

# CITY OF WOODLAND

ADOPTED BUDGET

FISCAL YEAR 2017-2018



# CITY OF WOODLAND

## FISCAL YEAR 2017-2018 ADOPTED BUDGET

### MEMBERS OF THE CITY COUNCIL

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



### STAFF

Paul Navazio, City Manager  
Kim McKinney, Finance Officer  
Ana Gonzalez, City Clerk  
Kara Ueda, City Attorney  
Dan Bellini, Police Chief  
Rebecca Ramirez, Fire Chief  
Ken Hiatt, Community Development Director  
Greg Meyer, Public Works Director  
Greta Galindo, Library Services Director  
Christine Engel, Community Services Director

### PREPARED BY

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

**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. 6874**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
ADOPTING THE FISCAL YEAR 2017-2018 ANNUAL BUDGET**

**WHEREAS**, a balanced annual budget for the City of Woodland has been prepared for fiscal year 2017-2018 and presented to the City Council and reviewed at a public meeting on March 24, 2017 and June 6, 2017; and

**WHEREAS**, the proposed budget also includes the fiscal year 2017-2018 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 2017-2018 has been prepared; and

**WHEREAS**, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2017-2018 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 2017-2018; 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 2017-2018 Annual Budget is hereby adopted for the following funds (detail shown as Exhibit A):

General Fund	\$49,148,886
Enterprise Funds	56,877,132
Special Revenue Funds	13,899,630
Internal Service Funds	16,662,099
Capital Funds	14,527,250
Debt Service Funds	6,262,379
Successor Agency	867,157
Total	\$158,244,533

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

Section 3. 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 5. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2017-2018 Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

**PASSED AND ADOPTED** by the City Council this 20<sup>th</sup> day of June, 2017, by the following vote:

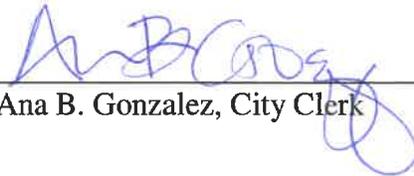
AYES: Council Members Davies, Fernandez, Stallard and Mayor Barajas  
NOES: None  
ABSENT: Council Member Rodriguez  
ABSTAIN: None



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Angel Barajas, Mayor

**ATTEST:**



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Ana B. Gonzalez, City Clerk

**APPROVED AS TO FORM:**



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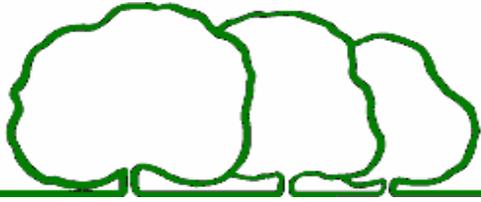
Kara K. Ueda, City Attorney

# TABLE OF CONTENTS

## Manager's Transmittal

City Manager's Proposed Budget Transmittal Memorandum...I-IX

1.	City Council Priorities Goals.....	1-15
2.	Budget Preparation Process.....	16-19
3.	Budget Summary.....	20-38
4.	General Fund 5-Year Forecast.....	39-47
5.	City Organization	
	Organizational Chart.....	48
	Approved FTEs.....	49-53
6.	Department Summaries	
	Administrative Services.....	54-63
	Community Development.....	64-79
	Community Services.....	80 -86
	Police .....	87-95
	Fire .....	96-102
	Library.....	103-108
	Public Works.....	109-126
7.	Capital Improvement Program Budget.....	127-218
8.	Debt Service Schedule.....	219
9.	Appendices	
	Financial Policies.....	220
	Investment Policy.....	221-226
	Glossary.....	227-231



# City of Woodland

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July 1, 2017

Honorable Mayor and Members of the City Council:

Presented herein is the City's Adopted Budget for fiscal year 2017/2018.

The adopted spending plan totals \$158.24 million, supporting city operations (\$111.13 million), capital projects (\$26.55 million) and debt service obligations (\$20.56 million) and represents an increase of 1.5% from last year's adopted budget. Consistent with previous years, costs associated with the City's investment management function (\$90,000) are not shown as expenditure appropriations, but are instead netted against total investment income for the fiscal year.

General Fund	\$49,148,886
Enterprise Funds	56,877,132
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Successor Agency	867,157
Total	\$158,244,533

The budget includes a set of specific funding recommendations totaling \$2,191,256, including \$1,999,456 in one-time funding and \$195,800 in ongoing budget augmentations, and supports a staffing level of 296 full-time equivalent positions. This staffing level represents a net increase of 2 position over the prior year, and remains 81 positions (21%) fewer than pre-recession staffing levels of FY2008/09 budget.

The General Fund budget, totaling \$49.15 million, as adopted, represents an increase of \$1.8 million over the prior year, with \$1.62 million representing one-time funding allocations from available excess General Fund reserves. The overall budget, including specific funding recommendations to meet selected priority needs result in an anticipated year-end fund balance in the General Fund of \$12.77 million (29.9%), or \$4.23 million above the Council-adopted reserve policy level of 20%.

The adopted FY2017/18 Capital Improvement Program budget includes funding recommendations totaling \$26.55 million, of which \$11.25 million is allocated for investment in transportation

## Manager's Transmittal

infrastructure, \$11.82 million to advance capital projects with our water and sewer utilities, and \$3.23 million supports park and library facility improvements. Of this amount, \$3.63 million is provided through Measure E, consistent with the FY2017/18 funding allocations approved by the Council earlier in the budget process.

The budget represents the sixth year of implementation of the city's framework designed to advance the Council's goal of fiscal stability. The FY2017/18 budget provides a modest amount of budget flexibility to address priority needs. While the city has made significant progress in tackling its long-term structural budget deficit, managing personnel costs and addressing unfunded liabilities, more work is needed over the next few years. The updated General Fund forecast currently reflects a projected deficit of \$1.2 million for FY2018/19, growing to \$3.2 million by FY2021/22, attributable almost entirely to projected increases in CalPERS retirement contribution rates resulting from lower interest earnings assumptions adopted by the CalPERS Board.

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

### ***Ongoing Progress Across All Council Goal Areas***

In presenting a spending plan for FY2017/2018 to continue advancing specific City Council priorities, it is appropriate to highlight some of the key accomplishments from the past year.

Within the area of long-term fiscal stability, the city continues to benefit from the progress made over the past three years - working with its represented employee groups - to restructure labor agreements, reducing costs, and sharing in the long-term risk associated with rising health and pension costs. The City also continues to make progress in addressing unfunded liabilities by setting aside additional funds in our effort to incrementally pre-fund retiree medical benefits. Three years ago the City established an irrevocable OPEB trust account and following an initial contribution in excess of \$1 million, annual contributions are being made to the fund, in excess of the funding required to pay for retiree health insurance premiums on a pay-as-you-go basis. This year's budget again recommends allocations to pre-fund retiree medical benefits as we approach full funding on an actuarial basis.

Significant progress has also been made on several major infrastructure projects, most notably the Davis-Woodland water supply project, related local water storage infrastructure and completion of our initial recycled water project. A major focus continues to be work needed to implement a comprehensive flood solution for our community. As the Army Corps of Engineers nears completion of its feasibility study, our local project team has worked with the State Department of Water Resources to refine project features required to meet local and state requirements. Advocacy at the State and Federal levels will be required to secure funding needed for completion of the Corps' feasibility study.

A major emphasis over the past year has been on economic and community development, culminating in the adoption by the Council of the City's new General Plan. The General Plan will provide the roadmap to managed growth for our community, while providing added flexibility and predictability for development opportunities identified as best meeting community needs - chief among these are business expansion and job creation.

## Manager's Transmittal

Concurrently, the adoption of the Climate Action plan will guide ongoing efforts to reduce our community's carbon footprint consistent with State's greenhouse gas reduction targets. This year also saw completion of the City's 2.4-megawatt solar array project and decision to join a Community Choice Energy JPA in partnership with Yolo County and the City of Davis. The community also responded to the recent drought by aggressively implementing water conservation measures that exceeded state mandated savings targets.

### ***Adopted Budget Recommendations***

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

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

The budget also includes one-time funding recommendations totaling \$1,995,456, including \$1,615,856 in proposed General Fund appropriations from available excess reserves and an additional \$379,600 from non-General Fund sources.

The following summarizes the specific one-time funding recommendations included as part of the FY2017/18 Adopted Budget:

Manager's Transmittal

**One-Time Funding - General Fund**

Fire Admin. /Mgmt.	\$	450,795	
Disaster Preparedness		50,000	
Economic Development		214,854	
Community Choice Energy		500,000	
Cyclical Tree Pruning		100,000	
Public Information Plan		30,000	
Homeless Funding		100,000	
COPS Grant (FY17/18 Matching Costs)		120,207	
<i>Sub-Total General Fund</i>	\$	<u>1,565,856</u>	
Police Activities League (Start-up Funding)	\$	30,000	Measure J
YGRIP - Youth Mentoring, Big Brothers / Big Sisters		20,000	Measure J
<i>Sub-Total Measure J</i>	\$	<u>50,000</u>	
<b>Total General Fund (incl. Meas. J)</b>	\$	<u><b>1,615,856</b></u>	

**One-Time Funding - Non-General Fund**

Update Facilities Assessment	\$	150,000	Facilities Fund
Body Cameras	\$	82,000	Insurance Fund
Pursuit Driving Training (Police)		16,000	Insurance Fund
Install Fire Alarm at City Hall		72,600	Insurance Fund
<i>Sub-Total Self-Insurance Fund</i>	\$	<u>170,600</u>	
Utility Services Locator Vehicle	\$	59,000	Sewer Fund
<b>Total Non-General Fund</b>	\$	<u><b>379,600</b></u>	
<b>Grand Total One-Time Funding Recommendations</b>	\$	<u><b>1,995,456</b></u>	

Under the current budget framework, very limited budget flexibility is available to support on-going budget augmentations. For FY2017/18, unallocated Measure J funding from the voter-approved 1/4-cent sales tax is available to continue to advance priorities consistent with the intent of the measure (as expressed in the series of advisory measures appearing on the June 2014 ballot). On a going forward basis, it is anticipated that Measure F (starting in FY2018/2019) will provide some level of additional budget flexibility to address needs in the areas of streets and roads, parks capital improvements, public safety and economic development.

Manager's Transmittal

The following table summarizes the FY2017/2018 adopted funding recommendations for ongoing, recurring annual appropriations:

**Recurring Funding - General Fund**

Body Camera Software	\$ 8,200	General Fund
Utility Assistance Program	\$ 100,000	Measure J
Player Fees Cost Increase	60,000	Measure J
CPRS Memberships	1,000	Measure J
Woodland Swim Team Measure J Subsidy	10,000	Measure J
Crime Prevention Outreach/ViP Recruitment-Supplies	6,600	Measure J
MakerSpace Temporary Staffing	10,000	Measure J
<i>Sub-Total Measure J</i>	<i>\$ 187,600</i>	
<b>Total General Fund (incl. Meas. J)</b>	<b>\$ 195,800</b>	

**Recurring Funding - Other Funds**

Reduce Temp Personnel Hours	\$ (101,653)	Various Funds
Utility Services Locator	91,348	Various Funds
Utility Services Locator Ongoing Other Costs	10,305	Various Funds
<b>Total Non-General Fund</b>	<b>\$ -</b>	

**Grand Total Recurring Funding Recommendations**

**\$ 195,800**

Within funding available through Measure J, the most significant budget recommendations include increasing funding by \$100,000 per year for the City's Utility Rate-Payer Assistance Program (from \$125,000 to \$225,000), and increasing funding by \$60,000 per year (from \$55,000 to \$115,000) to reduce costs of player fees for participants across the many organized sports leagues.

Various utility funds are proposed to be re-programmed to fund a new staff position who will be responsible for developing and maintaining GIS mapping of all City underground utilities and facilities. Significant efficiencies will be achieved by transferring this critical work from existing street and utility maintenance crews to a dedicated staff person, who will also serve as a liaison between Public Works, Engineering and Information Technology.

**Capital Budget Overview**

A major component of the city's annual budget process is the update to the five-year Capital Improvement Program. For FY2017/2018, the CIP budget proposes funding totaling \$26.55 million, as follows:

Manager's Transmittal

Project Category	FY 2016/17	FY 2017/18	FY2018/19	FY2019/20	FY2020/21
Library	\$ 228,023	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Park Facilities	3,561,000	3,143,000	1,795,000	705,000	15,000
Sewer	4,473,000	2,500,000	2,110,000	1,260,000	2,104,000
SLIF Infrastructure	9,300,000	238,000	3,755,000	4,994,000	-
Transportation	15,661,893	11,256,474	3,170,000	2,605,000	3,210,000
Storm Drain	660,000	10,000	10,000	10,000	10,000
Water	9,023,300	9,315,823	2,708,017	2,708,017	2,708,017
<b>Grand Total</b>	<b>\$ 42,907,216</b>	<b>\$ 26,548,297</b>	<b>\$ 13,633,017</b>	<b>\$ 12,367,017</b>	<b>\$ 8,132,017</b>

Selected Highlights of the proposed FY17/18 CIP Include:

Parks:

- Rick Gonzalez Park (SL N3) \$ 2.9 million
- Spring Lake Park (N-1) \$ 213,000
- Parks / Recreation Facilities Planning \$ 25,000

Transportation

- Kentucky Avenue Widening (FY2016/2017)
- Road Maintenance \$1.6 million
- West Woodland Safe Routes to School \$ 2.6 million
- West Main Street Road & Bike/Ped. Improvements \$ 5.1 million
- New Traffic Signal Kentucky Ave. / Cottonwood \$525,000

Utilities

- ASR Well Construction \$ 4.3 million
- North Regional Pond and Pump Station (FY16/17) \$ 8.0 million
- Sewer Pipeline Repairs / Laterals \$ 1.5 million
- Water Distribution Repairs / West Street Upgrade \$ 4.6 million

**Funding Support for Selected Strategic Initiatives**

- General Plan Implementation - funding has been provided in the current year budget for completion of the General Plan Update as well as initial work on several items included in the General Plan Implementation work plan, including Zoning Ordinance Update, Downtown Master Plan, updating our Major Projects Financing Plan/ Development Impact Fees, and Climate Action Plan. Additional funding to support completion of additional implementation tasks is expected to be prioritized for funding from savings expected to be available at the end of the current fiscal year. These items include completion of full Zoning Ordinance Update, Neighborhood Traffic Calming Plan, Active Transportation / Bike Plan, and Fire Master Plan.

## Manager's Transmittal

- Economic Development - The budget includes an additional \$215,000 in one-time General Fund appropriations in support of economic development efforts as well as management of large development projects that foster growth in both employment and property values. This funding is further supplemented by funding provided through the Hotel Business Improvement District in collaboration with local hoteliers and funding support from private sector partners, specifically our Food and Ag Cluster consortium. The budget also includes continued funding for the City's partnership with the Greater Sacramento Area Economic Council (GSAEC).
- Flood Risk Protection - Progress continues in our efforts to develop a solution to the flood risk associated with Lower Cache Creek and the West Levee of the Yolo Bypass. As the City strives to advance completion of the Army Corps of Engineers' feasibility study, we continue to leverage project funding with State and Federal contributions. Additional funding support may be required to complete the LCCFS (targeting FY2018/2019 Federal budget), specifically with respect to state and federal advocacy efforts.
- Sustainability - Highlights of the proposed budget include funding to support the City's participation in the Valley Clean Energy (Community Choice) JPA, continued investment in water supply and storage infrastructure and appropriation of grant funds awarded by CalFire in support of our community-wide tree initiatives, in partnership with the Woodland Tree Foundation. This grant will also provide funding for development of a comprehensive Urban Forestry Plan for the City. Finally, we are excited to commence implementation of the newly adopted Climate Action plan as an essential component of the General Plan Update.
- Public Safety - Among the areas of focus within Public Safety is continued funding to support re-establishing a Fire management structure, including funding to reestablish the Fire Marshall position within the Fire Department. Funding will also help support ongoing efforts in the area of Disaster Planning and Preparedness. Finally, funding is recommended to provide matching funds for a grant application under the DOJ's COPS Hiring Program for an additional three police officers.
- Youth Gang Reduction and Intervention Program (YGRIP) - Funds are provided for the continuation of the city's contract with the YGRIP Coordinator, supplemental funding to support a part-time (contract) Youth Counselor, re-establishing the Big Brothers / Big Sisters program in Woodland, and seed funding for the Police Activities League.
- Measure J / Youth Initiative - The budget provides ongoing funding support for programs established through the passage of Measure J through the voter-approved quarter-cent sales tax that generates in excess of \$2.0 million per year. In addition to baseline funding for youth recreation, lunch-time and after school programming, Library literacy programs and services addressing needs of youth-at-risk, the proposed budget includes the following funding allocations:

	FY2017	FY2018	Adjustments	FY2018
<b>Revenues</b>	\$ 2,320,112	\$ 2,410,950		\$ 2,410,950
<b>Expenditures</b>				
<b>Utility Assistance</b>	\$ 131,380	\$ 124,627	\$ 100,000	\$ 224,627
<b>CIP Project</b>	\$ 5,000	\$ -		
<b>General Recreation</b>	\$ 470,163	\$ 429,764	\$ 61,000	\$ 490,764
<b>Middle School After-School Enrichment</b>	\$ 348,627	\$ 202,340		\$ 202,340
<b>Aquatics</b>	\$ 221,126	\$ 235,189	\$ 10,000	\$ 245,189
<b>Recreation Van</b>	\$ 61,262	\$ 88,780		\$ 88,780
<b>Summer Camp</b>	\$ 174,652	\$ 197,392		\$ 197,392
<b>Youth Advisory Committee &amp; Academy</b>	\$ 5,000	\$ 5,000		\$ 5,000
<b>At-Risk Youth</b>	\$ 307,262	\$ 190,280	\$ 50,000	\$ 240,280
<b>Crime Prevention</b>	\$ 110,250	\$ 119,782	\$ 6,600	\$ 126,382
<b>GREAT Program</b>	\$ 75,000	\$ 47,000		\$ 47,000
<b>Library</b>	\$ 453,735	\$ 518,174	\$ 10,000	\$ 528,174
<b>Total Programming</b>	\$ 2,363,457	\$ 2,158,327	\$ 237,600	\$ 2,395,927
<b>Unallocated</b>	\$ -	\$ 252,623		\$ 15,023
	\$ 2,363,457	\$ 2,410,950		\$ 2,410,950

- **Homelessness** - An additional \$100,000 in one-time funding is being proposed in support of the city’s ongoing efforts to address Homelessness-related initiatives, including our Housing First pilot project. This funding supplements funding included in the baseline budget in support of the County’s Homeless Coordinator, and funds carried over from the current-year budget. In addition to increased efforts needed to identify available permanent supportive housing units, a major focus in this area will be securing additional state and private sector funding (\$200,000) targeting collaborative inter-agency partnerships. Expanding shelter resources and managing nuisance issues will continue to be a priority, particularly as the effect other Council priority initiatives related to Downtown, Business Development and Tourism. In addition, the City is engaged with the faith community on projects ranging from a “Tiny Homes” pilot project and expanding on the success of this past year’s Winter Shelter program. It is recommended that the staff and the Council’s Homeless Sub-Committee return to Council this fall with specific recommendations on priorities for available funding.
- **Public Information, Outreach and Constituent Services** - Funding is also included in the FY2107/18 Proposed budget to improve access to public information through upgrading the city’s web page and social media platforms as well as transition to a new City Council/Commission agenda management system to improve access to information and promote transparency in government.

**Looking Ahead**

As we look forward to implementing the budget for FY2017/18, our goal is to sustain and build on several key investment opportunities and continue to look for ways to leverage our local funding to enhance programs and services consistent with City Council and community priorities. Through ongoing partnerships and collaborations with public and private sector partners, we are seeing the fruits of key initiatives undertaken over the past few years. Our efforts are also buoyed by the support provided by voters through passage of Measure J and Measure F.

Manager's Transmittal

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.

