175,000
210	WATER ENTERPRISE FUND	32,869,783	31,047,792	35,284,642	45,338,994	33,388,994
220	SEWER ENTERPRISE FUND	16,139,293	17,174,517	18,070,901	27,653,057	21,545,764
221	STRM DR ENTERPRISE FUND	1,347,085	1,337,053	1,420,047	1,433,373	1,394,380
222	WASTEWATER PRE-TREATMENT	514,746	573,340	496,963	588,064	525,819
240	CEMETERY	379,366	416,610	411,829	528,749	538,877
250	RECYCLING	243,898	208,042	231,411	331,212	271,055
252	CONST/DEMO DEBRIS RECYCLE	40,696	68,814	71,725	73,359	80,794
253	RECREATION ENTERPRISE	327,152	335,822	317,226	436,668	408,703
260	FIRE GRANTS	0	3,243	40,584	0	0
280	TRANSIT SYSTEM	1,579,634	1,572,148	1,691,029	1,807,838	1,199,538
301	LITERACY GRANT	80,424	91,150	90,624	94,967	94,725
320	COMMUNITY DEV. BLOCK GRNT	523,464	599,468	512,586	917,637	817,451
321	OFF-SITE AFFORD HOUSING	0	0	0	409,000	0
322	SUPPORT HOUSING PROGR	222,876	112,398	256,866	521,381	303,467
323	HOME GRANT	0	0	85,769	675,250	0
324	HOUSING ASSISTANCE GRANTS	66,448	0	50,258	210,000	0
325	STATE GRANTS	173,033	324,039	107,778	550,295	618,989
326	HOUSING ASSISTANCE	139,427	127,004	1,828,853	198,640	22,328
327	AFFORDABLE HOUSING IN-LIEU	0	140,000	0	1,891,000	0
330	OTHER FEDERAL GRANTS	0	0	245,626	267,855	0
331	HOMELESS HOUSING		0	0	3,117,795	0
340	POLICE GRANTS	403,995	413,485	462,316	0	0
351	TRANSPORTATION GRANT	1,914,661	3,904,761	8,701,021	10,505,288	7,149,000

Fund	Title	Actual FY 2016/17	Actual FY 2017/18	Actual FY 2018/19	Amended FY 2019/20	Adopted FY2020/21
352	SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDS	105,134	129,949	142,451	157,701	175,168
353	PROPOSTION 172	491,453	550,317	501,357	520,666	559,219
354	TRANS DVLP (SB325)	1,527,542	1,121,320	1,147,122	1,299,400	1,333,886
355	GAS TAX-2106 (SELECT)	1,335,850	1,719,383	1,706,123	1,982,714	1,977,118
357	ASSET FORFEITURE FUND	0	45,480	11,517	10,104	10,209
358	HOUSING MONITORING FUND	87	87	87	100	113
359	FIRE SUPPRESSION DISTRICT	6,199	6,861	7,232	3,500	3,500
360	FIRE SAFER GRANT	0	0	0	492,000	466,848
361	ROAD MAINT AND REHAB ACCOUNT	0	2,185	521	1,279,994	1,700,000
365	ENVIRONMENTAL COMPLIANCE (SUSTAINABILITY)	1,109,061	169,236	199,914	343,726	200,371
381	GIBSON RANCH L&L	710,294	698,438	666,939	1,194,818	921,819
383	N PARK L&L DISTRICT	25,340	30,721	27,386	61,509	43,199
384	SP ASSESS STRENG PD LAND	28,508	31,786	23,495	72,736	45,771
386	USED OIL RECYCLING GRANT	16,963	15,979	32,855	182,290	30,000
387	WOODLAND WEST L&L	11,077	19,125	12,239	45,721	30,384
389	SPRINGLAKE L&L	979,541	1,057,860	1,373,523	2,350,172	2,349,918
391	SPORTS PARK O&M CFD	351,772	460,722	440,435	543,905	480,315
392	GATEWAY L&L	103,057	93,492	106,010	192,029	193,350
501	CAPITAL PROJECTS	161,747	177,191	121,205	526,145	1,541,145
502	STATE BOND ACT - PARKS PRJS	0	0	0	616,500	0
506	MEASURE E	4,837,926	4,771,336	2,859,786	6,422,912	3,064,000
507	MEASURE F	0	0	1,536,552	6,799,330	5,947,954
510	GENERAL CITY DEVELOPMENT	427,314	33,005	104,208	5,086	503,394
522	RECOGNIZED OBLIGATION RETIREMENT FUND	1,128,407	952,531	1,573,422	1,318,570	1,022,099
540	PARK & RECREATION DVLP	1,865,226	1,579,884	1,465,315	1,446,901	1,433,036
541	PARK IN-LIEU FEES	0	0	0	11	21
550	POLICE DEVELOPMENT FUND	69,210	69,141	69,069	69,154	67,945
560	FIRE DEVELOPMENT	181,572	181,534	191,388	167,518	199,635
570	LIBRARY DEVELOPMENT FUND	91,008	93,400	87,530	87,282	86,977
580	SURFACE WATER DEVELOPMENT	0	0	0	77	153
581	STORM DRAIN DEVELOPMENT	211,529	211,310	210,484	2,112,954	64,676
582	ROAD DEVELOPMENT	620,460	418,725	525,718	1,869,779	2,573,472
583	TREE RESERVE	728	1,559	816	2,500	2,500
584	WATER DEVELOPMENT FUND	69,799	69,799	69,799	46,542	23,284
585	SEWER DEVELOPMENT FUND	67,441	5,200,513	1,983,823	2,576,835	1,941,551
590	SOUTHEAST AREA CONSTRUCTION	0	0	0	2	3
593	GIBSON RANCH INFRA-STRUC	5,669	115,898	59,453	637,142	650,381
594	SPRING LAKE CAPITAL	340,972	147,682	4,991,189	9,928,521	550,031

Fund	Title	Actual FY 2016/17	Actual FY 2017/18	Actual FY 2018/19	Amended FY 2019/20	Adopted FY2020/21
601	SPRINGLAKE ADMINISTRATION	227,633	169,727	141,837	129,582	114,220
640	SLIF PARKS & RECREATION	1,639,689	3,459,348	2,160,404	2,524,339	17,000
681	SLIF STORM DRAIN FUND	1,492,730	1,716,846	3,848,409	8,294,791	640,000
682	SLIF STREET IMPROVEMENT	1,895,722	1,949,241	5,039,552	8,028,809	2,500,000
684	SLIF WATER FUND	262,040	269,438	684,756	0	0
685	SLIF SEWER FUND	408,220	419,745	1,066,750	0	50,000
830	SOUTHEAST AREA DEBT SERV	1,216,348	1,216,827	2,077,596	1,239,954	1,243,732
841	BEAMER/KENTUCKY ASSESS-R	0	0	122,002	0	0
850	EAST MAIN ASSESS DIST 90	0	2,154	0	0	0
870	CFD#2 SPRINGLAKE DEBT SRV	4,298,281	3,337,629	3,754,605	3,947,210	4,379,422
882	2012 LEASE REFUNDING	1,059,897	312,202	0	0	0
883	2014 REFUNDING LEASE REV BONDS	1,537,877	1,537,876	1,537,878	1,545,364	1,547,854
917	LIBRARY TRUST FUND	104,865	29,211	18,721	53,693	38,500
		\$152,561,797	\$162,383,517	\$182,002,463	\$245,324,775	\$185,242,921

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 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 F) are projected to grow at an average annual rate of 1.4% per year, resulting in total revenue growth of \$3.4 million over five-year period FY2020/21 through FY2024/25.
- General Fund expenditures (excluding the transfer of Measure F) are projected to experience annual increases averaging 3.3% per year, resulting in total General Fund expenditures growth of \$8.69 million over five-year forecast period.
- Without corrective action, the General Fund reserve will decline from an estimated \$12.8 million (26.4% of revenues) at the end of the FY2020/21, falling below the 20% reserve policy level, to \$5.4 million (or 11%) by FY2022/23.
- 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% 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 60,742 for the 2020 year (an increase of 1.1% 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 a reduction of two (2) FTEs to the FY2020/21 staffing levels. These were vacant positions that have been deleted from the City's approved FTE list as part of General Fund budget balancing plan presented to City

Council. It should be noted that any budget that maintains a relatively “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 F proceeds. Every 1% increase in total compensation costs approximately \$513,992 on an all funds basis, and approximately \$326,664 to the General Fund.

The Five-Year Plan reflects total compensation (salaries and benefits) an increase of 1.2% for FY2020/21, and averaging 4.8% per year over the five-year forecast. This represents an increase of approximately \$8.27 million to the General Fund over the Five-Year Plan.

Insurance Premiums

Costs related to Health, Dental, Retiree Medical, Disability, Workers’ Compensation, Life Insurance, Unemployment Insurance, and other related benefits are assumed to grow at an annual rate of 2.8% for FY 2020/21 and the forecast assumes annual average increases of 5.5% thereafter. The City is projected to pay out \$11.3 million in FY 2020/21, with \$6.6 million charged to the General Fund.

Other Post-Employment Benefits (OPEB)

GASB Pronouncement 75 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 75 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 FY2020/21, the OPEB contribution rate is approximately 12.0% of salaries, and includes an estimated \$1,007,786 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%-13% of salaries; this is steadily climbing toward the goal of fully funding the annually required contribution of \$4.5 million or 20% of salaries.

State Retirement System

Retirement rates are set annually by the California Public Employees’ Retirement System (CalPERS). The rates established for FY2020/21 reflect an increase from current rates. Retirement contribution rates are primarily driven by investment earnings for the CalPERS’ investment portfolio, as well as variations in other actuarial assumptions.

The following table summarizes the employer contribution rates used in the Proposed FY2020/21 Budget and Five-Year Forecast:

General Fund 5-Year Forecast

	PERS projection FY2020/21	PERS projection FY2021/22	PERS projection FY2022/23	PERS projection FY2023/24	PERS projection FY2024/25
PERS RATES					
SAFETY	43.231	45.718	47.762	48.964	49.856
INCREASE %	5.2%	5.8%	4.5%	2.5%	1.8%
MISC	34.814	36.718	38.182	38.948	39.637
INCREASE %	4.8%	5.5%	4.0%	2.0%	1.8%

On an all-funds basis, the City's cost for retirement benefits in FY2020/21 is \$10.1 million and General Fund cost for retirement contributions will grow to just over \$6.5 million for FY2020/21.

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 \$1.6 to \$6.8 million (over the Five-Year Plan) structural imbalance in the General Fund is expected to take place in the FY2020/21 fiscal year via Tiered Reduction scenarios presented to City Council. With the adoption of the proposed budget, staff will include Tier 1 reductions and evaluate the need to implement Tier 2 & 3 at the end of the first quarter in FY2020/21.

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 such as 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 FY2020/21, these indicator revenues are expected to comprise an estimated 77% 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

General Fund 5-Year Forecast

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 4.05% in FY2020/21 and grow at 2.0% thereafter throughout the forecast.
- **Sales Tax** – Sales tax revenues are derived from the tax imposed on sales of goods and services transacted within the City. Sales tax revenues are expected to decrease by 2.92% in FY2020/21 and then grow at an average of 3.4% 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 F (1/2 cent) and Measure J (1/4 cent).

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

The FY2004/05 State Budget changed how VLF revenues are distributed, and lessened the reliance of this revenue source on the part of cities. In that year, roughly 90% of cities' VLF revenues were exchanged for an equal amount of Property Tax revenues from the State. In subsequent years, the amount of the property tax "in-lieu" payments increased in proportion to growth in each jurisdiction's assessed value. As noted with Property Taxes, these revenues are projected to increase by 4% in FY2020/21 and grow at 2.0% 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 and fire fees. For this five-year projection, fee revenues are assumed to decrease at an average of 4% per year over the Five-Year forecast.

General Fund 5-Year Forecast

- 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 FY2020/21, and throughout the forecast, these revenues are assumed to increase at an average of 2% per year.

ADOPTED FUNDING RECOMMENDATIONS

The budget includes an allocation of \$2.93 million from available excess reserves to fund one-time priority needs plus an additional \$116,960 in ongoing appropriations across All Funds. The following summarizes the specific one-time funding recommendations included as part of the FY2020/21 Adopted Budget:

General Fund: \$590,140 (including \$432,140 in one-time General Fund allocations, \$150,000 in one-time Measure J funding, and \$8,000 of ongoing Measure J adjustments)

- Temporary and contract service assistance for development activity (\$72,140)
- Special Event Funding (\$25,000)
- Homeless effort support (\$25,000)
- Contract Mental Health Clinician (\$60,000)
- Abandoned RV Towing Program (\$20,000)
- Allocation for Enterprise System replacement project (\$230,000)
- Library Main Floor and Furnishing improvements (Measure J) (\$150,000)
- Library temporary staffing for Square One programs (Measure J) \$8,000

Internal Service Funds: \$1,778,505 in one-time allocations

- City facility repair projects (\$528,441)
- Allocation for Enterprise System Replacement (\$1,171,790)
- Replacement of SWAT protective equipment (\$43,274)
- Emergency Vehicle Operations training for Police Officers (\$35,000)

Enterprise Funds \$72,000 Water, \$516,960 Sewer, and \$25,000 Recreation

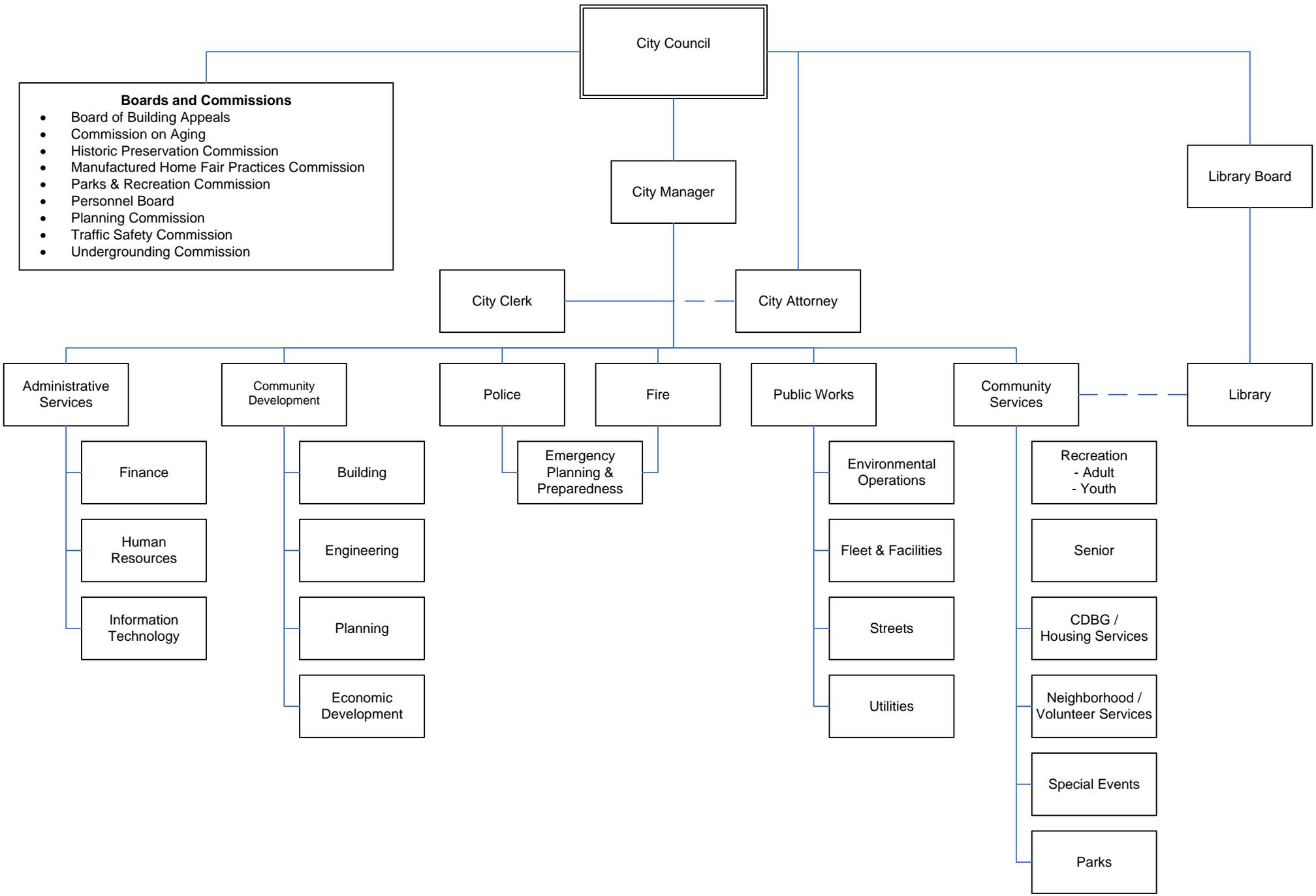
- One-time allocation for Enterprise System Replacement (\$100,000)
- Replacement of high use, outdated equipment (\$455,000 one-time, \$61,960 recurring)
- Additional state permit fees (\$10,000 recurring)
- Replacement of water monitoring software (\$12,000 recurring)
- Additional temporary staffing for recreation (\$25,000, offset by revenues)

Measure F: \$59,274 for one-time grant matching funds to replace Fire Department equipment.

Tree Reserve Fund: \$2,500 in one-time funding for the Tree Rebate Program.

ADOPTED BUDGET (INCLUDES FUNDING RECOMMENDATIONS)

General Fund	Unaudited Actuals	Adopted	Projected	Adopted	Forecast			
	FY2018/19	FY2019/20	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25
Beginning Balances	\$ 13,406,967	\$ 12,830,267	\$ 14,935,929	\$ 13,271,007	\$ 12,766,965	\$ 10,087,873	\$ 5,439,913	\$ (581,544)
Revenues	\$ 56,175,114 9.41%	\$ 53,800,561 -4.23%	\$ 54,780,274 -2.48%	\$ 53,973,069 -1.47%	\$ 54,831,346 1.59%	\$ 55,621,786 1.44%	\$ 56,843,799 2.20%	\$ 58,544,182 2.99%
Expenditures (Includes Measure J)	\$ 52,671,858 1.8%	\$ 53,564,731 -1.28%	\$ 55,620,292 5.13%	\$ 54,097,609 -3.93%	\$ 57,510,438 6.31%	\$ 60,269,747 4.80%	\$ 62,865,256 4.31%	\$ 65,359,519 3.97%
Annual Surplus/Deficit	3,503,256	235,829	(840,018)	(124,540)	(2,679,092)	(4,647,960)	(6,021,457)	(6,815,337)
General Fund One-Time	(490,000)	(690,147)	(690,147)	(432,140)				
Measure J Unspent Fund Balance	(384,294)			52,638				
Fire Station	(1,100,000)	(1,000,000)	-					
General Fund Loan Repayments								
Unreserved Fund Balance	\$ 14,935,929	\$ 11,375,949	\$ 13,405,764	\$ 12,766,965	\$ 10,087,873	\$ 5,439,913	\$ (581,544)	\$ (7,396,881)
Measure J Unappropriated Revenue			\$ (134,757)					
Ending Unreserved Fund Balance	\$ 14,935,929	\$ 11,375,949	\$ 13,271,007	\$ 12,766,965	\$ 10,087,873	\$ 5,439,913	\$ (581,544)	\$ (7,396,881)
Percentage (E.U.F.B./Revenues)	29.5%	23.6%	27.2%	26.4%	20.6%	11.0%	-1.1%	-12.6%
Reserve Policy \$	\$ 10,120,678	\$ 9,658,492	\$ 9,758,483	\$ 9,665,738	\$ 9,802,868	\$ 9,925,746	\$ 10,134,938	\$ 11,708,836
Reserve Policy %	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%
"Excess" Fund Balance (over Reserve Target)	\$ 4,815,251	\$ 1,717,457	\$ 3,512,524	\$ 3,101,227	\$ 285,005	\$ (4,485,833)	\$ (10,716,482)	\$ (19,105,717)



CITY ORGANIZATION

Employee Summary - Citywide

Classification	Approved FY2019/20	Budget Balancing Deletions	Proposed FY2020/21
Accountant II	0		0
Accounting Tech	2	-1	1
Administrative Clerk I	0		0
Administrative Clerk II	2		2
Administrative Clerk III	2		2
Administrative Secretary	0		0
Administrative Supervisor	2		2
Application Analyst, Sr.	1		1
Assistant Engineer	0		0
Assistant Planner	1		1
Associate Civil Engineer	0		0
Associate Engineer	2		3
Associate Planner	1		1
Assistant City Manager-Community & Economic Development	1		1
Building Inspector I/II	0		0
Chief Building Official	1		1
Chief Plant Operator	0		0
Chief Collection System Operator	1		1
Chief Water Systems Operator	1		1
City Clerk	1		1
City Engineer	1		1
City Manager	1		1
Code Compliance Officer I/II	1		1
Community Development Clerk II	2		2
Community Development Director	0		0
Community Development Technician I	2		2
Community Development Technician II	0		0
Community Risk Reduction Specialist II	2		2
Community Services Director	1		1
Community Services Officer	4		4
Community Services Program Manager	2		2
Conservation Coordinator	2		2
Construction Project Manager	0		0
Crime & Intelligence Analyst	2	-1	1
Crime Prevention Specialist	1		1
Deputy CDD Director	1		1
Deputy PW Director - O&M	0		0
Deputy PW Director - Utilities	0		0
Electrical Supervisor	1		1
Electrician's Assistant	2		2
Engineering Assistant	3		4
Engineering Technician II	1		1
Engineering Technician III	4		3
Environmental Compliance Inspector I	0		0
Environmental Compliance Inspector II	1		1
Environmental Compliance Specialist	1		1
Environmental Resource Analyst	1		1

CITY ORGANIZATION

Employee Summary - Citywide

Classification	Approved FY2019/20	Budget Balancing Deletions	Proposed FY2020/21
Env Sustainability Manager	1		1
Equipment Services Clerk	1		1
Executive Assistant	1		1
Equipment Services Worker	0		0
Facilities Maintenance Worker I	0		0
Facilities Maintenance Worker II	1		1
Facilities Maintenance Worker III	3		3
Finance Clerk I	1		1
Finance Clerk II	1		1
Finance Officer	1		1
Finance Services Manager	1		1
Finance Specialist	3		3
Finance Supervisor	1		1
Fire Battalion Chief	3		3
Fire Captain	12		12
Fire Chief	1		1
Fire Engineer	12		12
Fire Marshal	1		1
Firefighter	18		18
Fleet & Facilities Manager	1		1
GIS Analyst	1		1
GIS Technician I/II	1		1
Heavy Equipment Mechanic	1		1
Human Resources Analyst II	0		0
Human Resources Clerk	1		1
Human Resources Manager	1		1
Ind Electrical Tech	2		2
Information Systems Administrator	0		0
Information Systems Specialist	0		0
Information Systems Technician I	1		1
Information Systems Technician II	0		0
Information Technology Analyst	1		1
Information Technology Manager	1		1
Infrastructure O&M Superintendent	0		0
Infrastructure Administrator	1		1
Junior Engineer	1		1
Junior Planner	0		0
Laboratory & Env Comp Manager	0		0
Laboratory Supervisor	1		1
Laboratory Technician I	1		1
Laboratory Technician II	1		1
Laboratory Technician III	0		0
Lead Water Pollution Control Operator	1		1
Librarian I	1		1
Librarian II	2		2
Librarian III	1		1
Library Services Director	1		1

CITY ORGANIZATION

Employee Summary - Citywide

Classification	Approved FY2019/20	Budget Balancing Deletions	Proposed FY2020/21
Library Technician Assistant II	1		1
Library Technician Assistant III	2		2
Light Equipment Mechanic	2		2
Literacy Coordinator	1		1
Maintenance Supervisor	1		1
Maintenance Worker I	0		0
Maintenance Worker II	5		5
Maintenance Worker III	2		2
Management Analyst I	1		1
Management Analyst II	1		1
Marketing & Business Relations Specialist	1		1
Meter Services Technician	2		2
Park Maintenance Worker I	2		2
Park Maintenance Worker II	2		2
Park Superintendent	1		1
Park Supervisor	2		2
Police Captain	1		1
Police Chief	1		1
Police Lieutenant	3		3
Police Officer	53		53
Police Records Specialist	1		1
Police Records Supervisor	1		1
Police Sergeant	10		10
Pool Facilities Technician	1		1
Principal Civil Engineer	1		1
Principal Planner	2		2
Principal Utilities Civil Engineer	1		1
Public Safety Chief	0		0
Public Works Director	1		1
Records Manager	0		0
Recreation Coordinator	3		3
Recreation Supervisor	4		4
Redevelopment Manager	0		0
Secretary to the City Manager	1		1
Senior Accountant	1		1
Senior Building Inspector	1		1
Senior Building Plans Examiner	1		1
Senior Associate Civil Engineer	2		2
Senior Civil Engineer	1		1
Senior HR Analyst	1		1
Senior Engineering Assistant	1		0
Senior Equipment Mechanic	1		1
Senior Management Analyst	3		3
Senior Planner	1		1
Senior Traffic Sig/Street Light Tech	1		1
Senior Water/Waste Instr Tech	1		1
Signs and Marking Tech II	1		1

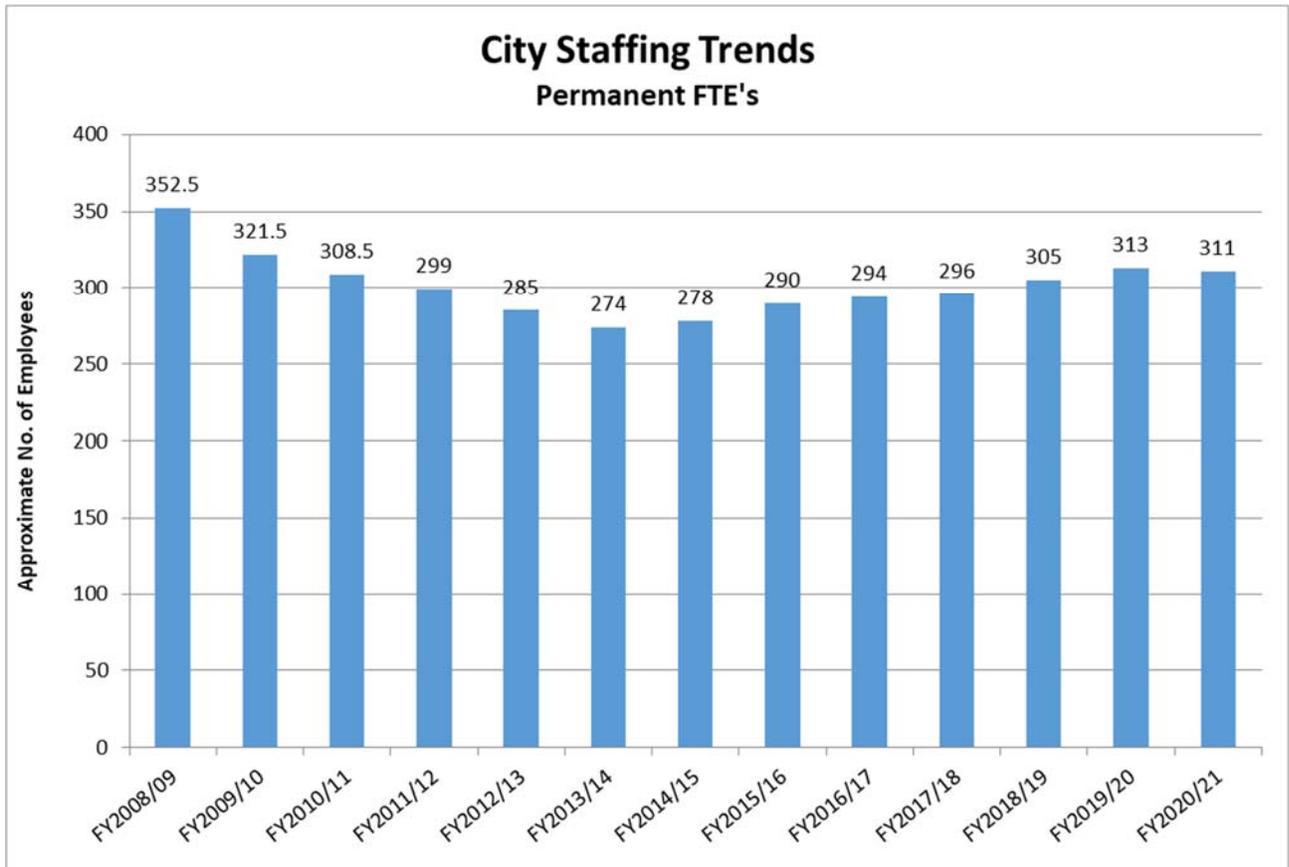
CITY ORGANIZATION

Employee Summary - Citywide

Classification	Approved FY2019/20	Budget Balancing Deletions	Proposed FY2020/21
Social Services Manager	1		1
Senior Construction Project Manager	1		1
Senior Police Records Specialist	5		5
Senior Tree Trimmer	1		1
Senior Utilities Maint Wrk Sewer	1		1
Senior Utilities Maint Wrk Water	0		0
Senior Water System Operator	1		1
Senior Signs & Markings Technician	1		1
Storekeeper	0		0
Systems Analyst, Senior	1		1
Traffic Sig/Street Light Tech	0		0
Transportation Engineer	0		0
Treatment Plant Mechanic	1		1
Treatment Plant Superintendent	1		1
Tree Trimmer I	0		0
Tree Trimmer II	1		1
Underground Utility Service Locator	1		1
Utility Administrator	0		1
Utilities Maintenance Supervisor	0		0
Utilities Maintenance Worker I	10		10
Utilities Maintenance Worker II	10		10
Utilities Maintenance Worker III	4		4
Utilities Maintenance Worker IV	2		2
WPCF Superintendent	0		0
Wastewater Systems Admin	0		0
Water Pollution Control Operator I	1		1
Water Pollution Control Operator II	0		0
Water Pollution Control Operator III	1		1
Water Pollution Control Operator IV	1		1
Water Systems Administrator	1		0
Water Systems Operator I/II	2		2
Water/Waste Inst Tech	1		1
Total Full-Time Equivalent Positions	313	-2	311

City Organization

The citywide organizational chart below represents a 13-year personnel (permanent regular full-time employees) trend for the City.



ADMINISTRATIVE SERVICES

Administrative Services consists of the following: City Council, City Manager, City Clerk, and City Attorney. Additionally, the support functions of Human Resources, Finance and Information Technology (IT) are included under Administrative Services 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 shifted to one-year terms that rotates between districts.

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 establishes priority goal areas for the City and has identified specific projects and initiatives within each. These goals, priorities and projects are reviewed and updated as necessary each year. The City Manager and staff are collectively responsible for implementing these priorities, which currently include the following:

- 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 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 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 Sacramento Area Council of Governments (SACOG).