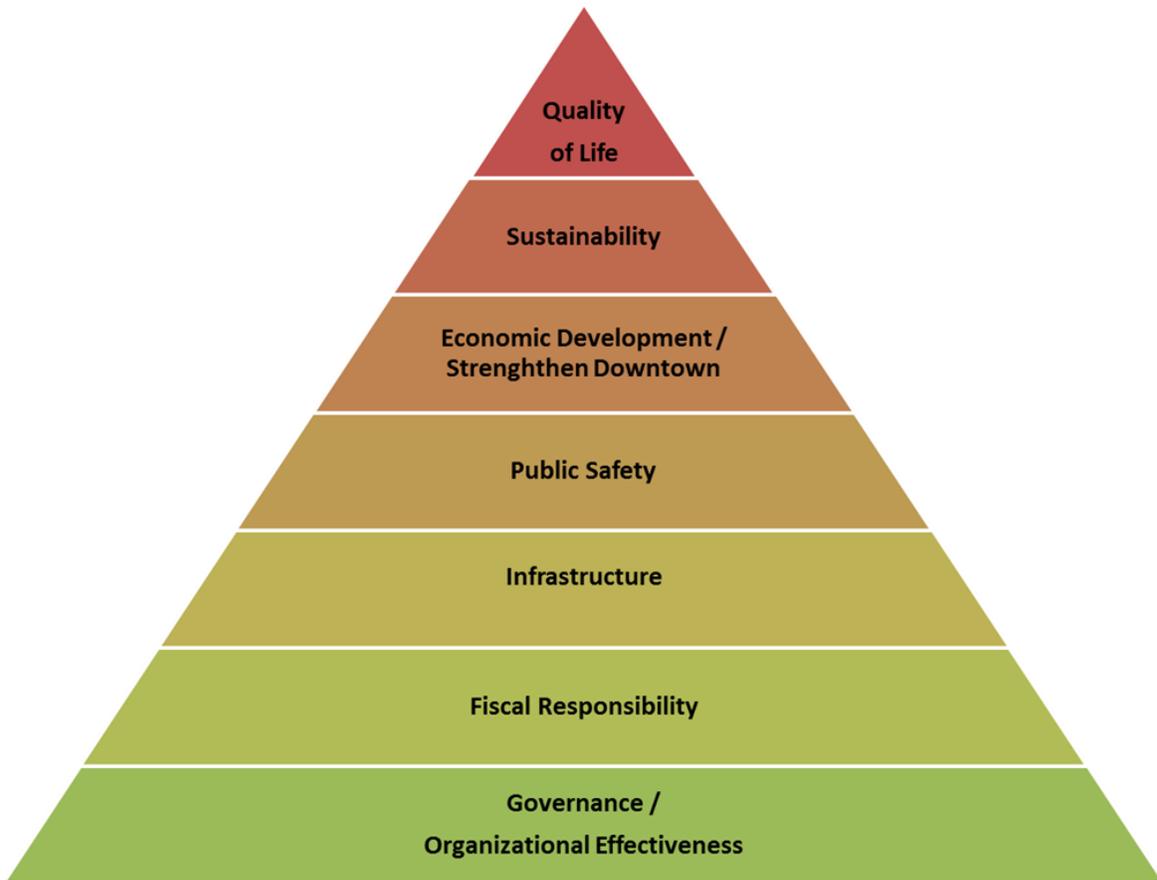
Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul Navazio". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Paul Navazio  
City Manager

**CITY COUNCIL  
PRIORITY GOALS - 2017-2018**

## MAJOR GOAL AREAS



Major Goal Areas	Sub-Categories
<b>Quality of Life</b>	<i>Health, Arts, Culture &amp; Recreation</i>
<b>Sustainability</b>	<i>Environmental Stewardship Land, Water, Air and Energy Resources</i>
<b>Strengthen Downtown</b>	<i>Streetscapes, Lighting &amp; Signage Special Events / Civic Activities Historic Preservation</i>
<b>Economic Development</b>	<i>Employment &amp; Jobs, Business Climate Business Retention / Attraction</i>
<b>Public Safety</b>	<i>Emergency Planning and Preparedness Crime Prevention, Law Enforcement Fire Prevention/Suppression and Emergency Medical Code Enforcement</i>
<b>Infrastructure</b>	<i>Water, Sewer and Storm Drain Streets, Roads, Sidewalks and Bike Paths Parks &amp; Urban Forest, City Facilities</i>
<b>Fiscal Responsibility</b>	<i>Balanced-Budget, Financial Planning Capital / Debt, Treasury &amp; Cash Management Unfunded Liabilities, Fiscal Policies</i>
<b>Governance / Organizational Effectiveness</b>	<i>Engagement, Collaboration, Transparency Public Information, Customer Service, Technology Performance Management, Accountability Labor-Management Relations, Succession Planning</i>

**CITY COUNCIL PRIORITY GOALS**  
**Goal Statement / Objectives**

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

## CITY COUNCIL PRIORITY GOALS

### *Goal Strategies*

#### QUALITY OF LIFE

##### *Strategies*

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

#### SUSTAINABILITY

##### *Strategies*

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

#### STRENGTHEN DOWNTOWN

##### *Strategies*

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

## ECONOMIC DEVELOPMENT / JOB CREATION

### *Strategies*

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

## PUBLIC SAFETY

### *Strategies*

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

## INFRASTRUCTURE

### *Strategies*

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

## FISCAL RESPONSIBILITY

### *Strategies*

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

## GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS

### *Strategies*

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

## QUALITY OF LIFE

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

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

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

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

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

- Implement programs and strategies to engage community around healthy active lifestyles.
- Update Parks Master Plan – to include assessment of current park facilities and utilization and potential unmet sports facility needs, including funding plan to address unmet needs
- Update of Sports Park Master Plan, consistent with updated Parks Master Plan
- Update Joint Use Agreement between the City and the WJUSD
- Identify means to increase funding for maintenance of parks and urban forest
- Continue to implement programming consistent with the Measure J Spending Plan to expand recreational opportunities and increase Library hours of operation
- Complete construction of Rick Gonzalez Park (SL Park N3)
- Initiate construction of SL Park N1
- Develop plan and funding options for a second community aquatics complex
- Complete demolition of Hiddleson Pool and plan for new amenities in Southland Park
- Complete construction of Library Makerspace facility.
- Complete Library Master Plan and assess library facility improvement projects.
- Advance City’s Housing First Model addressing homelessness and expand collaboration with local and regional partners to expand housing options.
- Expand citywide Volunteer Program in support of community projects, events and programs

## 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?*

- Complete the City's 2.4-megawatt solar project
- Improve energy efficiency of municipal facilities, vehicles and processes
- Convert streetlights to LED lighting
- Formulate a recommendation for participation in a Community Choice Energy program
- Increase electric vehicle charging opportunities
- Continue to improve the city's pedestrian and bikeway network
- Develop a food waste diversion program
- Work with local partners in Yolo County to build and participate in a Groundwater Sustainability Agency
- Compete a habitat conservation easement on the City's Regional Park site
- Update municipal code sections related to sustainability
- Continue to implement communitywide health and wellness programs for youth, adults, and seniors
- Continue to implement youth and adult sport programs to promote physical fitness and improved well-being
- Expand the City's use of recycled water
- Adopt an Urban Forest Management Plan

## **STRENGTHEN DOWNTOWN**

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

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

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

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

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

- Complete Renovation of State Theater & Multiplex Project
- Complete Wayfinding and Signage Upgrade
- Complete “Good Neighbor” policy/procedures for Events
- Complete comprehensive downtown parking and access plan
- Update Downtown Specific Plan
- Targeted improvements/upgrades to alleys for circulation and activity
- Improve broadband service throughout downtown (1GB Service Goal)
- Complete Downtown Hotel Project
- Complete the Tree House Music Venue
- Host first annual California Honey Festival (May 6, 2017)
- Continue to make improvements to lighting, landscaping, and outdoor dining
- Develop strategies for advancing infill housing development on opportunity sites
- Identify deficiencies and develop plan to upgrade infrastructure in support of downtown revitalization and infill development.
- Evaluate diagonal parking and all-way stop controls downtown on Main Street
- Partner with Yolo County on reuse strategy for existing Court House (Agriculture Research & Technology Accelerator)
- Support establishment of a Property Based Business Improvement District
- Improve Heritage Plaza to support community events and function as community’s central civic space

## **ECONOMIC DEVELOPMENT/JOBS**

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

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

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

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

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

- Implement on-line business licensing, planning application review and payments
- Partner with Greater Sacramento Economic Development Council, NorCal World Trade Center on regional economic development
- Continue collaboration with hoteliers and YCVB to promote Woodland as a destination
- Establish a robust local workforce development program that aligns educational programs with evolving industry needs
- Partner with local and regional workforce development organizations to develop coordinated and dynamic strategic plan
- Develop Targeted Marketing Campaign and Strategy (Leverage the Woodland Story)
- Complete Entitlement Process and annex Woodland Commerce Center
- Incorporate Technology Park(s) in General Plan Update and work with land owners to advance development
- Complete Lower-Cache Creek Flood Study and Implementation Plan
- Complete Master Tax Sharing Agreement with Yolo County
- Develop economic development strategies to better leverage Woodland's proximity to UC Davis
- Evaluate Development Impact Fee Program (MPFP) and set fees/establish programs to avoid discouraging job generating development
- Improve Infrastructure / Industrial Area
  - Industrial Area Capital Infrastructure and Financing Plan
  - Broadband Service
  - Aesthetics / Brand of Industrial District(s)

## **PUBLIC SAFETY**

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

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

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

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

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

- Continue to identify application of new technology to improve crime prevention and suppression activities
  - Implement Intelligence-Led Policing
- Expand community outreach to enhance Neighborhood Watch and communication with the community
- Continue to strengthen and support the Police Volunteer Program
- Continue to support and expand YGRIP Program;
  - Implement next phase of GREAT program
  - Restore Youth Diversion Program
  - Support and integrate Police Activities League (PAL)
- Work collaboratively to develop framework for permitting and regulation of marijuana
- Staffing Plan:
  - Review and update Police and Fire management succession plans
  - Seek means to enhance staffing resources in priority public safety areas
  - Expand and enhance cultural diversity in hiring and practices
- Finalize plans for new fire station to serve Southeast Area (Spring Lake)

## INFRASTRUCTURE

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

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

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

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

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

#### Flood Control / Storm water Management

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

#### Water / Wastewater

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

#### Facilities

- Develop listing of facilities assets with lifecycle maintenance and replacement costs as a basis for building an adequate reserve fund.
- Complete construction of Library Makerspace facility.
- Complete Library Master Plan and assessment for the library facility improvement projects.

## Transportation

- Develop plan for downtown Transit Center
- Complete Kentucky Avenue (East to West Streets) reconstruction project.
- Design for the E. Main Street Improvement Project which will provide aesthetic enhancement and improved bicycle/pedestrian connectivity from Pioneer Avenue to East Street along E. Main Street.
- Complete/Advance major road projects:
  - W Main Street (2018 construction season)
  - West Woodland Safe Routes to School (2019 construction season)
  - East Main Street (2021 construction season)
  - Complete I-5/CR 102 landscaping project
- Continue advanced planning for the Highway 113 Bicycle and Pedestrian overpass
- Expand Bicycle and Pedestrian-friendly infrastructure in support of active lifestyle and environmental quality
- Continue to evaluate opportunities for Rail Relocation project

## Parks

- Update Parks Master Plan – to include assessment of current park facilities and utilization and potential unmet sports facility needs, including funding plan to address unmet needs
- Completed design and contract award for Rick Gonzalez Park (SL Park N3)
- Initiate construction of SL Park N1
- Identify means to increase funding for maintenance of parks and urban forest
- Update Park/Facilities Joint Use Agreement with WJUSD

## **FISCAL RESPONSIBILITY**

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

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

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

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

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

- Implement a two-year Budget for FY 2018 and FY 2019 to improve financial planning, enhance organizational stability, and align with Council two-year goals and initiatives.
- Develop plan to manage impact of increasing CalPERS pension costs
- Continue to work with labor groups to address ongoing burden of unfunded liabilities while ensuring adequate benefits for active employees and retirees.
- Review and update comprehensive budget and fiscal management policies
- Review and update City User Fees to ensure that they are commensurate with actual costs of providing services.
- Review Development Impact Fee Program (MPFP) to ensure that current fees are consistent with long-term infrastructure requirements and development projections.
- Continue to pursue opportunities for restructuring existing debt obligations to minimize overall burden on existing community.

## **GOVERNANCE/ORGANIZATIONAL EFFECTIVENESS**

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

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

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

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

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

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

## **BUDGET PREPARATION PROCESS**

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

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

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

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

### Fiscal Policies

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

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

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

### Budget Summaries

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

#### *Summary of Revenues:*

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

#### *Summary of Expenditures:*

## Budget Preparation Process

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

### Department Budgets

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

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

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

### Internal Service Funds

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

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

### General Fund

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

### Enterprise Funds

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

### Special Revenue Funds

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

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

## Budget Preparation Process

### Capital Funds

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

### Debt Service

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

### Glossary

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

### City Overview

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

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

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

### Governance

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

### City Management

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

## Budget Preparation Process

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

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

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

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

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

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

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

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

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

Budget Summary

ADOPTED BUDGET 2017-2018  
SUMMARY OF REVENUES BY FUND

FUND NO	TITLE	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY 2014-2015	ACTUAL FY 2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
010	EQUIPMENT SERVICES	\$ 2,930,340	\$ 4,317,356	\$ 1,010,788	\$ 2,622,546	\$ 2,400,634	\$ 2,502,083
011	FACILITIES REPLACEMENT FUND	0	387,086	325,308	443,163	736,880	236,880
012	EQUIPMENT REPLACEMENT	0	0	3,893,814	931,637	1,012,372	731,879
013	BENEFITS FUND	6,201,360	6,666,919	7,255,515	7,920,279	8,585,682	8,610,437
015	INFORMATION SYSTEMS FUND	1,218,279	1,350,863	1,580,047	1,666,952	1,811,373	2,041,348
091	SELF INSURANCE	1,917,564	1,778,333	1,922,363	1,639,182	1,586,391	1,716,664
099	DISBURSE FUND-PR	3,752	1,270	1,144	5,470	0	0
101	GENERAL FUND	40,808,594	42,415,944	45,157,820	48,051,472	46,361,160	47,605,024
102	TRANS DEBT SVC	6,858	829	252	1,582	0	0
103	SRTD AGENCY FUND	0	0	0	219,634	0	0
210	WATER ENTERPRISE FUND	14,828,058	21,096,631	61,380,313	27,274,062	41,744,524	23,850,397
220	SEWER ENTERPRISE FUND	10,686,277	12,237,956	16,803,871	25,595,210	22,855,426	18,658,459
221	STORM DRAIN ENTERPRISE FUND	568,216	382,366	617,525	553,668	509,822	509,822
222	WASTEWATER PRE-TREATMENT	409,181	424,301	455,113	500,869	518,500	591,500
240	CEMETERY	283,663	288,886	288,183	283,567	295,229	290,000
241	DUBACH PARK ENTERPRISE	0	0	0	0	0	0
250	RECYCLING	394,945	206,986	192,833	222,846	225,100	229,950
252	CONSTRUCTION/DEMOLITION DEBRIS RECYCLE	49,364	41,675	44,073	68,718	40,000	43,900
253	RECREATION ENTERPRISE	350,086	280,028	335,427	375,046	377,635	388,000
260	FIRE TRAINING CENTER	74,979	55	45	29,227	0	0
280	TRANSIT SYSTEM	1,503,046	1,474,752	1,369,885	1,473,742	1,573,741	1,558,885
301	LITERACY GRANT	106,093	87,115	97,059	94,884	112,409	95,500
320	COMMUNITY DEVELOPMENT BLOCK GRANT	441,280	3,785,153	346,158	268,725	460,804	433,750
321	OFFSITE AFFORDABLE HOUSING	16,319	523,763	348,066	-9,502	2,500	0
322	SUPPORTIVE HOUSING PROGRAM	\$ 253,993	\$ 81,328	\$ 247,190	\$ 204,360	\$ 224,890	\$ 248,084

Budget Summary

ADOPTED BUDGET 2017-2018  
SUMMARY OF REVENUES BY FUND

	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY 2014-2015	ACTUAL FY 2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
323 HOME GRANT	\$ 343,771	\$ 11,550,079	\$ 413,556	\$ 58,877	\$ 20,000	\$ 0
324 HOUSING ASSSITANCE GRANTS	207	8,002,362	142,942	36,380	0	0
325 WORKFORCE HOUSING GRANT	239	31,071	137,831	351,723	0	182,200
326 HOUSING ASSSITANCE	34,666	3,579,501	15,896	215,448	13,419	13,500
327 AFFORDABLE HOUSING IN-LIEU	0	0	0	0	0	0
328 CDBG - ARRA FUNDS	0	13	19,911	19,911	0	0
329 ARRA GRANT PROJECTS	151,686	0	0	67	0	0
340 POLICE GRANT	35,965	18,779	8,109	272,339	397,712	496,021
349 LOCAL LAW ENFORCEMENT BL	3	1	1	0	0	0
350 COPS MORE TECH GRANT	20	6	5	0	0	0
351 TRANSPORTATION GRANT	1,648,342	1,136,093	1,416,030	1,396,700	11,000,000	13,722,000
352 SLESF	64,480	111,842	98,080	105,545	117,642	100,000
353 PROPOSITION 172	471,697	441,461	484,936	476,098	518,919	476,098
354 TRANS DEVELOPMENT (SB325)	1,380,551	1,397,470	1,568,327	1,424,585	1,463,028	1,042,749
355 GAS TAX-2106 (SELECT)	1,368,115	1,755,048	1,653,498	1,166,300	1,214,051	1,640,914
356 CEMETERY ENDOWMENT FUND	9,842	12,403	11,373	9,171	14,249	9,000
357 ASSET FORFEITURE FUND	14,987	17,327	19,267	33,622	25,100	25,000
358 HOUSING MONITORING FUND	13,772	11,906	37,634	-17,091	13,419	10,900
359 FIRE SUPPRESSSION DISTRICT	88,014	228,425	340,206	96,749	60,000	60,000
360 FIRE SAFER GRANT	875,130	0	0	0	0	0
365 ENVIRONMENTAL COMPLIANCE	0	450,633	312,586	314,923	184,500	237,600
379 HISTORIC WALKING TOUR	1,585	1,238	1,118	1,207	1,898	1,898
381 GIBSON RANCH L&L	630,040	640,265	683,979	706,036	642,400	713,700
383 N PARK L&L DISTRICT	26,665	26,617	26,739	26,788	26,790	26,710
384 SP ASSESS STREND PD LAND	14,337	14,286	14,279	24,343	34,525	34,064
385 TRAFFIC CONGESTION RELIEF	0	0	0	0	0	0
386 USED OIL RECYCLING GRANT	\$ 18,507	\$ 16,740	\$ 19,033	\$ 34,103	\$ 16,000	\$ 16,000

Budget Summary

ADOPTED BUDGET 2017-2018  
SUMMARY OF REVENUES BY FUND

	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY 2014-2015	ACTUAL FY 2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
387 WOODLAND WEST L&L	\$ 18,491	\$ 19,317	\$ 19,346	\$ 22,448	\$ 19,691	\$ 23,252
389 SPRINGLAKE L&L	669,364	686,293	806,950	1,037,384	1,000,000	1,341,660
391 SPORTS PARK O&M CFD	221,504	309,991	411,378	460,544	429,685	429,685
392 GATEWAY L&L	70,557	76,609	93,644	116,234	90,393	89,893
501 CAPITAL PROJECTS	639,954	196,286	522,404	153,691	231,338	22,777
502 STATE BOND ACT - PARKS PRJS	222,256	165,917	0	0	0	0
506 MEASURE "E"	4,435,640	4,883,502	4,900,927	4,998,915	4,737,575	4,737,155
510 GENERAL CITY DEVELOPMENT	90,846	110,417	260,302	193,480	143,220	137,175
520 REDEVELOPMENT AGENCY	0	0	0	0	0	0
521 RDA - LOW/MOD HOUSING	0	0	0	0	0	0
522 RECOGNIZED OBLIGATION FUND	1,846,838	1,413,348	1,207,291	1,125,346	956,161	900,000
523 RDA 07 TAB BOND PROCEEDS	0	0	4,024,417	0	0	0
540 PARKS & RECREATION DEVELOPMENT	1,861,636	940,359	1,888,308	1,875,310	2,526,821	1,863,045
541 PARK IN-LIEU FEES	233,559	649	1,277	2,557	104,000	207,500
550 POLICE DEVELOPMENT FUND	90,066	144,014	341,314	249,636	180,253	180,885
560 FIRE DEVELOPMENT	85,707	166,268	304,193	283,308	203,362	211,420
570 LIBRARY DEVELOPMENT	19,248	6,823	11,386	13,479	9,725	8,370
580 SURFACE WATER DEVELOPMENT	163,484	444,879	531,691	661,875	304,089	473,680
581 STORM DRAIN DEVELOPMENT	67,460	73,562	83,819	25,705	25,000	10,000
582 ROAD DEVELOPMENT	415,596	843,903	1,772,150	1,350,891	990,338	914,345
583 TREE RESERVE	34	10	7	37	50	0
584 WATER DEVELOPMENT FUND	38,736	119,854	120,783	125,325	79,347	90,985
585 SEWER DEVELOPMENT FUND	1,782,529	1,286,986	1,513,829	1,419,087	915,895	992,155
590 SOUTHEAST AREA CONSTRUCTION	258	50,550	63	399	38	0
593 GIBSON RANCH INFRASTRUCTURE	148,583	1,163	962	6,042	4,000	0
594 SPRING LAKE CAPITAL	84,161	-148,192	9,791,722	2,979,292	0	0

Budget Summary

ADOPTED BUDGET 2017-2018  
SUMMARY OF REVENUES BY FUND

	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY 2014-2015	ACTUAL FY 2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
601 SPRINGLAKE ADMINISTRATION	\$ 89,448	\$ 249,902	\$ 202,069	\$ 335,857	\$ 204,758	\$ 256,050
640 SLIF PARKS & RECREATION	386,880	1,088,483	895,802	1,503,940	893,633	893,433
681 SLIF STORM DRAIN FUND	654,746	1,595,358	1,371,559	2,345,915	1,375,281	1,698,000
682 SLIF STREET IMPROVEMENT	988,939	2,460,259	2,102,880	3,580,155	2,112,411	2,608,050
684 SLIF WATER FUND	138,066	338,564	291,059	496,993	799,544	360,600
685 SLIF SEWER FUND	217,740	528,060	453,976	778,362	454,833	561,600
815 2002 LEASE REVENUE BOND	1,614,810	19,670,740	0	0	0	0
821 RDA 2007 TAB	750,218	0	0	0	0	0
822 SUCCESSOR AGENCY DEBT SERVICE	0	0	0	0	0	0
830 SOUTHEAST AREA DEBT SERVICE	1,400,820	1,899,613	1,245,410	1,247,327	1,341,192	1,308,600
831 SOUTHEAST AREA-RES FUND	520	158	122	766	302	0
840 BEAMER/KENTUCKY ASSESSMENT	57,320	0	0	465	0	0
841 BEAMER/KENTUCKY ASSESS-R	300	89	74	0	0	0
850 EAST MAIN ST ASSESS DIST 90	1,284,138	1,263,258	180,608	0	0	0
851 EAST MAIN ST ASSESS DIST-R	353	323	248	51	192	0
870 CFD#2 SPRINGLAKE DEBT SERVICE	2,631,029	6,604,031	-1,455,002	2,830,330	2,892,022	3,086,350
880 2005 CAPITAL PROJECTS L/R	1,636,847	15,370,752	7	493	0	0
881 2007 CAPITAL PROJECTS LRB	0	0	0	0	0	0
882 2012 LEASE REFUNDING	1,056,288	1,061,518	1,057,897	1,060,146	1,058,503	312,205
883 2014 REFUNDING LEASE REV BONDS	0	15,484,081	1,538,229	1,540,230	1,540,762	1,542,900
885 WWTP REVENUE BONDS 2005	503,675	7,794,553	0	0	0	0
915 RECREATION CONTRACT TRUST	109	32	27	0	0	0
917 LIBRARY TRUST FUND	23,598	2,039	11,439	38,533	200	0
<b>TOTAL ALL FUNDS</b>	<b>\$ 116,137,000</b>	<b>\$ 141,385,216</b>	<b>\$ 187,620,698</b>	<b>\$ 160,070,558</b>	<b>\$ 172,823,338</b>	<b>\$ 154,411,686</b>

Budget Summary

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY2014-2015	ACTUAL FY2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
<b>PROPERTY TAXES</b>						
PROPERTY TAX CY SECURED	\$ 8,187,084	\$ 8,352,558	\$ 9,143,595	\$ 9,656,830	\$ 10,116,918	\$ 10,609,760
SUPPLEMENTAL TAX ROLL	53,816	225,661	114,620	183,569	36,754	115,000
PROPERTY TAX CY UNSECURED	392,851	363,106	394,985	418,365	431,887	450,943
PROPERTY TAX PY UNSECURED	4,723	9,255	3,159	8,483	5,071	8,644
SPECIAL ASSMNT COLLECTION	17,046	12,142	11,404	11,404	11,864	11,981
<b>Sub-Total Property Taxes</b>	<b>8,655,521</b>	<b>8,962,721</b>	<b>9,667,763</b>	<b>10,278,650</b>	<b>10,602,494</b>	<b>11,196,327</b>
<b>SALES/OTHER TAXES</b>						
FORMER RDA PASS THRU	99,607	0	0	0	0	0
SALES & USE TAX	10,666,123	10,603,087	10,817,577	12,313,107	11,707,459	12,129,051
TIMING ADJUSTMENTS		322,984	0	0	0	0
SPEC DIST SALES TAX (MEASURE E)	4,408,254	4,402,515	4,622,761	4,980,823	5,115,367	4,888,156
MEASURE V	2,136,653	2,177,821	574,870	0	0	0
MEASURE J	0	0	1,724,611	2,467,809	2,492,542	2,410,950
HOTEL/MOTEL TAX	969,055	1,083,211	1,246,542	1,592,670	1,340,746	1,507,058
TOT PASS THRU	-275,378	-213,677	-405,634	-422,037	-270,149	-301,412
WVAD ASSESSMENT	0	0	0	0	202,612	348,743
WVAD PASS THRU	0	0	0	0	-101,306	-348,743
DOCUMENT STAMP TAX	343,664	298,288	378,380	419,415	340,000	224,512
<b>Sub-Total Other Taxes</b>	<b>18,347,977</b>	<b>18,674,229</b>	<b>18,959,107</b>	<b>21,351,788</b>	<b>20,827,271</b>	<b>20,858,316</b>
<b>STATE SUBVENTIONS</b>						
STATE MOTOR VEHICLE IN LIEU	3,719,377	3,780,988	4,130,608	4,407,140	4,560,602	4,785,741
STATE MANDATED COST REIMB	34,289	11,642	389,542	41,793	0	0