FY2019-20 Accomplishments

- Presented balanced budget for FY2020-21 consistent with the City’s framework for fiscal sustainability; budget structurally-balanced; maintained prudent reserves; limited budget

Department Summaries

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

- Established groundwork for renewal of ¼ cent Sales Tax (Measure J) via November 2020 ballot.
- Advanced the City's Housing First Model addressing homelessness and expanded collaboration with local and regional partners to expand housing options.
- Continued progress on Lower Cache Creek Feasibility Study with the Army Corp of Engineers, including completion of the Supplemental Environmental Impact Statement and CEQA Environmental Impact Report.
- Formalized a new Sustainability Advisory Committee to assist with implementation of the City's Climate Action Plan.
- Implemented policies and procedures to guide staff and the City's response to the COVID-19 pandemic, focused on providing essential functions and services while maintaining employee safety and supporting local businesses.

FY2020-21 Goals

- Continue prudent management of City fiscal resources through implementation of long-term budget framework.
- Begin negotiations for expiring labor agreements with the Woodland Police Officer's Association, Woodland Police Supervisors Association, and Police Mid-Management Association.
- 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.
- 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.
- Continue exploring funding opportunities and strategies for relocation of Fire Station #3 and for a second community pool.
- Continue to explore alternative governance and service-delivery model(s) and potential formation of an Animal Services JPA.
- Review/update regulatory provisions for commercial cannabis uses.

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. The Clerk 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 include 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 as well as ensures that other municipal records are readily accessible to the public.

Department Summaries

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.

FY2019-20 Accomplishments

- Assured Form 700, Statement of Economic Interests and Form 460, Campaign Statements were filed in a timely manner.
- Assured City Council agendas and supporting documents were posted within legal requirements on City website.
- Provided access to City public records, which included responding to Public Records Requests within legal timeline and maintained transparency in Government.
- Assured City Council minutes were completed accurately and in a timely manner and available on the City website.

FY2020-21 Goals

- Work closely with Yolo County Elections Office and assist Council Candidates with upcoming November 2020 elections for District 2, 4 and 5.
- Assist in filling Council vacancy for District 3.
- Assure Council candidates meet 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.
- Conduct Mandatory Review of Conflict of Interest Code.
- Assure City Council minutes are completed accurately and in a timely manner and available on the City website.

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 (6) 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.

FY2019-20 Accomplishments

- Reviewed and adjusted salary ranges for Department Directors.

Department Summaries

- Completed negotiations for four (4) bargaining Unit MOUs, which included Woodland City Employees Association, Woodland Professional Fire Associate, Woodland Fire Mid Management Association, and Confidential Unit.
- Retooled recruiting for Utility Maintenance Workers.
- Conducted four (4) Firefighter recruitments.
- Conducted the Fire Captain recruitment with help from Fire Consortium.
- With assistance from the Police Department, successfully conducted a Police Officer recruit process.
- Hired 32 full-time employees.
- Processed 23 terminations.
- 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.
- Hired 300 plus seasonal temporary employees.
- Worked as part of the EOC team as part of COVID-19.
- Developed several policies as a result of COVID-19.

FY2020-21 Goals

- Review all processes and see if technology can make the process easier.
- 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.
- Continue to review and update job descriptions as appropriate.
- Develop Seniority Lists for all departments.
- Work with Departments and Associations regarding the FY20/21 Budget.

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 is organized into two primary functions:

Administration

Finance Administration 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 city-wide benefits in various internal service funds. These premiums include medical/prescription, vision services, dental services and life insurance. Additionally, premium payments for the City's insurance for worker's compensation, property and equipment, and liability to YCPARMIA are covered within this division.

Department Summaries

Accounting

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

Purchasing

This division assists with procurement of special order items, monitors the City's purchasing policies related to department purchases and administers the City's purchasing card program. Full-time staffing for these functions have been eliminated over the last several budget cycles, but the functions have been absorbed into the Accounting and Administration functions noted herein.

FY2019-20 Accomplishments

- Presented a budget for FY2020-21 consistent with the City's framework for fiscal sustainability; budget structurally-balanced; maintained prudent reserves; limited budget flexibility (mostly one-time) for highest priority needs; continued to address unfunded OPEB liabilities.
- Implemented changes in structure and staffing to allow for more centralized oversight for City procurement processes.
- Completed enrollment in program with PARS to allow for prefunding of unfunded pension liabilities.
- Implemented cash handling procedures and planned compliance audit programs for new cannabis businesses.
- Completed RFP process for hiring a new independent audit firm to complete annual City audits.
- Updated the actuarial report for the City's unfunded liability related to post-retirement healthcare costs.
- Updated the Cannabis Business License fees to reflect first year of operational experience and implement and renewal fee.
- Successfully managed the City's investment portfolio of nearly \$150 million, maintaining safe investments while earning more than \$3 million in income for the year.

FY2020-21 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.
- Complete a study of water and 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 city-wide policies related to travel, Cal-Card usage and overall purchasing.
- Plan for Proposition 218 process for implementation of updated water and 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, 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.

FY2019-20 Accomplishments

- Security - For several years, the operating system used by the City had been running Windows 7 on end users' desktops. Knowing Microsoft would cease supporting this system and any patches to aid in its effectiveness as of 01/24/2020, IT planned for a city-wide system migration for over a year. This included testing all applications to ensure the live upgrade would not hinder the staff's ability to work. Over a period of a few months, IT successfully migrated nearly all applications to the latest operating system Windows 10, with minimal interruption.
- Infrastructure - Over the past few years, IT has continued to performed major upgrades to our network. This past year in particular, both storage and servers were due for replacement. IT successfully procured and built a brand new virtual infrastructure for servers and desktops while maintaining existing systems. Upon completion, staff migrated the workload from our aging infrastructure to our new state of the art infrastructure.
- Organizational Effectiveness - Over 10 years ago, Yolo County entered into an agreement with ParcelQuest to help them manage their tax-roll data and in exchange, ParcelQuest was given the ability to sell that data for a profit. Prior to this, the City received the data for free, but then had to begin paying over \$10,000 annually for the same information. The ownership information provided by ParcelQuest is key to many city-wide business functions including utility billing, public safety and code enforcement, to name a few. It is often used to generate mailing labels to notify residents of parcel changes, upcoming construction projects, public hearings and comment periods. Over the past year, IT worked closely with Yolo County's IT department in order to obtain this data for free, saving the City on the increasing costs of purchasing it from a third party. With lots of consideration and plenty of testing, we were able to move away from ParcelQuest in January 2020.

FY2020-21 Goals

- Security - Like prior years, security has and will continue to be the most important area of focus for IT. As wireless connectivity has moved from an inessential service to a critical requirement, its security is a top priority. In the world of wireless, an attacker can much more easily gain access to a system whereas in the past, the attacker used to need physical presence. The City's current wireless security policies were created over 7 years ago, with minor updates being

Department Summaries

added during this time. IT plans on updating the existing security policies by designing the wireless network from the ground up with security as the main goal, protecting it not only from outside attackers but from personal devices using the network from City staff as well. Additionally, the City also provides free public Wi-Fi which relies on the same infrastructure as the City's internal network. IT plans to achieve the same level of security for the public Wi-Fi as well.

- Infrastructure - Last year, IT successfully completed a major infrastructure upgrade and this year the goal is to optimize its underlying systems. In the times of server virtualization, the easiest path is to continue to migrate the underlying systems to new hardware without thinking twice about the systems purpose. As technology changes, so do the ways in which we solve issues with system policies. IT will dig deep into the core systems and analyze and optimize the policies running on the systems as well as upholding security to its fullest.
- 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>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
General Fund Support	\$ 2,681,601	\$ 2,619,199	\$ 2,514,200	\$ 3,044,211	\$ 2,927,732
General Fund Fees & Charges	-	-	-	-	-
Internal Service Funds	11,554,568	11,490,860	12,117,530	13,072,498	12,663,378
Investment Fund	(2,029)	(2,060)	(2,061)	172,939	172,939
Measure J	132,204	202,816	225,728	270,710	250,000
Enterprise Funds	1,003,640	1,063,081	837,525	967,106	1,007,757
Special Revenue	51,116	52,181	54,146	51,364	49,553
Spring Lake	40,388	58,668	22,381	10,545	11,010
Total Funding Sources	\$ 15,461,488	\$ 15,484,746	\$ 15,769,448	\$ 17,589,374	\$ 17,082,369

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
11 City Council	\$ 163,277	\$ 167,367	\$ 146,775	\$ 139,375	\$ 139,101
12 City Clerk	211,237	200,617	224,094	264,378	242,526
14 City Attorney	506,836	442,788	451,182	475,200	450,200
15 City Manager	679,935	675,970	657,675	763,255	730,256
16 Human Resources	443,920	429,218	517,171	577,143	605,854
31 Finance Administration	8,627,241	8,811,092	8,840,521	9,737,958	9,657,582
32 General Accounting	1,325,471	1,392,603	1,137,641	1,256,517	1,321,174
33 Information Systems	1,734,523	1,934,456	1,784,238	2,334,716	1,916,690
34 General Services	1,632,885	1,223,919	1,780,737	1,765,671	1,764,838
35 Central Stores	3,957	3,899	3,684	4,451	4,148
38 Measure J	132,204	202,816	225,728	270,710	250,000
Total Expenditures	\$ 15,461,488	\$ 15,484,746	\$ 15,769,448	\$ 17,589,374	\$ 17,082,369

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
11 City Council	\$ 163,277	\$ 167,367	\$ 146,775	\$ 139,375	\$ 139,212
12 City Clerk	211,237	200,617	224,094	264,378	272,790
14 City Attorney	506,836	442,788	451,182	475,200	475,200
15 City Manager	679,935	675,970	657,675	763,255	748,984
16 Human Resources	443,920	429,218	485,677	532,962	563,432
31 Finance Administration	382,590	427,007	267,804	583,505	531,054
32 General Accounting	281,443	270,853	277,736	278,866	357,202
33 Information Systems	-	-	-	-	-
34 General Services	8,406	1,479	(428)	2,220	2,251
35 Central Stores	3,957	3,899	3,684	4,451	4,473
38 Measure J	132,204	202,816	225,728	270,710	250,000
Total Expenditures	\$ 2,813,805	\$ 2,822,016	\$ 2,739,928	\$ 3,314,922	\$ 3,344,598

Expenses by Category	Amended				
	Actual	Actual	Actual	Budget	Adopted
Expenditures	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020	FY2020-2021
Salaries and Benefits	\$ 2,998,247	\$ 3,213,651	\$ 3,207,739	\$ 3,468,148	\$ 3,724,072
Supplies & Services	10,141,203	9,843,735	9,687,888	11,385,073	10,844,656
Education & Meetings	92,889	79,846	91,467	107,609	105,109
Debt Service	-	-	-	-	-
Capital Expenses	25,303	163,955	24,963	190,000	-
Other Operating Expenditures	2,203,845	2,183,560	2,299,097	2,438,544	2,408,532
Transfers	-	-	458,293	-	-
Total Expenditures	\$ 15,461,488	\$ 15,484,746	\$ 15,769,448	\$ 17,589,374	\$ 17,082,369

General Fund Expenses by Category	Amended				
	Actual	Actual	Actual	Budget	Adopted
Expenditures	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020	FY2020-2021
Salaries and Benefits	\$ 1,386,179	\$ 1,463,793	\$ 1,519,135	\$ 1,582,677	\$ 1,741,395
Supplies & Services	1,231,889	1,225,336	1,072,315	1,525,916	1,272,926
Education & Meetings	77,785	57,302	68,410	82,661	80,161
Debt Service	-	-	-	-	-
Capital Expenses	-	-	-	-	-
Other Operating Expenditures	117,952	75,584	80,069	123,668	83,250
Transfers	-	-	-	-	-
Total Expenditures	\$ 2,813,805	\$ 2,822,016	\$ 2,739,928	\$ 3,314,922	\$ 3,177,732

Expenses by Fund	Amended				
	Actual	Actual	Actual	Budget	Adopted
Fund	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020	FY2020-2021
013 Benefits Fund	\$ 8,195,565	\$ 8,333,963	\$ 8,552,127	\$ 8,974,331	\$ 8,936,579
015 Information Systems Fund	1,734,523	1,934,456	1,784,238	2,334,716	1,916,690
091 Self Insurance Fund	1,624,480	1,222,441	1,781,165	1,763,451	1,810,109
101 General Fund	2,813,805	2,822,016	2,739,928	3,314,922	3,177,732
103 Investment Fund	(2,029)	(2,060)	(2,061)	172,939	172,939
210 Water Enterprise Fund	432,086	448,684	391,793	454,750	475,774
220 Sewer Enterprise Fund	389,494	398,331	359,331	423,013	440,535
221 Storm Drain Enterprise Fund	69,148	85,815	20,373	21,051	19,207
222 Wastewater Pre-Treatment Fund	112,912	130,251	66,028	68,292	72,241
359 Fire Suppression District Fund	6,199	6,861	7,232	3,500	3,500
381 Gibson Ranch L&L	8,559	8,747	9,064	8,653	8,653
383 N Park L&L District	1,593	1,641	1,700	1,500	1,500
384 SP Assess Streng Pond Land	3,209	3,310	3,429	3,000	3,000
387 Woodland West L&L	1,299	1,341	1,389	1,300	1,300
389 Spring Lake L&L	13,806	13,792	14,394	13,550	13,550
391 Sports Parks O&M CFD	12,387	12,295	12,495	13,000	13,000
392 Gateway L&L	4,064	4,194	4,443	6,861	5,050
601 Spring Lake Administration	40,388	58,668	22,381	10,545	11,010
Total Expenditures	\$ 15,461,488	\$ 15,484,746	\$ 15,769,448	\$ 17,589,374	\$ 17,082,369

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – ADMINISTRATIVE SERVICES

Classification	FY2016/17	FY2017/18	FY2018/19	FY2019/20	Budget Balancing Deletions	Adopted FY2020/21
Administrative Services						
Accountant II	1	1	1	0		0
Accounting Technician	0	0	0	2	-1	1
Applications, Analyst Sr.	1	1	1	1		1
City Clerk	1	1	1	1		1
City Manager	1	1	1	1		1
Finance Clerk I	0	0	1	1		1
Finance Clerk II	2	2	1	1		1
Finance Officer	1	1	1	1		1
Finance Services Manager	0	0	0	1		1
Finance Specialist	3	3	3	3		3
Finance Supervisor	1	1	1	1		1
GIS Analyst	1	1	1	1		1
GIS Technician II	0	0	0	0		0
Human Resources Analyst II	1	0	0	0		0
Human Resources Clerk	0	0	1	1		1
Human Resources Manager	1	1	1	1		1
Information Systems Technician I	0	0	1	1		1
Information Systems Technician II	1	1	0	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	1	1	1		1
Senior Management Analyst	1	1	1	0		0
Systems Analyst, Sr.	1	1	1	1		1
Total Administrative Services	21	21	22	23	-1	22

COMMUNITY DEVELOPMENT

The Community Development Department (CDD) is made up of five (5) 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 strives to provide superior customer service to the public.

FY2019-20 Accomplishments

- Successfully hired new administrative staff and completed comprehensive training that included updating front office administrative operating procedures manual.
- Reviewed and updated department webpages and links as necessary to coincide with renumbering of the City Code.
- Coordinated all fee estimates as requested for potential new development projects.
- Processed both short-term and longer-term fee deferral agreements to help incentivize development, including preparation and processing of lien release documents upon home sale.
- Completed update to the Sewer Rate Study which determined no increase necessary for January 2020.
- Completed update to Water Rate Proforma to determine minimum/maximum rate increase required in January 2020.
- Developed and monitored the FY2019/20 Capital Improvement Budget including processing all budget adjustments, contracts and contract amendments.
- Supported staff, those performing essential services and those teleworking, throughout the COVID-19 pandemic to promote maximum efficiency and customer service within shelter in place guidelines.

FY2020-21 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.
- 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.
- Continue to monitor City-wide property leases and license agreements for overall compliance and prepare amendments as necessary.

Engineering Division

The engineering division is comprised of three (3) 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 funding application and 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 including drinking water, recycled water, wastewater collection, wastewater treatment, storm water collection and treatment, and flood risk reduction. Utility Engineering staff identifies and corrects current deficiencies in the utility systems and maintains mandatory regulatory compliance with State and Federal Agencies for both existing and new regulatory requirements. Utility Engineering staff are responsible for the planning, design, and construction of utility projects to maintain the existing utilities aging infrastructure. Utility Engineering staff also manage drinking water quality reporting along with balancing water supply needs with WDCWA supplied water and ASR program.

Utilities Engineering FY2019-20 Accomplishments

Sanitary Sewer

- Completed the annual Sanitary Sewer System Management Audit.
- Commenced long-term plan to address biosolids at the WPCF.
- Completed construction of South Pond Pump Station Rehabilitation Project at the WPCF.
- Completed construction of Dog Gone Alley Sewer and Water Replacement Project, including Phase II – concrete road paving.
- Completed design and commenced construction of rehabilitation of clarifier #3 at the WPCF.
- Commenced evaluation of rehabilitation for the cloth filtration unit at the WPCF.

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- Completed update of City-wide sewer collections flow model.
- Completed construction of sewer collection system repairs of both mains and over 130 laterals, and over 4,000 feet of sewer pipelines.
- Completed design and construction of deep sewer repairs through cured-in-place lining in Spring Lake, including rehabilitation of several deep manholes.
- Completed the WPCF Pond #8 Biosolids removal project, which removed 5,800 dry tons of accumulated biosolids.
- Commenced design of WPCF Pond #11 Biosolids removal project.
- Completed the wastewater discharge NPDES permit renewal through the RWQCB for the WPCF.
- Completed design and commenced construction of rehabilitation of over 7,000 feet of sewer and 120 laterals on Gibson Road between East Street and West Street. Work also included a new interceptor sewer on East Street and interconnect between sewer systems at CR102.
- Commenced design of the 2021 Utility Replacement Project to reallocate between interceptor sewers and address sewer issues on Pendegast Street.

Recycled Water

- Updated grant application to SWRCB for funding to expand recycled water to Spring Lake and to Sports Park areas of the City. Updated planning for recycled water expansion in Spring Lake.

Flood Control

- Continued the Lower Cache Creek Feasibility Study with Army Corps of Engineers and obtained full funding to complete the Study. Work also included completion of the Supplemental Environmental Impact Statement and CEQA Environmental Impact Report along with advancing the study towards the Agency Decision Milestone.
- Continued 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 solutions.
- Commenced construction of the North Regional Pond & Pump Station Project for South Urban Growth Area including Spring Lake.
- Completed construction of repairs to a pipeline located at East Main Pump Station.
- Commenced environmental permitting and design of replacement of the Yolo Bypass West Levee culverts.
- Commenced work on updating the North Area Storm Drainage Facilities Master Plan for the industrial area.

Water

- Completed Annual Water Quality Report and all SWRCB-Division of Drinking Water reporting, including over 2,000 water quality tests City-wide.
- Completed lead service line reporting, SB427; Woodland has no lead service lines.
- Managed water supply portfolio through and provided 100% of water supply utilizing surface water.

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- Completed planning for an extended water supply curtailment to supplement surface water supply with ASR well water to remain nearly 100% surface water in 2020.
- Continued large scale injection of treated surface water at the ASR wells with 1.7 billion gallons stored by May 2020.
- Continued water quality monitoring and tracking at the ASR Wells.
- Completed replacement of 6,500 lineal feet of deteriorated water mains including 125 service connections – 2019 Water Main Replacement.
- Completed 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 north half of West Street Water Transmission Main Project, installing approximately 5,000 feet of pipe.
- Completed design and commenced construction of 2020 water main and sewer replacement project located at Gibson Road between East Street and West Street, including replacement of over 5,300 feet of water main and 110 services.
- Commenced design of the 2021 Utility Replacement Project to replace aging and failing water mains on Gum Ave., 4th St., and Marshall Street, including approximately 6,000 feet of pipe and 150 services.
- Completed a 5-year plan for replacement of deteriorating water mains and services.

Utilities Engineering FY2020-21 Goals

- Conduct water quality testing and reporting, including over 2,000 tests City-wide.
- Monitor and implement regulatory changes impacting water and recycled water utilities, including but not limited to PFAS, hexavalent chromium, and microplastics.
- Continue to coordinate with regional effort to comply with the Sustainable Groundwater Management Act.
- Conduct full scale yield test on at least one ASR well.
- Commence well demolition of three old wells.
- Commence design and construction of four (4) groundwater monitoring wells to support ASR program management.
- Complete a master plan for the WPCF.
- Complete evaluation of repairs to the cloth filtration unit at the WPCF.
- Commence groundwater studies and BPTC at the WPCF as required under the new NPDES permit.
- Commence design of Phase II Recycled Water Project.
- Complete the State/Local Lower Cache Creek Feasibility Study including financing plan with the goal of completing the study by summer of 2021.
- Complete Urban Flood Risk Reduction study for the Lower Cache Creek Flood Program.
- 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 #11 Biosolids removal project.
- Complete long-term plan for WPCF biosolids handling.
- Complete construction of 2020 Sewer and Water Main Replacement Project at Gibson Road to include 5,300 lineal feet of water, 7,000 lineal feet of sewer and 214 services.

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- Complete design of 2021 Sewer and Water Replacement Project to include 6,500 lineal feet each sewer and water pipelines and 300 services and laterals.
- Evaluate apparent accelerated corrosion and premature water main failures in Gibson Ranch neighborhood.
- Commence design and construction of Beamer Trunk Sewer Rehabilitation, Phase II.
- Complete construction of North Regional Pond and Pump Station.
- Complete engineering work to replace the outfall channel culverts through the Yolo Bypass West Levee.
- Evaluate corrosion of North Canal Pump Station discharge pipes and plan rehabilitation.
- Monitor and implement regulatory changes impacting the storm water utility affecting MS4 communities, including: waters of the US, trash amendment, etc.
- Complete update of north area Storm Drain Facilities Master Plan.

Development Engineering FY2019-20 Accomplishments

- Completed plan checking (civil improvements) necessary to support over 87 new residential lots and six (6) commercial developments.
- Completed one (1) subdivision map and two (2) parcel maps.
- Processed approximately 220 encroachment permits.
- Processed approximately 180 transportation permits.
- Processed approximately 25 hydrant permits.
- Supported the planning group in processing tentative maps, CUPs, and various other entitlements.

Development Engineering FY2020-21 Goals

- Prioritize resources to implement strategic economic development projects and revitalize the downtown area.
- Work with internal and external customers wanting to improve land through either new development or modification or redevelopment of existing sites.
- Implement new technologies and software to improve and expedite entitlement processing and customer available remote access.
- Coordinate with Building, Planning, Public Works, and other transportation groups to ensure quality, low maintenance infrastructure.
- Assist customers in getting through the development process while ensuring the City's public infrastructure will not be adversely impacted, by providing fair, consistent, and timely reviews of development projects.
- Provide assistance in the processing of land acquisition and relinquishment.
- Coordinate plans and future infrastructure needs for the General Plan, various Specific Plans, and annexations.
- Provide Spring Lake General Administration Services including: overseeing and coordinating inspection of the public infrastructure within Spring Lake to ensure new improvements are constructed with quality and economy; and preparing and adopting rules, policies, and

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ordinances to allow for the fair and equitable implementation of the 2nd and 3rd release of BUA's in Spring Lake.

- Support the plan preparation and annexation of land for SP1A.
- Support infrastructure studies and master planning efforts for the Woodland Research and Technology Park.

Transportation and Capital Engineering FY 2019-20 Accomplishments

- Coordinated with Public Works road crew to complete roadway maintenance including significant areas of full-depth repair, pavement overlay, pot hole filling, and crack sealing.
- Assisted Public Works staff with multiple contracts for construction of, and repairs to, various City facilities.
- Provided significant and timely traffic engineering support to Planning, Development Engineering, Public Works and Public Safety.
- Reviewed signal timing for various intersections and corridors to bring signals into compliance with new regulations and to improve operation and safety for bicyclists, pedestrians and vehicles.
- Responded to various documented and undocumented traffic related complaints from the public.
- 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 Public Safety Department for concentrated enforcement of identified problem areas.
- Continued to manage, design, and construct Capital Improvement projects.
- CIP staff managed or were actively involved in many projects, with the most notable being:
 - West Woodland Safe Routes to School (W. Court Street Rehabilitation)
 - W. Main Street Bicycle and Pedestrian Improvements (W. Main Street Rehabilitation)
 - Sports Park Drive Pedestrian Overcrossing
 - E. Main Street Bicycle Improvements
 - I-5/CR102 Landscape Improvements
 - CR25A Extension Construction (Meikle to Promenade)
 - Gibson Road Bicycle/Pedestrian Mobility Project (East St to West St. Rehabilitation)
 - Gibson Road Safe Routes to School Project (West St to CR98 Rehabilitation)
 - Annual ADA Improvement Projects
 - Woodland Parkway Study
 - Regional Park Site
 - ADA Transition Plan
 - Traffic Calming Pilot Project
- Continued to inspect all development civil infrastructure (multiple Spring Lake subdivisions, infill residential development, commercial development, and encroachment permits).
- Continued to develop and expand staff skills and abilities: one (1) Senior Associate Civil Engineer, one (1) Senior Construction Project Manager, one (1) Associate Engineer, four (4) Engineering Technicians and two (2) Engineering Interns.

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- Continued to implement Capital Improvement Project (CIP) procedures and practices: modified policies and practices as needed based on previous experience 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 and changes to laws and regulations.
- Monitored compliance with State/Federal Aid program requirements; communicated requirements to CDD project engineers.
- Maintained and updated the 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 progression of the City's GIS system 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 for 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 for 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.

Transportation and Capital Engineering FY2020/21 Goals

- Continue to increase staff knowledge regarding:
 - Traffic engineering
 - Pavement management
 - ADA compliance regulations
 - Bike/pedestrian planning and design including newer concepts as proposed by the Association of Pedestrian and Bicycle Professionals (APBP) and regional advances
 - Complete streets design
- Continue coordinating with planning to complete/implement the transportation section of the General Plan.
- Continue coordinating with Public Works staff to complete "special projects" like intersection restriping, major maintenance projects and planning for future work.
- Continue assisting, 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 and construction of the East Main Street project
 - Complete construction of the West Woodland Safe Routes to School project (W. Court Street Rehabilitation)

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- Further progress on the design of the Pedestrian Overcrossing of SR113.
- Complete the design of the two (2) grant funded Gibson Road Rehabilitation projects:
 - i. Gibson Road – East Street to West Street
 - ii. Gibson Road – West Street to CR 98
- 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 project and input from residents as it is received.
- 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. Thus, resulting actions preserve and enhance the built environment, preserve historic resources, facilitate resource conservation, sustainability and energy efficiency, and improve residential and economic vitality of the community. The division continues working with the community, elected officials, appointed representatives, and stakeholders to develop the long-term vision, goals and policies necessary to guide decisions. Critical to this is facilitating the availability of information through a transparent process and community involvement so that the resulting physical, social, and economic development of the city is reflective of community wide desires.

Planning FY2019-20 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 of use of property

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for development purposes. Inquiries may include 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 for land use/building permit search.
- Supported code enforcement through zoning interpretations, information research and code compliance discussions with the general public.
- 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.
- Updated the Community Development Department's front page and Planning Division web pages to allow ease of use and navigation for the public.
- Translated all informational handouts and application forms into Spanish.
- Updated the commercial cannabis web page and added new web pages for the comprehensive Zoning update and Accessory Dwelling Units.
- Worked with transportation on city-wide parking and trucking issues.

Short-Term Projects (Current Planning) - Accomplishments

- Focused efforts to facilitate an emergency shelter facility at East Beamer Way including securing funding and completing required studies and documents.
- Staff processed the review of one new Commercial Cannabis Distribution Conditional Use Permit in the Industrial area, allowing up to six cannabis businesses.
- 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 Woodland. Secured the demolition of the old Toy Library. Completed Hotel project as Zoning Administrator reviews:
 - a. Staybridge Hotel on East Main street for 109 rooms
- Facilitated architectural, site plan review, and plan check review for Spring Lake Subdivisions and multi-family projects:
 - a. Woodside Homes (81 homes)
 - b. DR Horton (90 homes)
 - c. KB Homes (112 homes)
 - d. Taylor Morrison (214 homes)
 - e. Lennar Oyang south (250 homes)
- Conducted initial discussions with a new Spring Lake builder Richmond American Homes for the Spring Lake Central and Prudler subdivisions.
- Processed four (4) Tentative Subdivision applications in Spring Lake that will include Development Agreements:
 - a. Merritt Ranch Darkhorse Estates LLC – 178 new single family lots

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- b. Pioneer Village Ranch – 231 single family lots and 4.11 acres of multi-family
 - c. Parkside 3 Lennar Homes – proposed 98 small lot single family alley load product
 - d. Beeghly Ranch – proposed 72 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. 90ft tall Cell Tower located at 231 Main Street
 - d. Lifepoint church expansion in southwest Woodland
 - e. TPM 440 College Street
 - f. Cleveland Suites – 16-lot residential subdivision map located in the Downtown Specific Plan area
 - g. Residential lot line adjustment – 904 First Street
 - h. MPE Environmental on Paddock new building and storage
- 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. Dialysis Center – East Main Street
 - d. Target Re-Brand and new Tesla Charging Stations
 - e. 440 College Street 4-plex renovation
 - f. Prudler SF subdivision plan check review including resolving property boundary-fencing design
 - g. Tide Ct Mini-storage
 - h. The Habit Burger
 - i. AT & T Cell tower at Hays lane
 - j. Parking lot in District D of the Downtown
- Assisted in review of projects for the continued buildout of Gateway I including processing a Tentative Parcel Map, Conditional Use Permit Modification, Design Review for a new shop building to the west.
- 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. JATC Training Facility on Tanforan Ave
 - f. New building addition 22 West Main Street
 - g. Yolo Food Bank
 - h. Western Dental 171 W. Main Street
 - i. Proposal to re-use the old Boxwood Nursery site
 - j. Pearsons 702 Main Street
 - k. Beach Hut Deli 2120 Freeway Dr.
 - l. Cobram Estate production factory
 - m. Watts Water addition and parking lot expansion
 - n. Home Depot tenant improvements
 - o. Crepeland signage
 - p. Aisle 1 / Bel Air signage

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- q. Walmart tenant improvements
- r. Edward Jones signage
- s. McDonalds signage
- t. Lee Middle School Cell Tower modifications
- u. Arby's new restaurant and tenant improvements
- v. Conco re-use for Aluma product storage
- w. Waste Management major addition 1321 Paddock
- x. Consultation with Downtown businesses regarding façade and sign improvements
- y. Sparkles Car Wash CR 102 new canopy design and code enforcement violations
- z. Gateway Shop 2 and new restaurant drive up
- Conducted preliminary project discussions and plan review for several properties including:
 - a. Potential 112 to 146 unit senior affordable project entitled Gracewood, on the land dedication site a Gibson and Harry Lorenzo
 - b. Potential 168 unit market rate multifamily project at the NWC of Main Street and Ashley
 - c. Potential 78,000 sq. ft. Senior Assisted Living facility and 8,000 sq. ft. retail at the southwest corner of Parkland Avenue and Pioneer
 - d. Potential auto dealership expansion off East Main Street
 - e. Potential high density multi-family project on 0.9 acres at the SEC of Beamer and Cottonwood
 - f. Proposed 3,000 sf 7-11 convenience store, auto fuel canopy, diesel fuel canopy and tanks, 2,200 sf fast food drive through, and 81-room hotel
 - g. Potential 12 unit low income housing site with community room and gardens
 - h. 725 Main St (Former Ludy's BBQ)
 - i. Potential 26 unit Infill on West Street
 - j. Potential conceptual industrial developments on the 150 acre Kamilos property
 - k. Potential development ideas in the Armfield area with multiple property owners
 - l. County Fair Mall re-use
 - m. Hoblit Truck Center expansion
- Facilitated Landmark Tree designations.
- A total of 66 new (non-city generated) Planning applications were submitted from the end of the reporting period last year through - April 2, 2020, as compared to (67 last fiscal year):
 - a. Accessory Dwelling Units/Building – 4
 - b. Cannabis Business Permits - 1
 - c. Design Review, Wireless Tower Revisions/modifications – 1
 - d. Design Review Commercial - 3
 - e. Sign Applications – 28
 - f. Lot Line Adjustments – 2
 - g. Tentative Parcel Maps – 7
 - h. Tentative Subdivision Map, General Plan Amendment, DA– 1
 - i. Conditional Use Permits – 3
 - j. Variance/Zoning Administrator Permit – 4
 - k. New Single Family Setback/Design Review – 1 Custom Homes
 - l. CUP/PUD/ZAP Modification – 1
 - m. Site Plan Review Commercial/Multifamily – 6
 - n. Lot Merger – 2
 - o. Annexation – 1
 - p. Certificate of Compliance – 1

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- *It is noted that in several instances design review was incorporated into a building permit review and therefore was not recorded as a separate application.*

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

- Implemented a Climate Action Plan checklist as part of the application review protocol.
- Initiation of the Comprehensive Zoning Code Update, and held a joint City Council/Planning Commission workshop and reviewed two Division Chapters (0.3 FTE).
- Incorporated the Downtown conditions survey and architectural guidelines draft into the future Comprehensive Code update.
- Continued support for the processing of the Woodland Research and Technology Park Specific Plan and EIR.
- Completion and submission of an SB 2 Planning Grant to the State Department of Housing and Community Development to facilitate the Comprehensive Zoning Code update.
- Participated 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.
- Conducted preliminary application discussion and 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. Gateway II possible annexation north of Maxwell
 - b. Gateway Mixed Use discussions
 - c. Barton 154 acre analysis including odor evaluation
 - d. Possible short term housing concept ideas on Yolo County property
 - e. Woodland Commerce Center (Main and CR 102) various project inquiries
- Provided staff support for Code Enforcement including research, code assistance, and occasional meeting attendance.
- New MWELOW water conservation handout and annual reporting.
- Approved updates to the Accessory Dwelling Unit Ordinance in compliance with State requirements.
- Initiated review of the Mobile Food Vendor 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 upcoming update to the Regional MTP/SCS, and review and comment on interagency review requests.
- Focused on grant application to State Department of Housing and Community Development under the LEAP program for a potential \$300,000 grant to assist in completing the comprehensive zoning code update to fund the 6th cycle Housing Element, and a potential affordable housing nexus study.
- 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 city-wide ADA Review and Evaluation for the City.
- Staff continued to refine file management and organization of long-term file storage.

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- 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 FY2020-21 Goals

- Approval and construction of the emergency shelter facility at East Beamer Way.
- Continued implementation of the 2035 General Plan's policies and implementation programs:
 - a. Develop a plan to implement a new VMT review and mitigation program
 - b. Complete the Comprehensive Zoning Code update by November 2020 (0.5 FTE)
 - c. Complete the Downtown Specific Plan update and incorporate into the Comprehensive Code
 - d. Develop new forms, handouts and educational guides to assist in understanding the new code
 - e. Initiate work on the 6th Cycle Housing Element
 - f. Initiate an affordable housing nexus study
- Complete the Specific Plan and EIR for the Woodland Research and Technology Park Specific Plan and EIR.
- 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 - 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.
- Develop a list of sites available for housing and apply appropriate zoning to streamline approval in order to accelerate new housing development and meet the State 6th cycle RHNA.
- 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 pilot programs.
- Provide support in facilitating the creative re-use of existing city 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.

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- Upgrade the public engagement process to capture broader, city-wide 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, utilize staff 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.

Building Division

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

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

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

Building FY2019-20 Accomplishments

- The key projects have been completed, started, or are ready for permit issuances:
 - New Commercial Shell Building Gateway Shop 6 located at 2061 Bronze Star Drive
 - New Commercial Shell Building located at 2120 Freeway Drive
 - New Gymnasium Building for Woodland Christian School
 - New Theater Building for Woodland Christian School
 - New Preschool Building for Woodland Christian School
 - New Commercial Building Z Specialty Food located at 1221 Harter Ave
 - New Commercial Building for electrical lineman center located on Tanforan Ave
 - Commercial TI, Tanforan Ventures located at 1460 Tanforan Ave
 - New Hotel Staybridge Suites located at 1490 E Main St
 - Commercial TI, Aquafil located at 550 N Pioneer Ave

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- Commercial TI Phase 1, Uhaul Moving Storage located at 1600 Tide Ct
 - Commercial TI, Grocery Outlet located at 1366 E Main St
 - Commercial TI, Treasure Dragon Restaurant located at 1780 E Main St
 - Commercial TI, Habit Burger located at 1368 E Main St
 - Commercial TI, Phase 2, Uhaul Moving Storage located at 1600 Tide Ct
 - Commercial TI, New dental office located at 507 Bush St
 - Commercial TI, Phase 2, Proterp located at 1230 Harter Ave
 - Commercial TI, Hygieia located at 1259 Commerce Ave
 - Commercial TI, Dental office located at 2041 Bronze Star Dr.
 - Commercial TI, Beach Hut Deli located at 2120 Freeway Dr.
 - 2019 California Code Adoption process completed
 - Lennar Homes master plan review for the 2019 Code Adaption
 - KB Homes master plan review for the 2019 Code Adaption
 - Woodside Homes master plan review for the 2019 Code Adaption
- Issued 600 Residential Solar Permits (577 as of 4/6/20).
 - Issued four (4) Commercial Solar Permits.
 - The Building Division issues approximately 2500 permits a year. There were over 100 major plan reviews completed by staff and consultants with an average of ten (10) days for the first set of comments (complex projects such as Assembly or Hazardous Occupancies require 15 days for the first set of plan check comments). The Division performs approximately 8,400 inspections per year (3,700 are for Single Family Homes mostly within subdivisions, and 4,700 for all other types of inspections). Currently the Division averages over 35 inspections per day, with many days exceeding 50 inspections.
 - Building Division revenues are approximately \$1,445,000 per year based upon \$85 million of valuation. This equates to 1.7 % building fees per total value of project.
 - The total fees paid for building permits of all types from July 1, 2019 to March 25, 2020 was \$1.3 million.
 - Attended the California Association of Building Official (CALBO) annual Seminar for continuous training and certification.

Building FY2020-21 Goals

- Ensure effectiveness of the Division's programs by the continued use of resources through our consultant—maintaining a contract inspector 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 FY2019-20 Accomplishments

- Processed 319 complaints, 140 closed, 179 open, and 11 in collections.
- Worked with the property owners at 801 Main Street to demolish dangerous building.
- Worked with new property owner of Woodland Motors, located at 1670 & 1689 E Main Street, to remove the asphalt and building foundations.

Department Summaries

- Coordinated with Environmental Services, Public Works, and Waste Management to clean-up storm drains from sewage spills at 18440 CR 102 & 164 Main St.
- Worked with PD to remove squatters from 105 Plane Avenue.
- Assisted Environmental Services to ensure businesses are compliant with the state-mandated Mandatory Recycling Program.

Code Enforcement FY2020-21 Goals

- Through voluntary compliance and by responding to complaints in a professional and timely manner, Code Compliance will maintain a positive working relationship and reputation with the community and other local agencies.
- Educate the public regarding the benefits of code compliance within 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 positive working relationships with other agencies and counties/cities.
- Attend California Association of Code Enforcement Officers' (CACEO) annual seminars and other seminars of similar organizations for continuous training and current legal information.

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.

Economic Development FY 2019-20 Accomplishments

- Continued to strengthen the local food and agriculture economy via the Food Front initiative in partnership with local industry.
- Increased on-line presence on Social Media through Facebook and Instagram.
- Advanced processing of the Woodland Research and Technology Park project.
- Hosted Second Ag Innovation Forum.
- Launched Downtown Parking App "JAPA."
- Assigned a full-time Business Development Liaison, Business Marketing and Outreach Specialist.
- Conducted 2019 Woodland Business Walk and follow up requests.
- Assisted businesses through the planning and permitting process including the relocation and expansion of Broekema Beltway to Santa Anita, and opening of Aquafil carpet recycling on Pioneer Avenue.
- Through partnership with the Woodland Chamber of Commerce, initiated business roundtables on various topics of interest and concern, particularly for the small business community, and conducted direct business outreach.

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- Held 2019 and initiated planning for 2020 Youth Industry tours in furtherance of workforce development priority.
- Approved three (3) new hotel projects adding over 200 additional rooms.
- Expanded the Impact Fee Deferral Program in support of non-residential and infill projects.

Economic Development FY2020-21 Goals

- Assist Small Businesses (retail, restaurant, personal service, etc.) in recovery from financial impacts associated with COVID-19.
- Complete the entitlement process for the Woodland Research and Technology Park project.
- Close escrow and complete construction of Downtown Hotel project.
- Expand tax revenue base through support of new sales tax and TOT generating businesses.
- Continue to Advance Strategic Economic Development Initiatives focused on Food and Agricultural Industry growth and expanding Downtown as an Arts and Entertainment Destination.
- Partner with AgStart, UC Davis, and other technology based organizations to grow new food/ag/science technology industry and open the new Lab@AgStart food and ag tech incubator in Downtown Woodland.
- 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 city-wide 2020/2021 Woodland Business Walk.
- Expand business outreach and partnership to include Tech Startup and local entrepreneurs.
- Update Economic Development comprehensive website.
- Identify new business and project incentive opportunities and programs including implementation of Enhanced Infrastructure Financing District (EIFD) where appropriate.

COMMUNITY DEVELOPMENT

<u>Source of Funds</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
General Fund Support	\$ 133,227	\$ 256,339	\$ 42,955	\$ 1,349,648	\$ 1,155,163
General Fund Fees & Charges	2,983,469	2,865,274	2,836,929	2,313,232	2,194,154
Enterprise Funds	5,578,412	3,200,757	2,919,395	3,636,981	3,752,970
Special Revenue	157,961	123,401	105,467	119,615	345,114
Measure F	-	-	235,687	255,645	249,773
Development Funds/Capital	36,594	22,351	21,095	26,768	28,079
Redevelopment/Successor Agency	267,190	160,769	46,090	286,570	86,570
Spring Lake	70,291	62,977	59,593	71,378	71,836
Total Funding Sources	\$ 9,227,145	\$ 6,691,870	\$ 6,267,210	\$ 8,059,837	\$ 7,883,659

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2019-2020
21 Administration	\$ 211,957	\$ 335,089	\$ 290,967	\$ 417,684	\$ 520,399
22 Planning	673,193	671,851	701,888	892,062	910,590
23 Building Inspection	3,873,519	1,426,277	1,129,664	1,307,313	1,119,044
24 Environmental Services	297,190	160,769	46,090	286,570	905,298
25 CDBG	28,068	13,929	953	-	-
26 Economic Development	390,634	447,401	351,095	581,888	330,904
27 Engineering	3,752,583	3,636,553	3,746,553	4,574,320	4,097,424
Total Expenditures	\$ 9,227,145	\$ 6,691,870	\$ 6,267,210	\$ 8,059,837	\$ 7,883,659

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2019-2020
21 Administration	\$ 211,957	\$ 335,089	\$ 290,967	\$ 417,684	\$ 520,399
22 Planning	598,758	622,777	654,825	835,332	850,691
23 Building Inspection	1,096,403	910,134	1,037,253	1,213,759	1,006,785
24 Environmental Services	-	-	-	-	2,700
26 Economic Development	390,634	447,401	115,408	326,243	81,131
27 Engineering	818,944	806,212	781,432	869,862	887,611
Total Expenditures	\$ 3,116,696	\$ 3,121,613	\$ 2,879,884	\$ 3,662,880	\$ 3,349,317

<u>Expenditures</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2019-2020
Salaries and Benefits	\$ 6,097,620	\$ 3,831,435	\$ 3,406,791	\$ 4,377,730	\$ 5,221,506
Supplies & Services	2,340,653	1,993,035	2,158,369	2,613,589	1,775,484
Education & Meetings	48,078	56,458	45,889	77,895	103,169
Debt Service	-	100,742	-	200,000	-
Capital Expenses	-	-	-	15,500	-

Other Operating Expenditures	736,411	710,199	656,161	775,123	783,500
Transfers	4,383	-	-	-	-
Total Expenditures	\$ 9,227,145	\$ 6,691,870	\$ 6,267,210	\$ 8,059,837	\$ 7,883,659

Expenditures	Actual		Actual	Amended	
	FY2016-2017	FY2017-2018	FY2018-2019	Budget	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020	FY2019-2020
Salaries and Benefits	\$ 2,036,175	\$ 2,228,769	\$ 1,925,989	\$ 2,331,676	\$ 2,491,227
Supplies & Services	588,853	379,587	452,220	629,617	243,776
Education & Meetings	32,536	48,182	29,111	64,420	80,120
Debt Service	-	-	-	-	-
Capital Expenses	-	-	-	15,500	-
Other Operating Expenditures	454,749	465,075	472,564	621,667	534,194
Transfers	4,383	-	-	-	-
Total Expenditures	\$ 3,116,696	\$ 3,121,613	\$ 2,879,884	\$ 3,662,880	\$ 3,349,317

Fund	Actual		Actual	Amended	
	FY2016-2017	FY2017-2018	FY2018-2019	Budget	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020	FY2020-2021
101 General Fund	\$ 3,116,696	\$ 3,121,613	\$ 2,879,884	\$ 3,662,880	\$ 3,349,317
210 Water Enterprise Fund	2,034,848	818,461	621,696	840,859	1,176,874
220 Sewer Enterprise Fund	1,940,974	789,910	581,349	961,653	1,022,970
221 Storm Drain Enterprise Fund	-	-	-	-	452
222 Wastewater Pre-Treatment Fund	11,478	10,119	7,073	6,924	8,737
250 Recycling	11,478	10,119	18,248	19,707	266,214
252 Construction/Demolition Debris	-	-	-	-	78,185
280 Transit System	1,579,634	1,572,148	1,691,029	1,807,838	1,199,538
320 Community Develop. Block Grant	28,068	13,929	953	-	-
326 Housing Assistance	30,000	-	-	-	-
354 Transportation Development	90,735	100,916	98,585	113,745	118,339
358 Housing Monitoring Fund	87	87	87	100	113
365 Environmental Compliance	9,071	8,469	5,842	5,770	196,662
386 Used Oil Recycling Grant	-	-	-	-	30,000
507 Measure F	-	-	235,687	255,645	249,773
522 Successor Agency	267,190	160,769	46,090	286,570	86,570
594 Spring Lake Capital	36,594	22,351	21,095	26,768	28,079
601 Spring Lake Administration	70,291	62,977	59,593	71,378	71,836
Total Expenditures	\$ 9,227,145	\$ 6,691,870	\$ 6,267,210	\$ 8,059,837	\$ 7,883,659

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – COMMUNITY DEVELOPMENT

Classification	FY2016/17	FY2017/18	FY2018/19	FY2019/20	Budget Balancing Deletions	Adopted FY2020/21
Community Development						
Administrative Clerk I	0	0	0	0		0
Administrative Clerk II	2	2	2	0		0
Administrative Secretary	1	1	1	0		0
Administrative Supervisor	0	0	0	1		1
Assistant Planner	0	0	0	1		1
Associate Civil Engineer	1	1	1	0		0
Associate Engineer	1	1	1	2		3
Associate Planner	1	1	1	1		1
Assistant City Manager-Community & Econ Develop	1	1	1	1		1
Building Inspector I/II	0	0	1	0		0
Chief Building Official	1	1	1	1		1
City Engineer	1	1	1	1		1
Code Compliance Officer I/II	2	2	1	1		1
Community Development Clerk II	0	0	0	2		2
Community Development Director	0	0	0	0		0
Community Development Technician I	0	0	2	2		2
Community Development Technician II	1	1	0	0		0
Conservation Coordinator	0	0	0	0		2
Construction Project Manager	1	0	0	0		0
Deputy CDD Director	1	1	1	1		1
Engineering Assistant	0	1	0	2		3
Engineering Technician II	2	2	2	1		1
Engineering Technician III	5	4	4	3		2
Environmental Resource Analyst	0	0	0	0		1
Environmental Sustainability Manager	0	0	0	0		1
Junior Engineer	0	0	1	1		1
Junior Planner	0	0	1	0		0
Management Analyst II	0	0	0	0		0
Marketing & Business Relations Specialist	0	0	0	1		1
Principal Civil Engineer	1	1	1	1		1
Principal Utilities Civil Engineer	1	1	1	1		1
Principal Planner	1	1	1	2		2
Redevelopment Manager	1	1	1	0		0
Senior Building Inspector	1	1	0	1		1
Senior Building Plans Examiner	1	1	1	1		1
Senior Associate Civil Engineer	2	2	2	2		2
Senior Construction Project Manager	0	1	1	1		1
Senior Civil Engineer	1	1	1	1		1
Senior Engineering Assistant	0	0	1	1		0
Senior Management Analyst	1	1	1	1		1
Senior Planner	1	1	1	0		0
Total Community Development	32	32	34	34	0	38

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 (5) separate divisions: Administration, Recreation, Parks Maintenance and two internal services funds - Recreation Enterprise and Cemetery Enterprise.

FY2019-20 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 67%.
- 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. Added adult flag football to offerings (152 teams overall).
- Continued to implement spring 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 12,000 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 \$30,000 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 6th Grade (Graduation) Party, and two (2) specialized teen nights (made possible with funding from Measure J).
- Rec2Go (the mobile recreation program) had over 10,000 visitors and attended over 100 citywide events, parks, and school activities.
- Continued to waive over \$55,000 in player fees (made possible with funding from Measure J) to Woodland resident participants from the following organizations: Woodland Soccer Club, Alliance Soccer Academy, Babe Ruth, Little League, Cal Ripken, Woodland Girls Fastpitch, Woodland Swim Team, and YMCA.
- Continued to provide several free City-wide events and celebrations including Movies on Main Street, the annual 4th of July Celebration, Martin Luther King Jr. Celebration, and the César Chávez Celebration.
- Helped facilitate the completion of substantial work for three (3) Community Development Block Grant-funded construction projects with work on the Federal labor and contract

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compliance requirements. The projects installed ADA-compliant sidewalk ramps on Beamer Street, rehabilitated the restrooms at the Yolo Wayfarer Center's emergency shelter, and rehabilitated the kitchen and other areas of the Yolo Community Care Continuum's Safe Harbor facility.

- Provided funding assistance for ten public service activities through the CDBG program (fair housing services, emergency shelter, permanent supportive housing, homeless prevention, meal deliveries to low income senior citizens, health services to children at risk, and MediCal and CalFresh enrollment and retention).
- Obtained initial \$154,000 payment from Partnership HealthPlan of California grant for 61-unit permanent supportive housing development at East Beamer Way site. A portion of the funds will be used to cover pre-development costs.
- Worked with the developer of the Gracewood Commons project to facilitate the transfer of the project site to the nonprofit partner from the Oyang North subdivision builder and assisted the developer in providing the City submittals in support of a HOME funding application to construct the first phase of the project. Gracewood Commons is located in the Spring Lake Specific Plan Area and is planned for a 146-unit senior citizens affordable housing complex.
- Disbursed remaining \$300,000 in loan funds for Mutual Housing Phase 2 development (39 low-income farmworker units).

FY2020-21 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 and summer) lessons to 85% capacity.
- Reach 15,000 participants with Rec2Go (the mobile recreation program) and increase program operation by 10%.
- 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).
- Continue to support efforts for 61-unit permanent supportive housing development at the East Beamer Way site to house the homeless.
- Work with Yolo County and other project partners to facilitate the interim emergency shelter development at the East Beamer Way site.

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

Department Summaries

(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 16,000 City owned trees. All of these amenities are funded from multiple sources, which include the general fund and various lighting and landscaping districts.

FY2019-20 Accomplishments

- Continued to perform wide range cyclical pruning in our older growth section of town.
- Completed the 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.
- Brought back Yolo County indigent internments back to Woodland Cemetery.
- Remodeled the restrooms at Charles Brooks Pool to make them ADA accessible.
- Evaluated replacing the bleachers at the pool by analyzing a multitude of potential options.
- Replaced the light poles at Crawford Park.
- Secured the existing utility room at Everman Park by demolishing old restrooms and expanding the maintenance area for the park.
- Resurfaced the existing skate park at Crawford Park.
- Replaced the failing drinking fountains at the Dog Park.
- Replaced the playgrounds at Beamer, Tredway and Pioneer Parks.
- Replaced damaged light poles at Pioneer Park with bollard lights.
- Replaced the irrigation booster pump at Streng Pond.

FY2020-21 Goals

- Assist user groups in advancing new recreation facilities at the Sports Park for tennis, skate boarding, soccer, and girls Fast Pitch.
- 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.
- Continue to evaluate regulation of 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.
- Complete the bid process for the replacement of synthetic turf by December 2020. Install an additional two (2) irrigation controllers in Gibson Ranch. This will complete the upgrades to Central Control of irrigation in Gibson Ranch.
- Update the Cemetery fee schedule to reflect the current needs and changes.
- Society of Municipal Arboriculture accreditation for the Urban Forest Master Plan.

COMMUNITY SERVICES

<u>Source of Funds</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
General Fund Support	\$ 3,664,251	\$ 3,774,154	\$ 4,143,963	\$ 5,092,031	\$ 4,670,427
General Fund Fees & Charges	616,727	667,552	692,640	625,761	557,760
Internal Service Funds	52,421	220,057	965	50,000	-
Measure J	980,583	943,963	1,255,582	1,461,090	1,344,098
Enterprise Funds	701,990	748,726	725,654	962,017	944,180
Special Revenue	2,620,714	2,936,193	5,031,189	11,318,393	4,550,479
Measure E	-	-	110,890	601,109	-
Measure F	-	-	-	-	47,768
Development Funds/Capital	-	13,759	816	2,500	2,500
Total Funding Sources	\$ 8,636,686	\$ 9,304,404	\$ 11,961,700	\$ 20,112,901	\$ 12,117,212

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
41 Administration	\$ 1,402,974	\$ 1,423,111	\$ 1,441,642	\$ 1,613,031	\$ 1,574,585
42 Park Maintenance	4,364,405	4,678,835	5,234,589	7,764,668	6,714,861
43 Recreation	973,028	984,066	997,014	1,156,198	1,175,146
45 Housing/Grants	863,274	1,054,372	3,031,908	8,117,914	1,308,522
48 Measure J	1,033,005	1,164,020	1,256,547	1,461,090	1,344,098
Total Expenditures	\$ 8,636,686	\$ 9,304,404	\$ 11,961,700	\$ 20,112,901	\$ 12,117,212

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
41 Administration	\$ 1,402,974	\$ 1,410,911	\$ 1,441,642	\$ 1,598,031	\$ 1,574,585
42 Park Maintenance	2,205,188	2,295,658	2,512,247	3,020,912	2,838,502
43 Recreation	646,452	649,136	680,372	720,114	767,027
45 Housing/Grants	26,364	86,001	202,342	378,735	48,073
48 Measure J	980,583	943,963	1,255,582	1,461,090	1,344,098
Total Expenditures	\$ 5,261,560	\$ 5,385,669	\$ 6,092,185	\$ 7,178,882	\$ 6,572,285

Expenses by Category					
	Actual	Actual	Actual	Amended	Adopted
<u>Expenditures</u>	FY2016-2017	FY2017-2018	FY2018-2019	Budget	FY2020-2021
Salaries and Benefits	\$ 3,397,042	\$ 3,477,445	\$ 3,765,356	\$ 4,112,393	\$ 4,448,630
Supplies & Services	2,505,755	1,459,725	2,653,998	4,939,602	3,900,273
Education & Meetings	33,345	25,082	23,544	43,718	43,718
Capital Expenses	33,953	148,558	95,694	803,285	47,768
Other Operating Expenditures	2,549,543	3,856,253	4,995,543	4,544,649	3,586,231
Transfers	117,049	337,341	427,565	5,669,253	90,592
Total Expenditures	\$ 8,636,686	\$ 9,304,404	\$ 11,961,700	\$ 20,112,901	\$ 12,117,212

General Fund Expenses by Category					
	Actual	Actual	Actual	Amended	Adopted
<u>Expenditures</u>	FY2016-2017	FY2017-2018	FY2018-2019	Budget	FY2020-2021
Salaries and Benefits	\$ 2,472,921	\$ 2,487,697	\$ 2,682,260	\$ 2,957,928	\$ 3,054,424
Supplies & Services	1,257,295	1,221,473	1,336,642	2,115,269	1,684,042
Education & Meetings	27,469	21,284	21,479	34,815	34,815
Capital Expenses	-	-	29,406	10,163	-
Other Operating Expenditures	1,439,249	1,559,271	1,625,509	1,950,664	1,776,676
Transfers	64,628	95,944	396,889	110,043	22,328
Total Expenditures	\$ 5,261,561	\$ 5,385,669	\$ 6,092,185	\$ 7,178,882	\$ 6,572,285

Expenses by Fund					
	Actual	Actual	Actual	Amended	Adopted
<u>Fund</u>	FY2016-2017	FY2017-2018	FY2018-2019	Budget	FY2020-2021
011 Facilities Replacement	\$ 52,421	\$ 220,057	\$ 965	\$ -	\$ -
091 Self Insurance	\$ -	\$ -	\$ -	\$ 50,000	\$ -
101 General Fund	5,261,561	5,385,669	6,092,185	7,178,882	6,572,285
240 Cemetary	375,413	413,795	409,013	525,933	536,061
253 Recreation Enterprise	326,577	334,931	316,642	436,084	408,119
320 Community Develop. Block Grant	265,126	264,929	500,042	531,818	615,665
321 Off-Site Afford Housing	-	-	-	409,000	-
322 Supportive Housng Program	222,876	112,398	256,866	521,381	303,467
323 Home Grant	-	-	85,769	675,250	-
324 Housing Assistance Grants	66,448	-	50,258	210,000	-
325 State Grants	173,033	324,039	107,778	184,295	318,989
326 Housing Assistance	109,427	127,004	1,828,853	198,640	22,328
327 Affordable Housing In-Lieu	-	140,000	-	1,891,000	-
331 Homeless Housing	-	-	-	3,117,795	-
358 Housing Monitoring Fund	-	-	-	-	-
381 Gibson Ranch L&L	639,203	620,257	589,331	1,100,038	833,969
383 N Park L&L District	22,085	27,320	23,692	57,421	39,061
384 SP Assess Streng Pond Land	25,299	28,475	20,066	69,736	42,771
387 Woodland West L&L	7,994	16,905	10,032	41,120	25,711
389 Spring Lake L&L	682,842	769,360	1,068,746	1,677,560	1,746,775
391 Sports Parks O&M CFD	334,820	444,205	423,715	500,141	463,090
392 Gateway L&L	71,562	61,300	66,042	133,197	138,653
501 Capital Projects	-	12,200	-	-	-

Department Summaries

506 Measure E	-	-	110,890	601,109	-
507 Measure F	-	-	-	-	47,768
583 Tree Reserve	-	1,559	816	2,500	2,500
Total Expenditures	\$ 8,636,686	\$ 9,304,404	\$ 11,961,700	\$ 20,112,901	\$ 12,117,212

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – COMMUNITY SERVICES

Classification	FY2016/17	FY2017/18	FY2018/19	FY2019/20	Budget Balancing Deletions	Adopted FY2020/21
Community Services (Recreation)						
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	1	1	1	1		1
Park Maintenance Worker I	0	0	1	2		2
Park Maintenance Worker II	3	3	3	2		2
Park Superintendent	1	1	1	1		1
Park Supervisor	2	2	2	2		2
Pool Facilities Technician	1	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	1	1	1	1		1
Tree Trimmer I	0	0	1	0		0
Tree Trimmer II	1	1	0	1		1
Total Community Services	25	25	26	26	0	26

Department Summaries

POLICE

The Police Department is responsible for law enforcement services in the community. The Department is committed to maintaining a safe and healthy environment for all Woodland residents, businesses and guests, free from violence, property damage or loss and injuries resulting from criminal acts. The Department consists of five (5) 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 also has direct oversight over the following: facility management, equipment inventory, 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 and the Executive Assistant to the Chief.

Patrol

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

Patrol

This division is responsible for day-to-day community patrol activities, responding to citizen's calls for service, and responding to and conducting preliminary criminal investigations with 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, five (5) Corporals, 22 Patrol Officers, two (2) K9 Officers, two (2) full-time Field Community Services Officers and one (1) part-time Field Community Service Officer. Funding for patrol officers are supplemented by the State COPS 04/05 grant (1) and Proposition 172 (2).

Community Relations

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

Special Field Operations

This division includes Traffic, Parking and School Resource Officers under one Sergeant:

Traffic 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

Department Summaries

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 three (3) Traffic (Motorcycle) Officers and two (2) part-time Parking Enforcement Officers.

There are three (3) School Resource Officers all dedicated to the Gang Resistance Education and Training (G.R.E.A.T.) program. These officers are responsible for enforcement and outreach within our schools.

Community Relations

This division is headed by one (1) Sergeant who supervises the following programs:

Homeless Outreach Street Team

HOST is responsible for engaging in homeless outreach. This includes working with allied agencies in addressing the growing homeless population in our community and taking an active role in outreach with our citizens, business community, and homeless population itself. There are two (2) officers assigned to HOST.

Crime Prevention

This program is staffed with one (1) full-time and one (1) part-time Crime Prevention Specialists who coordinate Neighborhood Watch, community events, CPTED, Nextdoor and the Volunteers in Policing which includes the Chaplains.

This division is also responsible for department training, recruitment and internal affairs. A part-time Community Services Officer completes administrative tasks associated with the commercial cannabis program and assists with training registration, graffiti abatement, and the G.R.E.A.T. program.

Investigations

This bureau has three (3) 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) Yolo Special Investigations Unit (SIU) 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 Intelligence-Led Policing efforts. Personnel include one (1) full-time and one (1) part-time Crime Intelligence Analyst.

Gang Task Force

This division is responsible for the investigation of criminal acts committed by gang members. They are also responsible for gathering intelligence on gang culture, trends, and members to enhance the

Department Summaries

department's response to gang activity. They are responsible for educating other officers and the community on criminal street gangs. Division personnel include one (1) Sergeant, three (3) Woodland Detectives, and one (1) Sheriff's Deputy. One (1) detective is also dedicated to enforcement duties for the commercial cannabis program.

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 Community Services Officer.