Budget Summary

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY2014-2015	ACTUAL FY2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
STATE HOME OWNER PROPERTY TAX	124,353	122,390	119,753	120,039	124,591	127,083
<b>Sub-Total State Subventions</b>	<b>3,878,019</b>	<b>3,915,021</b>	<b>4,639,903</b>	<b>4,568,972</b>	<b>4,685,193</b>	<b>4,912,824</b>
<b>PERMITS, FEES &amp; CHARGES</b>						
PLAN REPRODUCTION FEE	0	5	0	0	0	0
BUSINESS LICENSE	365,426	366,276	383,195	384,018	360,000	363,600
VARIANCE FEE & USE PERMIT	51,900	62,184	72,836	56,879	75,779	57,000
LIABILITY ACCOUNT REVENUES	35,392	35,372	51,485	64,088	62,514	63,764
"ZONE CHG,GEN PLAN AMMEND"	1,817	2,001	6,146	2,256	6,394	6,522
TENTATIVE MAPS	4,380	6,588	4,458	4,458	4,638	4,731
SUS GREEN BLDG STANDARDS	-193	405	1,305	573	0	0
PLAN CHECK FEE	86,607	101,727	154,732	128,307	74,263	100,000
DISABILITY ACCESS & EDUC REVOLVING	1,111	2,026	2,101	2,351	2,017	2,149
BUILDING PERMITS	437,745	579,826	653,778	752,942	521,632	713,828
PLUMBING PERMITS	82,640	75,610	76,273	108,373	83,354	117,241
ELECTRICAL PERMITS	107,553	65,369	88,063	105,683	77,949	244,208
MECHANICAL PERMITS	63,405	47,052	41,905	59,212	65,418	81,522
INSPECTION FEE	59,573	335,307	546,427	92,472	92,209	56,250
PLAN CHECK FEE	191,813	198,416	237,472	260,480	132,134	24,596
ENCROACHMENT PERMIT	41,699	48,231	58,802	90,717	27,594	26,775
TRANSPORTATION PERMIT	15,088	12,718	13,562	13,468	14,388	17,500
PLANNING FEE	19,352	9,644	16,784	9,926	2,554	2,408
LIABILITY ACCOUNT REVENUES	169,243	155,262	90,379	354,912	84,436	358,321
ENG MAP CHK FEES	37,014	32,103	32,742	3,033	13,792	3,000

Budget Summary

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY2014-2015	ACTUAL FY2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
SUBDIVISION INSPECTIONS	9,638	0	80,377	100,217	108,212	0
<b><i>Sub-Total Community Development</i></b>	<b><i>1,781,203</i></b>	<b><i>2,136,121</i></b>	<b><i>2,610,822</i></b>	<b><i>2,594,465</i></b>	<b><i>1,809,277</i></b>	<b><i>2,243,416</i></b>
PLAN CHECK FEE	0	0	0	0	0	0
RED CROSS COURSE FEE	0	3,789	140	880	500	500
<b><i>Sub-Total Community Services</i></b>	<b><i>0</i></b>	<b><i>3,789</i></b>	<b><i>140</i></b>	<b><i>880</i></b>	<b><i>500</i></b>	<b><i>500</i></b>
BUSINESS LICENSE	8,065	8,077	10,257	8,763	9,267	9,267
PLANNING FEE	968	613	1,750	1,000	1,415	1,415
BICYCLE LICENSE	324	36	24	0	359	359
MASSAGE PERMITS	1,080	2,540	2,940	2,420	2,184	2,184
TAXI CAB PERMITS	515	430	300	75	860	300
FIRE ALARM RECOVERY	9,279	4,048	4,706	2,329	3,000	3,000
FIRE RECOVERY USA	305	0	0	0	0	0
LIABILITY ACCOUNT REVENUES	0	0	0	0	0	0
INSPECTION FEE	16,297	33,597	35,579	26,272	27,000	27,000
PLAN CHECK FEE	74,977	89,034	92,797	120,700	70,000	70,000
BUSINESS LICENSE	1,325	1,302	1,316	1,120	1,302	1,302
PLANNING FEE	968	613	1,750	1,000	415	415
FIRE PERMITS	114,889	85,367	67,587	64,451	110,000	110,000
FIRE - COUNTY SERVICES	13,168	22,727	7,630	398	0	0
<b><i>Sub-Total Public Safety</i></b>	<b><i>242,160</i></b>	<b><i>248,385</i></b>	<b><i>226,636</i></b>	<b><i>228,548</i></b>	<b><i>225,802</i></b>	<b><i>225,242</i></b>
STRONG MOTION INSPEC FEE	0	0	0	-434	0	0
APPEAL FEE	724	247	251	0	251	251

Budget Summary

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY2014-2015	ACTUAL FY2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
FRANCHISE FEE	2,049,726	2,132,472	2,298,110	2,299,902	2,342,468	2,390,405
HABITAT EDUCATION	674	10,454	16,900	0	0	0
<b>Sub-Total Permits, Fees &amp; Charges</b>	<b>2,051,124</b>	<b>2,143,174</b>	<b>2,315,261</b>	<b>2,299,469</b>	<b>2,342,719</b>	<b>2,390,856</b>
<b>FINES &amp; FORFEITURES</b>						
NUISANCE ABATEMENT FINES	900	610	200	1,100	208	212
BAIL FORFEITURE FINES	15,394	18,376	212	-17,017	16,620	0
BOOKING FINES	12,162	6,818	8,488	4,909	11,755	5,000
VEHICLE STORAGE FEE	7,671	4,071	4,956	4,779	6,130	4,600
FINGERPRINT FEE	216	93	64	0	56	56
VEHICLE CODE FINES	81,625	55,056	75,089	134,911	79,640	79,640
PARKING VIOLATION FINES	80,947	146,789	42,403	195,755	217,922	217,922
LIBRARY FINES	16,467	25,490	21,986	26,792	16,000	25,000
DMV SURCHARGE	18,000	12,000	0	0	0	0
OTHER FINES	0	0	0	0	0	0
MISC PENALTY INCOME	75	794	175	125	182	186
<b>Sub-Total Fines &amp; Forfeitures</b>	<b>233,457</b>	<b>270,097</b>	<b>153,573</b>	<b>351,054</b>	<b>348,513</b>	<b>332,616</b>
<b>SERVICE CHARGES</b>						
COPY MACHINE REVENUE	0	0	0	0	0	0
PARK REVENUE	65,089	72,447	69,641	76,641	60,000	60,000
COMMUNITY SENIOR CENTER MISCEL	-2,000	0	0	0	0	0
ADULT PARTICIPNT NON RESIDENT	65	0	315	644	0	0
C BROOKS SWIM CTR REV	117,388	120,221	159,435	142,287	150,000	150,000

Budget Summary

GENERAL FUND REVENUE DETAIL BY CATEGORY

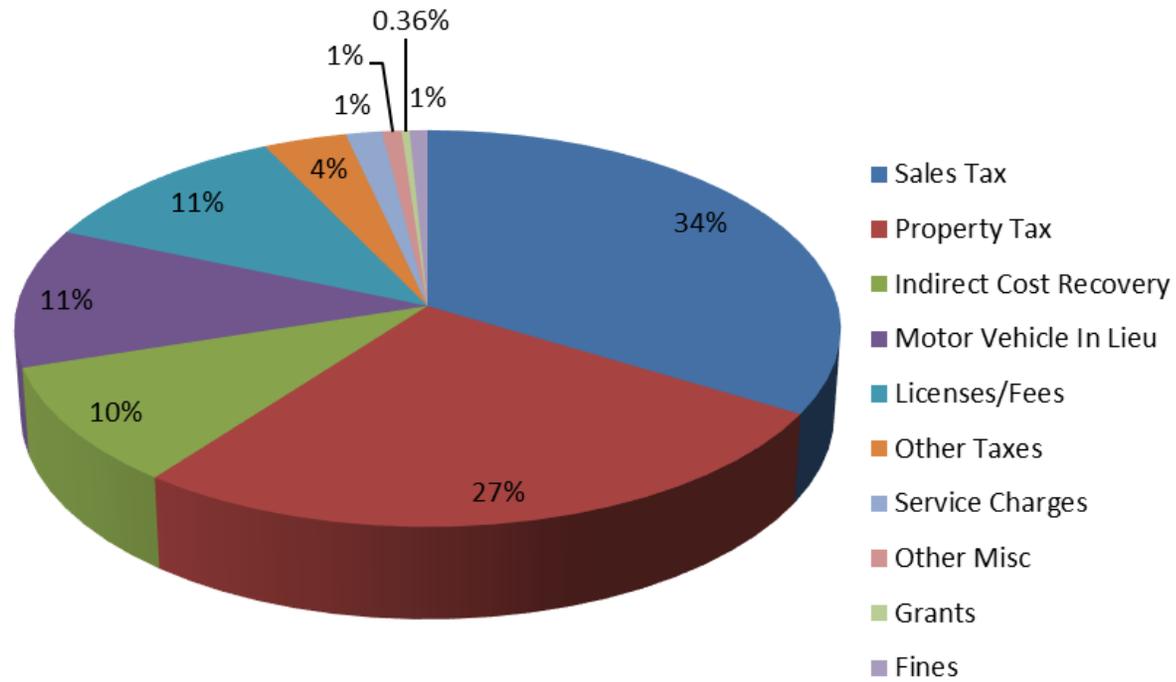
REVENUE SOURCE	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY2014-2015	ACTUAL FY2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
SENIOR CENTER PROGRAMS REVENU	8,509	9,153	9,166	6,330	0	0
COMMUNITY SENIOR CENTER MISCEL	68,949	94,606	69,759	89,388	80,000	80,000
GENERAL RECREATION (MEASURE J)	0	0	35,886	21,750		15,000
ADULT REC & LEAGUE PROGRAMS	0	108	0	0	0	0
PARK RESERVE FEE	570	116	944	472	0	0
COMMUNITY FITNESS CENTER	28,950	35,542	35,558	36,608	34,992	36,000
COMMUNITY SPORTS PARK	136,867	188,295	234,493	231,812	205,000	205,000
MHFPC FEE FOR SERVICE	9,660	9,690	15,620	9,720	9,690	9,690
SPEC POLICE SERVICES	10,325	13,240	15,643	13,664	14,576	14,576
ALARM PROGRAM	81,345	62,561	70,268	76,809	60,048	70,000
EVIDENCE & PROPERTY REVENUE	6,393	2,405	3,173	11,598	3,989	3,989
EXTRADITION REIMBURSEMENT	1,554	0	6,045	7,039	6,027	6,027
FIRE SERVICES CHARGE	610	770	0	0	1,000	1,000
HAZ MAT RESPONSE REVENUE	1,769	612	297	0	500	500
WEED & LOT CLEANING	406	0	192	0	200	200
FIRE MISCELLANEOUS SERVICES	13	0	0	0	0	0
REFUSE DELINQUENT COLLECTIONS	25,188	25,816	29,524	26,736	30,716	27,816
<b>Sub-Total Service Charges</b>	<b>561,649</b>	<b>635,581</b>	<b>755,957</b>	<b>751,497</b>	<b>656,738</b>	<b>679,798</b>
<b>GRANTS/REIMBURSEMENTS</b>						
YGRIP CONTRIBUTION	0	0	0	0	30,000	30,000
TRUANCY~SCHOOL SRO REIMB.	106,317	107,538	111,178	130,193	106,000	123,196
AB109 REIMBURSEMENT	226,363	184,281	189,351	146,238	146,238	0
<b>Sub-Total Grants/Reimbursements</b>	<b>332,680</b>	<b>291,819</b>	<b>300,529</b>	<b>276,431</b>	<b>282,238</b>	<b>153,196</b>

Budget Summary

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL FY 2012-2013	ACTUAL FY 2013-2014	ACTUAL FY2014-2015	ACTUAL FY2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
<b>OTHER MISCELLANEOUS</b>						
COMMISSION ON POST REIMB.	17,231	21,779	38,164	11,141	16,998	16,998
CELL TOWER LEASE REVENUE	34,600	39,939	68,725	32,574	74,290	74,290
RENTAL INCOME	3,850	16,200	16,305	4,150	0	0
EQUIPMENT STOCK SALES	0	0	0	0	0	0
OTHER MISCELLANEOUS REVENUE	42	2,444	1,836	15,289	0	0
DONATIONS	0	0	1,755	600	1,755	1,755
STRIKE TEAM REIMBURSEMENT	0	0	204,728	427,174	0	0
ECONOMIC DEVELOPMENT REVENUE	0	0	25,700	834	0	0
SPRINGLAKE PERSONNEL REIMBURSE	202,517	182,199	196,085	215,698	160,000	160,000
SPRINGLAKE APPARATUS REIMBURSE	0	25,012	26,481	26,766	30,000	30,000
MISCELLANEOUS SALES	1,220	523	570	165	1,040	500
MISCELLANEOUS SALES	1,566	1,777	2,455	810	2,002	1,000
VARIABLE FLEET COST RECOVERY	0	0	0	0	0	0
CASH SHORT/OVER	-45	167	-406	-164	0	0
SETTLEMENT REVENUE	0	261,298	83,574	42,750	0	0
REIMBURSMENTS	21,122	45,483	257,041	15,120	8,000	8,000
REBATE REVENUE	0	0	3,479	485	0	18,000
OTHER MISCELLANEOUS REVENUE	19,320	2,683	190,479	5,300	1,463	1,463
INTEREST INCOME	21,781	16,789	12,849	127,720	12,849	40,000
CHARGES TO OTHER DEPARTMENTS	4,262,544	4,265,334	4,259,928	4,259,928	4,259,928	4,259,928
TRANSFER FROM ENTER/OTHER FUND	138,378	138,378	138,378	163,378	0	0
<b>Subtotal Other Miscellaneous</b>	<b>4,724,805</b>	<b>5,135,006</b>	<b>5,528,129</b>	<b>5,339,113</b>	<b>4,568,325</b>	<b>4,611,934</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 40,808,594</b>	<b>\$ 42,415,943</b>	<b>\$ 45,157,820</b>	<b>\$ 44,968,804</b>	<b>\$46,361,160</b>	<b>\$47,605,024</b>

## GENERAL FUND REVENUE BY CATEGORY ADOPTED BUDGET FY2017-2018

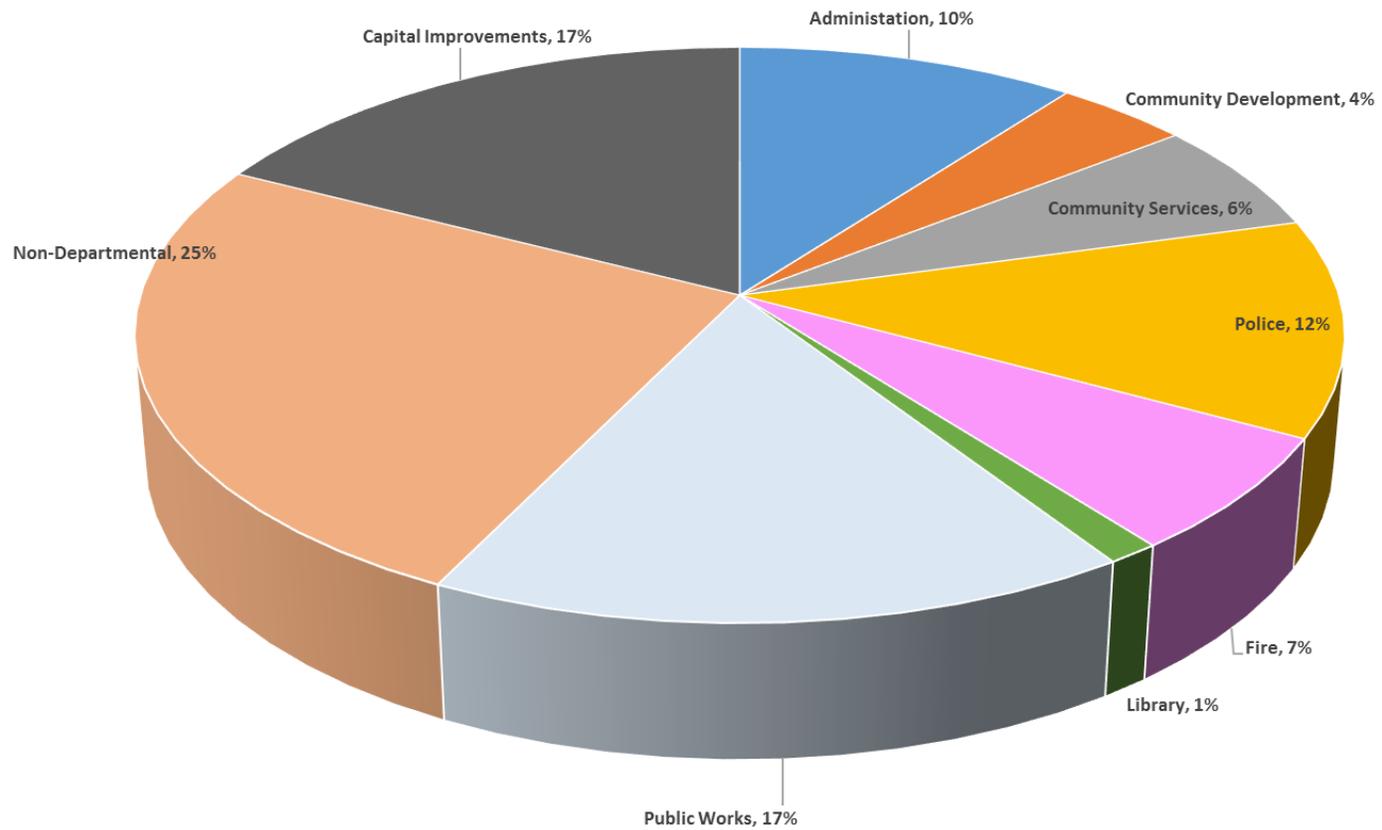


Budget Summary

**SUMMARY OF EXPENDITURES BY DEPARTMENT  
ALL FUNDS**

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
	<u>FY 2012-2013</u>	<u>FY 2013-2014</u>	<u>FY 2014-2015</u>	<u>FY 2015-2016</u>	<u>BUDGET</u>	<u>BUDGET</u>
					<u>FY 2016-2017</u>	<u>FY 2017-2018</u>
<b><i>EXPENDITURES</i></b>						
ADMINISTRATIVE SERVICES	\$ 11,677,877	\$ 13,507,728	\$ 14,285,670	15,367,612	\$ 16,465,000	\$ 16,382,589
COMMUNITY DEVELOPMENT	7,125,281	7,758,834	7,076,153	6,617,493	7,427,561	6,505,972
COMMUNITY SERVICES	1,805,242	2,006,957	3,463,832	4,437,244	10,791,389	9,866,203
POLICE	14,765,553	16,011,703	16,294,440	17,332,519	18,657,796	19,276,379
FIRE	9,046,313	9,340,158	9,661,490	9,793,863	10,633,536	10,443,728
LIBRARY	1,317,196	1,382,238	1,578,006	1,900,414	1,990,906	1,958,178
PUBLIC WORKS	24,803,151	27,190,088	30,800,476	27,719,794	28,005,562	26,198,473
CAPITAL IMPROVEMENTS	11,996,319	7,703,649	59,899,888	28,042,163	83,004,965	27,624,716
NON-DEPARTMENTAL	29,115,395	115,852,095	38,253,094	37,124,635	42,724,026	39,988,295
<b><i>TOTAL EXPENDITURES:</i></b>	<b>\$ 111,652,327</b>	<b>\$ 200,753,450</b>	<b>\$ 181,313,049</b>	<b>\$ 148,335,738</b>	<b>\$ 219,700,741</b>	<b>\$ 158,244,533</b>

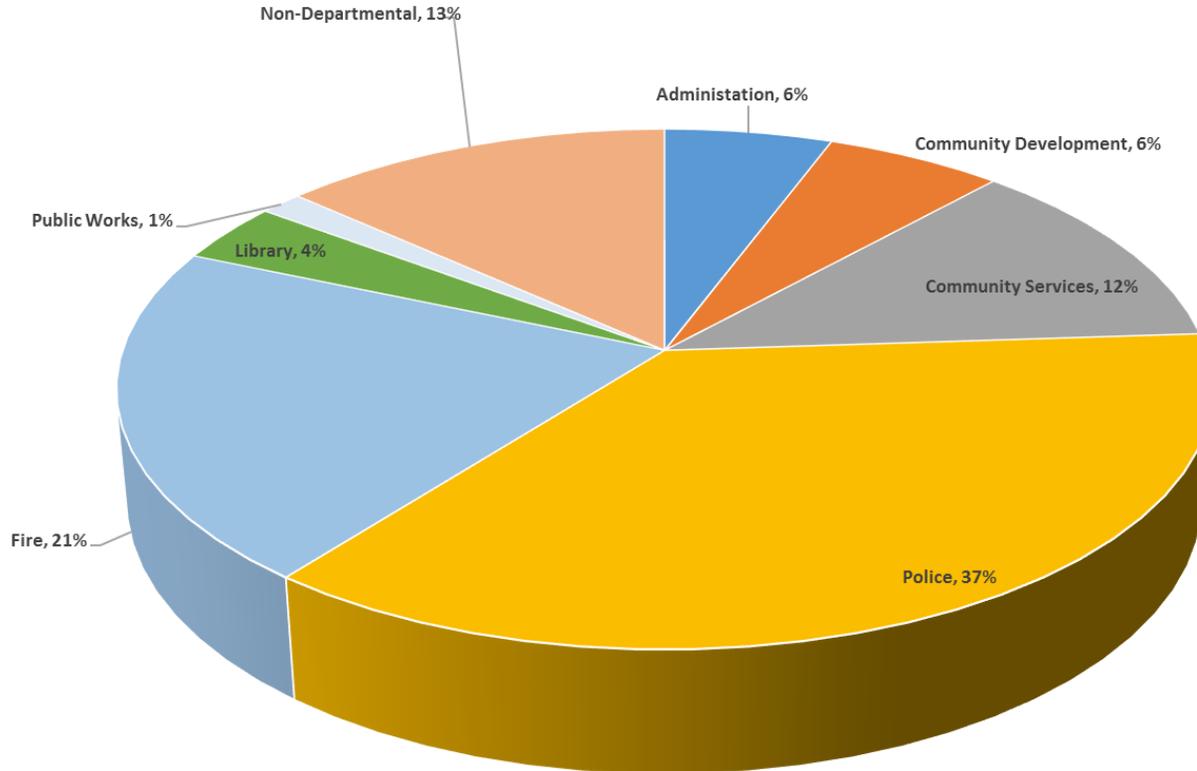
## SUMMARY OF EXPENDITURES BY DEPARTMENT – ALL FUNDS ADOPTED BUDGET FY2017-2018



**SUMMARY OF EXPENDITURES BY DEPARTMENT  
GENERAL FUND**

	ACTUAL <u>FY 2012-2013</u>	ACTUAL <u>FY 2013-2014</u>	ACTUAL <u>FY 2014-2015</u>	ACTUAL <u>FY 2015-2016</u>	AMENDED BUDGET <u>FY 2016-2017</u>	ADOPTED BUDGET <u>FY 2017-2018</u>
<b><i>EXPENDITURES</i></b>						
ADMINISTRATIVE SERVICES	\$ 2,316,726	\$ 2,498,249	\$ 2,570,179	\$ 2,804,168	\$ 2,922,443	\$ 2,806,987
COMMUNITY DEVELOPMENT	2,126,443	2,113,501	2,414,004	2,792,758	3,449,403	2,976,571
COMMUNITY SERVICES	1,514,762	1,680,320	2,258,804	2,924,823	5,824,128	5,988,155
POLICE	14,238,243	15,590,127	15,680,039	16,669,757	17,691,955	17,997,035
FIRE	8,049,621	9,095,009	9,436,568	9,566,932	10,406,760	10,254,969
LIBRARY	1,142,475	1,272,029	1,474,433	1,768,936	1,766,217	1,834,948
PUBLIC WORKS	2,142,441	2,490,055	2,586,117	2,618,742	844,342	717,834
CAPITAL IMPROVEMENTS	11,866	50,871	0	608	53,392	0
NON-DEPARTMENTAL	5,569,667	8,434,276	6,053,172	6,570,901	5,988,550	6,572,387
<b>TOTAL EXPENDITURES:</b>	<b>\$ 37,112,244</b>	<b>\$ 43,224,437</b>	<b>\$ 42,473,317</b>	<b>\$ 45,717,624</b>	<b>\$ 48,947,190</b>	<b>\$ 49,148,886</b>

## SUMMARY OF EXPENDITURES BY DEPARTMENT – GENERAL FUND ADOPTED BUDGET FY2017-2018



Budget Summary

ADOPTED BUDGET 2017-2018  
SUMMARY OF EXPENDITURES BY FUND

FUND NO	TITLE	ACTUAL FY2012-2013	ACTUAL FY 2013-2014	ACTUAL FY2014-2015	ACTUAL FY 2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
010	EQUIPMENT SERVICES	\$ 2,573,935	\$ 3,191,854	\$ 6,028,697	\$ 2,826,644	\$ 2,979,443	\$ 2,627,518
011	FACILITIES REPLACEMENT FUND	0	109,371	120,519	98,185	391,815	250,000
012	EQUIPMENT REPLACEMENT	0	0	840,624	893,798	1,693,588	1,172,064
013	BENEFITS FUND	5,871,990	6,484,144	7,727,412	7,944,470	8,636,614	8,637,872
015	INFORMATION SYSTEMS FUND	1,294,966	1,636,192	1,521,459	1,968,235	2,123,361	2,162,956
091	SELF INSURANCE	1,340,952	1,829,962	1,383,234	1,531,960	1,654,220	1,811,689
101	GENERAL FUND	37,112,244	43,224,437	42,473,319	45,717,624	48,947,190	49,148,886
102	TRANS DEBT SVC	0	0	0	0	0	0
103	DEBT SERVICE ASSESSMENT DISTRICT	-507	0	0	0	0	0
210	WATER ENTERPRISE FUND	9,846,124	11,123,038	48,453,993	24,664,336	51,578,714	34,828,211
220	SEWER ENTERPRISE FUND	13,980,882	37,308,154	24,624,721	21,457,716	22,762,684	17,365,428
221	STORM DRAIN ENTERPRISE FUND	1,189,594	1,183,545	1,216,289	1,336,966	1,359,353	1,409,518
222	WASTEWATER PRE-TREATMENT	454,472	451,704	443,192	358,761	517,240	547,951
240	CEMETERY	346,881	375,040	388,824	356,774	434,831	460,811
250	RECYCLING	372,964	199,864	192,640	230,495	588,850	249,018
252	CONSTRUCTION/DEMOLITION DEBRIS RECYCLE	37,857	36,467	30,482	36,920	38,512	67,397
253	RECREATION ENTERPRISE	276,774	311,840	331,978	296,740	376,813	389,913
260	FIRE GRANTS	35,532	28,832	0	0	0	0
280	TRANSIT SYSTEM	1,434,847	1,319,876	1,384,767	1,473,371	1,573,742	1,558,885
301	LITERACY GRANT	154,619	83,834	73,618	85,292	100,677	94,730
320	COMMUNITY DEVELOPMENT BLOCK GRANT	456,411	412,894	516,672	332,212	1,277,154	405,866
321	OFF-SITE AFFORDABLE HOUSING	150,554	6,666	6,666	77,350	6,668	0
322	SUPPORTIVE HOUSING PROGRAM	\$ 228,435	\$ 111,241	\$ 190,339	\$ 201,908	\$ 248,507	\$ 248,084

Budget Summary

ADOPTED BUDGET 2017-2018  
SUMMARY OF EXPENDITURES BY FUND

	ACTUAL FY2012-2013	ACTUAL FY 2013-2014	ACTUAL FY2014-2015	ACTUAL FY 2015-2016	AMENDED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018
323 HOME GRANT	\$ 235,244	\$ 9,950	\$ 292,528	\$ 38,725	\$ 473,868	\$ 0
324 HOUSING ASSISTANCE GRANTS	0	0	0	29,398	73,412	0
325 WORKFORCE HOUSING GRANT	0	0	137,775	351,723	172,677	182,200
326 HOUSING ASSSITANCE	3,783	1,376,725	218,828	191,255	38,400	21,100
328 CDBG ARRA	0	0	0	0	0	0
329 ARRA GRANT PROJECTS	129,703	6,845	0	0	0	0
340 POLICE GRANTS	37,210	19,030	17,996	136,116	393,418	585,487
349 LOCAL LAW ENFORCE BL	0	0	0	1,382	0	0
350 COPS MORE TECH GRANT	0	0	0	7,968	0	0
351 TRANSPORTATION GRANT	1,603,929	1,225,529	1,360,648	1,508,523	15,092,783	5,510,652
352 SLESF	121,524	128,945	108,198	113,100	126,084	134,105
353 PROPOSITION 172	459,162	479,500	554,586	537,080	563,297	539,958
354 TRANS DEVELOPMENT (SB325)	1,515,223	1,528,943	1,421,503	1,517,803	1,653,296	1,254,231
355 GAS TAX-2106 (SELECT)	1,266,046	1,264,509	1,262,891	1,313,678	1,369,158	1,816,717
356 CEMETERY ENDOWMENT FUND	0	0	0	0	0	0
357 ASSET FORFEITURE FUND	1,551	10,418	39,589	8,529	25,000	25,000
358 HOUSING MONITORING FUND	17,031	17,031	87	15,735	87	87
359 FIRE SUPPRESSSION DISTRICT	1,220	6,524	6,781	5,622	3,678	3,500
360 FIRE SAFER GRANT	739,319	0	0	0	0	0
365 ENVIRONMENTAL COMPLIANCE	0	202,677	230,049	361,193	1,127,800	182,938
381 GIBSON RANCH L&L	561,734	687,752	703,496	756,616	863,509	850,298
383 N PARK L&L DISTRICT	21,842	15,714	21,982	21,624	32,363	33,960
384 SP ASSESS STREND PD LAND	20,218	18,975	21,193	20,627	33,986	36,030
385 TRAFFIC CONGESTION RELIEF	0	0	0	0	0	0
386 USED OIL RECYCLING GRANT	\$ 15,320	\$ 18,527	\$ 17,921	\$ 32,978	\$ 18,000	\$ 16,000

Budget Summary

ADOPTED BUDGET 2017-2018  
SUMMARY OF EXPENDITURES BY FUND

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
	FY2012-2013	FY 2013-2014	FY2014-2015	FY 2015-2016	BUDGET	BUDGET
					FY 2016-2017	FY 2017-2018
387 WOODLAND WEST L&L	\$ 13,564	\$ 9,113	\$ 11,509	\$ 9,260	\$ 24,644	\$ 25,477
389 SPRINGLAKE L&L	726,773	774,931	876,272	883,629	1,109,982	1,315,209
391 SPORTS PARK O&M CFD	296,588	311,941	361,363	412,139	402,765	446,103
392 GATEWAY L&L	50,798	61,231	81,500	83,089	147,982	149,398
501 CAPITAL PROJECTS	564,704	299,004	300,631	224,578	291,895	204,416
502 STATE BOND ACT - PARKS PRJS	198,368	26,753	0	0	0	0
506 MEASURE "E"	3,304,853	2,970,252	4,196,380	3,526,783	9,145,393	5,533,307
508 CAPITAL PROJECTS	-14,203	0	0	-2,359	7,817	0
510 GENERAL CITY DEVELOPMENT	611,066	412,309	197,288	531,482	559,434	6,779
520 REDEVELOPMENT AGENCY	0	0	0	0	0	0
521 RDA LOW/MOD HOUSING	0	0	0	0	0	0
522 RECOGNIZED OBLIGATION RETIREMENT FUND	1,388,941	1,169,613	5,090,059	1,191,358	1,002,279	867,157
523 RDA 07 TAB BOND PROCEEDS	0	0	3,101,260	1,048,740	0	0
540 PARKS & RECREATION DEVELOPMENT	1,861,636	940,359	1,888,308	1,875,310	1,859,321	1,584,453
541 PARK IN-LIEU FEES	105,360	0	209,527	4,967	0	0
550 POLICE DEVELOPMENT FUND	81,220	72,055	69,342	72,475	70,364	70,364
560 FIRE DEVELOPMENT	284,904	49,161	181,564	181,734	181,121	181,964
570 LIBRARY DEVELOPMENT	96,164	72,996	90,550	89,614	87,587	87,587
580 SURFACE WATER DEVELOPMENT	0	0	0	0	20,000	0
581 STORM DRAIN DEVELOPMENT	208,811	201,146	203,036	233,409	1,655,998	203,981
582 ROAD DEVELOPMENT	1,093,130	744,433	461,755	494,436	1,365,257	942,351
583 TREE RESERVE	3,091	623	2,020	1,786	2,400	0
584 WATER DEVELOPMENT FUND	74,015	69,799	69,799	69,799	269,799	69,799
585 SEWER DEVELOPMET FUND	\$ 1,779,898	\$ 1,058,808	\$ 67,441	\$ 67,441	\$ 67,441	\$ 1,982,828

Budget Summary

ADOPTED BUDGET 2017-2018  
SUMMARY OF EXPENDITURES BY FUND

	ACTUAL FY2012-2013	ACTUAL FY 2013-2014	ACTUAL FY2014-2015	ACTUAL FY 2015-2016	UNAUDITED ACTUAL FY 2016-2017	ADOPTED BUDGET FY 2017-2018
593 GIBSON RANCH INFRASTRUCTURE	\$ 244,253	\$ 990	\$ 990	\$ 990	\$ 990	\$ 990
594 SPRINGLAKE CAPITAL	154,251	149,594	6,878,519	3,484,658	9,114,086	139,095
599 MASTER CAPITAL FUND	6,420	0	107,407	0	0	0
601 SPRINGLAKE ADMINISTRATION	76,508	76,714	103,532	112,841	262,400	141,356
640 SLIF PARKS & RECREATION	308,094	302,534	364,300	498,914	3,701,829	3,189,980
681 SLIF STORM DRAIN FUND	682,578	1,143,135	1,282,150	2,180,669	11,070,432	88,000
682 SLIF STREET IMPROVEMENT	2,562,410	2,052,304	1,710,986	3,091,705	647,000	100,000
684 SLIF WATER FUND	130,918	283,330	236,504	427,357	0	0
685 SLIF SEWER FUND	203,877	441,350	368,439	665,760	0	0
815 2002 LEASE REVENUE BOND	1,619,801	20,802,243	0	0	0	0
821 RDA 2007 TAB	0	0	0	0	28,585	0
830 SOUTHEAST AREA DEBT SERVICE	1,324,738	1,312,383	1,435,650	1,223,708	1,674,120	1,308,588
831 SOUTHEAST AREA-RES FUND	0	1,127,429	0	0	0	0
840 BEAMER/KENTUCKY ASSESSMENT	368,157	199,238	0	0	0	0
850 EAST MAIN ST ASSESS DIST 90	1,258,553	1,248,487	1,235,707	1,228,791	0	12,404
870 CFD#2 SPRINGLAKE DEBT SERVICE	2,764,337	3,559,396	2,735,756	2,855,239	2,855,424	3,086,308
880 2005 CAPITAL PROJECTS L/R	1,638,833	17,308,087	0	500	0	0
881 2007 CAPITAL PROJECTS LRB	81,420	0	0	0	0	0
882 2012 LEASE REFUNDING	1,056,288	1,059,703	1,057,886	1,061,394	1,058,504	312,203
883 2014 REFUNDING LEASE REV BOND	0	15,475,733	0	1,540,692	1,541,089	1,542,876
885 WWTP REVENUE BONDS 2005	511,520	8,112,875	1,538,223	57,234	0	0
915 RECREATION CONTRACT TRUST	0	0	0	0	0	0
917 LIBRARY TRUST FUND	20,101	26,374	29,955	46,186	124,012	28,500
<b>TOTAL ALL FUNDS</b>	<b>\$ 111,652,327</b>	<b>\$ 200,753,450</b>	<b>\$ 181,313,049</b>	<b>\$ 148,335,738</b>	<b>\$ 219,700,741</b>	<b>\$ 158,244,533</b>

## FINANCIAL FORECAST

### Introduction

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

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

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

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

### Summary of Five-Year Forecast

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

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

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

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

## General Fund 5-Year Forecast

- General Fund revenues (excluding Measure E/F) are projected to grow at an average annual rate of 1.9% per year, resulting in total revenue growth of \$5.6 million over five-year period FY 2017/18 through FY 2021/22.
- General Fund expenditures (excluding the transfer of Measure E/F) are projected to experience annual increases averaging 3.08% per year, resulting in total General Fund expenditures growth of \$7.2 million over five-year forecast period.
- Without corrective action, the General Fund reserve will decline from an estimated \$12.7 million (29.9% of revenues) at the end of the FY2017-18, falling below the 20% reserve policy level, to \$6.9 million (or 15%) by FY2020-21, and down to only \$3.6 million (or 7.7%) by FY2021-22.
- The projected operating deficits shown over the five-year planning horizon remain highly sensitive to assumptions related to major city revenues and expenditure categories. Among the main areas of concern are property and sales tax revenues, and overall personnel costs (and specifically costs for health and retirement benefits).

### **Five-Year Forecast Assumptions**

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

#### **Inflation**

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

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

#### **Population**

Based on data from the State Department of Finance, population is projected to be 59,616 for the 2017 year (an increase of 1.7% 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 FY2017-18 Budget. The forecast projects expenditures as a result of anticipated changes in factors and assumptions highlighted in this section.

Current service/staffing levels - The baseline Five-Year forecast assumes two (2) additional FTEs to the FY2016-17 staffing levels. It should be noted that any budget that maintains a relatively

## General Fund 5-Year Forecast

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

### **Personnel Costs**

Salary and benefit costs make up 68% of the General Fund budget, less the transfer out of Measure E proceeds. Every 1% increase in total compensation costs approximately \$437,248 on an all funds basis, and approximately \$282,136 to the General Fund.

The Five-Year Plan reflects total compensation (salaries and benefits) increases of 3.1% for FY2017-18, and averaging 5.1% per year over the five-year forecast. This represents an increase of approximately \$7.1 million to the General Fund over the Five-Year Plan.

### **Insurance Premiums**

Costs related to Health, Dental, Retiree Medical, Disability, Workers’ Compensation, Life Insurance, Unemployment Insurance, and other related benefits are assumed to grow at an annual rate of 2% for FY 2017-18 and the forecast assumes annual average increases of 6% thereafter. The City is projected to pay out \$10.1 million in FY 2017-18, with \$6.1 million charged to the General Fund.

### **Other Post-employment Benefits (OPEB)**

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

Beginning in FY2013-14, the City of Woodland began funding OPEB contributions over and above the historical pay-as-you-go levels previously included in the budgets. For FY2017-18, the OPEB contribution rate is approximately 14% of salaries, and includes an estimated \$1,007,581 in supplemental funding to be applied toward the amortization of the unfunded liability. Over the Five-Year Plan, the OPEB contribution rate increases to approximately 19.3% of salaries; this is steadily climbing toward the goal of fully funding the annually required contribution of \$4.5 million or 19.5% of salaries.

### **State Retirement System**

Retirement rates are set annually by the California Public Employees’ Retirement System (CalPERS). The rates established for FY2017-18 reflect an increase from current rates. Retirement contribution rates are primarily driven by investment earnings for the CalPERS’ investment portfolio, as well as variations in other actuarial assumptions.

The following table summarizes the employer contribution rates used in the Adopted FY2017-18 Budget and Five-Year Forecast:

## General Fund 5-Year Forecast

	PERS projection FY2017/18	PERS projection FY2018/19	PERS projection FY2019/20	PERS projection FY2020/21	PERS projection FY2021/22
PERS RATES					
SAFETY	38,266 6.1%	44,475 16.2%	48,603 9.3%	53,743 10.6%	57,106 6.3%
MISC	30,516 3.4%	35,506 16.4%	38,828 9.4%	42,848 10.4%	48,085 12.2%

On an all-funds basis, the City's cost for retirement benefits in FY2017-18 is \$7.4 million and General Fund cost for retirement contributions will grow to just over \$5 million for FY2017-18.

### 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 \$1.2 to \$3.2 million (over the Five-Year Plan) structural imbalance in the General Fund is expected to take place in the FY 2018-19 fiscal year and corrected via the adoption of the FY 2018-2019 budget.

### General Fund Revenues

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

While there are numerous sources contributing to overall General Fund revenues, there are five primary sources that the City uses throughout the year as key indicators of the health of overall General Fund revenue: property tax, sales tax, motor vehicle in-lieu taxes, transient occupancy (hotel) tax, and fee revenues. In FY2017-18, these indicator revenues are expected to comprise an estimated 87% of the total General Fund revenue.

### General Fund Major Revenue Sources

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

## General Fund 5-Year Forecast

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

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

- **Property Tax** – The State Constitution sets the base property tax rate at 1% of assessed value. The City receives approximately 18% of the property tax generated in Woodland, with the majority of the revenue going to the State. Property tax receipts are projected to increase by 4% in FY2017-18 & FY2018-19, and grow at 3.0% thereafter throughout the forecast.
- **Sales Tax** – Sales tax revenues are derived from the tax imposed on sales of goods and services transacted within the City. Sales tax revenues are expected to grow by 2.32% in FY2017-18 and by 1.14% in FY2018-19; then grow at an average of 2.40% throughout the forecast. The City utilizes a third party consultant to monitor sales tax information and trends; this consultant provides detailed reports and projections to assist with budget forecasting. The assumptions used in the Five-Year Plan are based on the most conservative options provided by the consultant.

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

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

The FY2004-05 State Budget changed how VLF revenues are distributed, and lessened the reliance of this revenue source on the part of cities. In that year, roughly 90% of cities' VLF revenues were exchanged for an equal amount of Property Tax revenues from the state. In subsequent years, the amount of the property tax "in-lieu" payments increased in proportion to growth in each jurisdiction's assessed value. As noted with Property Taxes, these revenues are projected to increase by 4% in FY2017-18 & FY2018-19, and grow at 3.0% thereafter throughout the forecast.

- **Fee Revenues** – Several City programs are funded through fees charged to participants and users of city services. These range from fees for recreation programs to fees for building permits. Most fees are updated each July by an inflation factor; a comprehensive study of a majority of the City's fees has not been completed since 2004, with the exception of building fees. For this five-year projection, fee revenues are assumed to increase at an average of 2.0% per year.

## 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 FY2017-18, and throughout the forecast, these revenues are assumed to increase at an average of 1.8% per year.