Support Services

This bureau has oversight from the Senior Management Analyst. Responsibilities include management of the Records Division, the department budget including grants, and the burglar alarm permit program.

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 and two (2) part-time Records Specialists.

FY2019-20 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.
- Held monthly Coffee with a Cop.
- Continued to develop and grow Unidos, a program tailored for the Spanish speaking community. Held quarterly events to promote the program.
- Worked with Yolo County on issues surrounding the old Courthouse and County parking lot, responded to COVID-19 with County partners for at risk homeless individuals.
- Participated in Junior Giants and supported the WPAL Summer Program including several classes throughout the year.
- Launched *Books and Badges*, a monthly reading series with officers reading to children at the library, in collaboration with the Woodland Public Library.
- Continued digitization of case files beginning with 2007.
- Continued digitization of 2008 case files and uploaded into RMS.
- Promoted a "Run with a Recruiter" open work-out event for community members interested in policing as a career.
- Advertised Woodland PD's "Police Recruit" program through the Daily Democrat and social media.
- The department selected 3 local candidates to attend Sacramento Police Department's academy. This is the first recruit program in 10 years.

Department Summaries

Office of the Chief

- Added seven (7) new volunteers.
- Completed the 2019 Annual Report.
- Volunteers continued to be active internally and externally within the department to include assisting in Records (979.73 hours).
- Volunteers assisted with Vehicle Abatement on a regular basis totaling 393.4 hours in 2019.
- One (1) volunteer began assisting Code Enforcement (CDD) weekly with tasks to assist paid city personnel.
- Started a ViP reading to preschoolers' program.
- Successfully ran the Citizen Police Academy with 15 participants and 12 meetings.
- Continued the Police Explorer program open to high school students which currently has 11 Explorers.
- Entered into a contract with the Yolo Conflict Resolution Center for the implementation of the Restorative Justice program.
- Re-established monthly sergeant meetings in order to allow for stronger communication and internal training opportunities.

Patrol Bureau

- Successfully filled 6 Police Officer vacancies.
- Continued collaboration with the Yolo County District Attorney's Office in instituting Neighborhood Court.
- Successfully completed and passed the 1033 Program audit and the Holding Cell annual inspections.
- Continued to equip Patrol Rifles with improved optics.
- Secured grant funding from Yocha Dehe Tribe to purchase crowd control protective equipment.
- Increased collaboration with Dignity Health Security & Quality Control executives to improve communication and service levels.
- Completed the purchase of nine (9) APX8000 handheld radios from Motorola.

Community Relations Bureau

- Successfully filled 2nd part-time Parking Officer position.
- Successful approval for a OTS Grant (October 2019-September 2020): As of March 16, 2020
 - a. 3 DUI saturation patrols
 - b. 2 PCF saturation patrols
 - c. 1 DUI/DL checkpoint 6 hours

The aforementioned grants resulted in the following arrests and citations:

- d. 3 DUI arrests
 - ✓ 7 suspended driver's license arrests
 - ✓ 1 pursuit / reckless driving arrest
 - ✓ 42 citations for primary collision factors (unsafe speed, auto right away violations, improper turning and cell phone violations)
 - ✓ 1 arrest for possession of a loaded stolen 9mm handgun, 4lbs of marijuana and one gram of methamphetamine from a vehicle stop
- Hosted two (2) women's self-defence classes.
- Hosted a very successful National Night Out in August 2019 with over 37 block parties.

Department Summaries

- Through March 2020, the Department conducted the following outreach events:
 - a. The Department's Crime Prevention Specialist spoke at several civic groups and schools and held 16 safety presentations.
 - b. Attended nine (9) Neighborhood Watch meetings.
 - c. During the Christmas holidays, hosted Fill-the-Trunk toy collection events throughout the City to benefit the community.
 - d. As of March 16, 2020 the department conducted 8 "Coffee with a Cop" and "Pizza with a Cop" social events.
 - e. 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 300 local children.
- Expanded social media outreach with the addition of Instagram in January 2020 (1,118 followers by March) and Twitter in February 2020 (67 followers by March). Facebook has over 23,000 followers.
- Completed 7th Grade G.R.E.A.T. classes at Douglass Middle School.
- Completed POST required training with near 100% percent compliance (only two not in compliance due to injury).
- Developed anti-bullying process in schools.

Investigations Bureau

- Completed implementation of SpidrTech; successful victim notification and response to reporting parties.
- Rolled out WATCH and DDACTS in support of intelligence-led policing.
- Re-instated the county-wide Gang Task Force.
- Major Cases:
 - Rohail Sarwar was convicted of 1st degree murder for the killing of Junying Lu who was working at Cottonwood Massage at the time of the crime.
 - Ongoing work with the County Cold Case Unit reference a child homicide.
 - Ongoing investigations, in collaboration with state and federal agencies, into local human trafficking cases.
- Implemented ZETX to assist Investigations with phone mapping and processing phone records.
- Sent an additional detective to Cellbrite training.
- Early selection and training of CSO to fill retiring CSO Bailey's position.

FY2020-21 Department Goals

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

- Continue 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.

Department Summaries

- 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 22% to 40%.
- Continue increased 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 with development of a County-wide CIT course.
- Digitize training files.
- Start a ViP reading to preschoolers' program.
- Run a second annual Citizen Police Academy in the fall.
- Resume the Chief's Advisory Board.
- Continue with the Woodland Youth Public Safety Academy in the spring in collaboration with the Woodland Fire Department.
- Host the annual Department Fall Festival and Open House.
- Increase crime free multi-housing efforts.
- Develop an ice cream social event.
- Increase neighborhood watch groups.
- Increase the success of National Night Out by increasing the number block parties.
- Increase recruiting results to fill upcoming police officer vacancies.
- Streamline and manage caseloads in Investigations; develop a process to intelligently reduce current caseloads.
- Manage the new requirements related to CSAR.
- Expand the use and reach of SpidrTech; implement surveys.
- Implement the use of temporary detective assignments.
- Send two (2) detectives to NIBN training.
- Expand DNA and fingerprint analysis inside the department.
- Complete Inform RMS project implementation and NIBRS certification.
- Complete the QueTel evidence management system implementation.
- Coordinate additional intervention efforts with other city departments and local partners to reduce gun violence and gang involvement.
- Increase UNIDOS events including collaboration with a wide variety of local partners.

POLICE

<u>Source of Funds</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
General Fund Support	\$ 16,256,991	\$ 17,251,357	\$ 18,121,005	\$ 20,407,324	\$ 20,460,718
General Fund Fees & Charges	712,976	671,826	587,822	618,915	557,046
Internal Service Funds	-	9,662	86,065	37,089	106,974
Measure J	446,373	363,832	344,499	430,787	485,669
Proposition 172 Funds	319,118	335,508	290,359	308,509	330,963
Grant Funds	506,255	540,516	673,300	412,068	172,248
Measure F	-	-	224,048	580,993	823,843
Development Funds/Capital	97,048	96,945	96,837	98,770	98,770
Asset Forfeiture	-	45,480	11,517	10,104	10,209
Total Funding Sources	\$ 18,338,761	\$ 19,315,125	\$ 20,435,452	\$ 22,904,559	\$ 23,046,440

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
51 Administration	\$ 3,264,803	\$ 3,320,895	\$ 3,631,511	\$ 4,245,114	\$ 4,261,674
52 Operations	8,884,731	8,776,560	8,956,828	10,304,886	10,606,487
53 Operations Support	1,710,073	1,900,336	1,981,472	2,163,463	2,076,341
54 Special Operation	2,928,498	2,462,193	2,216,831	2,640,498	3,366,400
55 Community Relations	-	1,386,025	2,260,141	2,485,647	1,631,679
56 Special Police Revenues	421,378	508,019	473,055	479,394	519,420
57 Police Grants	585,858	500,321	474,279	56,000	-
58 Measure J	446,373	363,832	344,499	430,787	485,669
59 YECA Project Contributions	97,048	96,945	96,837	98,770	98,770
Total Expenditures	\$ 18,338,761	\$ 19,315,125	\$ 20,435,452	\$ 22,904,559	\$ 23,046,440

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
51 Administration	\$ 3,264,803	\$ 3,320,895	\$ 3,560,057	\$ 4,173,660	\$ 4,261,674
52 Operations	8,884,731	8,776,560	8,679,307	9,753,507	9,944,395
53 Operations Support	1,710,073	1,890,674	1,950,689	2,141,771	2,019,649
54 Special Operation	2,928,498	2,462,193	2,215,022	2,465,654	3,154,367
55 Community Relations	-	1,386,025	2,260,141	2,485,647	1,631,679
56 Special Police Revenues	-	-	31,649	6,000	6,000
57 Police Grants	181,863	86,836	11,963	-	-
58 Measure J	446,373	363,832	344,499	430,787	485,669
59 YECA Project Contributions	-	-	-	-	-
Total Expenditures	\$ 17,416,341	\$ 18,287,014	\$ 19,053,326	\$ 21,457,026	\$ 21,503,433

Expenses by Category		Amended			
	Actual	Actual	Actual	Budget	Adopted
Expenditures	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020	FY2020-2021
Salaries and Benefits	\$ 13,047,347	\$ 13,703,733	\$ 14,623,420	\$ 16,189,664	\$ 16,524,173
Supplies & Services	3,187,269	3,263,539	3,340,948	4,187,140	3,784,980
Education & Meetings	92,804	85,138	61,728	72,611	103,012
Capital Expenses	-	-	22,213	-	-
Other Operating Expenditures	2,011,341	2,262,714	2,291,895	2,423,188	2,602,319
Transfers	-	-	95,249	31,956	31,956
Total Expenditures	\$ 18,338,761	\$ 19,315,125	\$ 20,435,452	\$ 22,904,559	\$ 23,046,440

General Fund Expenses by Category		Amended			
	Actual	Actual	Actual	Budget	Adopted
Expenditures	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020	FY2020-2021
Salaries and Benefits	\$ 12,249,427	\$ 12,878,017	\$ 13,594,785	\$ 15,176,010	\$ 15,252,088
Supplies & Services	3,187,269	3,218,059	3,136,847	3,897,774	3,696,586
Education & Meetings	92,804	75,477	61,828	72,096	68,012
Capital Expenses	-	-	22,213	-	-
Other Operating Expenditures	1,886,841	2,115,461	2,142,405	2,279,190	2,454,791
Transfers	-	-	95,249	31,956	31,956
Total Expenditures	\$ 17,416,341	\$ 18,287,014	\$ 19,053,326	\$ 21,457,026	\$ 21,503,433

Expenses by Fund		Amended			
	Actual	Actual	Actual	Budget	Adopted
Fund	FY2016-2017	FY2017-2018	FY2018-2019	FY2019-2020	FY2020-2021
091 Self Insurance Fund	\$ -	\$ 9,662	\$ 86,065	\$ 37,089	\$ 106,974
101 General Fund	17,416,341	18,287,014	19,053,326	21,457,026	21,503,433
325 State Grants	-	-	-	56,000	-
330 Other Federal Grants	-	-	71,454	201,287	-
340 Police Grants	403,995	413,485	462,316	-	-
352 Supplemental Law Enforce. Svcs Funds	102,260	127,031	139,531	154,781	172,248
353 Proposition 172	319,118	335,508	290,359	308,509	330,963
357 Asset Forfeiture Fund	-	45,480	11,517	10,104	10,209
501 Capital Projects	32,026	31,992	31,956	32,594	32,594
507 Measure F	-	-	224,048	580,993	823,843
550 Police Development Fund	65,022	64,953	64,881	66,176	66,176
Total Expenditures	\$ 18,338,761	\$ 19,315,125	\$ 20,435,452	\$ 22,904,559	\$ 23,046,440

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – POLICE

Classification	FY2016/17	FY2017/18	FY2018/19	Approved FY2019/20	Budget Balancing Deletions	Adopted FY2020/21
Police						
Administrative Clerk II	0	0	0	0		0
Administrative Clerk III	0.5	0	0	0		0
Administrative Secretary	1	1	0	0		0
Community Services Officer	4	4	4	4		4
Crime & Intelligence Analyst	1	1	1	2	-1	1
Crime Prevention Specialist	1	1	1	1		1
Executive Assistant	0	0	1	1		1
Police Captain	1	1	1	1		1
Police Chief	1	1	1	1		1
Police Lieutenant	3	3	3	3		3
Police Officer	49	49	53	53		53
Police Records Specialist	2	1	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	0	0	0	0		0
Senior Management Analyst	1	1	1	1		1
Senior Police Records Specialist	4	5	5	5		5
Social Services Manager	0	0	1	1		1
Total Police	79.5	79	84	85	-1	84

FIRE

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

Administration

This division serves two critical roles: 1) provide leadership and administrative support for all Fire services, and 2) coordinate citywide Emergency Management efforts. This division is managed by the Fire Chief and a Management Analyst. 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

Administration FY2019-20 Accomplishments

Long Term Planning

- Apparatus share agreements with Yocha Dehe and West Sacramento Fire Departments.
- Reduction in overall reserve fleet.
- Completed land acquisition for relocation of Station 3.
- Completed Standard of Cover.
- Auto-aid agreement with the Yocha Dehe Fire Department.

Personnel

- Added one (1) firefighter per shift totalling three (3), to nearly attain NFPA 1710 minimum standard.
- Successfully negotiated Fire Mid-management and Firefighter MOU.
- Supported succession planning through "Acting Assignments" at ALL levels.

Department Summaries

Grant Funding

- Successfully awarded Staffing for Adequate Fire Response (SAFER) grant for three (3) additional firefighters.
- Received Ballistic Protection for response to violent incidents funded primary through the HSGP.
- Received HSGP funding to upgrade alternate EOC with computers.
- Awarded HSGP for SCBA Cylinders.

Emergency Planning and preparedness

- Level 1, Level 2, and department/section specific training for EOC staff.
- Flood table top exercise with Cache Creek.
- Updated back-up EOC with the use of grant funds.
- Completed Continuity of Operations plan.

Administration FY2020-21 Goals

Long Term Planning

- Identify funding source for Station 3 relocation.
- Update the Fire Master Plan / Strategic Plan.
- ISO assessment.
- Interoperability of overall communication system / 800mhz radio.
- Re-assess service delivery options and cost recovery for Elkhorn Fire Protection District.
- Develop alternate deployment models to support expanding calls for service.
- Explore advanced Opticom or similar traffic light pre-emptive capabilities.

Personnel

- Continue to rebuild fire administration and command structure to ensure succession plan including Deputy Chief and an Administrative Clerk.
- Create Administrative Captain position to assist with administrative work load until Deputy Chief can be funded.

Grant Funding

- Submit AFG grant for Self Contained Breathing Apparatus (SCBA).
- Seek grant funding where available to support Community Risk Reduction and public education efforts.

Emergency Planning and Preparedness

- Ensure adequate emergency public alerting in place and public participation (WEA and Yolo Alert).
- Update HAZMAT JPA.
- Update Automatic and Mutual Aid agreements.

Department Summaries

Operations

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

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

Operations FY2019-20 Accomplishments

- Responded to 8065 calls in 2019, a 5% increase over 2018.
- Deployed Strike Team and/or overhead personnel to four wildland fires throughout the State of California including the Kincadee fire that burned nearly 80,000 acres in Sonoma County.
- Upgraded Thermal Imaging Cameras to further support firefighter safety and efficiency.
- Became a member of the Sacramento Urban Search and Rescue team, with seven (7) members.
- Updated response matrices.

Operations FY2020-21 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.
- Place new Battalion Chief vehicle in service.
- Update apparatus and vehicle replacement plan to include reduction in fleet (pending support).*
- Spec and purchase Alternate Response (Type V) apparatus.
- Pilot enhanced “high performance CPR” program (pending support).*

Training

In cooperation with the West Valley Regional Fire Training Consortium (WVRFTC) this division oversees Fire’s Training Program managed by a single line Battalion Chief. 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. These programs include:

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

Training FY2019-20 Accomplishments

- Completed over 7800 hours of department and regional training in 2019.
- Successfully certified three (3) acting Engineers and one (1) acting Captain.
- Sent four (4) recruits through the Sacramento Fire Academy.
- Participated in regional testing for Fire Captain and Battalion Chief.
- Hosted and participated in full Scale regional Intentional Multi Casualty Incident (iMCI).
- Command training for all officers.
- Implemented Rescue Task Force (RTF) guideline and completed RTF training.

Training FY2020-21 Goals

- Update certification process for Engineer and Captain ranks.
- Send two (2) new recruits through the Sacramento Fire Academy to fill current/expected vacancies.
- Participate in regional testing for Fire Engineer.

Community Risk Reduction (CRR)

Community Risk Reduction 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 in order to 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:

- Community Risk Reduction/Fire Prevention
- Arson Investigation
- Inspections
- Enforcement
- Plan Review
- Public Education, Outreach, and Youth Programs

Prevention FY2019-20 Accomplishments

Community Risk Reduction

- Transitioned format of data analysis and program creation to a Community Risk Reduction model.
- Updated CRR standards, checklists and inspection forms to improve customer and contractor coordination.
- Obtained a Community Grant from Walmart to purchase smoke alarms and carbon monoxide alarms to be available on fire apparatus when responding to related calls.
- Facilitated and coordinated an investigations training class through Sacramento Arson Task Force.

Department Summaries

- Initiated Internship program for CRR.

Outreach

- Trained over 220 citizens in Cardio Pulmonary Resuscitation (CPR) during CPR Saturdays and other events.
- Held Open House at Fire Station 2.
- Improved outreach material to reach a broader scope of community members.
- Provided fire safety education to every first grade class within the City of Woodland as well as attended over 80 outreach and community events.
- Continued to support the youth through the Fire Explorer Post and implemented a new leadership component.
- Enhanced social media outreach, including weekly #WoodlandReady and #WoodlandThrowbackThursday posts.
- Held third Youth Public Safety Academy jointly with PD.

Prevention FY2020-21 Goals

Community Risk Reduction

- Community Risk Reduction program evaluation and creation.
- Evaluate CRR staffing structure.
- Explore improved processes for plan review, weed abatement coordination and inspection records.

Outreach

- Continue Youth Public Safety Academy.
- Create and deliver public education programs based on Community Risk Assessment findings.
- Initiate development of Community Emergency Response Team (CERT) program (pending support).*

*Items "Pending support" will be initiated and reasonably completed if adequate funding and administrative support are granted in upcoming budget.

FIRE

Source of Funds	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
General Fund Support	\$ 9,438,768	\$ 9,779,802	\$ 9,356,999	\$ 9,978,538	\$ 10,377,777
General Fund Fees & Charges	833,719	1,011,850	1,266,518	803,635	622,000
Special Revenue	-	-	174,172	66,568	-
Proposition 172	161,257	204,509	200,693	201,853	217,952
SAFER Grant	-	-	-	492,000	466,848
Measure F	-	-	437,748	522,632	569,180
Total Funding Sources	\$ 10,433,744	\$ 10,996,162	\$ 11,436,131	\$ 12,065,226	\$ 12,127,709

Expenses by Division	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
61 Administration	\$ 351,106	\$ 474,112	\$ 758,299	\$ 611,868	\$ 650,314
62 Operations	9,632,991	9,917,325	10,109,709	10,788,834	10,810,782
63 Training	99,193	164,381	82,744	84,544	92,562
64 Fire Prevention	350,454	440,344	485,378	579,980	574,051
Total Expenditures	\$ 10,433,744	\$ 10,996,162	\$ 11,436,131	\$ 12,065,226	\$ 12,127,709

General Fund Expenses by Division	Actual	Actual	Actual	Amended	Adopted
	FY2016-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
61 Administration	\$ 351,106	\$ 474,112	\$ 291,343	\$ 271,035	\$ 305,937
62 Operations	9,471,733	9,712,816	9,909,016	10,041,636	10,125,982
63 Training	99,193	161,138	82,744	84,544	92,562
64 Fire Prevention	350,454	440,344	340,415	384,958	349,248
Total Expenditures	\$ 10,272,486	\$ 10,788,410	\$ 10,623,517	\$ 10,782,173	\$ 10,873,729

Expenses by Category						
	Actual	Actual	Actual	Amended	Adopted	
Expenditures	FY2016-2017	FY2017-2018	FY2018-2019	Budget	FY2020-2021	
Salaries and Benefits	\$ 8,155,437	\$ 8,803,475	\$ 9,080,970	\$ 9,633,064	\$ 9,886,005	
Supplies & Services	548,916	695,127	613,794	718,472	578,383	
Education & Meetings	47,141	47,138	47,913	53,989	53,989	
Capital Expenses	21,670	-	174,172	103,223	-	
Other Operating Expenditures	1,463,888	1,402,135	1,427,282	1,556,478	1,550,058	
Transfers	196,693	48,287	92,000	-	59,274	
	\$ 10,433,744	\$ 10,996,162	\$ 11,436,131	\$ 12,065,226	\$ 12,127,709	

General Fund Expenses by Category						
	Actual	Actual	Actual	Amended	Adopted	
Expenditures	FY2016-2017	FY2017-2018	FY2018-2019	Budget	FY2020-2021	
Salaries and Benefits	\$ 8,062,779	\$ 8,663,658	\$ 8,510,734	\$ 8,493,749	\$ 8,781,769	
Supplies & Services	548,916	695,127	613,794	665,127	578,383	
Education & Meetings	47,141	47,138	47,913	53,989	53,989	
Capital Expenses	21,670	-	-	90,000	-	
Other Operating Expenditures	1,395,288	1,334,199	1,359,076	1,479,308	1,459,588	
Transfers	196,693	48,287	92,000	-	-	
	\$ 10,272,486	\$ 10,788,410	\$ 10,623,517	\$ 10,782,173	\$ 10,873,729	

Expenses by Fund						
	Actual	Actual	Actual	Amended	Adopted	
Fund	FY2016-2017	FY2017-2018	FY2018-2019	Budget	FY2020-2021	
101 General Fund	\$ 10,272,486	\$ 10,788,410	\$ 10,623,517	\$ 10,782,173	\$ 10,873,729	
260 Fire Grants	-	3,243	-	-	-	
330 Other Federal Grants	-	-	174,172	66,568	-	
353 Proposition 172	161,257	204,509	200,693	201,853	217,952	
360 Fire SAFER Grant	-	-	-	492,000	466,848	
507 Measure F	-	-	437,748	522,632	569,180	
Total Expenditures	\$ 10,433,744	\$ 10,996,162	\$ 11,436,131	\$ 12,065,226	\$ 12,127,709	

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – FIRE

Classification	FY2016/17	FY2017/18	FY2018/19	FY2019/20	Budget Balancing Deletions	Adopted FY2020/21
Fire						
Administrative Clerk II	0	0	0	0		0
Administrative Clerk III	0.5	0	0	0		0
Fire Battalion Chief	3	3	3	3		3
Fire Captain	12	12	12	12		12
Fire Chief	1	1	1	1		1
Fire Engineer	12	12	12	12		12
Fire Marshal	0	1	1	1		1
Community Risk Reduction Specialist II	2	2	2	2		2
Firefighter	15	15	15	18		18
Management Analyst I/II	0	1	1	1		1
Total Fire	45.5	47	47	50	0	50

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 supports and operates “Square One.”

Square One is, a type of “makerspace” or a “community of makers,” offering a technology-based, mentor-led learning environment. Through hands-on education, makerspaces foster the development of 21st century skill sets: creativity, innovation, transmedia navigation, visual literacy, and computational thinking. Square One focuses on the development of hands-on learning opportunities through five (5) maker areas: Woodshop, Arts and Textiles, Prototyping, Electronics, and Digital Arts.

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, and supports a GED program at Monroe County Jail. Its partners and funding sources include the County's Sheriff Department, the Woodland Literacy Council, the California State Library, and other private funding sources.

FY2019-20 Accomplishments

- Received two grants from the California State Library to increase availability of, and the variety of materials for our patrons.
- Participated in a program entitled “Zip Books” which allowed patrons to order both books and audiobooks not currently owned by the library or partner libraries. These items would then be shipped directly to their homes free of charge, within three to five days. Upon completion, patrons would return the book to the library’s front desk, then have the ability to select another Zip Book. The Zip Books project is administered by NorthNet Library System, and is supported with California Library Services Act (CLSA) funds.
- Participated in Link+ (Link Plus) which is a free interlibrary loan service that allows Woodland Public Library patrons to request books, audiobooks, CDs, DVDs, Blu-rays, and VHS from a cooperative network of over 60 Link+ member libraries throughout California and Nevada.

Department Summaries

Library cardholders could request books or media not available at the Woodland Public Library and have them delivered to our library for pick-up.

- Woodland Public Library successfully eliminated fees and fines for children and teenage patrons on overdue items. Prior to initiating this fee and fine forgiveness, over 25% of children and teen cardholders were blocked from checking out items at the library. Removing these fees and fines provided greater opportunity for children and teens to use the full range of our services.

FY2020-21 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>	Actual		Amended		Adopted
	FY2015-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	
General Fund Support	\$ 1,727,340	\$ 1,765,595	\$ 1,799,356	\$ 2,035,171	\$ 2,209,385
General Fund Fees & Charges	25,887	23,811	19,649	15,000	15,000
Literacy Funding	80,424	91,150	90,624	94,967	94,725
Library Trust Fund	104,865	29,211	18,721	53,693	38,500
Total Funding Sources	\$ 1,938,516	\$ 1,909,767	\$ 1,928,349	\$ 2,198,831	\$ 2,357,610

<u>Division</u>	Actual		Amended		Adopted
	FY2015-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	
71 Administration	\$ 1,485,312	\$ 1,379,692	\$ 1,366,046	\$ 1,630,720	\$ 1,586,442
78 Measure J	\$ 453,204	\$ 530,075	\$ 562,303	\$ 568,111	\$ 771,168
Total Expenditures	\$ 1,938,516	\$ 1,909,767	\$ 1,928,349	\$ 2,198,831	\$ 2,357,610

<u>Division</u>	Actual		Amended		Adopted
	FY2015-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	
71 Administration	\$ 1,300,023	\$ 1,259,332	\$ 1,256,702	\$ 1,482,060	\$ 1,453,217
78 Measure J	\$ 453,204	\$ 530,075	\$ 562,303	\$ 568,111	\$ 771,168
Total Expenditures	\$ 1,753,227	\$ 1,789,407	\$ 1,819,005	\$ 2,050,171	\$ 2,224,385

<u>Expenditures</u>	Actual		Amended		Adopted
	FY2015-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	
Salaries and Benefits	\$ 1,135,181	\$ 1,163,106	\$ 1,134,452	\$ 1,247,666	\$ 1,354,026
Supplies & Services	347,582	321,405	365,537	530,879	591,913
Education & Meetings	10,656	13,281	10,074	22,958	22,958
Capital Expenses	24,840	(42)	-	-	-
Other Operating Expenditures	402,232	412,017	418,286	397,328	388,713
Transfers	18,023	-	-	-	-
Total Expenditures	\$ 1,938,516	\$ 1,909,767	\$ 1,928,349	\$ 2,198,831	\$ 2,357,610

<u>Expenditures</u>	Actual		Amended		Adopted
	FY2015-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	
Salaries and Benefits	\$ 1,118,297	\$ 1,143,735	\$ 1,110,253	\$ 1,215,069	\$ 1,321,429
Supplies & Services	231,005	228,496	285,108	431,236	507,463
Education & Meetings	3,900	7,366	7,567	8,503	8,503
Capital Expenses	-	-	-	-	-
Other Operating Expenditures	400,024	409,809	416,078	395,363	386,990
Transfers	-	-	-	-	-
Total Expenditures	\$ 1,753,227	\$ 1,789,407	\$ 1,819,005	\$ 2,050,171	\$ 2,224,385

Department Summaries

Expenses by Fund						
<u>Fund</u>	Actual	Actual	Actual	Amended	Adopted	
	FY2016-2017	FY2017-2018	FY2018-2019	Budget	FY2020-2021	
101 General Fund	\$ 1,753,227	\$ 1,789,407	\$ 1,819,005	\$ 2,050,171	\$ 2,224,385	
301 Literacy Grant	\$ 80,424	\$ 91,150	\$ 90,624	\$ 94,967	\$ 94,725	
917 Library Trust Fund	104,865	29,211	18,721	53,693	38,500	
Total Expenditures	\$ 1,938,516	\$ 1,909,767	\$ 1,928,349	\$ 2,198,831	\$ 2,357,610	

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – LIBRARY

Classification	FY2016/17	FY2017/18	FY2018/19	FY2019/20	Budget Balancing Deletions	Adopted FY2020/21
Library						
Librarian I	0	0	0	1		1
Librarian II	3	3	3	2		2
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
Total Library	9	9	9	9	0	9

PUBLIC WORKS

Public Works is broken into four (4) Divisions: Administration, Environmental Services, Operations and Maintenance, and Utilities. Public Works plans, programs, constructs, operates, maintains, repairs and replaces the City's publicly owned transportation, utility, and facility infrastructure systems.

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

Administration

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

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

Files on professional licenses and certifications are maintained and reviewed in Target Solutions to ensure that Public Works staff 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 ensure State required compliance. In FY20, Admin staff worked with a software developer for over 6 months to refine a new database (MMS) for tracking backflow tests and tester information and transferring data from our old system (Tokay) to MMS.

Fleet's fixed and variable rates for all city vehicles and equipment are calculated by Public Works for collection by Finance; fixed rate account balances are tracked per vehicle to ensure there is enough money available when the vehicle is up for replacement; fuel information for all City vehicles and equipment is uploaded daily and reconciled weekly; equipment fuel costs are billed on a quarterly basis to the individual department using the equipment; 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.

FY2019-20 Accomplishments/Projected Accomplishments

- Worked with software developer on new backflow database.
- Received over 10,000 phone calls that turned into Service Requests which were entered in CityWorks server.
- Entered over 5,000 invoices in Tyler Eden.

FY2020-21 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 and upgrading Admin staff positions.

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.

FY2019-20 Accomplishments/Projected Accomplishments

- Established the City's formal Sustainability Advisory Committee with eight (8) community members.
- Implemented organics recycling in ten (10) elementary schools in the Woodland school district.
- Continued extensive promotion of the Aquahawk customer account portal and streamlined approach to customer leaks based on Aquahawk data; exceeded 4,700 signups.
- Continued leak detection program, using AquaHawk to identify over 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,

Department Summaries

Waste Management newsletters and mailers, social media, EnviroWoodland e-newsletters, Web site updates, posters and flyers, and direct mail.

- Sponsored EcoHero environmental performances for elementary schools in coordination with the organics recycling roll-out.
- Was awarded and took the lead on a regional Household Hazardous Waste grant for \$100,000 to promote HHW programs and refillable propane cylinder replacements.
- Created a residential recycle bin and food scrap pail giveaway program, in which over 1,000 bins and pails were given away for free.
- Launched an online recycling directory and collection calendar called Waste Wizard.
- Produced, staffed, and/or participated in events throughout the year, including Fall compost workshop, Adulting 101 seminar, landscape design and irrigation workshops, and Arbor Day tree planting event.

FY2020-21 Goals

- Continue to develop and finalize our system for assessing and reporting on progress toward Climate Action Plan goals, plan adjustments as needed, and establish and promote an implementation program.
- Continue to facilitate internal awareness and incorporation of Climate Action Plan goals into citywide programs and practices; enhance the connection between Environmental Services' events and activities as well as 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.
- Continue to increase AquaHawk enrollment and usage.
- Expand water conservation programs to include businesses and multifamily entities.
- 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.
- Submit and award RFP for energy master plan.
- Finish process for regional GHG inventory and create work plan for continued CAP progress.
- Create a mechanism to track water savings from the leak detection program and other water conservation program efforts.

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

Department Summaries

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.

FY2019-20 Accomplishments/Projected Accomplishments

- Completed first round of facility condition assessments, calculated condition level ratings for each facility and created a funding plan to sustain facilities at desired condition level. Installed two (2) roof-top HVAC units to resolve geothermal system deficiencies at the Community Center.
- Trained mechanics on Electric Vehicle and Hybrid Vehicle maintenance to prepare for two (2) new incoming EV Trucks.
- Purchased two (2) new EV Work Trucks for Utilities, completed project to upgrade the electrical system at the MSC to support new charging stations.
- Upgraded the Equipment Services Worker position to a Light Equipment Mechanic to handle broader duties, such as diagnostics and major repairs.
- Acquired sewer jetter and camera system to inspect and clean out domestic sewer lines at the facilities every year.
- Created new vehicle specifications form to improve overall communication with using departments during the Vehicle Ordering process.
- Teamed with Finance Services to resolve \$126,000 reserve balance deficit in Fund 012.
- Purchased 21 replacement vehicles, including a new Vac-Con for Water, and a new truck for Cannabis Control Unit. Among the list of new vehicles include five (5) Hybrid SUVs, two (2) all-electric work trucks, and one (1) electric Nissan Leaf.
- Formed partnership with a team from the Sacramento Valley Leadership Academy, also known as the “Green Team” to assist the City in developing strategies towards its Climate Action Plan goals of a more sustainable fleet department.
- Managed the Scoping and Bidding process of the Library’s wall removal and carpet replacement project.
- Upgraded the exhaust system at Fire Station #3 so the exhaust tips work effectively with the new fire apparatus.
- Completed 21 maintenance items and small repair projects at City Hall as a result of performing the last condition assessment.
- Handled ten (10) vehicle accident cases, two (2) cases deemed a “total loss” that resulted in vehicle replacements.
- Created a Regional Facilities Manager group to network and share ideas with other Facility Managers in the region, five (5) other cities currently participating.
- Transitioned Police Undercover vehicle registration to “exempt” license plates, eliminating risk of them becoming expired.
- Improved Fleet customer service by re-assigning loaner vans to the Community Center to better support summer programs, while also adding additional work trucks to the loaner fleet.
- Completed vehicle utilization studies with each department and analyzed vehicles to be replaced in FY21.

Department Summaries

- Reviewed and resolved 34 ADA barriers identified by ADA consultant, assisted with the budget development for Facilities as part of the City's overall Transition Plan.
- Developed 5-Year Facilities Project listing with Department input, Year 1 of Plan currently being considered in the FY2020/21 budget cycle.

FY2020-21 Goals

- Replace the Municipal Services Center roof.
- Order at least 14 replacement vehicles.
- Paint City Hall Exterior and Roof Rehab.
- Merge all facilities under one single fire systems equipment testing contract.
- Complete R-22 retrofits on at least ten (10) HVAC units.
- Rebid for a new fuel service and janitorial services contracts.

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) 3,734 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 9,116 traffic signs, 85 school crosswalks, 59 miles of yellow centerline, 19 miles of white centerline, 71 miles of bike lane, and approximately 5 miles of curb painting.

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).

FY2019-20 Accomplishments/Projected Accomplishments

- Completed GPS of Water Fittings on W. Main St., from California St. to Cottonwood St.
- Completed GPS of Private Power Poles between Ganada Dr. and Gibson Rd., from Homewood Dr. to College St.
- Completed GPS of underground assets on East St., from Gum Ave. to Gibson Rd.
- Field verified Street Light Pole IDs on Kentucky Ave., from West St. to East St.
- Sewer Tap video verifications completed N to S, from CR 98 to East St.
- Added 383 Trip Reductions to GIS map.
- Completion of Hyperlink additions to private Sound Walls on CR 98, S of W El Dorado Dr.
- Cameras were added to the city map at all city facilities.
- Lists have been created for the Electrical missing Light Pole IDs, as well as the Signs & Markings division, for signs missing RFID numbers.
- Completion of missing Bike Lanes on Beamer St.
- Completion of missing No Parking signs on Fist St., from Main St. to Bush St.
- Additions of signs and markings to GIS map for in progress Work Orders to be completed.

Department Summaries

- Addition of signs and markings to GIS map for completion of Traffic Calming, and W. Woodland Ave. Safe Routes to School projects.
- Installed 2nd Reduced Voltage Soft Starter at 103-lift station.
- Installed cameras at MSC.
- Installed Level 2 Electric Vehicle Charger at MSC.
- Completed bi-monthly programmable logic controller (PLC) program maintenance.
- Completed annual electrical maintenance of standby wells.
- Continued support of the WPCF and Storm projects.
- Completed annual maintenance on transmission mains cathodic protection and corrosion systems.
- Completed annual storm maintenance.
- Completed LEDs in selected City owned buildings to reduce energy cost.
- Fabricated and installed two (2) license plate readers (PODS), locations determined by PD.
- Completed facility condition assessment at ALL City owned buildings.
- Continued electrical bucket maintenance at WPCF.
- Installed security cameras and LED security lighting at the Library.
- Installed water mixer in the elevated storage water tank.
- Completed integration of SCADA to the WPCF's south pond screw pumps.
- Completed bi-monthly programmable logic controller (PLC) program maintenance.
- Completed phase 1 of LED Lighting project at WPCF Head Works.
- Installed electric gate operator at Storm 103 Lift station.
- Upgraded two (2) Turbidity meters at WPCF.
- Replaced pump motor at Beamer lift station.
- Relocated sump pump controls at Beamer lift station.
- Completed electrical portion of A/C 1-4 upgrades at Community/Senior Center.
- Installed Fiber Optics cable at MSC.
- Planned, coordinated and installed a new 400 amp (Future 800 amp) main meter service at MSC for EV.
- Installed 400 amp panel board at MSC.
- Installed two (2) Level 3 DC fast chargers at MSC.
- Installed new Sonatax probe at WPCF.
- Completed installation of electrical inside of MSC Storage containers.
- Oversaw Water Treatment Plant's operational change to pressure and associated programming.
- Completed electrical circuits for IT department's new server racks.
- Installed new solenoid valves at Well 29 and Well 30 for Chlorine Monitors.
- Installed vandal-resistant electrical boxes and monument lighting.
- Upgraded Matmor and Gum Crosswalk to RRFB style Warning Beacons.
- Supported Community Development Department (CDD) with the inspections, plan review and Requests for Information (RFI's) for all ROW FY's 2019-20 and 2020-21 projects.
- Completed BBS installations at Beamer and College, Pioneer and Parkland, and Pioneer and Galvin.
- Completed successful coordination and project management at the following major knockdowns: Main and Cleveland, Sweeny Drive, Kentucky and College, Banks Dr., Hadley Dr., and 210 Main St.

Department Summaries

- Completed plan review for the following capital projects: E. Main Street, Court Street and Gibson Rd, and various Springlake Subdivisions.
- 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 2020-2021.
- Made a Standard Change of Traffic Controllers from the 170E Type Controllers to the 2070E Type Controllers.
- Two (2) New Traffic Signals placed in Normal Operation, Pioneer and Parkland, Pioneer and Galvin
- Accomplished perfect safety record with public electrical hazard encounters while completing thousands of underground service alerts.
- Installed thermal imaging detection to locations where the roadway cannot support inductive detection.
- Wrote 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% completion.
- Completed conflict monitor testing to ensure traffic signals are running at peak safety standards to prevent accidents and relieving the city of traffic related liabilities.
- Conducted loop maintenance to maintain engineered traffic standards to keep vehicles and pedestrians flowing.
- Continued 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.
- Completed 60% of City's electrical substructure and above ground utility through GIS.
- Upgraded 30% of the traffic signal BBS with gel batteries.
- Upgraded high-pressure sodium bulbs to high efficient LEDs at locations adjacent to East and Lemen.
- Installed two (2) Police Pods and one license plate reader in the City.
- Upgraded four (4) Traffic Signal Controllers to the 2070E on West Main St.
- Installed Low Voltage Lighting to monument signs at Maxwell and 102.
- GPS'd elevation readings at North Regional Pond to assist Environmental Group.
- Completed 100% installation of Battery Back Up at all signalized intersections.
- Completed plan reviews on development projects citywide.
- Repaired/replaced Raised Pavement Markers (RPMs) on Heritage Pkwy, E Main St, E Kentucky Ave, W Kentucky Ave, California St, East St, Cross St, Gibson Rd, and Palm Ave.
- Replaced yellow thermoplastic at 4 school crosswalks.
- Replaced yellow thermoplastic SLOW SCHOOL XING at ten (10) locations.
- Repaired multiple utility trenches for the Water and Collection Groups.
- Implemented GIS tracking of utility trenches in Cityworks.
- Assisted Police with cleanup of numerous homeless encampments.
- Provided traffic control for the various Downtown Special Events.
- Removed and replaced up to 3500 Sq. Ft. of damaged sidewalk.
- Implemented mobile app to identify shopping cart locations.

Department Summaries

- Secured funding for a new mini elevator.
- Utilized probation crew to keep up on Alley maintenance; removed overgrowth, trash and debris.
- Continued to Pothole repair.
- Identified areas throughout the City that need base repair.

FY2010-21 Goals

- Sewer Tap video verifications N to S, from East St. to CR 102
- Complete GPS of Trip Hazards, S of Gibson Rd., from College St. to East St.
- Add all monuments to the city map.
- Update street markers and signs for Kentucky Ave. Widening project.
- Update street markers, signs and all Electrical assets for E. Main St. project.
- Complete location accuracy of Flashing Beacons and Controllers for the Electrical Group.
- Add Yolo County electrical assets to GIS map.
- Continue parks, electrical, signs, wells, WPCF and lift stations GIS management.
- Publish Public Works Story Map.
- Complete bi-monthly programmable logic controller (PLC) program maintenance.
- Annual maintenance of standby wells.
- Continue support of the WPCF and Storm projects.
- Annual maintenance on transmission mains cathodic protection and corrosion systems.
- Complete annual storm maintenance.
- Install LEDs in selected City owned buildings to reduce energy cost.
- Electrical Bucket Maintenance at WPCF.
- Complete phase 2 of LED Lighting project at WPCF Head Works.
- Valve upgrades to Well 26.
- Implement automatic transfer switch maintenance program.
- Install LEDs in selected city owned buildings to reduce energy cost.
- Plan Reviews for Gibson Rd Project, Springlake Developments, and E Main St Project.
- 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.
- Upgrade three (3) crosswalk Pedestrian signals to countdowns.
- Continue installation of low voltage lighting at all City monument lighted areas.
- Complete 80% of City's electrical substructure and above ground utility in GIS.
- Install new software in Main street traffic signals to efficiently utilize fiber lines.
- Work with Community Development Department (CDD) on road and electrical projects.
- Work with Engineering on future traffic issues and school safety changes.
- Inspect development projects to ensure they meet city standards.
- Continue traffic signal BBS gel batteries upgrade.

Department Summaries

- Coordinate Emergency Vehicle (EV) preemption locations with the FD.
- Continue surveys and additions of Radio Frequency Identification (RFID) tags to each Regulatory sign.
- Install “NO Posting” signs at traffic signal intersections.
- Replace yellow thermoplastic “SLOW SCHOOL XING” at approximately ten (10) more locations.
- Install new G7 (Street Name signs) from Main St to Gibson Rd, West St to East St.
- Install diamond grade reflectivity overhead signs at six (6) traffic signal intersections.
- Install three (3) service truck/car charging stations at MSC.
- Design and stripe parking facilities at the MSC for new service truck charging stations.
- Downtown Enhancements - Upgrade banner installation and removal equipment.
- Conform school signage and improve consistency and safety.
- Improve Spring Lake area roundabouts with the addition of red curbs and improved signage, to allow better fire truck access.
- Continue Warning sign upgrade from High-Intensity (HI) to High-Intensity Prismatic (HIP) grade, citywide.
- Develop Historical Downtown street name signs for Main St corridor.
- Work with CDD to locate, design and install a Honey Town sign at City entrances.
- Convert painted striping at parking lot behind Steve’s Place Pizza and City Hall to thermoplastic lines and Handicap markings.
- Continue to identify all damaged sidewalk locations that need replacement due to City trees.
- Continue trip hazards sidewalk offset reductions in places of gathering and high traffic areas.
- Remove and replace up to 3500 Sq. Ft. of damaged sidewalk.
- Secure funding for a crack seal machine.
- Identify areas throughout the City that need base repair.

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

Department Summaries

consist of 3.5 miles of 12" C900 purple pipe, four (4) connections, two (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 198 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 16,651 lateral service connections and 2,874 maintenance entry/access holes.

Storm Water

The storm water collection and conveyance system is comprised of 137 miles of mainline pipe; 15 miles of open channel; 207 acres of storage basins; 4,070 drain inlets; 1,565 maintenance entry/access holes; 81 inverted siphons; eight (8) pumping facilities; 65 covered gutters; and 13 Retention Basins.

FY2019-20 Accomplishments/Projected Accomplishments

Sewage Collection

- High Velocity Vacuum Cleaning (HVVC) crew's cleaned 180,570 lf of sewer mains achieving the City's annual maintenance requirements.
- CCTV Crew televised approximately 73,008 lf of sewer main (a slight reduction due equipment failure).
- Collections staff CCTV inspected 17,255 lf of sewer service laterals & rodded out 1,893 ft. of root intrusion.
- Collection Division responded to 152 Service Requests with an average response time of 14 minutes including seven (7) Sanitary Sewer Overflow Events and three (3) private.
- Collections crews performed weekly routine inspection/maintenance on 83 internally identified 'hot spot' locations throughout the City and flushed 40 manholes as a result.
- City crews inspected both sanitary sewer lift stations and 15 miles of storm ditch on a weekly basis.
- Staff worked closely with the Community Development Department (CDD) performing final and warranty inspections within the following subdivisions (Country Oaks, Oyang North & South, Heritage Remainder Phase 1& 2).
- Collections division has been working closely with Utility Engineering on multiple Capital Improvement Projects. For example: North Regional Pond and Pump Station, Gibson Road rehabilitation project, Safe Routes to Schools and 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.
- Operation and Maintenance replaced about 662 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 station.

Storm Water

- Established a maintenance contract for weed abatement and ditch maintenance throughout the City's 15 miles of open channel storm water conveyance ditches.

Department Summaries

- Removed tulles 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.
- Collections Crew Replaced 60 feet of 48-inch Storm Pipe at 103 Lift Station.
- HVVC cleaned 42,261 feet of storm system gravity mains while CCTV captured 58,166 feet of storm gravity mains.
- City crews cleaned over 200 storm drain inlets in addition to 177 'bubble ups' and 1,150 linear feet of covered gutter.

Potable Water

- Completed transmission main from Southwood to Clover.
- Completed Bow Project which included Walnut, Grand, Beamer, College, Elm, and Locust 6,000' of 8 & 12" C900 Pipe.
- 2,400 Valves were exercised.
- 475 fire hydrants were serviced.
- 500 Blow offs were flushed.
- 20 Wet Barrel fire hydrants were replaced.
- 74 Water main breaks were repaired.
- Water installed a C900 water main and services for 32 new homes at the Country Oaks Project.
- Installed and serviced new 8" water main to Dog Gone Alley Project from Bush to College.

FY2020-21 Goals

Sewage Collection/Storm

- Review and update collections and storm system operational policies (e.g., storm response, overflow procedures, illicit discharge response City Standards and enforcement).
- Established a sewer service lateral inspection program.
- 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.
- 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.
- 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 Spring Lake.
- Purchase backup motor for Big Bertha Pump Station (North-side pump at Road 103 storm water lift station). Additionally, a Sump Pump for the Beamer Lift Station & Gibson Ashley Gate.
- 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.

Department Summaries

- 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 High Velocity Vacuum Cleaning of 20% of the sewer system.
- Create manhole inspection process the meet the Sanitary Sewer Management Plan (SSMP) requirements.
- Collections Crew to reinstate chemical Root Intrusion program, rat bait & spraying manholes.

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.
- 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 storm water pump station for North Regional Pond.
- Clean debris from East Main Street Pump Station wet well.

Potable Water

- Exercise 2000 valves.
- Service 500 fire hydrants.
- Install 20 Wet Barrel fire hydrants.
- Flush 500 Blow offs.
- Implement Backflow Program.
- Start CIP 20-07 on Gibson from West to East beginning March 9th.
- E. Main Street overlay project from East to Pioneer which will included new service to PCP.
- Establish and implement Fire flow fee.
- GPS all new installs and make all corrections to Cityworks that will reflect GPS field work.

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 (4) 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.

Department Summaries

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 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.

FY2019-20 Accomplishments/Projected 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 June 2020. Pretreatment staff designed an easy to use online compliance reporting form. To date, we have received responses from 90% of qualifying dental practices.
- For calendar year 2019, 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 4,200 days without a lost-time accident.
- Replaced one cloth media filter with 5-micron filter fabric, which will improve filter effluent performance.
- 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 #8.

FY2020-21 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.

Department Summaries

- In late 2019, we began working with the Regional Board on a successor to the 2014 Permit. We are currently at the tentative permit stage open for comment, with a possible adoption in mid to late summer 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, two (2) banks of sleeves, and two (2) banks of wiper assembly's.
- Operate and maintain the treatment plant to insurer permit compliance and recycled water delivery.
- Continue to work with Carollo Engineering and W.M Lyles (contractor) to replace the south pond screw pumps.

PUBLIC WORKS

<u>Source of Funds</u>	Actual	Actual	Actual	Amended	Adopted
	FY2015-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
General Fund Support	\$ 719,091	\$ (2,816,275)	\$ (4,028,201)	\$ (4,061,423)	\$ 637,397
General Fund Fees & Charges	32	4,620	-	-	-
Internal Service Funds	4,172,351	6,990,492	8,183,141	9,380,351	4,719,343
Enterprise Funds	17,866,618	22,300,223	22,229,160	23,894,812	23,959,872
Special Revenue	4,204,005	3,212,885	3,313,080	4,414,689	3,855,050
Total Funding Sources	\$ 26,962,096	\$ 29,691,945	\$ 29,697,180	\$ 33,628,429	\$ 33,171,662

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2015-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
81 Admin	\$ 6,097,907	\$ 5,992,358	\$ 5,806,869	\$ 6,516,642	\$ 6,562,255
83 Infrastructure ROW	3,281,546	3,214,216	3,169,647	3,980,777	3,937,651
84 Fleet & Facilities	4,699,049	4,002,428	4,072,978	5,236,078	5,274,139
85 Environmental	1,636,993	674,382	726,741	1,161,218	2,160
86 Utilities	10,882,061	15,519,292	15,581,146	16,350,997	16,725,103
87 PW Operations Admin	363,360	289,269	339,704	382,718	670,354
88 PW Parks	1,180	-	95	-	-
Total Expenditures	\$ 26,962,096	\$ 29,691,945	\$ 29,697,180	\$ 33,628,429	\$ 33,171,662

<u>Division</u>	Actual	Actual	Actual	Amended	Adopted
	FY2015-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
81 Admin	\$ -	\$ -	\$ -	\$ -	\$ -
82 Engineering	-	-	-	-	-
83 Infrastructure ROW	190,505	174,369	79,786	80,150	82,601
84 Fleet & Facilities	526,698	534,070	550,845	575,070	554,796
85 Environmental	1,920	2,040	2,081	2,700	-
86 Utilities	-	-	-	-	-
87 PW Operations Admin	-	-	-	-	-
88 PW Parks	-	-	95	-	-
Total Expenditures	\$ 719,122	\$ 710,478	\$ 632,807	\$ 657,920	\$ 637,397

<u>Expenditures</u>	Actual	Actual	Actual	Amended	Adopted
	FY2015-2017	FY2017-2018	FY2018-2019	Budget FY2019-2020	FY2020-2021
Salaries and Benefits	\$ 9,162,464	\$ 9,569,658	\$ 9,355,873	\$ 11,254,424	\$ 11,245,281
Supplies & Services	4,155,083	4,435,240	3,962,842	5,186,929	4,922,533
Education & Meetings	138,317	124,411	149,231	208,218	191,644
Debt Service	1,826	137,235	69,028	69,244	69,244
Capital Expenses	1,130,763	617,406	700,984	1,610,953	1,256,400
Other Operating Expenditures	11,718,435	14,642,408	15,273,381	15,050,723	14,960,680
Transfers	655,207	165,587	185,841	247,938	525,880
Total Expenditures	\$ 26,962,096	\$ 29,691,945	\$ 29,697,180	\$ 33,628,429	\$ 33,171,662

General Fund Expenses by Category						
	Actual	Actual	Actual	Amended	Adopted	
<u>Expenditures</u>	FY2015-2017	FY2017-2018	FY2018-2019	Budget	FY2020-2021	
Salaries and Benefits	\$ 244,742	\$ 295,462	\$ 290,278	\$ 320,643	\$ 346,822	
Supplies & Services	272,805	214,496	147,404	147,901	105,945	
Education & Meetings	3,200	2,330	2,330	6,250	2,750	
Debt Service	-	-	-	-	-	
Capital Expenses	-	-	343	-	-	
Other Operating Expenditures	160,375	188,859	187,452	183,126	181,880	
Transfers	38,000	9,331	5,000	-	-	
Total Expenditures	\$ 719,122	\$ 710,478	\$ 632,807	\$ 657,920	\$ 637,397	

Expenses by Fund						
	Actual	Actual	Actual	Amended	Adopted	
<u>Fund</u>	FY2016-2017	FY2017-2018	FY2018-2019	Budget	FY2020-2021	
010 Equipment Services	\$ 2,760,470	\$ 1,961,560	\$ 1,935,261	\$ 2,053,680	\$ 2,013,324	
011 Facilities Replacement	\$ 83,883	\$ 205,017	\$ 83,685	116,087	\$ 531,071	
012 Equipment Replacement	1,327,998	1,301,781	1,494,828	2,427,001	2,174,948	
091 Self Insurance	-	-	8,360	64,240	-	
101 General Fund	719,122	710,478	632,807	657,920	637,397	
210 Water Enterprise Fund	7,544,499	10,750,009	11,183,375	11,594,974	11,517,595	
220 Sewer Enterprise Fund	8,403,368	9,635,913	9,141,391	10,153,065	10,775,204	
221 Storm Drain Enterprise Fund	1,270,566	1,244,201	1,302,588	1,337,281	1,299,680	
222 Wastewater Pre-Treatment Fund	379,265	413,212	322,929	433,113	365,953	
240 Cemetary Fund	1,180	-	-	-	-	
250 Recycling Fund	228,057	189,961	209,042	304,909	720	
252 Construction/Demolition Debris	39,682	66,926	69,836	71,470	720	
354 Transportation Development	1,408,777	988,513	1,016,630	1,153,748	1,183,640	
355 Gas Tax Fund	1,320,973	1,704,038	1,690,770	1,959,605	1,961,765	
365 Environmental Compliance	1,096,000	157,059	190,364	331,772	-	
381 Gibson Ranch L&L	57,156	60,250	63,598	81,181	74,251	
383 N Park L&L District	1,662	1,760	1,994	2,588	2,638	
386 Used Oil Recycling Grant	16,963	15,979	32,855	182,290	-	
387 Woodland West L&L	1,785	879	818	3,301	3,373	
389 Spring Lake L&L	273,832	257,918	281,350	650,029	580,560	
392 Gateway L&L	26,856	26,490	34,701	50,175	48,823	
Total Expenditures	\$ 26,962,096	\$ 29,691,945	\$ 29,697,180	\$ 33,628,429	\$ 33,171,662	

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – PUBLIC WORKS

Classification	FY2016/17	FY2017/18	FY2018/19	FY2019/20	Budget Balancing Deletions	Adopted FY2020/21
Public Works						
Administrative Clerk II	1	1	1	1		1
Administrative Clerk III	2	2	2	2		2
Chief Collection System Operator	1	1	1	1		1
Chief Plant Operator	1	1	1	0		0
Chief Water System Operator	0	0	1	1		1
Conservation Coordinator	3	3	2	2		0
Deputy PW Director - O&M	1	0	0	0		0
Deputy PW Director - Utilities	1	1	1	0		0
Electrical Supervisor	1	1	1	1		1
Electrician's Assistant	2	2	2	2		2
Engineering Assistant	0	0	0	1		1
Engineering Tech III	0	0	0	1		1
Environmental Compliance Inspector I	2	2	1	0		0
Environmental Compliance Inspector II	0	0	1	1		1
Environmental Compliance Specialist	0	0	0	1		1
Environmental Resource Analyst	0	0	1	1		0
Environmental Sustainability Manager	1	1	1	1		0
Equipment Services Clerk	1	1	1	1		1
Equipment Services Worker	1	1	1	0		0
Facilities Maintenance Worker III	2	2	2	2		2
Fleet & Facilities Manager	1	1	1	1		1
GIS Technician I/II	0	0	0	1		1
Heavy Equipment Mechanic	2	2	2	1		1
Ind Electrical Tech	2	2	2	2		2
Infrastructure Administrator	0	0	0	1		1
Infrastructure O&M Superintendent	0	1	1	0		0
Lab & Env Comp Manager	1	1	1	0		0
Laboratory Supervisor	0	0	0	1		1
Laboratory Technician I	0	0	1	0		0
Laboratory Technician II	2	2	1	2		2
Laboratory Technician III	0	0	0	0		0
Lead Water Pollution Control Operator	0	0	0	1		1
Light Equipment Mechanic	1	1	1	2		2
Maintenance Supervisor	1	1	1	1		1

Department Summaries

Classification	FY2016/17	FY2017/18	FY2018/19	FY2019/20	Budget Balancing Deletions	Adopted FY2020/21
Public Works (Continued)						
Maintenance Worker I	2	2	2	0		0
Maintenance Worker II	3	3	3	5		5
Maintenance Worker III	2	2	2	2		2
Meter Services Technician	2	2	2	2		2
Park Maintenance Worker II	0	0	0	0		0
Park Supervisor	0	0	0	0		0
Pool Facilities Technician	0	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	1		1
Senior Management Analyst	1	1	1	1		1
Senior Tree Trimmer	0	0	0	0		0
Senior Utilities Maintenance Wkr Sewer	1	1	1	1		1
Senior Utilities Maintenance Wkr Water	2	1	0	0		0
Senior Water System Operator	1	1	1	1		1
Senior Water/Waste Instr Tech	0	0	0	1		1
Senior Signs & Markings Technician	1	1	1	1		1
Storekeeper	0	0	0	0		0
Traffic Sig/Street Light Tech	1	1	1	0		0
Treatment Plant Mechanic	1	1	1	1		1
Treatment Plant Superintendent	0	0	0	1		1
Tree Trimmer II	0	0	0	0		0
Underground Utility Service Locator	0	1	1	1		1
Utility Administrator	0	0	0	0		1
Utilities Maintenance Supervisor	0	0	0	0		0
Utilities Maintenance Worker I	9	7	7	10		10
Utilities Maintenance Worker II	8	10	10	10		10
Utilities Maintenance Worker III	6	6	6	4		4
Utilities Maintenance Worker IV	0	1	1	2		2
Wastewater System Admin	0	0	0	0		0
WPCF Superintendent	0	0	0	0		0
Water Pollution Control Operator I	0	0	1	1		1
Water Pollution Control Operator II	0	0	0	0		0
Water Pollution Control Operator III	2	2	1	1		1
Water Pollution Control Operator IV	2	2	2	1		1
Water Systems Administrator	1	1	1	1		0
Water Systems Operator I/II	2	2	2	2		2
Water/Waste Inst Tech	2	2	2	1		1
Total Public Works	82	83	83	86	0	82

CAPITAL IMPROVEMENT PROGRAM

FY 2020/21 – 2023/24



W. Main Street Bicycle & Pedestrian Improvements

CIP



North Regional Pond & Pump Station



Woodland Regional Park – ADA Trail

APPROVED BUDGET: JUNE 16, 2020

CAPITAL IMPROVEMENT PROGRAM (CIP): FY2020/21 – FY2023/24

The CIP represents the spending plan for major infrastructure improvements over the next four fiscal years. FY 2019/20 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 is additional funding for preliminary work related to design of a fire station to be located at E. Gibson Road and Bourn Drive.
- *General* – in addition to continued work on the City's Zoning Ordinance, permanent supportive housing, and the interim homeless shelter projects, the City received a State grant, Local Early Action Planning (LEAP) that will be used to do the 6th cycle housing element 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 additional funding for 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. The largest project scheduled for this year is the Gibson Road Interchange Modification.
- *Storm Drainage* – the projects in this area maintain or improve existing storm drain infrastructure. Funding for the storm drain channel south of Woodland Christian School

Capital Improvement Program

is included for FY21. 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 East Main Street Improvement project will move into the construction phase in FY 2021. Additionally, the reconstruction of Gibson Road between East and West Streets and between West St. and CR 98 will commence in FY21 along with the design of the Sports Park Drive Pedestrian Overcrossing. Limited funding continues to be available for review and implementation of traffic calming measures.
- *Water* – the projects in this category include water line repair and replacement in various locations throughout the community. Major water line repair will continue on Gibson Road between East Street and CR 98 in preparation of the major road reconstruction project in 2021. Additionally, several ground water wells are planned for demolition and additional groundwater monitoring wells will be installed.

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 \$7.8 million for the reconstruction of Gibson Road between East Street and West Street, and West Street to CR98 (awarded as two separate grants). Additional grant funding of \$3 million has been secured for the East Main Street Improvement Project. 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 May 5, 2020.

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.