**ADOPTED FUNDING RECOMMENDATIONS**

**One-Time Funding - General Fund**

Fire Admin. /Mgmt.	\$ 450,795
Disaster Preparedness	50,000
Economic Development	214,854
Community Choice Energy	500,000
Cyclical Tree Pruning	100,000
Public Information Plan	30,000
Homeless Funding	100,000
COPS Grant (FY17/18 Matching Costs)	120,207
<i>Sub-Total General Fund</i>	<u>\$ 1,565,856</u>

Police Activities League (Start-up Funding)	\$ 30,000	Measure J
YGRIP - Youth Mentoring, Big Brothers / Big Sisters	20,000	Measure J
<i>Sub-Total Measure J</i>	<u>\$ 50,000</u>	

***Total General Fund (incl. Meas. J)*** **\$ 1,615,856**

**One-Time Funding - Non-General Fund**

Update Facilities Assessment	\$ 150,000	Facilities Fund
Body Cameras	\$ 82,000	Insurance Fund
Pursuit Driving Training (Police)	16,000	Insurance Fund
Install Fire Alarm at City Hall	72,600	Insurance Fund
<i>Sub-Total Self-Insurance Fund</i>	<u>\$ 170,600</u>	

Utility Services Locator Vehicle	\$ 59,000	Sewer Fund
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***Total Non-General Fund*** **\$ 379,600**

**Grand Total One-Time Funding Recommendations** **\$ 1,995,456**

**ADOPTED FUNDING RECOMMENDATIONS**

**Recurring Funding - General Fund**

Body Camera Software	\$	8,200	General Fund
Utility Assistance Program	\$	100,000	Measure J
Player Fees Cost Increase		60,000	Measure J
CPRS Memberships		1,000	Measure J
Woodland Swim Team Measure J Subsidy		10,000	Measure J
Crime Prevention Outreach/ViP Recruitment-Supplies		6,600	Measure J
MakerSpace Temporary Staffing		10,000	Measure J
<i>Sub-Total Measure J</i>	\$	<u>187,600</u>	
<b>Total General Fund (incl. Meas. J)</b>	\$	<u><b>195,800</b></u>	

**Recurring Funding - Other Funds**

Reduce Temp Personnel Hours	\$	(101,653)	Various Funds
Utility Services Locator		91,348	Various Funds
Utility Services Locator Ongoing Other Costs		10,305	Various Funds
<b>Total Non-General Fund</b>	\$	<u>-</u>	

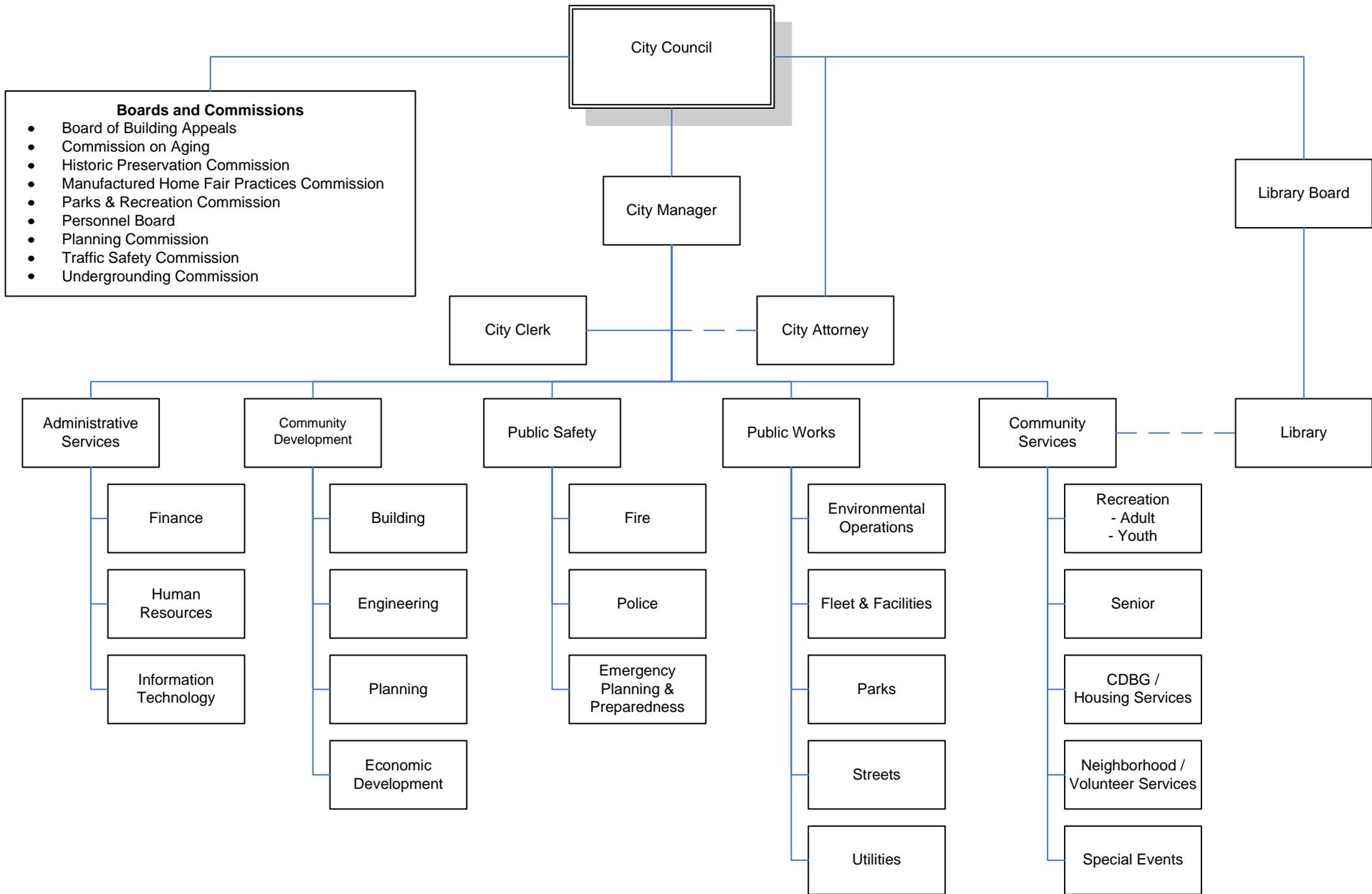
**Grand Total Recurring Funding Recommendations**

**\$ 195,800**

General Fund 5-Year Forecast

**ADOPTED BUDGET (INCLUDES FUNDING RECOMMENDATIONS)**

General Fund	Audited Actuals	Adopted	End-of- Year Projection	Baseline	Baseline	Forecast		
	FY2015/16	FY2016/17	FY2016/17	FY2017/18	FY2018/19	FY2019/20	FY2020/21	FY2021/22
Beginning Balances	\$ 13,107,362	\$ 11,651,079	\$ 14,232,761	\$ 14,313,120	\$ 12,769,258	\$ 11,335,049	\$ 9,539,391	\$ 6,932,183
Revenues	\$ 48,051,472	\$ 46,361,160	\$ 47,420,314 2.40%	\$ 47,605,024 2.68%	\$ 48,717,460 2.34%	\$ 49,877,840 2.38%	\$ 51,092,910 2.44%	\$ 52,367,214 2.49%
Expenditures (Includes Measure J)	\$ 45,717,628	\$ 46,361,160	\$ 46,917,295 4.4%	\$ 47,583,030 2.64%	\$ 49,922,327 4.92%	\$ 51,565,297 3.29%	\$ 53,591,918 3.93%	\$ 55,571,008 3.69%
<b>Annual Surplus/Deficit</b>	2,333,844	0	503,019	21,994	(1,204,867)	(1,687,458)	(2,499,007)	(3,203,794)
General Fund One-Time Expenses		(988,000)	(988,000)	(1,565,856)	(229,342)	(108,200)	(108,200)	(108,200)
Measure J Unspent Fund Balance	(555,105)		(88,000)					
General Fund Loan Repayments								
<b>Unreserved Fund Balance</b>	\$ 14,886,101	\$ 10,663,079	\$ 13,659,780	\$ 12,769,258	\$ 11,335,049	\$ 9,539,391	\$ 6,932,183	\$ 3,620,189
FY16 Encumbered/Uncumbered Carry-Over to FY17	(653,340)		\$ 653,340					
<b>Ending Unreserved Fund Balance</b>	\$ 14,232,761	\$ 10,663,079	\$ 14,313,120	\$ 12,769,258	\$ 11,335,049	\$ 9,539,391	\$ 6,932,183	\$ 3,620,189
Percentage (E.U.F.B./Revenues)	33.1%	25.9%	33.6%	29.9%	25.9%	21.3%	15.1%	7.7%
<b>Reserve Policy \$</b>	\$ 8,606,925	\$ 8,249,159	\$ 8,530,198	\$ 8,543,374	\$ 8,743,725	\$ 8,950,015	\$ 9,165,183	\$ 9,389,933
<b>Reserve Policy %</b>	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%
<b>"Excess" Fund Balance (over Reserve Target)</b>	\$ 5,625,835	\$ 2,413,921	\$ 5,782,922	\$ 4,225,884	\$ 2,591,324	\$ 589,376	\$ (2,232,999)	\$ (5,769,744)



## CITY ORGANIZATION

## Employee Summary - Citywide

Classification	FY2014/15	FY2015/16	FY2016/17	Adopted FY2017/18
Accountant II	1	1	1	1
Administrative Clerk I	1	1	0	0
Administrative Clerk II	4	4	4	4
Administrative Clerk III	2	2	3	3
Administrative Secretary	3	2	2	2
Administrative Supervisor	0	1	1	1
Application Analyst, Sr.	1	1	1	1
Assistant Engineer	1	0	0	0
Associate Civil Engineer	3	2	1	1
Associate Engineer	0	1	1	1
Associate Planner	1	1	1	1
Assistant City Manager-Community & Economic Development	0	0	1	1
Chief Building Official	1	1	1	1
Chief Plant Operator	1	1	1	1
Chief Collection System Operator	0	0	1	1
Chief Water Systems Operator	1	0	0	0
City Clerk	1	1	1	1
City Engineer	1	1	1	1
City Manager	1	1	1	1
Code Compliance Officer II	2	2	2	2
Community Development Director	1	1	0	0
Community Development Technician II	1	1	1	1
Community Services Director	1	1	1	1
Community Services Officer	4	4	4	4
Community Services Program Manager	1	2	2	2
Conservation Coordinator	3	3	3	3
Construction Project Manager	0	1	1	1
Crime & Intelligence Analyst	1	1	1	1
Crime Prevention Specialist	0	1	1	1
Deputy CDD Director	0	0	1	1
Deputy PW Director - O&M	1	1	1	0
Deputy PW Director - Utilities	0	0	1	1

**Employee Summary-Citywide (Continued)**

<b>Classification</b>	<b>FY2014/15</b>	<b>FY2015/16</b>	<b>FY2016/17</b>	<b>Adopted FY2017/18</b>
Electrical Supervisor	1	1	1	1
Electrician's Assistant	2	2	2	2
Engineering Technician II	4	2	2	2
Engineering Technician III	2	5	5	5
Environmental Compliance Inspector I	1	2	2	2
Environmental Compliance Specialist	1	0	0	0
Environmental Resource Analyst	1	1	0	0
Environmental Sustainability Manager	0	0	1	1
Equipment Services Clerk	1	1	1	1
Equipment Services Worker	1	1	1	1
Facilities Maintenance Worker I	0	1	0	0
Facilities Maintenance Worker II	1	0	1	1
Facilities Maintenance Worker III	2	2	3	3
Finance Clerk II	2	2	2	2
Finance Officer	1	1	1	1
Finance Specialist	3	3	3	3
Finance Supervisor	1	1	1	1
Fire Battalion Chief	3	3	3	3
Fire Captain	12	12	12	12
Fire Chief	0	0	1	1
Fire Engineer	12	12	12	12
Fire Marshal	0	0	0	1
Fire Prevention Specialist II	2	2	2	2
Firefighter	15	15	15	15
Fleet & Facilities Manager	1	1	1	1
GIS Analyst	1	1	1	1
GIS Technician II	1	1	0	0
Heavy Equipment Mechanic	2	2	2	2
Human Resources Analyst II	1	1	1	1
Human Resources Manager	1	1	1	1
Ind Electrical Tech	2	2	2	2
Information Systems Technician II	0	0	1	1
Information Technology Analyst	1	1	1	1
Information Technology Manager	1	1	1	1
Infrastructure O&M Superintendent	1	0	0	1
Laboratory & Env Comp Manager	0	1	1	1

**Employee Summary-Citywide (Continued)**

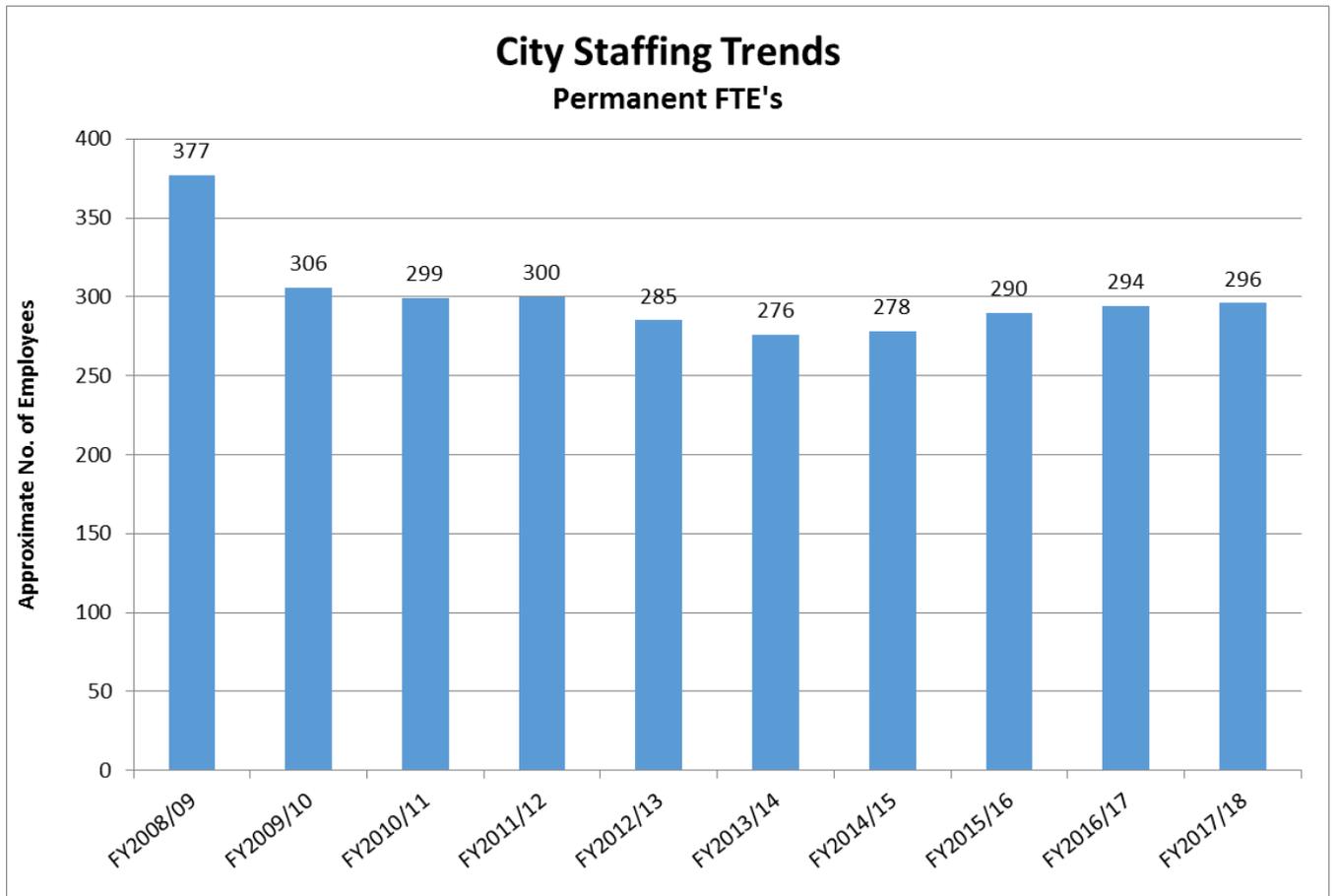
<b>Classification</b>	<b>FY2014/15</b>	<b>FY2015/16</b>	<b>FY2016/17</b>	<b>Adopted FY2017/18</b>
Laboratory Supervisor	1	0	0	0
Laboratory Technician II	2	0	2	2
Laboratory Technician III	0	2	0	0
Librarian I	1	2	0	0
Librarian II	1	1	3	3
Librarian III	1	1	1	1
Library Services Director	1	1	1	1
Library Technician Assistant II	2	3	1	1
Library Technician Assistant III	0	0	2	2
Light Equipment Mechanic	1	1	1	1
Literacy Coordinator	0	1	1	1
Maintenance Supervisor	1	1	1	1
Maintenance Worker I	0	2	2	2
Maintenance Worker II	5	3	3	3
Maintenance Worker III	3	2	2	2
Meter Services Technician	1	2	2	2
Management Analyst II	1	1	1	1
Park Maintenance Worker II	2	2	3	3
Park Superintendent	0	0	1	1
Park Supervisor	3	3	2	2
Police Captain	1	1	1	1
Police Chief	1	0	1	1
Police Lieutenant	3	3	3	3
Police Officer	45	49	49	49
Police Records Specialist	0	1	2	2
Police Records Supervisor	0	1	1	1
Police Sergeant	10	10	10	10
Pool Facilities Technician	1	1	1	1
Principal Civil Engineer	1	1	1	1
Principal Planner	1	1	1	1
Principal Utilities Civil Engineer	1	1	1	1
Public Safety Chief	0	1	0	0
Public Works Director	1	1	1	1
Records Manager	1	0	0	0
Recreation Coordinator	1	3	3	3
Recreation Supervisor	3	4	4	4
Redevelopment Manager	1	1	1	1

**Employee Summary-Citywide (Continued)**

<b>Classification</b>	<b>FY2014/15</b>	<b>FY2015/16</b>	<b>FY2016/17</b>	<b>Adopted FY2017/18</b>
Secretary to the City Manager	1	1	1	1
Senior Accountant	1	1	1	1
Senior Building Inspector	1	1	1	1
Senior Building Plans Examiner	1	1	1	1
Senior Associate Civil Engineer	0	1	2	2
Senior Civil Engineer	2	1	1	1
Senior Engineering Assistant	1	0	0	0
Senior Equipment Mechanic	1	1	1	1
Senior Management Analyst	4	4	4	4
Senior Planner	2	2	2	2
Signs and Marking Tech II	1	1	1	1
Senior Police Records Specialist	6	5	4	4
Senior Tree Trimmer	1	1	1	1
Senior Utilities Maint Wrk Sewer	1	1	1	1
Senior Utilities Maint Wrk Water	2	2	2	2
Senior Water System Operator	1	1	1	1
Senior Signs & Markings Technician	0	1	1	1
Storekeeper	1	1	0	0
Systems Analyst, Senior	1	1	1	1
Traffic Sig/Street Light Tech	1	1	1	1
Treatment Plant Mechanic	1	1	1	1
Tree Trimmer II	1	1	1	1
Underground Utility Service Locator	0	0	0	1
Utilities Maintenance Supervisor	1	1	0	0
Utilities Maintenance Worker I	6	7	9	9
Utilities Maintenance Worker II	10	9	8	8
Utilities Maintenance Worker III	6	6	6	6
WPCF Superintendent	1	0	0	0
Wastewater Systems Admin	0	1	0	0
Water Pollution Control Operator III	2	2	2	2
Water Pollution Control Operator IV	2	2	2	2
Water Systems Administrator	0	1	1	1
Water Systems Operator II	2	2	2	2
Water/Waste Inst Tech	2	2	2	2
<b>Total</b>	<b>278</b>	<b>290</b>	<b>294</b>	<b>296</b>

## City Organization

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



## **ADMINISTRATIVE SERVICES**

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

### City Council

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

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

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

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

### City Manager

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

## Department Summaries

### City Clerk

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

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

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

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

### FY2016-17 Accomplishments

- Transitioned from at-large Council elections to by-district Council elections for District 2, 4 and 5.
- Assisted Council candidates in meeting their legal responsibilities before, during and after the election from election orientation, pulling nomination papers, certification of election results and filing of final campaign disclosure documents.
- Assured that Form 700 filings for the Fair Political Practices Commission were completed and filed in a timely manner.
- City Council agendas and supporting documents were posted within legal requirements on City website.
- Maintained up-to-date City Council minutes on the City website.
- Started re-codification process of City code with Quality Code Publishing.
- Started 90-day agenda management pilot program with Novusolutions.
- Provided access to City public records, which included responding to Public Records Requests within legal timeline and maintaining transparency in Government.
- Advertised and scheduled interviews to fill vacancies on the various boards and commissions.
- Continued to work towards earning a Master Municipal Clerk (MMC) Certification.

### FY2017-18 Goals

- Finalize re-codification of City code.
- Maintain up-to-date City Council minutes on the City website.
- Assist Council Candidates in District 1 and 3 with nomination papers in 2018 elections.
- Improve access to public information and transparency in government.
- Work with individual departments to explore options for Records Management System.

### 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

## Department Summaries

involves preparation and review of contracts, agreements, ordinances, resolutions and other legal documents and providing legal advice to the City organization on a variety of matters. This division contains the expenses incurred by the City Attorney services retainer, reimbursable expenses and other related legal expenses.

### Human Resources

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

#### FY2016-17 Accomplishments

- Created New Job Classifications that included:
  - Assistant City Manager, Community Development Director
  - Assistant Community Development Director
  - Deputy Director of Public Waters, Utilities
  - Environment Services Manager
- Updated the following classifications:
  - Library Services Director
  - Deputy Director of Public Works, Operations & Maintenance
  - Community Services Director
  - Park Maintenance Series
- Successfully recruited the following positions:
  - Hired four (4) Senior Management positions which included, Assistant Director of Community Development and Deputy Director of Public Works -Utilities
  - Hired or promoted 28 full time employees
  - Hired 90 plus Seasonal employees
- Updated temporary salaries to reflect the increase in minimum wage.
- Requested and executed a 180 day Retired Annuitant Exception.
- Part of the negotiation team for the Mid-Management Professional Association, Woodland Professional Fire Association, and Fire Mid-Management Employees Successor MOUs.

#### FY2017-18 Goals

- Continue to complete negotiations on open and/or expiring Agreements.
- Continue on the citywide rollout of Target Solutions.
- Continue to look at Benefit Alternatives.
- Develop a comprehensive training program.
- Update the FMLA and Sexual Harassment Policy.

## Department Summaries

### Finance

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

#### *Administration*

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

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

#### *Accounting*

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

#### *Purchasing*

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

### FY2016-17 Accomplishments

- Implemented investment strategies in accordance with the City's Investment Policy that allows for diversification of the City's resources and significantly increased investment yields.
- Refunded all outstanding private placement debt in Spring Lake through a public offering, including issuance of "new money" bonds to increase proceeds available for project construction and acquisition.
- Completed a water rate study and adopted new rates in accordance with Proposition 218.
- In coordination with Information Technology, implemented paperless billing and automatic credit card payments for utility billing.
- Implemented an Integrated Voice Response (IVR) system to allow customers to make secure payments via telephone.
- Adopted a new debt management policy.
- Completed training and data conversion for financial transparency software, OpenGov.

## Department Summaries

### FY2017-18 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.
- Finalize implementation of the financial transparency software, OpenGov.
- Review and update the City's Major Projects Financing Plan (MPFP) to ensure development impact fees are accurately calculated.
- Complete refundings of the 2009 Wastewater Revenue Bonds and the 2007 Tax Allocation Bonds to achieve ongoing budgetary savings.
- Complete financing for payment of the water right acquired from Conaway Preservation Group.
- Complete annexations for the Spring Lake Community Facilities District (CFD) and issue additional debt for construction and acquisition of infrastructure.
- Complete a study of sewer rates in compliance with Proposition 218.

### Information Technology

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

### FY2016-17 Accomplishments

- COWPIE – (City of Woodland Preventative Infrastructure Evaluator) – staff has created a process to assist Public Works with a Preventative Maintenance workflow. This process evaluates infrastructure assets (hydrants, pumps, etc.) and the maintenance that is scheduled to be done. Lists showing overdue maintenance are made available so that Public Works staff can quickly and efficiently create work orders.
- Expand Utility Billing Services – staff has tested and made live the ability for customers to add a credit card to their Utility Account to be automatically charged once a month. Before this was enabled, customers had to login to the customer portal and manually enter in their credit card each time a payment was to be made. In the two months since going live, over 900 customers have signed up for this service. In addition, customers are now able to receive their utility statement via email. This reduces the amount of postage and paper required each month. There are approximately 700 accounts using this service. Lastly, some customers do not have access to computers but still need to pay with a credit card. Previously, staff would take credit card information over the phone and manually enter it into the system. This was not a PCI compliant process. Now customers pay with a credit card in an Interactive Voice Recognition (IVR) system. We have become PCI compliant with this system

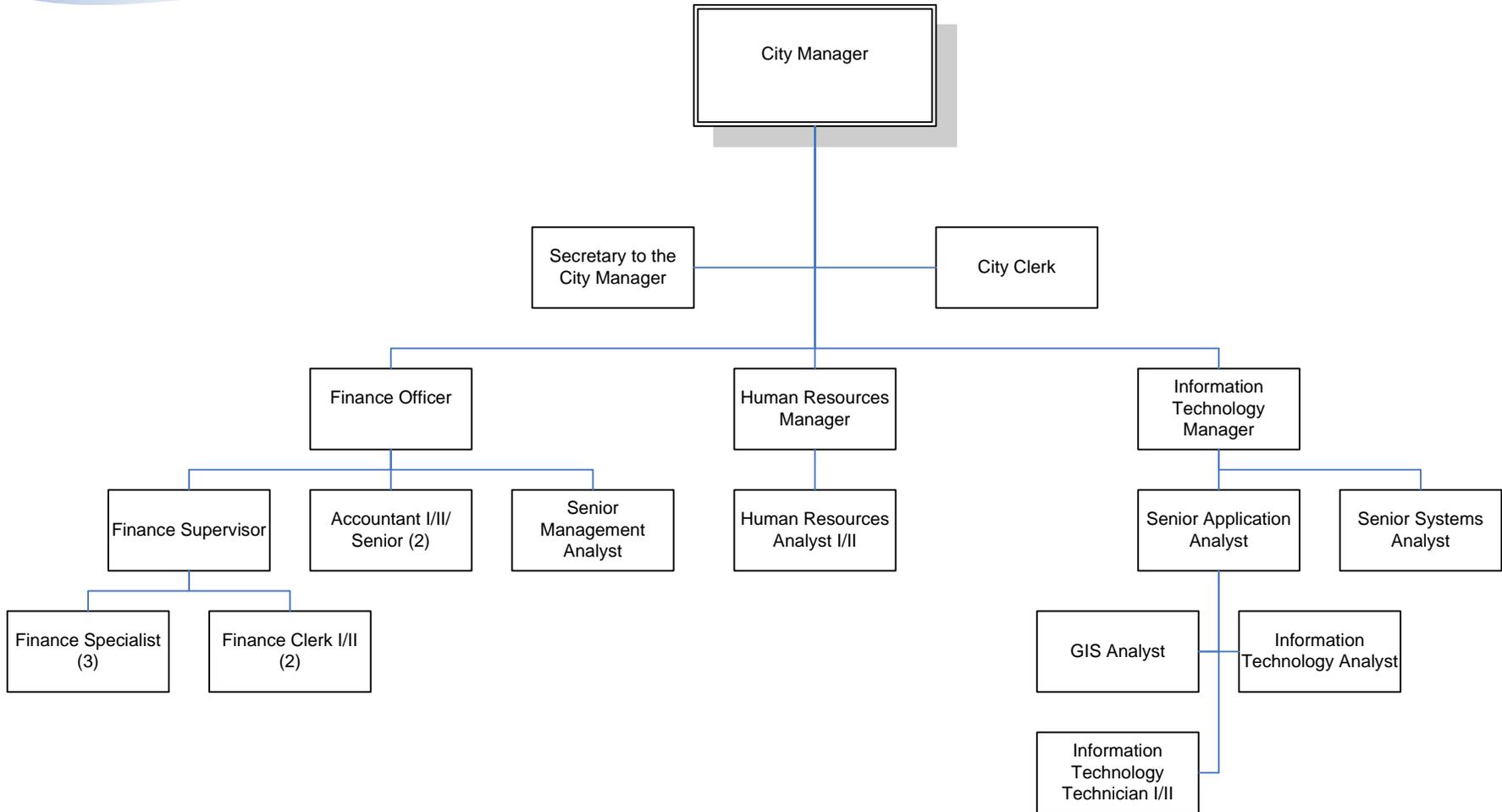
## Department Summaries

- Near Real-time Water Consumption – Staff worked many hours with Public Works to implement a customer portal for water consumption. Data is now exported from the City’s billing system and meter read system. Staff worked hard to get a single sign on solution so that customers could click on a link from the existing system that would automatically log them in to the new portal to view near real-time water consumption.

### FY2017-18 Goals

- Organizational Effectiveness - Currently in Eden, only very simple integration is enabled between contracts, requisitions, purchase orders, and change orders. With some changes to setup and staff training, the process can be made more efficient. This would allow the creation of purchase orders and change orders to start from a contract.
- Governance/Organizational Effectiveness – Managing documents is a colossal task. From public records requests, to contracts, to agendas. The City does not have an enterprise system in place to manage the documents. Implementing an enterprise document management system will greatly improve the City’s ability to manage documents from every department.
- Infrastructure – Technology is constantly changing and requires the City to monitor and adapt. The City’s network infrastructure is aging and is urgent need of a hardware refresh. While replacing the hardware is a vital step, staff has to also evaluate the City’s network is designed to determine the most efficient way to provide the services necessary for staff and citizens.
- Security Training – As a city, staff continues to invest money into securing data and computer systems. There is one major security weakness that still needs to be addressed. Currently employees are the #1 way cyber criminals gain unauthorized access to secure computer systems. This access is granted by a simple phishing email to an employee. The solution is security awareness training. IT’s goal is to train all City employees.

# Administrative Services



**ADMINISTRATIVE SERVICES**

<u>Source of Funds</u>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
		<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>Budget</b>	<b>Budget</b>
		<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>
General Fund Support	\$	2,316,218	\$ 2,499,146	\$ 2,568,795	\$ 2,802,506	\$ 2,890,414	\$ 2,774,927
General Fund Fees & Charges		-	49,974	-	-	30,000	30,000
Internal Service Funds		8,479,698	9,950,299	10,586,018	11,426,656	12,392,217	12,419,604
Enterprise Funds		795,335	992,141	1,032,239	1,066,441	1,031,956	1,084,732
Special Revenue		28,716	35,822	62,675	47,306	50,806	48,553
Development Funds		330,980	249,049	35,242	28,628	158,071	(21,008)
Redevelopment/Successor Agency		106	-	-	-	-	-
Spring Lake		24,038	11,166	28,833	24,704	49,607	24,773
<b>Total Funding Sources</b>	<b>\$</b>	<b>11,975,092</b>	<b>\$ 13,787,597</b>	<b>\$ 14,313,802</b>	<b>\$ 15,396,241</b>	<b>\$ 16,603,071</b>	<b>\$ 16,361,581</b>

<u>Expenses by Division</u>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<u>Division</u>		<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>Budget</b>	<b>Budget</b>
		<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>
11 City Council	\$	307,338	\$ 194,057	\$ 214,517	\$ 186,873	\$ 195,062	\$ 167,931
12 City Clerk		204,485	154,244	276,050	188,196	278,645	181,720
14 City Attorney		152,213	354,329	359,515	364,130	376,128	376,128
15 City Manager		480,461	644,148	747,020	857,407	730,815	743,663
16 Human Resources		518,682	358,158	357,186	419,062	491,349	431,912
18 Economic Development		123,453	204,411	7,871	62	-	-
19 Capital Projects		158,587	90,035	-	-	-	-
31 Finance Administration		6,155,870	6,849,190	8,114,023	8,503,285	9,294,164	9,307,182
32 General Accounting		1,076,909	1,272,151	1,341,920	1,360,026	1,332,029	1,381,116
33 Information Systems		1,266,756	1,636,192	1,507,373	1,951,334	2,102,736	2,142,016
34 General Services		1,346,167	1,837,729	1,355,866	1,534,569	1,655,012	1,641,861
35 Central Stores		24,022	3,120	4,329	2,670	9,060	9,060
39 Finance Capital Projects		160,151	189,834	28,132	28,628	138,071	(21,008)
<b>Total Expenditures</b>	<b>\$</b>	<b>11,975,092</b>	<b>\$ 13,787,597</b>	<b>\$ 14,313,802</b>	<b>\$ 15,396,241</b>	<b>\$ 16,603,071</b>	<b>\$ 16,361,581</b>

<u>General Fund Expenses by Division</u>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<u>Division</u>		<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>Budget</b>	<b>Budget</b>
		<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>
11 City Council	\$	307,338	\$ 194,057	\$ 214,517	\$ 186,874	\$ 195,062	\$ 167,931

Department Summaries

12 City Clerk	204,485	154,244	276,050	188,197	278,645	181,720
14 City Attorney	152,213	354,329	359,515	364,131	376,128	376,128
15 City Manager	480,461	644,148	747,020	857,407	730,815	743,663
16 Human Resources	518,682	358,158	357,186	419,062	491,349	431,912
18 Economic Development	111,104	184,359	761	62	-	-
19 Capital Projects	-	50,871	-	-	-	-
31 Finance Administration	255,671	329,224	325,320	513,171	588,773	622,817
32 General Accounting	257,535	268,843	280,848	268,880	250,466	271,611
33 Information Systems	-	-	-	-	-	-
34 General Services	5,215	7,766	4,633	3,715	2,145	2,145
35 Central Stores	24,022	3,120	4,329	2,670	9,060	9,060
39 Finance Capital Projects	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,316,725</b>	<b>\$ 2,549,120</b>	<b>\$ 2,570,179</b>	<b>\$ 2,804,168</b>	<b>\$ 2,922,443</b>	<b>\$ 2,806,987</b>

<b>Expenses by Category</b>						
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>Expenditures</b>	<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>
Salaries and Benefits	\$ 2,479,332	\$ 2,870,152	\$ 2,924,986	\$ 3,317,116	\$ 3,055,214	\$ 3,174,904
Supplies & Services	8,328,271	8,744,507	9,079,965	9,651,027	11,123,028	10,627,121
Education & Meetings	69,060	77,619	86,135	98,121	119,188	99,041
Debt Service	-	-	-	-	-	-
Capital Expenses	23,210	186,811	9,854	236,689	115,000	279,000
Other Operating Expenditures	1,098,429	1,750,131	2,004,306	1,934,910	2,190,641	2,181,515
Transfers	-	158,378	208,555	158,378	-	-
<b>Total Expenditures</b>	<b>\$ 11,998,303</b>	<b>\$ 13,787,597</b>	<b>\$ 14,313,801</b>	<b>\$ 15,396,241</b>	<b>\$ 16,603,071</b>	<b>\$ 16,361,581</b>

<b>General Fund Expenses by Category</b>						
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>Expenditures</b>	<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>
Salaries and Benefits	\$ 1,330,291	\$ 1,501,464	\$ 1,418,317	\$ 1,512,101	\$ 1,398,733	\$ 1,450,413
Supplies & Services	825,958	909,390	999,879	1,106,400	1,353,308	1,211,122
Education & Meetings	49,949	59,588	68,093	75,598	92,271	70,343
Debt Service	-	-	-	-	-	-
Capital Expenses	-	-	-	11,890	-	-
Other Operating Expenditures	110,527	78,679	83,891	98,179	78,131	75,109
Transfers	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,316,725</b>	<b>\$ 2,549,120</b>	<b>\$ 2,570,180</b>	<b>\$ 2,804,168</b>	<b>\$ 2,922,443</b>	<b>\$ 2,806,987</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – ADMINISTRATIVE SERVICES

Classification	FY 2014/15	FY 2015/16	FY2016/17	Adopted FY2017/18
<b>Administrative Services</b>				
Accountant II	1	1	1	1
Applications, Analyst Sr.	1	1	1	1
City Clerk	1	1	1	1
City Manager	1	1	1	1
Finance Clerk II	2	2	2	2
Finance Officer	1	1	1	1
Finance Specialist	3	3	3	3
Finance Supervisor	1	1	1	1
GIS Analyst	1	1	1	1
GIS Technician II	1	1	0	0
Human Resources Analyst II	1	1	1	1
Human Resources Manager	1	1	1	1
Information Systems Technician II	0	0	1	1
Information Technology Analyst	1	1	1	1
Information Technology Manager	1	1	1	1
Secretary to the City Manager	1	1	1	1
Senior Accountant	1	1	1	1
Senior Management Analyst	2	2	1	1
Systems Analyst, Sr.	1	1	1	1
<b>Total Administrative Services</b>	<b>22</b>	<b>22</b>	<b>21</b>	<b>21</b>

## COMMUNITY DEVELOPMENT

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

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

### **Administration**

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

#### FY2016-17 Accomplishments

- Updated charge-out rates used for Liability Accounts to better align engineering and planning rates.
- Began translation of various permit applications into Spanish to provide enhanced customer service and expedite application completion.
- Modified permit process for mobile food vendors to switch from special event permits to renewable business registration permits which benefits both the City and the mobile food vendors.

#### FY2017-18 Goals

- Explore document management systems to better manage long-term storage needs.
- Update Planning and Development Impact Fee Schedules.
- Evaluate ways to improve administrative efficiencies while increasing service delivery.
- Complete additional training in Eden to better interface the cashiering and permitting modules for end-of-day reconciliation.
- Maintain quality up-to-date information on department and divisions web pages.

### **Engineering Division**

The engineering division is comprised of three work groups: (1) Development Engineering works with property owners wanting to improve a site through new development or modification of existing site improvements. The Development Engineering team assists customers through the approval and development process while insuring that the City's Public infrastructure is not adversely impacted by developments. (2a) Transportation Engineering is responsible for transportation planning, engineering,

## Department Summaries

grant funding coordination, pavement maintenance programming, traffic signal engineering and capital/development project review. Transportation engineering staff performs traffic studies that include accident analysis, traffic/signal operations, safety analysis, and traffic projections. (2b) Capital Engineering is responsible for the design and construction of capital improvement projects. This includes scheduling, cost management, environmental approval, right of way acquisition, grant management, design, construction award, construction management and inspection. Capital engineering staff is responsible for inspection of capital and development projects for all work within the City's right-of-way. (3) Utility Engineering plans for the future needs of the utility system. Utility Engineering staff identifies and corrects current deficiencies in the utility system, maintains mandatory regulatory compliance with State and Federal Agencies, and executes capital projects to meet future compliance and city wide planning needs.

### Utilities Engineering FY2016-17 Accomplishments

#### *Sanitary Sewer*

- Completed construction of WPFC pond lining and Vaccon pad reconstruction.
- Completed construction of WPFC Mechanical Bar Screen Replacement.
- Completed the annual Sanitary Sewer System Management Report.
- Completed construction of WPCF Aeration Project.
- Completed construction of two major interceptor sewer-lining projects.
- Completed construction of sewer collection system repairs.

#### *Recycled Water*

- Awarded \$4,500,000 SRF agreement including \$1,900,000 in grant funding and \$2,600,000 in 1.0% interest rate loan financing for construction of the Recycled Water Project.
- Completed Recycled Water Operations Manual and staff training for the Recycled Water Utility.
- Completed construction and start-up of the recycled water system.

#### *Flood Control*

- Continued Lower Cache Creek Feasibility Study with Army Corps of Engineers in new 3x3x3 format.
- Coordinated with Lower Sacramento Regional Flood Management Planning group to develop the regional flood protection plan.
- Coordinated with DWR and Yolo County on a regional flood solution and preparing a state/local feasibility study.
- Completed development of storm water model for South Urban Growth Area including Spring Lake.

#### *Water*

- Completed construction and start-up of the WDCWA surface water regional treatment facility.
- Completed Water System permit amendment to include conversion to WDCWA water, ASR, and destruction of certain groundwater wells.
- Increased water quality testing and documentation along with coordination with SWRCB Division of Drinking Water to assist with conversion to surface water.
- Coordinated with WDCWA and Public Works staff to resolve distribution system water quality issues associated with conversion to surface water.
- Completed evaluation and permitting for ASR wells.
- Evaluated impact of new chromium 6 Maximum Contaminant Limit (MCL) on water system.

## Department Summaries

- Completed construction of the east and west transmission main projects.
- Completed design and commenced construction of two new ASR wells.
- Completed construction of Dog Gone Alley water main replacement.
- Completed construction of 2015 water main replacement project.
- Commenced design of 2017 water main replacement project.
- Commenced design of 2017 Dog Gone Alley utilities replacement.

### Utilities Engineering FY2017-18 Goals

- Prepare a comprehensive list of necessary sewer repairs throughout the City.
- Update the 10-year plan for water main repairs throughout the City.
- Complete state/local Lower Cache Creek Feasibility Study including financing plan.
- Complete Urban Flood Risk Reduction grant application for both completions of the feasibility study and design for the Lower Cache Creek Flood Program.
- Recalibrate sanitary sewer model.
- Coordinate with Yolo County on sanitary sewer system regionalization.
- Continue construction of the ASR Wells #29 and #30.
- Commence construction of the WPCF minor maintenance projects.
- Continue design and construction of sanitary sewer repairs.
- Complete design and construction of West Street transmission main project.
- Complete construction of 2017 Dog Gone Alley utilities replacement.
- Prepare Water System Master Plan, including recycled water system.
- Complete design and construction of project to destroy obsolete and unusable wells.
- Complete construction of 2017 water main replacement project.
- Complete design and construction of 2018 water main replacement project.
- Commence design and construction of Beamer Trunk Sewer Rehabilitation.
- Commence design and construction of North Regional Pond and Pump Station.
- Commence update of north area Storm Drain Facilities Master Plan.

### Development Engineering FY2016 and FY2017 Accomplishments

- Completed five (5) subdivisions & subdivision maps that will allow for the construction of 400 new homes and additional improvement plan checks to support another 341 homes.
- Completed two (2) parcel maps.
- Processed approximately 472 encroachment permits.
- Processed approximately 486 transportation permits.
- Supported the planning group in processing tentative maps, CUPs, and various other entitlements.

### Development Engineering FY2018 Goals

- Development Engineering will work with internal and external customers wanting to improve land through either new development or modification or redevelopment of existing sites.
- Development Engineering will coordinate with building, planning, public works, and transportation groups to insure quality, low maintenance infrastructure.
- Development Engineering will assist customers in getting through the process while insuring that the City's Public infrastructure is not adversely impacted by development by providing fair, consistent, and timely reviews of development projects.

## Department Summaries

- Development Engineering will provide assistance in the processing of land acquisition and relinquishment.
- Development Engineering will coordinate plans and future infrastructure needs for the General Plan, various Specific Plans, and annexations.
- Development Engineering will provide Springlake General Administration Services including: overseeing and coordinating inspecting the public infrastructure in Springlake to ensure new improvements are constructed with quality and economy; and preparing and adopting rules, policies, and ordinances to allow for the fair and equitable implementation of the 2nd and 3rd release of BUA's in Springlake.
- Complete the Spring Lake CIP and SLIF fee update.

## Transportation and Capital Engineering FY 2016-17 Accomplishments

- Coordinated with Public Works road crew to complete all preparatory work for the 2016 and 2017 Road Maintenance Projects including significant areas of full-depth repair, pot hole filling, and crack sealing.
- Assisted Public Works staff with multiple contracts for construction of, and repairs to, various City facilities.
- Staff coordinated with the City's Information Technology division for the routing of the citywide fiber optic line to provide services throughout the city.
- Provided significant and timely traffic engineering support to Planning, Development Engineering, Public Works and Public Safety.
- Reviewed signal timing for various intersections and corridors to bring signals into compliance with new regulations and to improve operation and safety for bicyclists, pedestrians and vehicles.
- Responded to many documented traffic related public complaints and many others that were handled without documentation due to the simple nature of the requests.
- Provided temporary signal timing to accommodate work being performed by Capital Projects as well as O&M maintenance crews.
- Coordinated with the Public Safety Department for concentrated enforcement of identified problem areas.
- Worked with Finance and Technology (Administrative Services Department) to implement and utilize Tyler Eden timekeeping software for complex engineering timecards.
- Continued to manage, design, and construct Capital Improvement projects; CIP staff managed or was actively involved in many projects, the most notable are:
  - Kentucky Avenue Complete Street and Widening –
  - Annual ADA Improvement Projects
  - Annual Pavement Maintenance Projects
  - Main/Cleveland Street Traffic Signal
  - Spring Lake Parks N1 & N3
- Continued to inspect all development civil infrastructure (multiple Springlake subdivisions, commercial development, and encroachment permits).
- Continued to develop and expand staff skills and abilities: One Senior Associate Civil Engineer, One Construction Project Manager, one (1) Associate Engineer, and four Engineering Technicians.
- Continued to implement Capital Improvement Project (CIP) procedures and practices: modified policies and practices as needed based on lessons learned and direction from upper management/City Attorney.

## Department Summaries

- Updated standard documents, Consulting Services Agreement forms, and standard General Conditions & Bid forms based on project experiences.
- Monitored compliance with State/Federal Aid program requirements; communicated requirements to CDD project engineers.
- Created new/revised Federal Aid additions to General Conditions to streamline future updates.
- DBE review of consultant proposals and contractor bid proposals.
- Worked with IT staff to further the progress of the City's GIS data by providing data to create layers for traffic collision data, ADA ramps, bike lanes and other background information.
- Completed multiple Quality Based Selection (QBS) processes to select qualified design, construction management and inspection firms to provide services on City projects.
- Continued monitoring, updating and maintaining the City's pavement management system inventory.
- Provided review, oversight and coordination of establishment of temporary traffic control plans on City streets to prevent overlapping and conflicting traffic plans.

### Capital and Transportation Engineering FY2018 Goals

- Update the bike master plan.
- Increase staff knowledge regarding:
  - Traffic engineering
  - Pavement management
  - ADA compliance regulations
  - Bike/pedestrian planning including newer concepts as proposed by the Association of Pedestrian and Bicycle Professionals (APBP) and regional advances.
  - Complete streets design
- Continue coordinating with planning to complete/implement the transportation section of the General Plan.
- Continue coordinating with Public Works staff to complete "special projects" like intersection restriping, major maintenance projects and planning for future work.
- Assist in the training and mentoring of 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)
  - Construct the Kentucky Avenue Complete Streets Project (East Street to West Street).
  - Design the East Main Street project.
  - Design and construct the W. Main Street Bicycle/Pedestrian Mobility and Safety Improvement project.
  - Design the West Woodland Safe Routes to School project. Complete design and begin construction for the I-5/CR 102 landscaping project.
  - Begin design of the Pedestrian Overcrossing of SR113.
  - Expend the Systemic Safety Analysis Report Program funding to identify opportunities for improved safety and mobility.

### **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

## Department Summaries

developers with information regarding property use and development, (2) review and process new development applications, (3) implementation of the California Environmental Quality Act, (4) advanced or long range planning including preparation, interpretation and implementation of the General Plan and Specific Plans including Spring Lake, implementation of legislative updates, coordination and participation on regional efforts, and (5) staff to the Historic Preservation Commission, Planning Commission, and other appointed commissions.

Planning provides public information, education, and technical assistance in the review of codes, standards, and policies so that customers may conduct necessary business and continue work within the community. The division provides professional planning review of applications and ultimately provides information and advice to the City Council, Planning Commission, Historic Preservation Commission and City Manager so that they can make recommendations and decisions. Planning ensures consistency with the General Plan, both internally and with other planning documents, such that all plans and policies developed by the City of Woodland, as well as by other responsible agencies, comply with State Mandated statutes including Planning and Zoning laws and the California Environmental Quality Act so that resulting actions preserve and enhance the built environment, preserve historic resources, facilitate resource conservation, sustainability and energy efficiency, and improve residential and economic vitality of the community. The division continues working with the community, elected officials, appointed 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.