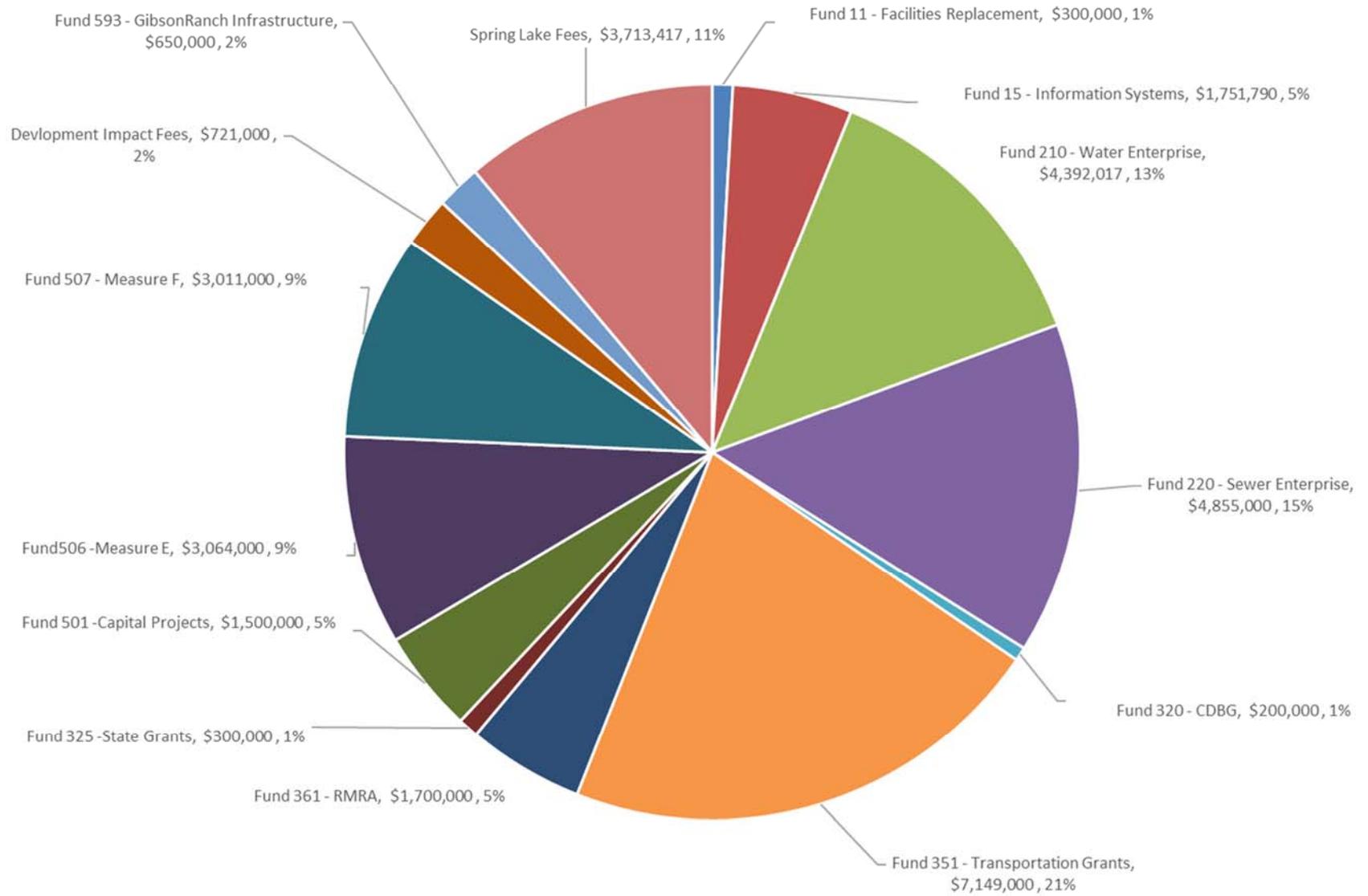
As always, staff will continue to monitor the revenues and expenses closely. Any substantive deviation from our projections will be presented to Council with the quarterly budget update.

Projects by Fund Totals

Funding Source	Prior Year Funding	2019/20	2020/21	2021/22	2022/23	2023/24
Fund 011 - Facilities Replacement	\$0	\$0	\$300,000	\$0	\$0	\$0
Fund 015 - Information Systems	\$0	\$0	\$1,751,790	\$0	\$0	\$0
Fund 101 - General Fund	\$1,404,000	\$0	\$0	\$0	\$0	\$0
Fund 210 - Water Enterprise	\$18,635,864	\$8,298,993	\$4,392,017	\$2,900,000	\$2,808,017	\$2,708,017
Fund 220 - Sewer Enterprise	\$10,394,119	\$10,609,180	\$4,855,000	\$6,660,000	\$3,060,000	\$1,610,000
Fund 320 - CDBG	\$0	\$205,000	\$200,000	\$0	\$0	\$0
Fund 325 - State Grants	\$0	\$310,000	\$300,000	\$0	\$0	\$0
Fund 331 - Homeless Housing	\$680,000	\$137,795	\$0	\$0	\$0	\$0
Fund 351- Transportation Grants	\$7,310,652	\$3,856,000	\$7,149,000	\$0	\$0	\$0
Fund 361 - RMRA	\$5,000	\$1,077,700	\$1,700,000	\$1,000,000	\$1,500,000	\$1,500,000
Fund 501 - Capital Projects	\$465,000	\$100,000	\$1,500,000	\$2,010,000	\$0	\$0
Fund 502 - CA State Park Grants	\$616,500	\$0	\$0	\$0	\$0	\$0
Fund 506 - Measure "E"	\$5,221,822	\$1,944,262	\$3,064,000	\$1,000,000	\$1,000,000	\$275,000
Fund 507 - Measure "F"	\$450,000	\$3,965,000	\$3,011,000	\$2,815,000	\$2,565,000	\$2,065,000
Fund 510 - General City Development	\$0	\$0	\$500,000	\$0	\$0	\$0
Fund 560 - Fire Development	\$10,000	\$0	\$50,000	\$0	\$0	\$0
Fund 570 - Library Development	\$0	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Fund 581 - Storm Drain Development	\$150,000	\$529,000	\$0	\$2,725,000	\$0	\$0
Fund 582 - Road Development	\$1,368,000	\$231,000	\$86,000	\$80,000	\$1,305,000	\$80,000
Fund 593 - Gibson Ranch Infrastructure	\$800,000	\$0	\$650,000	\$0	\$0	\$0
Fund 594 - Spring Lake	\$0	\$0	\$476,417	\$0	\$0	\$0
Fund 601 - Spring Lake Administration	\$100,000	\$0	\$30,000	\$0	\$0	\$0
Fund 640 - SLIF Parks & Recreation	\$8,518,000	\$1,123,450	\$17,000	\$0	\$0	\$0
Fund 681 - SLIF Storm Drain	\$9,723,000	\$25,000	\$640,000	\$0	\$0	\$0
Fund 682 - SLIF Roads	\$1,661,000	\$6,473,000	\$2,500,000	\$0	\$0	\$0
Fund 685 - SLIF Sewer	\$0	\$0	\$50,000	\$0	\$0	\$0
Grand Total	\$67,512,957	\$38,970,380	\$33,307,224	\$19,275,000	\$12,323,017	\$8,323,017

Capital Improvement Program

FY2020/21 Capital Budget by Fund

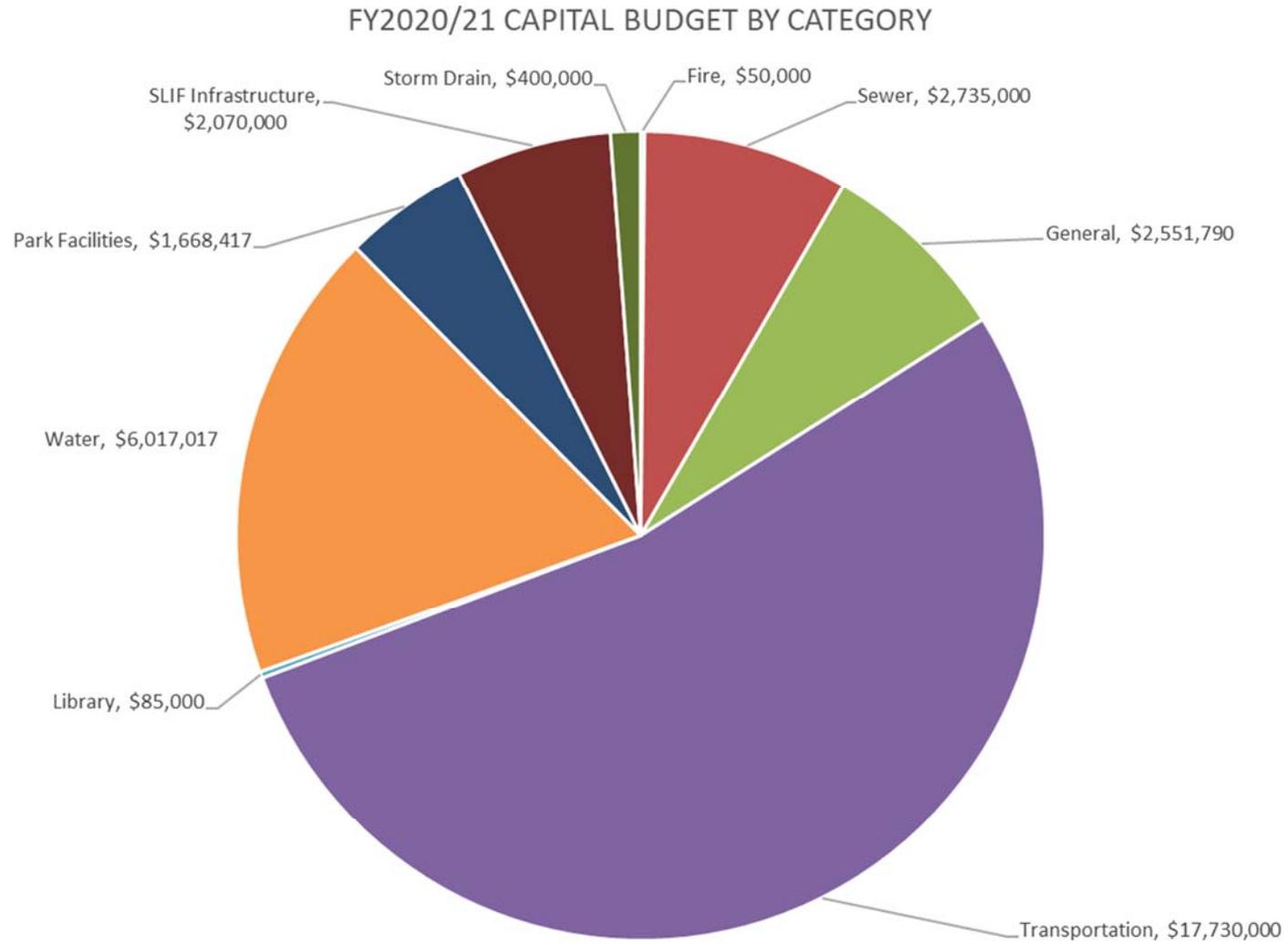


Capital Improvement Program

Projects by Category Totals

Project Category	Prior Year Funding	2019/20	2020/21	2021/22	2022/23	2023/24
Fire	\$1,164,000	\$0	\$50,000	\$0	\$0	\$0
General	\$780,000	\$447,795	\$2,551,790	\$0	\$0	\$0
Library	\$0	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Park Facilities	\$10,944,500	\$2,288,450	\$1,668,417	\$15,000	\$15,000	\$15,000
Sewer	\$6,743,119	\$11,359,180	\$2,735,000	\$5,060,000	\$2,960,000	\$1,610,000
SLIF Infrastructure	\$11,306,000	\$6,533,000	\$2,070,000	\$0	\$0	\$0
Storm Drain	\$3,700,000	\$2,029,000	\$400,000	\$2,725,000	\$0	\$0
Transportation	\$15,248,474	\$12,859,938	\$17,730,000	\$6,890,000	\$6,555,000	\$3,905,000
Water	\$17,626,864	\$3,368,017	\$6,017,017	\$4,500,000	\$2,708,017	\$2,708,017
Grand Total	\$67,512,957	\$38,970,380	\$33,307,224	\$19,275,000	\$12,323,017	\$8,323,017

Capital Improvement Program



FY2020/21 - FY2023/24 Capital Budget
by Category

Project Number	Project Name	Project Category	Funding Source	Prior Year Funding	2019/20	2020/21	2021/22	2022/23	2023/24
16-10	Fire Station #3 Relocation	Fire	Fund 101 - General Fund	\$1,154,000	\$0	\$0	\$0	\$0	\$0
16-10	Fire Station #3 Relocation	Fire	Fund 560 - Fire Development	\$10,000	\$0	\$50,000	\$0	\$0	\$0
		Fire Total		\$1,164,000	\$0	\$50,000	\$0	\$0	\$0
07-07	Zoning Ordinance & CEQA	General	Fund 501 - Capital Projects	\$100,000	\$0	\$0	\$0	\$0	\$0
07-07	Zoning Ordinance & CEQA	General	Fund 325 - State Grants	\$0	\$310,000	\$0	\$0	\$0	\$0
19-22	Permanent Supportive Housing	General	Fund 331 - Homeless Housing	\$680,000	\$0	\$0	\$0	\$0	\$0
20-12	Homeless Shelter	General	Fund 331 - Homeless Housing	\$0	\$137,795	\$0	\$0	\$0	\$0
21-08	Local Early Action Planning (LEAP) Grant	General	Fund 325 - State Grants	\$0	\$0	\$300,000	\$0	\$0	\$0
21-09	Enterprise System Replacement	General	Fund 015 - Information Systems	\$0	\$0	\$1,751,790	\$0	\$0	\$0
21-09	Enterprise System Replacement	General	Fund 510 - General City Development	\$0	\$0	\$500,000	\$0	\$0	\$0
		General Total		\$780,000	\$447,795	\$2,551,790	\$0	\$0	\$0
94-45	Library Material Collection	Library	Fund 570 - Library Development	\$0	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
		Library Total		\$0	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
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	\$5,945,000	\$133,450	\$17,000	\$0	\$0	\$0
15-07	Camarena Ball Field - Grant Match	Park Facilities	Fund 506 - Measure "E"	\$50,000	\$0	\$0	\$0	\$0	\$0
17-10	Spring Lake Park - N1	Park Facilities	Fund 640 - SLIF Parks & Recreation	\$2,563,000	\$690,000	\$0	\$0	\$0	\$0
18-04	Park/Recreation Facility Planning	Park Facilities	Fund 506 - Measure "E"	\$55,000	\$0	\$10,000	\$0	\$0	\$0
19-11	Spring Lake Central Park	Park Facilities	Fund 640 - SLIF Parks & Recreation	\$10,000	\$0	\$0	\$0	\$0	\$0
19-17	Regional Park Site	Park Facilities	Fund 501 - Capital Projects	\$100,000	\$0	\$0	\$0	\$0	\$0
19-17	Regional Park Site	Park Facilities	Fund 502 - CA State Park Grants	\$616,500	\$0	\$0	\$0	\$0	\$0
19-18	Southeast Area Pool Project	Park Facilities	Fund 501 - Capital Projects	\$15,000	\$0	\$0	\$0	\$0	\$0
19-18	Southeast Area Pool Project	Park Facilities	Fund 101 - General Fund	\$250,000	\$0	\$0	\$0	\$0	\$0
19-19	Woodland Sports Park Turf Replacement	Park Facilities	Fund 506 - Measure "E"	\$1,300,000	\$1,150,000	\$520,000	\$0	\$0	\$0
19-19	Woodland Sports Park Turf Replacement	Park Facilities	Fund 011 - Facilities Replacement	\$0	\$0	\$300,000	\$0	\$0	\$0
19-19	Woodland Sports Park Turf Replacement	Park Facilities	Fund 507 - Measure "F"	\$0	\$0	\$330,000	\$0	\$0	\$0
19-23	Charles Brooks Pool Bleacher Project	Park Facilities	Fund 506 - Measure "E"	\$40,000	\$0	\$0	\$0	\$0	\$0
20-03	Spring Lake Park N1, Phase 2	Park Facilities	Fund 640 - SLIF Parks & Recreation	\$0	\$300,000	\$0	\$0	\$0	\$0
20-03	Spring Lake Park N1, Phase 2	Park Facilities	Fund 594 - Spring Lake	\$0	\$0	\$476,417	\$0	\$0	\$0
		Park Facilities Total		\$10,944,500	\$2,288,450	\$1,668,417	\$15,000	\$15,000	\$15,000
08-21	Annual Sewer Repair and Replacement	Sewer	Fund 220 - Sewer Enterprise	\$0	\$1,409,180	\$0	\$2,900,000	\$700,000	\$700,000
08-22	Preliminary Odor Abatement	Sewer	Fund 220 - Sewer Enterprise	\$364,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
08-35	New Calibrated City Sewer Model	Sewer	Fund 220 - Sewer Enterprise	\$90,000	\$0	\$130,000	\$0	\$0	\$0
10-11	Treatment Plant Exp-Biosolids	Sewer	Fund 220 - Sewer Enterprise	\$4,540,000	\$0	\$715,000	\$500,000	\$200,000	\$0
10-11	Treatment Plant Exp-Biosolids	Sewer	Fund 210 - Water Enterprise	\$34,000	\$0	\$0	\$0	\$0	\$0
14-02	Water Pollution Asset Replacement Project	Sewer	Fund 220 - Sewer Enterprise	\$378,119	\$824,000	\$850,000	\$750,000	\$500,000	\$0
14-03	Replacement of Orangeberg Sewer Laterals	Sewer	Fund 220 - Sewer Enterprise	\$5,000	\$30,000	\$500,000	\$500,000	\$500,000	\$500,000
14-07	Sewer/Wastewater Treatment Master Plan	Sewer	Fund 220 - Sewer Enterprise	\$91,500	\$500,000	\$0	\$0	\$0	\$0
14-15	Large Diameter Wastewater Pipeline Repair, Replacement, & Lining	Sewer	Fund 220 - Sewer Enterprise	\$0	\$1,071,000	\$530,000	\$400,000	\$1,050,000	\$400,000
17-23	Main Street Sanitary Sewer and Storm Repairs	Sewer	Fund 220 - Sewer Enterprise	\$60,000	\$0	\$0	\$0	\$0	\$0
17-23	Main Street Sanitary Sewer and Storm Repairs	Sewer	Fund 506 - Measure "E"	\$40,000	\$0	\$0	\$0	\$0	\$0
18-07	South Pond Pump Station Rehabilitation Project	Sewer	Fund 220 - Sewer Enterprise	\$740,000	\$0	\$0	\$0	\$0	\$0
20-07	2020 Water and Sewer Replacement Project	Sewer	Fund 210 - Water Enterprise	\$200,000	\$2,450,000	\$0	\$0	\$0	\$0
20-07	2020 Water and Sewer Replacement Project	Sewer	Fund 220 - Sewer Enterprise	\$200,000	\$2,650,000	\$0	\$0	\$0	\$0
20-11	WPCF Clarifier #3 Mechanism Replacement	Sewer	Fund 220 - Sewer Enterprise	\$0	\$1,650,000	\$0	\$0	\$0	\$0
20-13	WPCF Pond #11 Biosolids Removal	Sewer	Fund 220 - Sewer Enterprise	\$0	\$765,000	\$0	\$0	\$0	\$0
		Sewer Total		\$6,743,119	\$11,359,180	\$2,735,000	\$5,060,000	\$2,960,000	\$1,610,000
11-13	South Urban Growth Area Drainage Study (formerly N. Gibson Ponds)	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	\$600,000	\$0	\$0	\$0	\$0	\$0
14-04	Monuments and Bus Shelters	SLIF Infrastructure	Fund 682 - SLIF Roads	\$25,000	\$0	\$0	\$0	\$0	\$0
14-16	Pioneer Avenue High School Entrance to Farmer's Central Rd	SLIF Infrastructure	Fund 682 - SLIF Roads	\$0	\$2,300,000	\$0	\$0	\$0	\$0
17-01	Galvin Way Storm Drain	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	\$88,000	\$0	\$0	\$0	\$0	\$0
17-21	North Regional Pond and Pump Station Project	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	\$9,000,000	\$0	\$0	\$0	\$0	\$0
18-01	Harry Lorenzo Avenue between Farmers Central and Parkland	SLIF Infrastructure	Fund 682 - SLIF Roads	\$516,000	\$0	\$0	\$0	\$0	\$0
19-01	GIBSON LANDSCAPE - Pioneer Avenue to Harry Lorenzo Ave	SLIF Infrastructure	Fund 682 - SLIF Roads	\$400,000	\$0	\$0	\$0	\$0	\$0
19-01	GIBSON LANDSCAPE - Pioneer Avenue to Harry Lorenzo Ave	SLIF Infrastructure	Fund 582 - Road Development	\$57,000	\$0	\$0	\$0	\$0	\$0
19-07	Parkland Drive between Pioneer Avenue and Harry Lorenzo Avenue	SLIF Infrastructure	Fund 682 - SLIF Roads	\$100,000	\$2,194,000	\$0	\$0	\$0	\$0

FY2020/21 - FY2023/24 Capital Budget
by Category

Project Number	Project Name	Project Category	Funding Source	Prior Year Funding	2019/20	2020/21	2021/22	2022/23	2023/24
19-09	CR 25A (Meikle to Promenade)	SLIF Infrastructure	Fund 682 - SLIF Roads	\$165,000	\$1,829,000	\$0	\$0	\$0	\$0
19-10	Heritage Parkway Pedestrian Crossing	SLIF Infrastructure	Fund 682 - SLIF Roads	\$20,000	\$150,000	\$0	\$0	\$0	\$0
19-12	Spring Lake 2019 CIP Update	SLIF Infrastructure	Fund 601 - Spring Lake Administration	\$100,000	\$0	\$30,000	\$0	\$0	\$0
19-13	Gibson Road Interchange Modification	SLIF Infrastructure	Fund 682 - SLIF Roads	\$200,000	\$0	\$1,750,000	\$0	\$0	\$0
19-13	Gibson Road Interchange Modification	SLIF Infrastructure	Fund 582 - Road Development	\$0	\$35,000	\$0	\$0	\$0	\$0
19-14	South Area Flowage Easement	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	\$35,000	\$25,000	\$240,000	\$0	\$0	\$0
21-10	Spring Lake Sewer Pump Station Improvements	SLIF Infrastructure	Fund 685 - SLIF Sewer	\$0	\$0	\$50,000	\$0	\$0	\$0
		SLIF Infrastructure Total		\$11,306,000	\$6,533,000	\$2,070,000	\$0	\$0	\$0
09-15	FloodSAFE Yolo/Cache Creek Feasibility Study	Storm Drain	Fund 220 - Sewer Enterprise	\$3,550,000	\$1,500,000	\$0	\$0	\$0	\$0
09-15	FloodSAFE Yolo/Cache Creek Feasibility Study	Storm Drain	Fund 581 - Storm Drain Development	\$0	\$229,000	\$0	\$0	\$0	\$0
16-03	Stormwater Quality Design Manual Update & Hydromodification Exemption Efforts	Storm Drain	Fund 581 - Storm Drain Development	\$150,000	\$0	\$0	\$0	\$0	\$0
20-06	Storm Drainage Outfall Channel Outlet Structure	Storm Drain	Fund 581 - Storm Drain Development	\$0	\$300,000	\$0	\$2,725,000	\$0	\$0
21-07	Storm Drain Channel south of Woodland Christian School	Storm Drain	Fund 681 - SLIF Storm Drain	\$0	\$0	\$400,000	\$0	\$0	\$0
		Storm Drain Total		\$3,700,000	\$2,029,000	\$400,000	\$2,725,000	\$0	\$0
00-06	I-5/SR113 Freeway to Freeway Connectors Phase 2	Transportation	Fund 582 - Road Development	\$411,000	\$16,000	\$6,000	\$0	\$0	\$0
00-06	I-5/SR113 Freeway to Freeway Connectors Phase 2	Transportation	Fund 506 - Measure "E"	\$45,000	\$0	\$0	\$0	\$0	\$0
02-28	Traffic Engineering Services	Transportation	Fund 582 - Road Development	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
06-06	Measure E/Measure F - Planning-Management	Transportation	Fund 507 - Measure "F"	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
06-14	Annual In-House Road Program Support	Transportation	Fund 507 - Measure "F"	\$0	\$750,000	\$750,000	\$750,000	\$1,000,000	\$1,000,000
13-05	East Main Street Improvement Project	Transportation	Fund 506 - Measure "E"	\$450,000	\$0	\$1,200,000	\$0	\$0	\$0
13-05	East Main Street Improvement Project	Transportation	Fund 351- Transportation Grants	\$1,800,000	\$1,156,000	\$0	\$0	\$0	\$0
13-05	East Main Street Improvement Project	Transportation	Fund 361 - RMRA	\$0	\$500,000	\$500,000	\$0	\$0	\$0
13-05	East Main Street Improvement Project	Transportation	Fund 210 - Water Enterprise	\$0	\$0	\$50,000	\$0	\$0	\$0
13-05	East Main Street Improvement Project	Transportation	Fund 220 - Sewer Enterprise	\$0	\$0	\$50,000	\$0	\$0	\$0
16-02	Install traffic signal at Freeway Drive & E. Main Street	Transportation	Fund 582 - Road Development	\$450,000	\$0	\$0	\$0	\$0	\$0
17-02	Install Traffic Signal at Kentucky/Cottonwood	Transportation	Fund 582 - Road Development	\$450,000	\$0	\$0	\$0	\$0	\$0
17-09	West Woodland Safe Routes to School	Transportation	Fund 351- Transportation Grants	\$1,592,000	\$0	\$0	\$0	\$0	\$0
17-09	West Woodland Safe Routes to School	Transportation	Fund 506 - Measure "E"	\$1,972,000	\$0	\$1,034,000	\$0	\$0	\$0
17-09	West Woodland Safe Routes to School	Transportation	Fund 210 - Water Enterprise	\$475,000	\$0	\$50,000	\$0	\$0	\$0
17-09	West Woodland Safe Routes to School	Transportation	Fund 507 - Measure "F"	\$0	\$1,250,000	\$166,000	\$0	\$0	\$0
17-09	West Woodland Safe Routes to School	Transportation	Fund 220 - Sewer Enterprise	\$75,000	\$0	\$20,000	\$0	\$0	\$0
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 351- Transportation Grants	\$3,742,500	\$2,100,000	\$0	\$0	\$0	\$0
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 506 - Measure "E"	\$1,247,000	\$700,000	\$0	\$0	\$0	\$0
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 210 - Water Enterprise	\$300,000	\$2,592,000	\$0	\$0	\$0	\$0
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 507 - Measure "F"	\$450,000	\$1,700,000	\$0	\$0	\$0	\$0
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 220 - Sewer Enterprise	\$300,000	\$0	\$0	\$0	\$0	\$0
17-22	Sports Park Drive Pedestrian Overcrossing	Transportation	Fund 501 - Capital Projects	\$150,000	\$0	\$1,500,000	\$2,010,000	\$0	\$0
17-22	Sports Park Drive Pedestrian Overcrossing	Transportation	Fund 593 - Gibson Ranch Infrastructure	\$800,000	\$0	\$650,000	\$0	\$0	\$0
18-05	Woodland Parkway Safe Routes to School & Connectivity Study	Transportation	Fund 351- Transportation Grants	\$176,152	\$0	\$0	\$0	\$0	\$0
18-05	Woodland Parkway Safe Routes to School & Connectivity Study	Transportation	Fund 506 - Measure "E"	\$22,822	\$0	\$0	\$0	\$0	\$0
19-05	2020 Road Rehabilitation - Matmor Rd & Gum Ave	Transportation	Fund 361 - RMRA	\$5,000	\$0	\$0	\$1,000,000	\$1,500,000	\$1,500,000
19-05	2020 Road Rehabilitation - Matmor Rd & Gum Ave	Transportation	Fund 507 - Measure "F"	\$0	\$0	\$0	\$0	\$0	\$1,000,000
19-05	2020 Road Rehabilitation - Matmor Rd & Gum Ave	Transportation	Fund 506 - Measure "E"	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$275,000
19-05	2020 Road Rehabilitation - Matmor Rd & Gum Ave	Transportation	Fund 210 - Water Enterprise	\$0	\$0	\$0	\$0	\$100,000	\$0
19-05	2020 Road Rehabilitation - Matmor Rd & Gum Ave	Transportation	Fund 220 - Sewer Enterprise	\$0	\$0	\$0	\$0	\$100,000	\$0
19-06	Traffic Calming Program	Transportation	Fund 501 - Capital Projects	\$100,000	\$100,000	\$0	\$0	\$0	\$0
20-01	Gibson Road Bicycle/Pedestrian Mobility Project - East to West Street	Transportation	Fund 351- Transportation Grants	\$0	\$0	\$3,933,000	\$0	\$0	\$0
20-01	Gibson Road Bicycle/Pedestrian Mobility Project - East to West Street	Transportation	Fund 507 - Measure "F"	\$0	\$0	\$1,700,000	\$0	\$0	\$0
20-01	Gibson Road Bicycle/Pedestrian Mobility Project - East to West Street	Transportation	Fund 361 - RMRA	\$0	\$500,000	\$0	\$0	\$0	\$0
20-01	Gibson Road Bicycle/Pedestrian Mobility Project - East to West Street	Transportation	Fund 210 - Water Enterprise	\$0	\$0	\$50,000	\$0	\$0	\$0
20-01	Gibson Road Bicycle/Pedestrian Mobility Project - East to West Street	Transportation	Fund 220 - Sewer Enterprise	\$0	\$0	\$50,000	\$0	\$0	\$0
20-02	2020 Road Maintenance	Transportation	Fund 507 - Measure "F"	\$0	\$200,000	\$0	\$1,000,000	\$0	\$0
20-02	2020 Road Maintenance	Transportation	Fund 506 - Measure "E"	\$0	\$94,262	\$0	\$0	\$0	\$0
20-02	2020 Road Maintenance	Transportation	Fund 210 - Water Enterprise	\$0	\$63,976	\$0	\$0	\$0	\$0