### FY2016-17 Accomplishments

- Continued progress on the City's General Plan Update including development of a preferred land use plan. The General Plan team continues to provide professional support and direction and fosters community input.
- Provided staff review for agencies such as SACOG and Yolo County for efforts including the Habitat Conservation Plan, and interagency review requests (Self-storage on CR-102, Leinberger Center replacement facility, and Borraga Station).
- Staffed and assisted the Planning Commission; provided staff support for commission subcommittees: Design Liaison, Public Art and Zoning.
- Staffed and assisted the Historical Preservation Commission; provided staff support for the annual Heritage Home Awards and ceremony.
- Staff continued processing of General Plan Amendment requests including Prudler Mall Expansion site, Mercy Housing and Spring Lake projects.
- Staff continued to communicate with City Attorney concerning legal issues on projects and procedures; continued to modify forms and procedures as needed based on legal direction, including property use issues and concerns.
- Staff continued to provide support to the development community toward the implementation of the Spring Lake Specific Plan including encouraging new development; continued efforts to provide adequate staff levels to manage the complex and varied aspects of the plan, including plan amendment requests (Cal West Park N1, Oyang North, Oyang South, and Heritage Park N3).
- Staff continued to provide support and work with the development community to ensure completion of required infrastructure improvements, roadway segments, bike, pedestrian and greenbelt improvements in the Spring Lake Development.
- Assisted DR Horton, Meritage Homes, and Lennar Homes with architectural review, plan check and construction review.

## Department Summaries

- Continued the required Swainson Hawk monitoring for Spring Lake as required in the Development Agreement.
- Staff continued to respond to neighborhood and resident concerns.
- Continued to provide timely review of plan check submittals, including residential plot plans, commercial and industrial projects.
- Provided Planning support for City Manager and Economic Development efforts including site visits, meeting with prospective development interests.
- Continued to provide Business License review to ensure compliance.
- Continued to assist with Public Convenience and Necessity (PCN) reviews for alcohol permits.
- Continued to assist businesses through staff level sign permit review.
- Continued to assist businesses through staff level and Planning Commission Design Review including: Fairfield Inn Art, Produce Market, Hilton Home2 Hotel, Meier Auto Building remodel, Pearsons 702 Main Street remodel, Tree House (Diggs) 514-518 Main Street remodel, Mercy Housing, Digital Freeway sign CUP, Woodland Motors/Chevrolet, Human Bean coffee kiosk, Oakland Pallet, Alphabet Soup CUP, Home Goods and Ulta at the Gateway Center, Royal Coach Car Wash, Lynn Family Dentistry, Yolo Food Bank expansion, mixed use live work on Beamer Street,
- Since July 1, 2016 through March 31, 2017, 56 new (non-city sponsored) planning applications have been received including:
  - a. 11 new single family buildings
  - b. One (1) subdivision design review for 235 lots (Lennar, The Orchard)
  - c. One (1) Commercial Remodel (Popeyes)
  - d. Three (3) wireless tower revisions
  - e. 25 sign applications
  - f. Three (3) Lot Line Adjustments
  - g. Three (3) Tentative Parcel maps
  - h. Two (2) Conditional Use permits: Dutch Brothers and Oakland Pallet
  - i. One (1) Zoning Administrator Permit: Rancho Chain and Cable
  - j. One (1) Specific Plan and Annexation
  - k. Two (2) Appeals
  - l. One (1) Zoning Interpretation
- Continued to update key Zoning Ordinance provisions including the electronic e-reader sign provisions.
- Staff continued providing ongoing counter support including responding to general information inquiries, zoning and setback information, code compliance, as well as preparation of Zoning verification Letters for non-conforming structures.
- Staff provided property history and research inquiries (land use/building permit search).
- Continued to review and work on handouts and application forms. Also provided updates to the City's Web site with links to all necessary documents.
- Staff continued to refine its file management and organization of long-term file storage in the basement and appropriate storage of archival materials to better facilitate file retrieval and management.
- Continued to use internet web access and other tools, to provide open communication and information to the public regarding public process.
- Utilized methods such as customer satisfaction surveys and web comments to continue to review and evaluate customer service and effectiveness.

## Department Summaries

- Continued assessment of web navigation in the department site to ensure that information is as user friendly as possible.

### FY2017-18 Goals

- Adoption of the General Plan, Climate Action Plan and Final EIR.
- Prepare Phase I modifications to the Zoning Ordinance; corresponding to new General Plan provisions to provide interim guidance until Phase II updates are completed.
- Begin work on the Phase II Comprehensive Zoning Ordinance update.
- Update the Parking Management Plan.
- Update the Downtown Specific Plan and Historic Survey.
- Update the California Environmental Quality Act Local Guidelines as needed.
- Continue to support the build-out of the Spring Lake Plan development area.
- Provide staff management in the processing new specific plan application proposals for the Woodland Research and Technology Park.
- Adopt the Woodland Commerce Center EIR.
- Provide staff support for the development of new Cannabis regulations related to Proposition 64 mandates.
- Provide staffing and support for the Historic Preservation Commission and Planning Commission; Provide educational briefings as time and agendas allow.
- Continue to process Zoning Ordinance modifications to consider accessory dwelling unit modifications to address new state guidelines.
- Continue to provide staff as liaison with Regional efforts including the HCP/NCCP and SACOG.
- Develop a Public Art Policy.
- Provide support in the processing and review of signs, site and design review applications for new development proposals, including facilitating the creative re-use of existing sites.

### **Building Division**

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

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

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

## Department Summaries

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

### Building FY2016-17 Accomplishments

- The key projects completed, started, or ready for permit issuances:
  - Solar Project:
    - 2511 Kw (2.5mw) Roof Mount at Target Warehouse
    - 134 Kw Ground Mount at Inland Properties site on North East Street
    - 120 Kw Roof Mount at 1230 Fortna Drive
    - 85 Kw Roof Mount at 154 W. Main Street
  - 50 Kw Roof Mount at 702 Main Street
  - Sushi Bar and Teppanyaki Station at former Sizzler Restaurant site
  - S.F. Spice Phase III-Pasta Production Line
  - Popeye's Chicken: Complete Remodel and exterior upgrade on Court Street
  - Boundary Bend Olive Oil Tenant Improvement: Phase II with receiving pit and conveyor processing with tanks
  - Dentist Office on W. Lincoln. New building and site development
  - The "Human Bean" Coffee; kiosk type building adjoining the Mall
  - Meier Auto Building Renovation and Restoration
  - State Theater Marquee
  - Royal Coach Express Car Wash on Main
  - Dutch Brothers Coffee development of site on Trade Court
  - Conversion of former Yogurt Shop into a restaurant at 538 Main
  - 80 Unit Apartment Complex on former County site at Cottonwood & Beamer
  - Shell building at Gateway Shopping Center: 24,500 square feet
  - Lennar master plan check for "The Grove" in Cal-West Spring Lake
  - Former Pearson's building complete improvement to add five (5) residential and two (2) commercial tenants.
  - Large Boiler for Tomato Processing added: PCP at 1370 Lemen Avenue
  - Grain blending and packing process installation at 700 Santa Anita Drive
  - BMC remodel of 1351 E Beamer Street. BMC is a major construction supplier to home builders.
  - Woodland Christian School Expansion on Matmor: Five new classrooms
- Solar Permits: The Building Division raised solar fees in August 2016. The numbers of solar permits are averaging the same as in the last two years with about 400 permits per year. The Division is averaging two (2) solar permits per day.
- The Building Division issues approximately 2,500 permits a year. There were over 100 major plan reviews completed by staff and consultants with an average of 10 days for the first set of comments (complex projects such as Assembly or Hazardous Occupancies require 15 days for the first set of plan check comments). The Division performs approximately 8,400 inspections per year and is currently averaging over 35 inspections per day with many days above 50 inspections. The inspections: 3,700 are for Single Family Homes (mostly within subdivisions) and 4,700 for all other types of inspections.
- Building Division revenues are approximately \$1,000,000 per year based upon \$65 million of valuation which equates to 1.7 % building fees per total value of project.

## Department Summaries

### Building FY2017-18 Goals:

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

### Code Enforcement FY2016-17 Accomplishments

- Switched software systems to provide better data entry and reporting.
- Processed 900 complaints—more than double from the previous year.
- Attended Storm water Pollution Prevention Plan (SWPPP) training and resolved two major SWPPP complaints in the Spring Lake area.
- Attended the California Association of Code Officers Annual Seminar for continuous training and certification.
- Worked with the property owners of 655 Cottonwood Avenue, 650 Community Lane and 440 First Street to bring their rental properties into compliance with building and fire codes.
- Worked with new property owners of 1580 E. Main Street (Sonic Burger) to help protect their property from vandalism during transition to a new owner.
- Assisted with the coordination with Public Works, Fire and PD to remove and clean-up a large transient camp along the southbound I-5 sound wall.
- Assisted property owner of 1212 E. Beamer Street to connect to City Sewer.
- Coordinated with the Woodland PD and participated in the POP program that included monthly meetings to identify various nuisances and complaints throughout the City.
- Assisted with and ensured businesses are compliant with the state-mandated Mandatory Recycling Program.
- Environmental Code Enforcement ensured recycling, waste management, and storm water were performed according to City and State Codes.
- Advanced businesses' understanding of and compliance with commercial recycling requirements.
- Helped improve processes for customer notifications and follow-up regarding potential water leaks.

### Code Enforcement FY2018 Goals:

- The main goal is to enhance the program success by providing a clear presence in the community and to resolve complaints in a timely manner.
- Provide programs, education, and enforcement consistency.
- Development and implementation of a Rental Housing Program.
- Educating the public of the benefits of code enforcement in the community through social media and public outreach.
- Working with the City's Fire Department to revise the city's weed abatement ordinance.
- Coordinate with other departments to develop a process for ensuring the collection of fines.
- Continue to develop cohesive relationships with other agencies and counties/cities.
- Attend networking conferences and meetings to maintain consistency with code enforcement goals.

## Department Summaries

- Attend California Association of Code Officers (CACEO) Annual Seminars for continuous training and certification.

### **Economic Development Division**

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

#### FY 2016-17 Accomplishments

- Revenue Sharing agreement impact analysis (cost and benefit) to City and County has been completed by consultant Bay Area Economics. Further review and analysis will continue between the city and countywide before entering into future agreements.
- Successor Agency:
  - ROPS 16/17 A&B were approved by Department of Finance.
- Effective November 15, 2015, the state updated RDA clean up legislation to, among other actions, delay the requirement to create a countywide Oversight Board until July 1, 2018. The original deadline was July 1, 2016. The Yolo County jurisdiction staff to the Oversight Boards will begin to meet in early 2017 to assemble the Countywide Oversight Board. In the meantime, we will continue to hold an annual Woodland Oversight Board meeting in January 2017. The ROPS 17/18 was submitted to State Department of Finance by February 1, 2017.
- The Yolo County Broadband Strategic Plan was presented to the respective Councils and Board of Supervisors for approval and adoption in 2015. Since that time, staff has begun to map the city's conduit and fiber assets, Wifi and LAN, and WAN inventory. Staff continues to meet with local broadband providers and jurisdictions to develop the necessary infrastructure for commerce in Woodland.
- The EDA funded Rail Realignment Project was completed in early 2016. Staff continues to collaborate with engineering division's flood protection effort but the project is currently on hold until further direction is provided on the flood protection plan is adopted, funded and ready to implement.
- Velocity Island had its second successful year (at 70% of projected business). Upgrades are scheduled for the summer of 2017 to allow for extended hours of cable boarding and entertainment.
- Woodland Farmer's Market assistance:
  - Tomato Festival –August 13, 2016 was tremendous success
  - Saturday Markets moved from Main Street and Heritage Plaza to First Street in front of the Library and the changes were well received by the community and patrons
  - Tuesday Farmer's Market continues at Woodland Healthcare Surgery Center as part of their health & wellness program
- Yolo County Visitors Bureau management:
  - Hotel BID renewal, Amended MOU and Work Plan to account for the Woodland Marketing and Promotions efforts (increased assessment from 1% to 1.5% annually). With the addition of two (2) new hotels and increase in Hotel assessment from 1% to 1.5% the revenues have doubled; 50% of revenues stay with city and 50% of revenues are transferred to the YCVB.

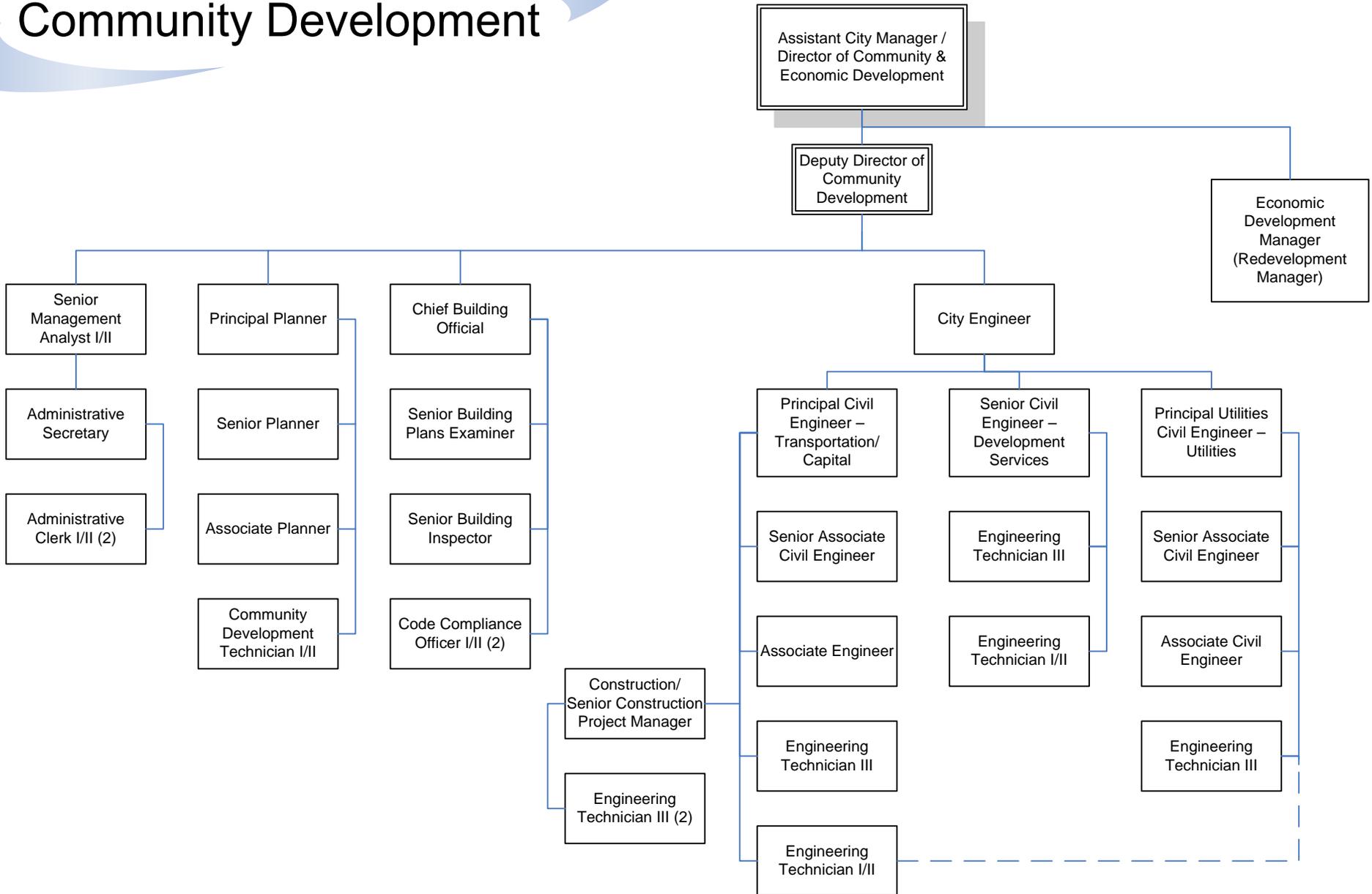
## Department Summaries

- Worked with hotels to increase overnight stays in Woodland
- Partnered with Sacramento and Yolo Farm to Fork.
- Expanded marketing and promotion of Woodland Events and Attractions
  - Set up marketing program on billboards and at the Sacramento International Airport; new collateral materials
  - Development of “VisitWoodland” website
- Continued to work with First Fridays Art Walk, Food Truck Mania, and other events promoting Woodland.
- Expanded involvement with new SBDC structure.
- Participated on Yolo County Workforce Investment Board (WIB) on behalf of City of Woodland.
- Partnered with Woodland Community College on SEED Incentive Program.
- Business Retention and Attraction:
  - Assisted businesses through planning and development process
  - 2016 Woodland Business Walk and follow up activities
- Partnered with Woodland Chamber to conduct business walk series and extended outreach visits.
- Kicked off the Woodland Food & Ag CEO Advisory Council with a locally sourced dinner at The Lincoln.

## FY2017-18 Goals

- ROPS 17/18 was approved by the Department of Finance on March 30, 2017 for the period of July 1, 2017 – June 30, 2018. Staff have worked with the California Department of Finance (DOF) to modify ROPS documents to reflect amendments to CalHFA HELP Loan Agreement.
- Set up Social Media platforms-Facebook, twitter, Instagram, Food & Ag website.
- Marketing: working with Greater Sacramento Economic Council (GSEC) on the Woodland Economic and Demographic Profile, and the development of additional collateral materials for prospective businesses and visitors. Woodland profile will be completed in 2017-2018 (with a new focus).
- Phase 1 of “Food Forward” branding campaign is underway.
- State Theatre renovation project is underway and scheduled for a grand re-opening in June 2017; associated public improvements (funded by redevelopment funds) have been completed.
- Close escrow and commence construction on the Downtown Hotel.
- Advance Strategic Economic Development Initiatives focused on Food and Agricultural Industry growth and expanding Downtown as an Arts and Entertainment Destination.
- Yolo County Broadband Strategic Plan:
  - Implement strategy as incorporated in the general plan, public works capital projects (as appropriate).
  - Partner with local broadband providers and market to new and existing businesses as an Economic Development marketing tool.
- Woodland Farmers Market:
  - Assist with Tomato Festival
  - Assist with growing market vendors for produce and goods at Saturday Market
- 2018/2019 Woodland Business Walk will be set up and managed by City and Chamber of Commerce
- Assist new business prospects; expansion and relocation prospects; and assist downsizing businesses in Woodland.
- Successor Agency:
  - Complete ROPS 18/19

# Community Development



**COMMUNITY DEVELOPMENT**

<u>Source of Funds</u>		<b>Actual</b> <b>FY2012-2013</b>	<b>Actual</b> <b>FY2013-2014</b>	<b>Actual</b> <b>FY2014-2015</b>	<b>Actual</b> <b>FY2015-2016</b>	<b>Amended</b> <b>Budget</b> <b>FY2016-2017</b>	<b>Adopted</b> <b>Budget</b> <b>FY2017-2018</b>
General Fund Support	\$	354,986	\$ 26,221	\$ (8,288)	\$ 196,294	\$ 1,636,788	\$ 713,982
General Fund Fees & Charges		1,783,323	2,087,280	2,637,293	2,596,463	1,812,615	2,262,127
Enterprise Funds		2,649,137	2,956,784	3,160,333	2,721,180	6,128,198	4,676,032
Special Revenue		1,172,662	2,450,917	988,505	230,456	1,995,586	116,574
Development Funds/Capital		574,457	1,176,729	1,250,230	674,062	1,034,860	40,015
Redevelopment/Successor Agency		1,388,835	1,169,613	1,064,819	979,203	218,663	86,570
Spring Lake		52,470	65,548	73,775	56,065	64,850	65,672
<b>Total Funding Sources</b>	<b>\$</b>	<b>7,975,870</b>	<b>\$ 9,933,092</b>	<b>\$ 9,166,667</b>	<b>\$ 7,453,723</b>	<b>\$ 12,891,560</b>	<b>\$ 7,960,972</b>

<u>Division</u>		<b>Actual</b> <b>FY2012-2013</b>	<b>Actual</b> <b>FY2013-2014</b>	<b>Actual</b> <b>FY2014-2015</b>	<b>Actual</b> <b>FY2015-2016</b>	<b>Amended</b> <b>Budget</b> <b>FY2016-2017</b>	<b>Adopted</b> <b>Budget</b> <b>FY2017-2018</b>
21 Administration	\$	83,268	\$ 62,094	\$ 109,902	\$ 112,835	\$ 231,124	\$ 323,178
22 Planning		655,174	613,156	620,711	605,491	673,611	685,726
23 Building Inspection		754,107	758,827	800,964	1,110,403	1,226,014	1,059,352
24 Successor Agency (former Redevelopment)		1,328,721	2,543,555	1,065,930	1,039,203	218,663	86,570
25 CDBG		922,495	383,601	822,016	8,384	142,801	-
26 Economic Development		-	-	229,612	288,766	588,608	268,247
27 Engineering		3,394,031	3,397,601	3,427,019	3,452,411	4,346,740	4,082,899
29 Capital Projects		838,074	2,174,258	2,090,513	836,230	5,463,998	1,455,000
<b>Total Expenditures</b>	<b>\$</b>	<b>7,975,870</b>	<b>\$ 9,933,092</b>	<b>\$ 9,166,667</b>	<b>\$ 7,453,723</b>	<b>\$ 12,891,560</b>	<b>\$ 7,960,972</b>

<u>Division</u>		<b>Actual</b> <b>FY2012-2013</b>	<b>Actual</b> <b>FY2013-2014</b>	<b>Actual</b> <b>FY2014-2015</b>	<b>Actual</b> <b>FY2015-2016</b>	<b>Amended</b> <b>Budget</b> <b>FY2016-2017</b>	<b>Adopted</b> <b>Budget</b> <b>FY2017-2018</b>
21 Administration	\$	83,268	\$ 62,094	\$ 109,902	\$ 112,835	\$ 231,124	\$ 323,178
22 Planning		566,624	539,995	551,718	562,807	622,048	633,358
23 Building Inspection		754,107	758,827	800,964	1,016,658	1,128,039	950,072
24 Successor Agency (former Redevelopment)		-	-	-	-	-	-

Department Summaries

25 CDBG	17,111	8,911	-	-	-	-
26 Economic Development	-	-	229,612	288,766	588,608	268,247
27 Engineering	705,334	743,674	721,808	811,692	879,584	801,716
29 Capital Projects	11,866	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,138,309</b>	<b>\$ 2,113,501</b>	<b>\$ 2,414,004</b>	<b>\$ 2,792,758</b>	<b>\$ 3,449,403</b>	<b>\$ 2,976,571</b>