FY2020/21 - FY2023/24 Capital Budget
by Category

Project Number	Project Name	Project Category	Funding Source	Prior Year Funding	2019/20	2020/21	2021/22	2022/23	2023/24
20-04	E. Gibson Road/Harry Lorenzo Ave/Bourn Drive Traffic Signal	Transportation	Fund 582 - Road Development	\$0	\$100,000	\$0	\$0	\$700,000	\$0
20-05	SR 113/CR 25A Interchange Modifications, Phase 1	Transportation	Fund 682 - SLIF Roads	\$235,000	\$0	\$750,000	\$0	\$0	\$0
20-08	W. Gibson Road Rehabilitation - West Street to CR 98	Transportation	Fund 351- Transportation Grants	\$0	\$600,000	\$3,216,000	\$0	\$0	\$0
20-08	W. Gibson Road Rehabilitation - West Street to CR 98	Transportation	Fund 361 - RMRA	\$0	\$77,700	\$1,200,000	\$0	\$0	\$0
20-08	W. Gibson Road Rehabilitation - West Street to CR 98	Transportation	Fund 506 - Measure "E"	\$0	\$0	\$300,000	\$0	\$0	\$0
20-08	W. Gibson Road Rehabilitation - West Street to CR 98	Transportation	Fund 210 - Water Enterprise	\$0	\$0	\$100,000	\$0	\$0	\$0
20-08	W. Gibson Road Rehabilitation - West Street to CR 98	Transportation	Fund 220 - Sewer Enterprise	\$0	\$0	\$100,000	\$0	\$0	\$0
20-09	2020 ADA Improvements	Transportation	Fund 320 - CDBG	\$0	\$205,000	\$0	\$0	\$0	\$0
20-09	2020 ADA Improvements	Transportation	Fund 210 - Water Enterprise	\$0	\$25,000	\$0	\$0	\$0	\$0
21-06	2021 ADA Improvements	Transportation	Fund 320 - CDBG	\$0	\$0	\$200,000	\$0	\$0	\$0
21-06	2021 ADA Improvements	Transportation	Fund 210 - Water Enterprise	\$0	\$0	\$25,000	\$0	\$0	\$0
95-24	Planning Analysis Studies	Transportation	Fund 582 - Road Development	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
TRANS-062	New Traffic Signal - CR102 and Kentucky Avenue	Transportation	Fund 582 - Road Development	\$0	\$0	\$0	\$0	\$525,000	\$0
TRANS-064	2021 Road Maintenance/Rehabilitation	Transportation	Fund 507 - Measure "F"	\$0	\$0	\$0	\$1,000,000	\$1,500,000	\$0
		Transportation Total		\$15,248,474	\$12,859,938	\$17,730,000	\$6,890,000	\$6,555,000	\$3,905,000
09-23	Water System Leak Detection, Maintenance & Repairs	Water	Fund 210 - Water Enterprise	\$244,864	\$2,812,017	\$138,017	\$0	\$2,708,017	\$2,708,017
14-13	ASR Testing and Modeling - Surface Water Local	Water	Fund 210 - Water Enterprise	\$450,000	\$0	\$0	\$0	\$0	\$0
15-02	New ASR Well Construction	Water	Fund 210 - Water Enterprise	\$11,000,000	\$0	\$0	\$0	\$0	\$0
15-04	Chromium 6 Investigations	Water	Fund 210 - Water Enterprise	\$75,000	\$0	\$0	\$0	\$0	\$0
17-05	ASR Wells #31	Water	Fund 210 - Water Enterprise	\$5,557,000	\$0	\$0	\$0	\$0	\$0
17-07	Recycled Water Master Plan	Water	Fund 210 - Water Enterprise	\$100,000	\$0	\$0	\$0	\$0	\$0
19-15	2019 Water Main Replacement Project	Water	Fund 210 - Water Enterprise	\$200,000	\$0	\$0	\$0	\$0	\$0
20-14	2021 Water & Sewer Repair & Replacement (Gum & Marshall)	Water	Fund 210 - Water Enterprise	\$0	\$200,000	\$2,700,000	\$0	\$0	\$0
20-14	2021 Water & Sewer Repair & Replacement (Gum & Marshall)	Water	Fund 220 - Sewer Enterprise	\$0	\$200,000	\$1,900,000	\$0	\$0	\$0
21-01	2022 Water & Sewer Repair & Replacement (Pendegast & College)	Water	Fund 210 - Water Enterprise	\$0	\$0	\$0	\$2,900,000	\$0	\$0
21-01	2022 Water & Sewer Repair & Replacement (Pendegast & College)	Water	Fund 220 - Sewer Enterprise	\$0	\$0	\$0	\$1,600,000	\$0	\$0
21-02	Groundwater Monitoring Wells	Water	Fund 210 - Water Enterprise	\$0	\$156,000	\$599,000	\$0	\$0	\$0
21-03	Preparation of America's Water Infrastructure Act: Risk & Resiliency	Water	Fund 210 - Water Enterprise	\$0	\$0	\$255,000	\$0	\$0	\$0
21-04	2020 Urban Water Management Plan	Water	Fund 210 - Water Enterprise	\$0	\$0	\$125,000	\$0	\$0	\$0
21-05	Groundwater Wells Demolition Project	Water	Fund 210 - Water Enterprise	\$0	\$0	\$300,000	\$0	\$0	\$0
		Water Total		\$17,626,864	\$3,368,017	\$6,017,017	\$4,500,000	\$2,708,017	\$2,708,017
		Grand Total		\$67,512,957	\$38,970,380	\$33,307,224	\$19,275,000	\$12,323,017	\$8,323,017

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Zoning Ordinance & CEQA	Project Proponent:	Community Development
Project #:	07-07	Project Manager:	Community Development
MPFP:		User Department:	Community Development
Funding Source(s):	Fund 501 - Capital Projects Fund 325 - State Grants		

Project Costs				
	Fund 501 - Capital Projects	Fund 325 - State Grants		
Prior Year Allocation	\$100,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$310,000	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$100,000</u>	<u>\$310,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$410,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$410,000</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

Project Description: This project 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

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

Pertinent Issue: CEQA and AB 32 changes

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Permanent Supportive Housing
Project #: 19-22
MPFP:
Funding Source(s): Fund 331 - Homeless Housing

Project Proponent: Administrative Services
Project Manager: Community Development
User Department: All Departments

Project Costs

Prior Year Allocation	Fund 331 - Homeless Housing			
	\$680,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$680,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$680,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$680,000</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

Project Name: Homeless Shelter	Project Proponent: City Management
Project #: 20-12	Project Manager: TBD
MPFP:	
Funding Source(s): Fund 331 - Homeless Housing	User Department: All Departments

Project Costs					
Prior Year Allocation	Fund 331 - Homeless Housing				
	\$0	\$0	\$0	\$0	\$0
Fiscal Year					
2019-20	\$2,437,795	\$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
2023-24	\$0	\$0	\$0	\$0	\$0
Subtotal	<u>\$2,437,795</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$2,437,795</u>				
Cost Estimate	Pre-Design/Environmental/Studies		\$137,795		
By Category:	Design Costs:		<u>\$0</u>		
	Construction Costs:		\$2,300,000		
	Land Acquisition:		<u>\$0</u>		

ABOUT THE PROJECT:

Project Description: The Emergency Interim Shelter for the Homeless will consist of 100 bed temporary housing for single men and women within an approximate 50 feet by 130 feet sized structure. The structure will be installed near the southeast corner of CR102 and E. Beamer on the City-owned parcel addressed as 102 E. Beamer, a 128-acre site (APN 027-360-010-000). The shelter occupants and staff will be supported daily by mobile (trailer enclosed) food services, toilets, showers and a laundry that serve that population. The installation of the shelter and mobile units should be completed sometime this summer. The shelter and mobile units, which will be managed and operated by Fourth & Hope staff, may be occupied as a temporary facility for up to two years. The building construction and site improvements will costs about \$1.8M including the mobile units. The City will permit, develop and continue to own the facility until the parcelization of the 128 acre site into three additional parcels for the Shelter, the 61 permanent supportive housing units and community center, and Walter’s House, respectively, sometime his summer of fall, when fund raising is complete.

Justification Build an interim homeless shelter at the East Beamer Way site. Interim Shelter will be then used to complete a more permanent homeless shelter on the site.

Pertinent Issue:

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Local Early Action Planning (LEAP) Grant	Project Proponent:	Community Development
Project #:	21-08	Project Manager:	Community Development
MPFP:		User Department:	Community Development
Funding Source(s):	Fund 325 - State Grants		

Project Costs

	Fund 325 - State Grants			
Prior Year Allocation	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$300,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$300,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$300,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$300,000</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

Project Description: Eligible activities may include: \$120,000 for the 6th Cycle Housing Element update including required workshops and stakeholder meetings; \$75,000 for an affordable housing nexus study; \$50,000 for planning documents related to re-use of the County property at 5th & Oak Streets; \$25,000 for possible site/architectural plan prototypes.

Justification Since 1969, California has required that all local governments (cities and counties) adequately plan to meet the housing needs of everyone in the community. California's local governments meet this requirement by adopting housing plans as part of their "General Plan" (also required by the state). General plans serve as the local government's "blueprint" for how the city and/or county will grow and develop and include seven elements: land use, transportation, conservation, noise, open space, safety, and housing. The law mandating that housing be included as an element of each jurisdiction's general plan is known as the "housing-element law". The 6th Cycle Housing Element is a state mandated document that will cover the period from 2021 through 2029. In addition to the multiple requirements in state law, each community is responsible to provide adequate sites in order to meet the Regional Housing Need Assessment assigned to the City.

Pertinent Issue: The 6th Cycle Housing Element must be complete and adopted by the City Council by May 15, 2021.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Enterprise System Replacement	Project Proponent:	Administrative Services
Project #:	21-09	Project Manager:	TBD
MPPF:	City-101	User Department:	All Departments
Funding Source(s):	Fund 510 - General City Development Fund 015 - Information Systems		

Project Costs				
Prior Year Allocation	Fund 510 - General City Development	Fund 015 - Information Systems		
	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$500,000	\$1,751,790	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$500,000</u>	<u>\$1,751,790</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$2,251,790</u>			

Cost Estimate	Pre-Design/Environmental/Studies	\$2,251,790
By Category:	Design Costs:	<u>\$0</u>
	Construction Costs:	<u>\$0</u>
	Land Acquisition:	<u>\$0</u>

ABOUT THE PROJECT:

Project Description: This project will replace the City’s Enterprise system with another Enterprise System or replace with Financial /Land Use/Permitting/Licensing/Code Enforcement modules with the best of breed approach.

Justification The current Enterprise system was acquired and implemented during the FY2009-FY2012 time frame. Tyler Technologies (current provider of services) has notified that City that in approximately five (5) years they will stop supporting Tyler Eden, the current Enterprise System used by City staff for all Financial Accounting, Permitting, and Licensing. Staff has experienced lower levels of product support in the last few years and response times to incidents in increased. In addition, Tyler Technologies will no longer be making product enhancements/improvements to Tyler Eden and has stopped marketing the product all together.

Pertinent Issue: 1) It is important that the City begin the process of replacing the existing system. Based on the last system purchase and implementation, the RFP process/implementation of a new system could take anywhere from two (2) to three (3) years. Staff is attempting to avoid a scenario where the City is forced or rushed into a new system due to lack of proper planning. 2) City will plans to take advantage of the RFP process to acquire newer technology to improve business practices and a procure a document/records management system that can be used citywide.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs				
Prior Year Allocation	Fund 570 - Library Development			
	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$85,000	\$0	\$0	\$0
2020-21	\$85,000	\$0	\$0	\$0
2021-22	\$85,000	\$0	\$0	\$0
2022-23	\$85,000	\$0	\$0	\$0
2023-24	\$85,000	\$0	\$0	\$0
Subtotal	<u>\$425,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$425,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$0</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

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

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

Pertinent Issue: The allocation is funded by new development.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 507 - Measure "F"			
Prior Year Allocation		\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$15,000	\$0	\$0	\$0
2020-21	\$15,000	\$0	\$0	\$0
2021-22	\$15,000	\$0	\$0	\$0
2022-23	\$15,000	\$0	\$0	\$0
2023-24	\$15,000	\$0	\$0	\$0
Subtotal		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

TOTAL

Cost Estimate By Category: Pre-Design/Environmental/Studies
Design Costs:
Construction Costs:
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

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

Project Costs				
	Fund 506 - Measure "E"			
Prior Year Allocation	\$50,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$50,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$50,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$50,000</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

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

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

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs				
	Fund 506 - Measure "E"			
Prior Year Allocation	\$55,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$10,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$65,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$65,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$65,000</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

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

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

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 640 - SLIF Parks & Recreation			
Prior Year Allocation	\$10,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$10,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$10,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$10,000</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

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

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

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 501 - Capital Projects	Fund 101 - General Fund		
Prior Year Allocation	\$15,000	\$250,000	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$15,000</u>	<u>\$250,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$265,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$15,000</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$250,000</u>	

ABOUT THE PROJECT:

Project Description: The City has finished a pool feasibility study 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 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. The City is evaluating funding options for the construction and operation of this pool facility.

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
Fund 507 - Measure "F"

Project Costs

	Fund 506 - Measure "E"	Fund 011 - Facilities Replacement	Fund 507 - Measure "F"	
Prior Year Allocation	\$1,300,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$1,150,000	\$0	\$0	\$0
2020-21	\$520,000	\$300,000	\$330,000	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$2,970,000</u>	<u>\$300,000</u>	<u>\$330,000</u>	<u>\$0</u>
TOTAL	<u>\$3,600,000</u>			

Cost Estimate By Category: Pre-Design/Environmental/Studies \$0
Design Costs: \$30,000
Construction Costs: \$3,570,000
Land Acquisition: \$0

ABOUT THE PROJECT:

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

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

Pertinent Issue: The estimate includes costs to provide a pad under the turf that will allow the fields to meet State/Federal testing standards for an extended time period. The project also includes the cost of an alternative fill material in order to eliminate the use of crumb rubber at these fields. 2-3 fields will be closed on a rotating basis from October to December of this year to provide for construction access. There is \$300,000 of funding in FY21 from annual set-aside for future turf replacement. An additional \$850,000 of MSE/MSF funding has been added in FY21 as well based on preliminary cost estimates.

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"

<u>Project Costs</u>				
	<u>Fund 506 - Measure "E"</u>			
Prior Year Allocation	\$40,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$40,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$40,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$40,000</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

Project Description: The 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

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

<u>Project Costs</u>				
<u>Prior Year Allocation</u>	<u>Fund 220 - Sewer Enterprise</u>			
	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$1,409,180	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$2,900,000	\$0	\$0	\$0
2022-23	\$700,000	\$0	\$0	\$0
2023-24	\$700,000	\$0	\$0	\$0
Subtotal	<u>\$5,709,180</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$5,709,180</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$0</u>	
By Category:	Design Costs:		<u>\$570,000</u>	
	Construction Costs:		<u>\$5,139,180</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

Project Name: Preliminary Odor Abatement
Project #: 08-22
MPFP:
Funding Source(s): Fund 220 - Sewer Enterprise

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

Project Costs

Prior Year Allocation	Fund 220 - Sewer Enterprise			
	\$364,500	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$10,000	\$0	\$0	\$0
2020-21	\$10,000	\$0	\$0	\$0
2021-22	\$10,000	\$0	\$0	\$0
2022-23	\$10,000	\$0	\$0	\$0
2023-24	\$10,000	\$0	\$0	\$0
Subtotal	<u>\$414,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$414,500</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$414,500</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

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

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

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: New Calibrated City Sewer Model
Project #: 08-35
MPFP:
Funding Source(s): Fund 220 - Sewer Enterprise

Project Proponent: Utility Engineering
Project Manager: Utilities Division
User Department: Public Works

		<u>Project Costs</u>			
Prior Year Allocation	Fund 220 - Sewer Enterprise				
	\$90,000	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>					
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$130,000	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0	\$0
Subtotal	<u>\$220,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$220,000</u>				
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$220,000</u>		
	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$0</u>		
	Land Acquisition:		<u>\$0</u>		

ABOUT THE PROJECT:

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

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

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 220 - Sewer Enterprise	Fund 210 - Water Enterprise		
Prior Year Allocation	\$4,540,000	\$34,000	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$715,000	\$0	\$0	\$0
2021-22	\$500,000	\$0	\$0	\$0
2022-23	\$200,000	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$5,955,000</u>	<u>\$34,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$5,989,000</u>			

Cost Estimate	Pre-Design/Environmental/Studies	\$0
By Category:	Design Costs:	\$129,000
	Construction Costs:	\$5,716,000
	Land Acquisition:	\$0

ABOUT THE PROJECT:

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

Justification Exceptional Quality Composted Equivalent material. It is considered suitable as a soil amendment by EPA and the State Water Resources Control Board. In other areas this material would have been used by the farming community for this purpose. Unfortunately Yolo County rules preclude this use in Yolo County. The Plan is to work with Yolo County to change this but in the meantime the WPCF needs to make a good faith effort to begin to dispose of this material as part of its Waste Discharge Requirements (WDR) Permit. 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

	Fund 220 - Sewer Enterprise			
Prior Year Allocation	\$378,119	\$0	\$0	\$0
Fiscal Year				
2019-20	\$824,000	\$0	\$0	\$0
2020-21	\$850,000	\$0	\$0	\$0
2021-22	\$750,000	\$0	\$0	\$0
2022-23	\$500,000	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$3,302,119</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$3,302,119</u>			

Cost Estimate	Pre-Design/Environmental/Studies	\$0
By Category:	Design Costs:	<u>\$300,000</u>
	Construction Costs:	<u>\$3,002,119</u>
	Land Acquisition:	<u>\$0</u>

ABOUT THE PROJECT:

Project Description: The Asset Replacement Project works to fund planned equipment replacement and balance the capital costs of equipment replacement over several years to minimize rate impacts. Projects typically include replacement of pumps, mechanical bar screen, aeration equipment, and the generator at the end of their useful life.

Justification The City's Water Pollution Control Facility (WPCF) has numerous assets that allow the plant to work as designed. This project identifies the expected replacement of assets that will need to be replaced over the next several years. In FY20, two projects are underway under this program, the South Pond Pump Station Rehabilitation Project and the Clarifier #3 mechanism Replacement Project. The WPCF Master Plan will analyze the WPCF processes and equipment and provide recommendations on future projects. Several future projects have been identified including: replacement of standby generator, replacement of YBWL pumps, rehabilitation of RAS pump station, replacement of mechanical bar screen and certain aeration process equipment, etc.

Pertinent Issue: The WPCF has several processes and equipment and operates under an NPDES permit for wastewater effluent discharge. Equipment ages and is subject to corrosion and requires eventual rehabilitation or replacement. Additionally, regulatory requirements and population growth eventually require modifications or enhancements to the WPCF processes.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 220 - Sewer Enterprise			
Prior Year Allocation	\$5,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$30,000	\$0	\$0	\$0
2020-21	\$500,000	\$0	\$0	\$0
2021-22	\$500,000	\$0	\$0	\$0
2022-23	\$500,000	\$0	\$0	\$0
2023-24	\$500,000	\$0	\$0	\$0
Subtotal	<u>\$2,035,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<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 CIPP where possible. 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. Lateral work also includes rehabilitation or replacement of sewer laterals that experience failure due to cracking and root intrusion.

Pertinent Issue: Chronic failures of this material.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

		<u>Project Costs</u>			
<u>Prior Year Allocation</u>	<u>Fund 220 - Sewer Enterprise</u>				
	\$91,500	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>					
2019-20	\$500,000	\$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
2023-24	\$0	\$0	\$0	\$0	\$0
Subtotal	<u>\$591,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$591,500</u>				
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$591,500</u>		
By Category:	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$0</u>		
	Land Acquisition:		<u>\$0</u>		

ABOUT THE PROJECT:

Project Description: Prepare a Wate Pollution Control Facility Master Plan (WPCF MP) that will identify the future direction, priorities and capital improvement projects for the City's wastewater treatment and discharge processes. The WPCF, originally constructed in 1988, has been expanded and upgraded over the past 32 years and subsequently utilizes assets and processes of varying ages. The WPCF is in need of a comprehensive evaluation in order to synchronize the most cost-effective wastewater treatment with evolving State and Federal regulations and treatment standards while preparing the WPCF to accommodate the future growth of the City.

Justification The City is responsible for providing safe and reliable wastewater treatment and disposal services of sewage (wastewater) from homes and other facilities within the City. Continued investment in the utility system is a prerequisite for the health and safety of the community it serves as well as economic growth and prosperity in the future. City Engineering and Operations staff identify specific repair and replacement projects that keep the Facility running as designed, but a larger planning effort is necessary to predict large-scale improvements and replacements that are likely to rise in a Facility as old and as large as the WPCF.

Pertinent Issue: The City of Woodland General Plan 2035 identifies the Wastewater Facilities Master Plan (WPCF) as one of the several specific master plans to be retained and updated. The WFMP was originally drafted and adopted in 1986, before the WPCF was constructed. Currently, the WPCF is in full compliance with its NPDES discharge permit and preparation of the WPCF MP will help to ensure full compliance and cost-effective operation in the future.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Large Diameter Wastewater Pipeline
 Repair, Replacement, & Lining

Project Proponent: Utility Engineering

Project #: 14-15

Project Manager: Tim Busch

MPFP:

Funding Source(s): Fund 220 - Sewer Enterprise

User Department: Public Works

Project Costs

Prior Year Allocation	Fund 220 - Sewer Enterprise			
	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$1,071,000	\$0	\$0	\$0
2020-21	\$530,000	\$0	\$0	\$0
2021-22	\$400,000	\$0	\$0	\$0
2022-23	\$1,050,000	\$0	\$0	\$0
2023-24	\$400,000	\$0	\$0	\$0
Subtotal	<u>\$3,451,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$3,451,000</u>			

Cost Estimate	Pre-Design/Environmental/Studies	<u>\$0</u>
By Category:	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

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

Project Costs

	Fund 220 - Sewer Enterprise	Fund 506 - Measure "E"		
Prior Year Allocation	\$60,000	\$40,000	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$60,000</u>	<u>\$40,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$100,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$0</u>	
By Category:	Design Costs:		<u>\$10,000</u>	
	Construction Costs:		<u>\$90,000</u>	
	Land Acquisition:		<u>\$0</u>	

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

Prior Year Allocation	Fund 220 - Sewer Enterprise			
	\$740,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$740,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$740,000</u>			
Cost Estimate By Category:	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

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
Fund 220 - Sewer Enterprise

User Department: Public Works

Project Costs

Prior Year Allocation	Project Costs			
	Fund 210 - Water Enterprise	Fund 220 - Sewer Enterprise		
	\$200,000	\$200,000	\$0	\$0
Fiscal Year				
2019-20	\$2,450,000	\$2,650,000	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$2,650,000</u>	<u>\$2,850,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$5,500,000</u>			

Cost Estimate	Pre-Design/Environmental/Studies	\$0
By Category:	Design Costs:	\$400,000
	Construction Costs:	\$5,100,000
	Land Acquisition:	\$0

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

Project Name: WPCF Clarifier #3 Mechanism Replacement

Project Proponent: Utility Engineering

Project #: 20-11

Project Manager: Chris Fong

MPFP:

Funding Source(s): Fund 220 - Sewer Enterprise

User Department: Community Development

Project Costs

Prior Year Allocation	Fund 220 - Sewer Enterprise			
	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$1,650,000	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$1,650,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$1,650,000</u>			

Cost Estimate	Pre-Design/Environmental/Studies	<u>\$0</u>
By Category:	Design Costs:	<u>\$0</u>
	Construction Costs:	<u>\$1,650,000</u>
	Land Acquisition:	<u>\$0</u>

ABOUT THE PROJECT:

Project Description: The clarifiers serve in the Secondary Treatment portion of the wastewater Treatment Process. The interior mechanism rotates within each clarifier, scouring the bottom of settled particles and discharging treated water through weirs at the surface. The maintenance catwalk, drum drive, and entire interior mechanism, which fits inside the 17-foot tall, 130-foot diameter clarifier, will be removed and replaced with new stainless steel components. These components will not have to be recoated in the future, which will eliminate the related maintenance costs. This project does not include any concrete work to the structure.

Justification The Water Pollution Control Facility (WPCF) has numerous assets that allow the plant to work as designed. Staff at the WPCF found that one of the assets, Clarifier No. 3, has a drum drive that is worn to the point where the drive's teeth do not interlock with the interior clarifier mechanism's gears which has resulted in malfunction of the clarifier. To ensure the Facility is able to continue to treat wastewater under peakload or storm conditions, this asset needs to be replaced.

Pertinent Issue: Replace the interior mechanism of secondary Clarifier No. 3 to address failures in the drum drive and replace with a new stainless steel mechanism to prevent corrosion.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: WPCF Pond #11 Biosolids Removal **Project Proponent:** Utility Engineering
Project #: 20-13 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development
Funding Source(s): Fund 220 - Sewer Enterprise

		<u>Project Costs</u>			
<u>Prior Year Allocation</u>	<u>Fund 220 - Sewer Enterprise</u>				
	\$0	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>					
2019-20	\$765,000	\$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
2023-24	\$0	\$0	\$0	\$0	\$0
Subtotal	<u>\$765,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$765,000</u>				
Cost Estimate By Category:	Pre-Design/Environmental/Studies			<u>\$0</u>	
	Design Costs:			<u>\$0</u>	
	Construction Costs:			<u>\$765,000</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 #11 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. The landfill charges a tipping fee of \$15.00/ton for biosolids. The quantity of biosolids stored in Pond #11 for drying and hauling is estimated at around 11,000 dry tons. The exact quantity cannot be determined until the drying work is completed.

Justification 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 over time. Over the past few decades, a significant quantity of biosolids has been accumulated. The WPCF Waste Discharge Permit requires the WPCF to make a good faith effort to begin disposal of this material. Previous work has included removal of biosolids from Ponds #7, #8, #9, and #10 and soil/cement lining of ponds #9 and #10 along with improvements to capping water distribution piping system.

Pertinent Issue: Pond #11 completes the removal of the legacy biosolids necessary to conduct solids handling on a rotational basis where one pond is addressed every 3 years.

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

Project Costs

Prior Year Allocation	Fund 681 - SLIF Storm Drain			
	\$600,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$600,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$600,000</u>			
Cost Estimate By Category:	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

	<u>Fund 682 - SLIF Roads</u>			
Prior Year Allocation	\$0	\$0	\$0	\$0
Fiscal Year				
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
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$2,300,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$2,300,000</u>			

Cost Estimate	Pre-Design/Environmental/Studies	<u>\$0</u>
By Category:	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

Project Name: Galvin Way Storm Drain	Project Proponent: Spring Lake Specific Plan
Project #: 17-01	Project Manager: TBD
MPFP:	User Department: Public Works
Funding Source(s): Fund 681 - SLIF Storm Drain	

Project Costs

	Fund 681 - SLIF Storm Drain			
Prior Year Allocation	\$88,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$88,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$88,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$0</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$88,000</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

Project Description: Construction of a 42" storm drain line within Galvin Way.

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 65-67 of the 2008 SL CIP PN29.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 681 - SLIF Storm Drain			
Prior Year Allocation	\$9,000,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$9,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$9,000,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		\$0	
By Category:	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 SPFMP evaluated several alternative drainage facilities and determined that converting an existing unused pond to storm water detention and construction of a storm drainage pump station would be the most cost effective approach. Continued development within the SUGA, which includes Spring Lake, has reached the point that the first phase of the storm drainage facilities needs to be designed and constructed.

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

	Fund 682 - SLIF Roads			
Prior Year Allocation	\$516,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$516,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$516,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<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 **User Department:** Public Works
Fund 582 - Road Development

<u>Project Costs</u>				
<u>Prior Year Allocation</u>	<u>Fund 682 - SLIF Roads</u>	<u>Fund 582 - Road Development</u>		
	\$400,000	\$57,000	\$0	\$0
 <u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$400,000</u>	<u>\$57,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$457,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		\$0	
	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
MFPF: **User Department:** Public Works
Funding Source(s): Fund 682 - SLIF Roads

Project Costs

	<u>Fund 682 - SLIF Roads</u>			
Prior Year Allocation	\$100,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
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
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$2,294,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$2,294,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$172,000</u>	
By Category:	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>			
Prior Year Allocation	\$165,000	\$0	\$0	\$0	\$0
Fiscal Year					
2019-20	\$1,829,000	\$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
2023-24	\$0	\$0	\$0	\$0	\$0
Subtotal	<u>\$1,994,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$1,994,000</u>				
Cost Estimate By Category:	Pre-Design/Environmental/Studies		\$0		
	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		

		Project Costs			
		Fund 682 - SLIF Roads			
Prior Year Allocation	\$20,000	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>					
2019-20	\$150,000	\$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
2023-24	\$0	\$0	\$0	\$0	\$0
Subtotal	<u>\$170,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$170,000</u>				
Cost Estimate By Category:	Pre-Design/Environmental/Studies		\$0		
	Design Costs:		<u>\$170,000</u>		
	Construction Costs:		\$0		
	Land Acquisition:		\$0		

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

	Fund 682 - SLIF Roads	Fund 582 - Road Development		
Prior Year Allocation	\$200,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$35,000	\$0	\$0
2020-21	\$1,750,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$1,950,000</u>	<u>\$35,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$1,985,000</u>			

Cost Estimate Pre-Design/Environmental/Studies \$0
By Category: Design Costs: \$235,000
Construction Costs: \$1,750,000
Land Acquisition: \$0

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

Project Name: South Area Flowage Easement
Project #: 19-14
MPFP:
Funding Source(s): Fund 681 - SLIF Storm Drain

Project Proponent: Community Development
Project Manager: TBD
User Department: Public Works

Project Costs

Prior Year Allocation	Fund 681 - SLIF Storm Drain			
	\$35,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$25,000	\$0	\$0	\$0
2020-21	\$240,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$300,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$300,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$300,000</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

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

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

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Spring Lake Sewer Pump Station Improvements	Project Proponent: Brent Meyer
Project #: 21-10	Project Manager: TBD
MPFP:	
Funding Source(s): Fund 685 - SLIF Sanitary Sewer	User Department: Community Development

Project Costs

Prior Year Allocation	Fund 685 - SLIF Sanitary Sewer				
	\$0	\$0	\$0	\$0	
Fiscal Year					
2019-20	\$0	\$0	\$0	\$0	
2020-21	\$50,000	\$0	\$0	\$0	
2021-22	\$0	\$0	\$0	\$0	
2022-23	\$0	\$0	\$0	\$0	
2023-24	\$0	\$0	\$0	\$0	
Subtotal	<u>\$50,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
TOTAL	<u>\$50,000</u>				
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$50,000</u>		
By Category:	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$0</u>		
	Land Acquisition:		<u>\$0</u>		

ABOUT THE PROJECT:

Project Description: The project will place a 3rd pump at the Spring Lake Sewer Pump Station. This project may also upsize the existing pumps.

Justification The project is required to increase sewer capacity in Spring lake and plan for future sewer needs in the growth areas west of Spring Lake.

Pertinent Issue: Based on sewer capacity studies performed for the SP-1A project, there is a need to provide additional capacity at the Spring Lake sewer pump station. This capacity is needed to support Spring Lake and the growth areas to the west of Spring Lake. This project is included in the SL CIP set aside.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: FloodSAFE Yolo/Cache Creek Feasibility Study **Project Proponent:** City Management
Project #: 09-15 **Project Manager:** Tim Busch
MPFP: **User Department:** Public Works
Funding Source(s): Fund 220 - Sewer Enterprise
Fund 581 - Storm Drain Development

Project Costs

Prior Year Allocation	Fund 220 - Sewer Enterprise	Fund 581 - Storm Drain Development		
	\$3,550,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$1,500,000	\$229,000	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$5,050,000</u>	<u>\$229,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$5,279,000</u>			

Cost Estimate Pre-Design/Environmental/Studies \$5,279,000
By Category: Design Costs: \$0
Construction Costs: \$0
Land Acquisition: \$0

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	Project Proponent:	Utility Engineering
Project #:	16-03	Project Manager:	Chris Fong
MPFP:	SD-229	User Department:	Community Development
Funding Source(s):	Fund 581 - Storm Drain Development		

Project Costs

	Fund 581 - Storm Drain Development			
Prior Year Allocation	\$150,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$150,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$150,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$150,000</u>	
By Category:	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: Storm Drainage Outfall Channel Outlet Structure
Project Proponent: Utility Engineering
Project #: 20-06
Project Manager: Tim Busch
MPFP:
Funding Source(s): Fund 581 - Storm Drain Development
User Department: Community Development

Project Costs

Prior Year Allocation	Fund 581 - Storm Drain Development			
	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$300,000	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$2,725,000	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$3,025,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$3,025,000</u>			

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

CITY OF WOODLAND
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

Project Name: Storm Drain Channel south of Woodland Christian School

Project Proponent: Utility Engineering

Project #: 21-07

Project Manager: TBD

MPFP:

Funding Source(s): Fund 681 - SLIF Storm Drain

User Department: Community Development

Project Costs

Prior Year Allocation	Fund 681 - SLIF Storm Drain				
	\$0	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>					
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$400,000	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0	\$0
Subtotal	<u>\$400,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$400,000</u>				
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$0</u>		
	Design Costs:		<u>\$50,000</u>		
	Construction Costs:		<u>\$350,000</u>		
	Land Acquisition:		<u>\$0</u>		

ABOUT THE PROJECT:

Project Description: The project will construct approximately 500' of 60" storm drain pipe.

Justification: The project is required to reduce storm drainage maintenance costs by connecting two segments of storm drainage pipe, thereby eliminating a segment of storm drainage ditch.

Pertinent Issue: This project is also needed to provide a connection from the current Woodland Christian School site to their parcel on the south side of the current Farmer's Central Ditch.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 582 - Road Development	Fund 506 - Measure "E"		
Prior Year Allocation	\$411,000	\$45,000	\$0	\$0
Fiscal Year				
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
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$433,000</u>	<u>\$45,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$478,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$478,000</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

Project Description: This project 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

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

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

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

<u>Project Costs</u>				
<u>Prior Year Allocation</u>	<u>Fund 582 - Road Development</u>			
	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$40,000	\$0	\$0	\$0
2020-21	\$40,000	\$0	\$0	\$0
2021-22	\$40,000	\$0	\$0	\$0
2022-23	\$40,000	\$0	\$0	\$0
2023-24	\$40,000	\$0	\$0	\$0
Subtotal	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$200,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies	<u>\$200,000</u>		
By Category:	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: 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

	Fund 507 - Measure "F"			
Prior Year Allocation	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$50,000	\$0	\$0	\$0
2020-21	\$50,000	\$0	\$0	\$0
2021-22	\$50,000	\$0	\$0	\$0
2022-23	\$50,000	\$0	\$0	\$0
2023-24	\$50,000	\$0	\$0	\$0
Subtotal	<u>\$250,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$250,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$250,000</u>	
By Category:	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"		

Project Costs				
	Fund 507 - Measure "F"			
Prior Year Allocation	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$750,000	\$0	\$0	\$0
2020-21	\$750,000	\$0	\$0	\$0
2021-22	\$750,000	\$0	\$0	\$0
2022-23	\$1,000,000	\$0	\$0	\$0
2023-24	\$1,000,000	\$0	\$0	\$0
Subtotal	<u>\$4,250,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$4,250,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$0</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:			
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

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

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

Pertinent Issue: The Council approved this funding contingent upon City staff preparing yearly reporting as to the cost effectiveness of using in-house staff. The operational costs are included in the cost of ownership of maintaining the City's roadway system. Funding does not carry forward from year to year. For FY20-FY23, assuming \$500K to balance street maintenance funding and \$250K for materials.

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:	
Funding Source(s): Fund 506 - Measure "E" Fund 351- Transportation Grants Fund 361 - RMRA	User Department: Community Development

Project Costs

	Fund 506 - Measure "E"	Fund 351- Transportation Grants	Fund 361 - RMRA	Fund 210 - Water
Prior Year Allocation	\$450,000	\$1,800,000	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$1,156,000	\$500,000	\$0
2020-21	\$1,200,000	\$0	\$500,000	\$50,000
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$1,650,000</u>	<u>\$2,956,000</u>	<u>\$1,000,000</u>	<u>\$50,000</u>
TOTAL	<u>\$5,656,000</u>			

Cost Estimate	Pre-Design/Environmental/Studies	\$0
By Category:	Design Costs:	\$550,000
	Construction Costs:	\$5,156,000
	Land Acquisition:	\$0

ABOUT THE PROJECT:

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

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

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 582 - Road Development			
Prior Year Allocation	\$450,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$450,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$450,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$40,000</u>	
	Construction Costs:		<u>\$410,000</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

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

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

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 582 - Road Development			
Prior Year Allocation	\$450,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$450,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$450,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		\$0	
By Category:	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

	Fund 351- Transportation Grants	Fund 506 - Measure "E"	Fund 210 - Water Enterprise	Fund 507 - Measure "F"	Fund 220 Sewer
Prior Year Allocation	\$1,592,000	\$1,972,000	\$475,000	\$0	\$75,000
Fiscal Year					
2019-20	\$0	\$0	\$0	\$1,250,000	
2020-21	\$0	\$1,034,000	\$50,000	\$166,000	\$20,000
2021-22	\$0	\$0	\$0	\$0	
2022-23	\$0	\$0	\$0	\$0	
2023-24	\$0	\$0	\$0	\$0	
Subtotal	<u>\$1,592,000</u>	<u>\$3,006,000</u>	<u>\$525,000</u>	<u>\$1,416,000</u>	<u>\$95,000</u>
TOTAL	\$6,539,000	\$6,634,000			
Cost Estimate	Pre-Design/Environmental/Studies			\$0	
By Category:	Design Costs:			\$200,000	
	Construction Costs:			\$6,434,000 \$6,529,000	
	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: 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

	<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>
Prior Year Allocation	\$3,742,500	\$1,247,000	\$300,000	\$450,000	\$ 300,000
Fiscal Year					
2019-20	\$2,100,000	\$700,000	\$2,592,000	\$1,700,000	
2020-21	\$0	\$0	\$0	\$0	
2021-22	\$0	\$0	\$0	\$0	
2022-23	\$0	\$0	\$0	\$0	
2023-24	\$0	\$0	\$0	\$0	
Subtotal	<u>\$5,842,500</u>	<u>\$1,947,000</u>	<u>\$2,892,000</u>	<u>\$2,150,000</u>	<u>\$ 300,000</u>
TOTAL	\$12,831,500	\$ 13,131,500			

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

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

Project Costs

	Fund 501 - Capital Projects	Fund 593 - Gibson Ranch Infrastructure		
Prior Year Allocation	\$150,000	\$800,000	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$1,500,000	\$650,000	\$0	\$0
2021-22	\$2,010,000	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$3,660,000</u>	<u>\$1,450,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$5,110,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$950,000</u>	
	Construction Costs:		<u>\$4,160,000</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: The project has approximately \$3.66 Million in developer funding expected through individual project development agreements and reallocated Spring Lake Transit Funding. The Gibson Ranch Infrastructure Fund remaining balance will be allocated to this project. The project landscaping is not currently funded. Staff will add this cost to the SLIF set aside if sufficient funding is available

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"		
Prior Year Allocation	\$176,152	\$22,822	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$176,152</u>	<u>\$22,822</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$198,974</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<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
MPFP:
Funding Source(s): Fund 361 - RMRA
Fund 507 - Measure "F"
Fund 506 - Measure "E"
User Department: Public Works

Project Costs

	Fund 361 - RMRA	Fund 507 - Measure "F"	Fund 506 - Measure "E"	Fund 210 - Water	Fund 220 Sewer
Prior Year Allocation	\$5,000	\$0	\$0	\$0	Ø
Fiscal Year					
2019-20	\$0	\$0	\$0	\$0	
2020-21	\$0	\$0	\$0	\$0	
2021-22	\$1,000,000	\$0	\$1,000,000	\$0	
2022-23	\$1,500,000	\$0	\$1,000,000	\$100,000	\$100,000
2023-24	\$1,500,000	\$1,000,000	\$275,000	\$0	
Subtotal	<u>\$4,005,000</u>	<u>\$1,000,000</u>	<u>\$2,275,000</u>	<u>\$100,000</u>	<u>\$100,000</u>

TOTAL ~~\$7,380,000~~ \$7,480,000

Cost Estimate By Category:
Pre-Design/Environmental/Studies \$100,000
Design Costs: \$500,000
Construction Costs: ~~\$6,880,000~~ \$6,980,000
Land Acquisition: \$0

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: \$325,000 (actual received \$349,323), FY19: \$900,000 (actual received \$1,108,104), FY20: \$1 million, FY21: \$1.14 million. This project will likely begin construction in FY23 and conclude in FY24. This allows adequate revenue to build project in its entirety.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 501 - Capital Projects			
Prior Year Allocation	\$100,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$100,000	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$200,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$0</u>	
By Category:	Design Costs:		<u>\$200,000</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

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

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

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

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 351- Transportation Grants	Fund 507 - Measure "F"	Fund 361 - RMRA	Fund 210 - Water	Fund 220 Sewer
Prior Year Allocation	\$0	\$0	\$0	\$0	0
Fiscal Year					
2019-20	\$0	\$0	\$500,000	\$0	
2020-21	\$3,933,000	\$1,700,000	\$0	\$50,000	\$ 50,000
2021-22	\$0	\$0	\$0	\$0	
2022-23	\$0	\$0	\$0	\$0	
2023-24	\$0	\$0	\$0	\$0	
Subtotal	<u>\$3,933,000</u>	<u>\$1,700,000</u>	<u>\$500,000</u>	<u>\$50,000</u>	<u>\$ 50,000</u>
TOTAL	\$6,183,000	\$ 6,233,000			

Cost Estimate By Category: Pre-Design/Environmental/Studies \$10,000
Design Costs: \$590,000
Construction Costs: ~~\$5,633,000~~ \$ 5,683,000
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: Project will rehabilitate the pavement on Gibson 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. Grant match will be \$1.7M of MSF funding.

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 507 - Measure "F"
Fund 506 - Measure "E"
Fund 210 - Water Enterprise

	Project Costs			
	Fund 507 - Measure "F"	Fund 506 - Measure "E"	Fund 210 - Water Enterprise	
Prior Year Allocation	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$200,000	\$94,262	\$63,976	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$1,000,000	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$1,200,000</u>	<u>\$94,262</u>	<u>\$63,976</u>	<u>\$0</u>
TOTAL	<u>\$1,358,238</u>			

Cost Estimate Pre-Design/Environmental/Studies \$0
By Category: Design Costs: \$200,000
Construction Costs: \$1,000,000
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: Road maintenance consists of slurry seal, microsurfacing, cape seals or other pavement surface seal work. The City typically performs road maintenance on street segments designated as local streets.

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

<u>Project Costs</u>				
<u>Prior Year Allocation</u>	<u>Fund 582 - Road Development</u>			
	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$100,000	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$700,000	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$800,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$800,000</u>			
Cost Estimate By Category:	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. Gibson Road from Harry Lorenzo Avenue to Pioneer Avenue.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: SR 113/CR 25A Interchange Modifications, Phase 1 Project #: 20-05 MPFP: Funding Source(s): Fund 682 - SLIF Roads	Project Proponent: Community Development Project Manager: TBD User Department: Community Development
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Project Costs

	Fund 682 - SLIF Roads			
Prior Year Allocation	\$235,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$750,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$985,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$985,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$235,000</u>	
	Construction Costs:		<u>\$750,000</u>	
	Land Acquisition:		<u>\$0</u>	

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), Phase 1 and the south area of town.

Pertinent Issue: This project is being advanced to provide traffic capacity for Spring Lake build-out and Phase 1 of the WRTP Project.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: W. Gibson Road Rehabilitation - West Street to CR 98
Project Proponent: Katie Wurzel
Project #: 20-08
Project Manager: Diana Ayon
MPFP:
Funding Source(s): Fund 351- Transportation Grants
Fund 361 - RMRA
Fund 506 - Measure "E"
User Department: Public Works

Project Costs

	Fund 351- Transportation Grants	Fund 361 - RMRA	Fund 506 - Measure "E"	Fund 210 - Water	Fund 220 Sewer
Prior Year Allocation	\$0	\$0	\$0	\$0	0
Fiscal Year					
2019-20	\$600,000	\$77,700	\$0	\$0	
2020-21	\$3,216,000	\$1,200,000	\$300,000	\$100,000	\$100,000
2021-22	\$0	\$0	\$0	\$0	
2022-23	\$0	\$0	\$0	\$0	
2023-24	\$0	\$0	\$0	\$0	
Subtotal	<u>\$3,816,000</u>	<u>\$1,277,700</u>	<u>\$300,000</u>	<u>\$100,000</u>	<u>\$100,000</u>
TOTAL	\$5,493,700	\$5,693,700			
Cost Estimate By Category:	Pre-Design/Environmental/Studies				\$0
	Design Costs:			\$677,700	
	Construction Costs:			\$4,916,000	\$5,016,000
	Land Acquisition:				\$0

ABOUT THE PROJECT:

Project Description: Project will rehabilitate the pavement on W. Gibson Road between West Street and CR 98. Improvements include pavement rehabilitation, improved bike lanes, narrowed travel lanes, sidewalk repairs, ADA ramps, signal improvements, road diet and a pedestrian actuated lighted crossing at California.

Justification The pavement on Gibson Road is failing beyond maintenance levels.

Pertinent Issue: Project was awarded grant funding through the 2018 and 2019 SACOG funding rounds and received a total State/Federal grant amount of \$3,816,000.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

Project Costs

	Fund 320 - CDBG	Fund 210 - Water Enterprise		
Prior Year Allocation	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$205,000	\$25,000	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$205,000</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>

TOTAL \$230,000

Cost Estimate	Pre-Design/Environmental/Studies	\$0
By Category:	Design Costs:	<u>\$25,000</u>
	Construction Costs:	<u>\$205,000</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: 2021 ADA Improvements
Project #: 21-06
MPFP:
Funding Source(s): Fund 320 - CDBG
Fund 210 - Water Enterprise

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

Project Costs

	Fund 320 - CDBG	Fund 210 - Water Enterprise		
Prior Year Allocation	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$200,000	\$25,000	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$200,000</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$225,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		\$0	
By Category:	Design Costs:		<u>\$25,000</u>	
	Construction Costs:		<u>\$200,000</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

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

Project Costs

Prior Year Allocation	Fund 582 - Road Development			
	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$40,000	\$0	\$0	\$0
2020-21	\$40,000	\$0	\$0	\$0
2021-22	\$40,000	\$0	\$0	\$0
2022-23	\$40,000	\$0	\$0	\$0
2023-24	\$40,000	\$0	\$0	\$0
Subtotal	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$200,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$0</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

Project Description: 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
<u>Fiscal Year</u>				
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
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$525,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$525,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$75,000</u>	
	Construction Costs:		<u>\$450,000</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

Project Description: Install new traffic signal at CR 102 and 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/Rehabilitation **Project Proponent:** Katie Wurzel
Project #: TRANS-064 **Project Manager:** TBD
MPFP:
Funding Source(s): Fund 507 - Measure "F" **User Department:** Public Works
Fund 210 - Water Enterprise

Project Costs

Prior Year Allocation	Project Costs			
	Fund 507 - Measure "F"	Fund 210 - Water Enterprise		
	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$1,000,000	\$25,000	\$0	\$0
2022-23	\$1,500,000	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$2,500,000</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$2,525,000</u>			

Cost Estimate Pre-Design/Environmental/Studies \$0
By Category: Design Costs: \$200,000
Construction Costs: \$2,325,000
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description:

Justification Addressing ongoing street maintenance.

Pertinent Issue: These annual projects will maintain a zone of the City each year according to the schedule laid out in the Road Report. Work in the yearly zone will be coordinated with the City's utility branch in order to reduce disruption to the residents.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Water System Leak Detection,
Maintenance & Repairs

Project Proponent: Utility Engineering

Project #: 09-23

Project Manager: Tim Busch

MPFP:

Funding Source(s): Fund 210 - Water Enterprise

User Department: Public Works

Project Costs

Prior Year Allocation	Fund 210 - Water Enterprise			
	\$244,864	\$0	\$0	\$0
Fiscal Year				
2019-20	\$2,812,017	\$0	\$0	\$0
2020-21	\$138,017	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$2,708,017	\$0	\$0	\$0
2023-24	\$2,708,017	\$0	\$0	\$0
Subtotal	\$8,610,932	\$0	\$0	\$0
TOTAL	\$8,610,932			

Cost Estimate	Pre-Design/Environmental/Studies	\$0
By Category:	Design Costs:	
	Construction Costs:	\$8,610,932
	Land Acquisition:	\$0

ABOUT THE PROJECT:

Project Description: Conduct repairs and install upgrades to the City's water system as part of the annual repair and upgrade work. Project may include the following types of work: elimination of undersized pipes, rehabilitation of unlined cast iron pipe, replacement of rusted service lines, elimination of pipe looping deficiencies, and valve replacement.

Justification Water mains and valves must be repaired on an on-going basis. The water distribution system is evaluated and coordinated with the street rehab work to minimize cost and damage to the streets. The City has over 24 miles of 2-inch diameter water pipes constructed prior to 1965, in addition to several miles of older water mains dating back to the early 1900's.

Pertinent Issue: Efforts will be made to coordinate work with sanitary sewer repairs and road rehabilitation work; however, depending upon the criticality of various water related issues, timing may not always coincide.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

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

	Fund 210 - Water Enterprise			
Prior Year Allocation	\$450,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23		\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

TOTAL

Cost Estimate	Pre-Design/Environmental/Studies	\$0
By Category:	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.

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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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CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Chromium 6 Investigations	Project Proponent:	Utility Engineering
Project #:	15-04	Project Manager:	Tim Busch
MPFP:		User Department:	Public Works
Funding Source(s):	Fund 210 - Water Enterprise		

Project Costs				
Prior Year Allocation	Fund 210 - Water Enterprise			
	\$75,000	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$75,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$75,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$75,000</u>	
By Category:	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.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: ASR Wells #31
Project #: 17-05
MPFP:
Funding Source(s): Fund 210 - Water Enterprise

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

Project Costs

Prior Year Allocation	Fund 210 - Water Enterprise			
	\$5,557,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$5,557,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$5,557,000</u>			

Cost Estimate	Pre-Design/Environmental/Studies	<u>\$0</u>
By Category:	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. Additonally, hardness in native groundwater is 6.5 times that of surface water, which in combination with other constituents found in groundwater, would be

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immediately 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: 2019 Water Main Replacement Project **Project Proponent:** Utility Engineering
Project #: 19-15 **Project Manager:** Tim Busch
MPFP: **User Department:** Public Works
Funding Source(s): Fund 210 - Water Enterprise

Project Costs

Prior Year Allocation	Fund 210 - Water Enterprise			
	\$200,000	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$200,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$200,000</u>	
	Construction Costs:			
	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.

CITY OF WOODLAND
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Project Name: 2021 Water & Sewer Repair & Replacement (Gum & Marshall)

Project Proponent: Utility Engineering

Project #: 20-14

Project Manager: Tim Busch

MPFP:
Funding Source(s): Fund 210 - Water Enterprise
Fund 220 - Sewer Enterprise

User Department: Community Development

Project Costs

Prior Year Allocation	Fund 210 - Water Enterprise	Fund 220 - Sewer Enterprise		
		\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$200,000	\$200,000	\$0	\$0
2020-21	\$2,700,000	\$1,900,000	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$2,900,000</u>	<u>\$2,100,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$5,000,000</u>			

Cost Estimate	Pre-Design/Environmental/Studies	<u>\$0</u>
By Category:	Design Costs:	<u>\$400,000</u>
	Construction Costs:	<u>\$4,600,000</u>
	Land Acquisition:	<u>\$0</u>

ABOUT THE PROJECT:

Project Description: Based on the prioritization, this project was designed to repair and replace the water mains and laterals on Marshall Ave. between College and Fourth Streets and on Gum Ave. between Thomas and Fourth Streets as well as some of the sewer mains.

Justification This project will replace 65-year old water mains in the streets. Problematic 2" diameter cast iron service mains buried at the back of sidewalk that are prone to breaking will also be eliminated. New polyethylene services will be constructed from the new water mains to existing meters. This project will also replace the 100-year old sewer collection system which contains multiple defects as well as work towards alleviating the deficient sewer upstream on Pendegast with new PVC pipes.

Pertinent Issue: Reallocate sewer flow capacity and replace aging and failing water distribution and sewer collection facilities.

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CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2022 Water & Sewer Repair & Replacement (Pendegast & College) **Project Proponent:** Utility Engineering
Project #: 21-01 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development
Funding Source(s): Fund 210 - Water Enterprise
Fund 220 - Sewer Enterprise

	Project Costs			
	Fund 210 - Water Enterprise	Fund 220 - Sewer Enterprise		
Prior Year Allocation	\$0	\$0	\$0	\$0
<u>Fiscal Year</u>				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
2021-22	\$2,900,000	\$1,600,000	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$2,900,000</u>	<u>\$1,600,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$4,500,000</u>			

Cost Estimate Pre-Design/Environmental/Studies \$0
By Category: Design Costs: \$300,000
Construction Costs: \$4,200,000
Land Acquisition: \$0

ABOUT THE PROJECT:

Project Description: This project will repair and replace the water mains and laterals on Pendegast St. from McKinley Ave. to Fourth St., on Elm St. from Pendegast to Cross Streets, on College St. from Marshall Ave. to Pendegast St., and on Fourth St. between Gum Ave. and Pendegast St. This is an area with 2" cast iron water mains located behind sidewalks with typically an 8" diameter main in the street these mains are notorious for problems such as breaks and leaks. Approximately 5,940 linear feet of mainline water pipe will be replaced by this project. The existing sewer system on Pendegast St. consists of a single, shallow-buried 6" sewer collection main. This main needs to be replaced with a deeper pipeline in order to achieve acceptable slope conditions. In addition, this sewer is more than 119 years old and contains significant defects that need to be addressed. The sewer work will involve construction of more than 3,000 linear feet of new sewer main and 50 laterals.

Justification This project is part of an ongoing multi-year program to replace water and sewer pipes that have exceeded their service life.

Pertinent Issue: Reallocate sewer flow capacity and replace aging and failing water distribution and sewer collection facilities.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Groundwater Monitoring Wells **Project Proponent:** Utility Engineering
Project #: 21-02 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development
Funding Source(s): Fund 210 - Water Enterprise

Project Costs

Prior Year Allocation	Fund 210 - Water Enterprise			
	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$156,000	\$0	\$0	\$0
2020-21	\$599,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$755,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$755,000</u>			
Cost Estimate By Category:	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$755,000</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

Project Description: The work would include the installation of 4 new monitoring wells at various locations within the City. The work includes construction of 1 sonic cored well to allow for aquifer material gradation testing and 3 mud rotary bored wells. Generally, the wells would be drilled approximately 500 feet deep with boreholes up to 20-inches in diameter. The wells would be equipped with SCADA to allow for electronic tracking of data and to minimize field staff time.

Justification: The City has 3 ASR wells that inject treated drinking water into an aquifer layer roughly 450 feet below the surface. As part of the management of the stored drinking water, a network of monitoring wells is necessary for tracking of water quality and regional movement of groundwater. The information from the monitoring wells is also shared with the Yolo Subbasin Groundwater Agency as part of the Sustainable Groundwater Management Act.

Pertinent Issue: The information received from these monitoring wells helps with tracking local and regional groundwater trends including: depth to water, direction and rate of groundwater flow, and water quality to assist with the management of the ASR Program.

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CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Preparation of America's Water Infrastructure Act: Risk & Resiliency

Project Proponent: Utility Engineering

Project #: 21-03

Project Manager: Tim Busch

MPFP:

Funding Source(s): Fund 210 - Water Enterprise

User Department: Community Development

Project Costs

Prior Year Allocation	Fund 210 - Water Enterprise			
	\$0	\$0	\$0	\$0
Fiscal Year				
2019-20	\$0	\$0	\$0	\$0
2020-21	\$255,000	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0
Subtotal	<u>\$255,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$255,000</u>			
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$255,000</u>	
By Category:	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

ABOUT THE PROJECT:

Project Description: This work would include the preparation of both a Risk & Resiliency Assessment and an Emergency Response Plan by their respective deadlines in accordance with guidelines set by the USEPA.

Justification: The USEPA under the America's Water Infrastructure Act (AWIA) requires water utilities to prepare both a Risk & Resiliency Assessment and an Emergency Response Plan.

Pertinent Issue: Compliance with Federal regulations.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2020 Urban Water Management Plan	Project Proponent: Utility Engineering
Project #: 21-04	Project Manager: Tim Busch
MPFP:	
Funding Source(s): Fund 210 - Water Enterprise	User Department: Community Development

Project Costs

Prior Year Allocation	Fund 210 - Water Enterprise				
	\$0	\$0	\$0	\$0	\$0
Fiscal Year					
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$125,000	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0	\$0
Subtotal	<u>\$125,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$125,000</u>				
Cost Estimate	Pre-Design/Environmental/Studies		\$125,000		
By Category:	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$0</u>		
	Land Acquisition:		<u>\$0</u>		

ABOUT THE PROJECT:

Project Description: Prepare 2020 Urban Water Management Plan.

Justification An updated Urban Water Management Plan is required by the Department of Water Resources every five years.

Pertinent Issue: Master plans and Urban Water Management Plans are updated to be in conformity with the City's General Plan and State regulations.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Groundwater Wells Demolition Project **Project Proponent:** Utility Engineering
Project #: 21-05 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development
Funding Source(s): Fund 210 - Water Enterprise

Project Costs

Prior Year Allocation	Fund 210 - Water Enterprise				
	\$0	\$0	\$0	\$0	\$0
Fiscal Year					
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$300,000	\$0	\$0	\$0	\$0
2021-22	\$0	\$0	\$0	\$0	\$0
2022-23	\$0	\$0	\$0	\$0	\$0
2023-24	\$0	\$0	\$0	\$0	\$0
Subtotal	<u>\$300,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$300,000</u>				
Cost Estimate	Pre-Design/Environmental/Studies		<u>\$0</u>		
By Category:	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$300,000</u>		
	Land Acquisition:		<u>\$0</u>		

ABOUT THE PROJECT:

Project Description: Up to three wells are planned for demolition due to age of the well and water quality concerns. The work generally includes removal of above ground facilities and destruction of the wells in accordance with County and State requirements. The wells have already been disconnected from the water system, and electrical and SCADA equipment have already been removed.

Justification The City of Woodland switched its main water supply source from groundwater to treated surface water in June 2016. The majority of the existing wells have remained as a backup water supply to surface water. However, certain wells have been slated for destruction for several reasons including: increasing nitrate levels to near or above the Maximum Contaminant Limit, more stringent State requirements on chromium-6, and condition of the wells. With completion of the 3 ASR wells, blending wells, and reliability of water supplied by WDCWA, it is unlikely that these wells would be used for City water supply. Due to the condition of the wells and inability to pump to waste, expensive upgrades would be necessary to use the wells as a water supply well.

Pertinent Issue: State and County regulations require unused wells to be destroyed.

DEBT SERVICE SCHEDULE

Debt Type	Name	Original Amount	Outstanding Principal 6/30/20	Annual Debt Service (Principal & Interest)	Year of Final Payment	Final Interest Rate	Source of Repayment	Use of Proceeds
Revenue Bond	2011 Water Revenue Bonds	\$ 18,815,000	\$ 15,670,000	\$ 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	\$ 27,325,000	\$ 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	\$ 8,391,446	\$ 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	\$ 7,830,409	\$ 798,000	2031	2.380%	Sewer enterprise revenues	Refunded the 2009 Wastewater Revenue Bonds
Revenue Bond	2017 Subordinate Refunding Water Reveue Bonds, Series A	\$ 22,870,000	\$ 21,170,000	\$ 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 Reveue Bonds, Series B	\$ 2,414,055	\$ 2,024,394	\$ 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	\$ 1,110,000	\$ 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	\$ 4,700,000	\$ 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	\$ 23,540,000	\$ 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	\$ 26,545,000	\$ 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	\$ 5,426,872	\$ 473,757	2033	2.507%	Water enterprise revenues	Installation of Water Meters
Loan	California Department of Public Health	\$ 31,503,088	\$ 23,469,156	\$ 1,617,740	2038	1.788%	Water enterprise revenues	Local projects for Surface Water project
Loan	California Department of Public Health	\$ 103,294,819	\$ 92,295,258	\$ 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	\$ 15,938,078	\$ 763,094	2046	1.900%	Sewer enterprise revenues	WPCF aeration project
Loan	California State Water Resources Board	\$ 782,334	\$ 697,551	\$ 34,248	2045	1.900%	Sewer enterprise revenues	WPCF aeration project
Loan	California State Water Resources Board	\$ 1,381,232	\$ 1,236,915	\$ 60,729	2045	1.900%	Sewer enterprise revenues	WPCF aeration project
Loan	California State Water Resources Board	\$ 1,791,607	\$ 1,631,356	\$ 69,244	2047	1.000%	Water enterprise revenues	Recycled water project
Lease	Oshkosh Capital Lease	\$ 2,262,524	\$ 741,118	\$ 260,082	2023	2.400%	General fund contributions	Purchase of fire apparatus
Lease	Oshkosh Capital Lease #2	\$ 1,138,496	\$ 618,221	\$ 136,963	2024	3.500%	General fund contributions	Purchase of fire apparatus
Lease	National Cooperative Leasing	\$ 861,772	\$ 383,636	\$ 137,679	2023	3.700%	Enterprise fund contributions	Purchase of sewer/drain cleaning trucks
Lease	Umpqua Bank	\$ 194,745	\$ 125,677	\$ 41,651	2023	3.700%	General fund/L&L District	Purchase of hybrid tree-trimming truck
Lease	National Cooperative Leasing	\$ 187,683	\$ 151,927	\$ 23,459	2028	4.000%	Gas Tax/L&L District/Enterprise Funds	Purchase of aerial truck
SUCCESSOR AGENCY DEBT								
Tax Allocation Bond	Redevelopment Tax Allocation Bonds Series 2018	\$ 6,381,800	\$ 5,509,800	\$ 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	\$ 538,224	\$ 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	\$ 1,250,000	\$ 1,045,115	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 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:

4.1.1.1 Limiting investment to the safest types of securities;

Financial Policies

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 state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the cost value of the portfolio.

Financial Policies

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)

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

9.0 INVESTMENT PARAMETERS:

Financial Policies

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,

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

Financial Policies

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 1st and ends on June 30th.

Fringe Benefits

Includes the City's expenses for all benefits and includes, Medicare, health, PERS, workers compensation, life insurance and vision.

Full Time Equivalent or FTE

Full time, part time, temporary and to the extent possible, all position numbers in the budget document are expressed as full time equivalents or FTEs. This allows a uniform measure of staff time resources. A full time equivalent is calculated by using 2,080 hours as the total number of hours available one full time employee works in one year (including vacation, sick leaves, etc.). The 2,080 hours is the base to determine the split of a position between programs and the FTE off part time and temporary employees.

Fund Balance

Also known as financial position or fund equity, fund balance is the excess of current assets over current liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. For Governmental Funds, and Trust and Agency Funds, the fund balance is generally cash or cash equivalents. For Enterprise Funds the fund balance is usually fund equity in the form of assets and cash and cash equivalents.

General Fund

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of grant revenues or other sources restricted for specific uses, General fund resources can be utilized for any legitimate governmental purpose.

General Ledger

A record containing the accounts needed to reflect the financial position and the results of operations of a government. In double-entry bookkeeping, the debits and credits in the general ledger are equal (i.e., the debit balances equal the credit balances).

Grant

Contribution or gift of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

Interfund Transfers

Monies moved from one fund to another. The money is transferred to finance the operations of another fund or to reimburse the fund for expenses.

Internal Service Fund

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

Municipal Code

A book that contains City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, zoning, building, etc.

Operating

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.