<b>Expenses by Category</b>						
<u>Expenditures</u>	<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
Salaries and Benefits	\$ 3,033,974	\$ 3,120,089	\$ 3,036,842	\$ 3,106,206	\$ 3,866,711	\$ 2,258,926
Supplies & Services	3,003,106	3,866,620	3,916,125	2,810,066	8,373,334	193,776
Education & Meetings	28,540	29,064	40,033	61,990	66,425	62,795
Debt Service	587,774	512,465	819,423	710,506	-	-
Capital Expenses	-	-	-	-	-	-
Other Operating Expenditures	888,711	2,358,171	1,354,244	764,955	580,707	461,074
Transfers	433,765	46,683	-	-	4,383	-
<b>Total Expenditures</b>	<b>\$ 7,975,870</b>	<b>\$ 9,933,092</b>	<b>\$ 9,166,666</b>	<b>\$ 7,453,723</b>	<b>\$ 12,891,560</b>	<b>\$ 2,976,571</b>

<b>General Fund Expenses by Category</b>						
<u>Expenditures</u>	<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
Salaries and Benefits	\$ 1,543,027	\$ 1,474,359	\$ 1,676,595	\$ 1,810,918	\$ 2,075,161	\$ 3,859,579
Supplies & Services	160,026	194,189	281,353	486,370	865,161	3,435,482
Education & Meetings	17,418	21,105	30,067	50,073	53,950	76,270
Debt Service	-	-	-	-	-	-
Capital Expenses	-	-	-	-	-	-
Other Operating Expenditures	417,839	423,848	425,989	445,398	450,748	589,641
Transfers	-	-	-	-	4,383	-
<b>Total Expenditures</b>	<b>\$ 2,138,309</b>	<b>\$ 2,113,501</b>	<b>\$ 2,414,004</b>	<b>\$ 2,792,758</b>	<b>\$ 3,449,403</b>	<b>\$ 7,960,972</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – COMMUNITY DEVELOPMENT

Classification	FY 2014/15	FY 2015/16	FY2016/17	Adopted FY2017/18
<b>Community Development</b>				
Administrative Clerk I	1	1	0	0
Administrative Clerk II	1	1	2	2
Administrative Secretary	1	1	1	1
Associate Civil Engineer	2	2	1	1
Associate Engineer	1	1	1	1
Associate Planner	1	1	1	1
Assistant City Manager-Community & Econ Develop	0	0	1	1
Chief Building Official	1	1	1	1
City Engineer	1	1	1	1
Code Compliance Officer II	2	2	2	2
Community Development Director	1	1	0	0
Community Development Technician II	1	1	1	1
Construction Project Manager	1	1	1	1
Deputy CDD Director	0	0	1	1
Engineering Technician II	2	2	2	2
Engineering Technician III	5	5	5	5
Management Analyst II	1	1	0	0
Principal Civil Engineer	1	1	1	1
Principal Utilities Civil Engineer	1	1	1	1
Principal Planner	1	1	1	1
Redevelopment Manager	1	1	1	1
Senior Building Inspector	1	1	1	1
Senior Building Plans Examiner	1	1	1	1
Senior Associate Civil Engineer	1	1	2	2
Senior Civil Engineer	1	1	1	1
Senior Management Analyst	0	0	1	1
Senior Planner	1	1	1	1
<b>Total Community Development</b>	<b>31</b>	<b>31</b>	<b>32</b>	<b>32</b>

## COMMUNITY SERVICES DEPARTMENT

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

### FY2016-17 Accomplishments

- Completed Aquatic Feasibility Study.
- Relocated boxing gym to community center.
- Renamed two new city parks formally known as N1 and N3.
- Reorganized Park Maintenance and Urban Forestry from Public Works to Community Services.
- Provided creative marketing strategies that include direct mailing of postcards and canvassing neighborhoods in a continued effort to increase marketing for department, programs, and events.
- Increased Summertime Fun Club enrollment by 25% from previous fiscal year.
- Increased Contract Recreation Net Revenue by 5%.
- Increased Impact Hoops and Youth Basketball League Registration by 5% (Youth Basketball League registration increased by 25%).
- Adult Sports participation increased by 39% amongst softball, basketball, and volleyball (134 teams in 2015 and 187 teams in 2016).
- Increased program participation by 100% for lifeguard training (filled to 96% capacity).
- Implemented spring and fall swim lessons (made possible with funding from Measure J) to 150 participants.
- Provided swim lessons instructed in Spanish (new program).
- Provided free public swim opportunities (made possible with funding from Measure J) to over 25,000 visitors during the 10 weeks of summer.
- Enrolled maximum amount of participants in Woodland Wreckers swim team, capped at 150 swimmers (for the third year in a row).
- Enrolled youth in Summer Teen Pack (program made possible with Measure J funds) to 90% capacity.
- Increased daily attendance for after school programming at Douglass and Lee (made possible with Measure J funds) by 200% with an average daily attendance of 40.
- Expanded participation for the Outdoor Adventure Trip to Yosemite for 29 participants; 15 were provided scholarships. Only seven (7) of the 29 participants had been to Yosemite before.
- Distributed over \$26,000 in scholarships to 350 for income-qualified participants for the following programs: swimming lessons, Summertime Fun Club, Summer Teen Pack, Outdoor Adventures, and Lifeguard Training (with funding provided by Measure J).
- Continued to implement unique free events for all ages including two (2) Teen Skate Nights for middle and high school students, Valentine's Day Cookie Decorating, a 6<sup>th</sup> Grade Graduation Party, April Pool's Day, and Monte Carlo event (made possible with Measure J funds). Rec2Go, the mobile recreation program had over 5,000 visitors and attended citywide events, parks, and school activities.

## Department Summaries

- Helped facilitate the completion of at least five (5) CDBG-funded construction projects with work on the Federal labor and contract compliance requirements.
- Closed at least five (5) first-time homebuyer loans.
- Obtained the City's fourth (4<sup>th</sup>) Housing-Related Parks Program grant.

## FY2017-18 Goals

- Increase contract class net revenue by 5% for FY18.
- Increase contract basketball participation by 5% for FY18.
- Increase boxing participation by 10% for FY18.
- Increase program participation for Adult Sports by 15%.
- Fill swim (spring, summer, and fall) lessons to 85% capacity.
- Reach 20,000 participants with Rec2Go, the mobile recreation program and increase program operation by 15%.
- Offer scholarships for income qualified participants for the following programs: swimming lessons, Summertime Fun Club, Summer Teen Pack, Outdoor Adventures, and Lifeguard Training (funding provided by Measure J) and make scholarships available for wider range of recreational programs.
- Increase Youth Committee participation by 75%.
- Increase Summer Teen Pack program participation to reach 95% capacity.
- Increase the average daily attendance at the middle school after school.

## **Parks Maintenance**

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

The City's parks infrastructure consists of approximately 175 acres of developed land (including a cemetery and detention basins that are used for recreational purposes) and another 160 acres of undeveloped land (known as the Regional Park). The developed acreage is home to 23 parks, 13 sports fields, 1 Cemetery, 1 pool, 1 plaza, and a variety of greenbelts and landscaping strips. This division also oversees the Urban Forestry Group, which is responsible for the maintenance and well-being of approximately 15,000 City owned trees. All of these amenities are funded from multiple sources, which include the general fund and various lighting and landscaping districts.

## FY2016-17 Accomplishments

- Connected to the reclaimed water system for I-5 sound wall, Pioneer and Klenhard Parks. This will dramatically reduce the water costs associated with the landscape parks.
- Performed wide range cyclical pruning in our older growth section of town.
- Removed and replaced the poured in place rubber with engineered wood fiber at Ferns Park.
- Resurfaced basketball courts at Campbell and Evermen Parks as part of a 2014 State Housing-Related Parks Program Grant.
- Painted the entire painted surfaces on the playground at Ferns Park through a grant provided by the John and Eunice Davidson Foundation.

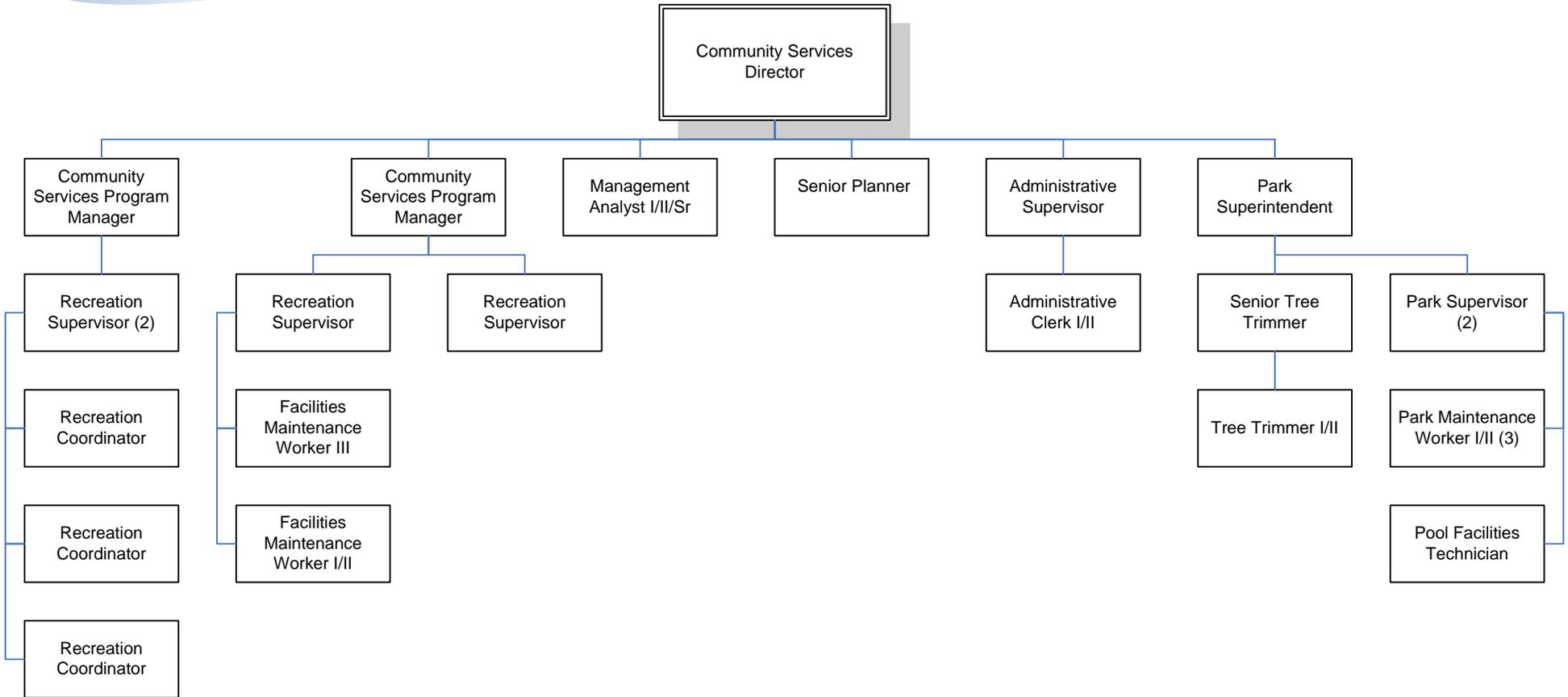
## Department Summaries

- Installed two new play features at Ferns Park playground through a grant provided by the John and Eunice Davidson Foundation.
- Replaced all disc golf baskets at Ferns Park.
- Replaced Restrooms at City, Evermen, and Campbell Parks as part of a 2014 State Housing-Related Parks Program Grant.
- Resurfaced Tennis Courts at City Park as part of a 2014 State Housing-Related Parks Program Grant.
- Implemented the Legacy Grove tree and bench memorial dedication program.

## FY2017-18 Goals

- Install master valves at Pioneer park so that the park can be fully shut off remotely. These valves also track water usage to add redundancy to our irrigation system.
- Replace existing outdated playground equipment at Harris Park with a grant from California Department of Housing and Community Development (HCD) by our Community Services Department.
- Continue to identify ways to reduce water use at City Parks and landscaped areas
- Continue to work with the Tree Foundation on multiple tree planting projects to increase the City's overall tree canopy coverage.
- Refine the Timeline for the Sports Park turf replacement, and possibly replace during this reporting period.
- Install an additional six (6) irrigation controllers in Gibson Ranch. This will complete the upgrades to Central Control of irrigation in Gibson Ranch.

# Community Services



**COMMUNITY SERVICES**

<u>Source of Funds</u>		<b>Actual</b> <b>FY2012-2013</b>		<b>Actual</b> <b>FY2013-2014</b>		<b>Actual</b> <b>FY2014-2015</b>		<b>Actual</b> <b>FY2015-2016</b>		<b>Amended</b> <b>Budget</b> <b>FY2016-2017</b>		<b>Adopted</b> <b>Budget</b> <b>FY2017-2018</b>
General Fund Support	\$	1,088,809	\$	1,152,016	\$	1,642,981	\$	2,368,931	\$	5,281,944	\$	5,430,965
General Fund Fees & Charges		425,954		528,304		615,824		614,229		542,184		557,190
Internal Service Funds		-		-		-		-		290,000		-
Enterprise Funds		276,774		311,840		331,978		296,269		808,296		847,326
Special Revenue		-		6,666		873,050		1,158,918		3,846,639		3,030,722
Development Funds/Capital		159,615		18,760		233,057		7,470		-		-
Spring Lake		13,706		8,132		20,000		-		22,326		-
<b>Total Funding Sources</b>	<b>\$</b>	<b>1,964,857</b>	<b>\$</b>	<b>2,025,717</b>	<b>\$</b>	<b>3,716,889</b>	<b>\$</b>	<b>4,445,817</b>	<b>\$</b>	<b>10,791,389</b>	<b>\$</b>	<b>9,866,203</b>

<u>Division</u>		<b>Actual</b> <b>FY2012-2013</b>		<b>Actual</b> <b>FY2013-2014</b>		<b>Actual</b> <b>FY2014-2015</b>		<b>Actual</b> <b>FY2015-2016</b>		<b>Amended</b> <b>Budget</b> <b>FY2016-2017</b>		<b>Adopted</b> <b>Budget</b> <b>FY2017-2018</b>
41 Administration	\$	1,053,999	\$	1,168,565	\$	1,617,828	\$	2,329,416	\$	2,995,863	\$	2,762,351
42 Park Maintenance		-		-		-		-		4,928,938		5,275,762
43 Recreation		751,243		831,508		962,838		944,831		1,034,986		1,042,935
44 Senior Center		-		219		-		-		-		-
45 Housing/Grants		-		6,666		883,167		1,162,998		1,831,603		785,155
49 Capital		159,615		18,760		253,057		8,572		-		-
<b>Total Expenditures</b>	<b>\$</b>	<b>1,964,857</b>	<b>\$</b>	<b>2,025,717</b>	<b>\$</b>	<b>3,716,889</b>	<b>\$</b>	<b>4,445,817</b>	<b>\$</b>	<b>10,791,389</b>	<b>\$</b>	<b>9,866,203</b>

<u>Division</u>		<b>Actual</b> <b>FY2012-2013</b>		<b>Actual</b> <b>FY2013-2014</b>		<b>Actual</b> <b>FY2014-2015</b>		<b>Actual</b> <b>FY2015-2016</b>		<b>Amended</b> <b>Budget</b> <b>FY2016-2017</b>		<b>Adopted</b> <b>Budget</b> <b>FY2017-2018</b>
41 Administration	\$	1,040,292	\$	1,160,433	\$	1,617,828	\$	2,329,415	\$	2,705,863	\$	2,762,351
42 Park Maintenance		-		-		-		-		2,345,084		2,462,509
43 Recreation		474,470		519,668		630,860		591,328		658,748		653,605
44 Senior Center		-		219		-		-		-		-

Department Summaries

45 Housing/Grants	-	-	10,116	4,080	114,434	109,690
49 Capital	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,514,762</b>	<b>\$ 1,680,320</b>	<b>\$ 2,258,804</b>	<b>\$ 2,924,823</b>	<b>\$ 5,824,128</b>	<b>\$ 5,988,155</b>

<b>Expenses by Category</b>						
<u>Expenditures</u>	<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
Salaries and Benefits	\$ 1,137,313	\$ 1,245,071	\$ 1,599,243	\$ 1,865,452	\$ 3,580,073	\$ 3,820,466
Supplies & Services	457,897	360,526	1,013,055	963,155	3,408,873	2,707,850
Education & Meetings	5,110	4,980	11,598	10,808	43,143	42,343
Debt Service	-	-	-	-	-	-
Capital Expenses	-	42,808	133,403	361,098	54,947	-
Other Operating Expenditures	364,537	372,333	754,731	851,510	3,344,724	3,212,916
Transfers	-	-	204,859	393,794	359,628	82,628
<b>Total Expenditures</b>	<b>\$ 1,964,857</b>	<b>\$ 2,025,717</b>	<b>\$ 3,716,889</b>	<b>\$ 4,445,817</b>	<b>\$ 10,791,389</b>	<b>\$ 9,866,203</b>

<b>General Fund Expenses by Category</b>						
<u>Expenditures</u>	<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
Salaries and Benefits	\$ 996,504	\$ 1,104,690	\$ 1,371,762	\$ 1,671,063	\$ 2,633,587	\$ 2,789,925
Supplies & Services	152,150	158,538	311,636	391,198	1,468,390	1,303,218
Education & Meetings	5,110	4,980	10,878	10,191	34,815	34,815
Debt Service	-	-	-	-	-	-
Capital Expenses	-	42,808	-	9,375	-	-
Other Operating Expenditures	360,998	369,303	464,041	497,494	1,617,708	1,777,569
Transfers	-	-	100,487	345,502	69,628	82,628
<b>Total Expenditures</b>	<b>\$ 1,514,762</b>	<b>\$ 1,680,320</b>	<b>\$ 2,258,804</b>	<b>\$ 2,924,823</b>	<b>\$ 5,824,128</b>	<b>\$ 5,988,155</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – COMMUNITY SERVICES

Classification	FY 2014/15	FY 2015/16	FY2016/17	Adopted FY2017/18
<b>Community Services (Recreation)</b>				
Administrative Clerk II	1	1	1	1
Administrative Secretary	0	0	0	0
Administrative Supervisor	1	1	1	1
Community Services Director	1	1	1	1
Community Services Program Manager	1	2	2	2
Facilities Maintenance Worker II	1	1	1	1
Facilities Maintenance Worker III	1	1	1	1
Management Analyst II	0	0	1	1
Park Maintenance Worker II	0	0	3	3
Park Superintendent	0	0	1	1
Park Supervisor	0	0	2	2
Pool Facilities Technician	0	0	1	1
Recreation Coordinator	1	3	3	3
Recreation Supervisor	3	4	4	4
Senior Planner	1	1	1	1
Senior Tree Trimmer	0	0	1	1
Tree Trimmer II	0	0	1	1
<b>Total by Community Services</b>	<b>11</b>	<b>15</b>	<b>25</b>	<b>25</b>

## WOODLAND POLICE DEPARTMENT

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 four work divisions: Administration, Operations, Operations Support and Special Operations.

### **Administration**

This division is responsible for overall management and direction of the Police Department including planning and financial management; the management and maintenance of the department's technology infrastructure; oversight of the Volunteers in Policing program including the chaplains; oversight of the Records Division; management of the alarm permits and licenses for massage establishments and taxicabs. The Measure J-funded Crime Prevention program falls under the purview of this division.

### **Operations**

This division has four main programs with the following responsibilities:

#### *Patrol*

This program is responsible for (1) day-to-day community patrol activities and responding to citizen's calls for service, (2) responding to and conducting preliminary criminal investigations and the necessary follow-up investigations for most incidents. This program also includes the Special Enforcement Team, which addresses our community's AB 109 population.

#### *Traffic*

This program is responsible for traffic enforcement in the community and investigations of major and serious/fatal traffic collisions and traffic education and outreach.

#### *Parking*

This program is responsible for enforcement of parking violations and abandoned vehicle abatement.

#### *Strategic Operations*

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

### **Operations Support**

This division has five main programs with the following responsibilities:

#### *Professional Standards*

This program is responsible for recruitment, hiring and retention of department staff, internal investigations and media relations. The program coordinates training for all police employees and assures that staff meets state standards for peace officers. Departmental training includes Weaponless Defense and Range.

#### *POST*

This program is responsible for coordination of training for all police employees and assurance that staff meets state standards for peace officers.

## Department Summaries

### *Facilities*

This program is responsible for building maintenance, operations and other services necessary to keep the Department functioning, including telephone, utilities, landscaping, janitorial services, general office supplies, postage, document shredding, copy machines, heating and air conditioning systems and building repairs and improvements.

### *Crime Analysis*

This program is responsible for collecting criminal intelligence, identifying crime trends, serving as a repository for gang member information and distribution to assist Administration, Investigations and Patrol personnel officers in their activities. The program also reports all AB 109 activities to allied agencies.

### *Graffiti*

This program is responsible for graffiti clean-up throughout the City.

## **Special Operations**

This division has two main programs with the following responsibilities:

### *Investigations*

This program investigates criminal acts, collects evidence and supports Patrol when experience and additional investigative expertise or resources are required. This unit 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. The program also includes the Measure J-funded At Risk Youth program, School Resource Officers, YONET and the gang unit.

### *Extraditions*

This program is responsible for recovering the cost of transporting a wanted subject from out of state for the purpose of prosecution.

Other budget areas include:

## **Special Police Revenue**

Programs funded by state and/or federal revenues.

### *State COPS 04/05*

This program is funded from the Supplemental Law Enforcement Services Funds (SLESF) generated as a percentage of the Vehicle License Fee. The funds cover the personnel costs for one (1) police officer at Step A.

### *Proposition 172*

Funds from this program cover the personnel costs for two (2) police officers at Step A.

### *Asset Forfeiture*

This program is funded by the City's share from the county distribution of state and federal asset forfeitures. Use of the federal share is limited to new initiatives only and must be spent within two (2) years of receiving the funds. There are no use limits on the state funds.

## Department Summaries

### **Police Grants**

Programs funded by state and/or federal grant funds.

#### *AB 109*

Funded by state realignment funds; share in FY16 is sufficient for one (1) full time officer.

#### *COPS Grant*

Funded by the Department of Justice COPS office; partially funds three (3) full time officers for three years.

### **Capital Projects**

This section includes funding for CIP projects funded by the Police Development Impact Fees, and include the following programs/activities:

- City's share of YECA's CAD capital project
- City's share of YECA's radio upgrade capital project

### FY2016-17 Accomplishments

The Department has achieved the following for fiscal year 2016-2017:

#### *Operations*

- Successfully filled the following vacancies: three (3) police officers, one (1) Records Specialist, two (2) part-time parking CSOs, and one (1) part-time CAU intern.
- Successfully filled the following vacancies due to retirements: Police Chief, Administrative Secretary, and Field CSO.
- Added 20 new volunteers and 1 Chaplain.
- Continued progress with the 2015 COPS grant.
- Successful completion of human trafficking training and sting operation.
- Implemented the department-wide use of Hoplon to streamline report writing by police officers and report processing by Records.
- Implemented use of LEFTA for tracking state-mandated new police officer training.
- Completed shift start time review.
- Developed and implemented the Towing Ordinance.
- Continued collaboration with the Yolo County District Attorney's Office in instituting Neighborhood Court and the Homeless Restorative Justice Program.
- Updated video system in back parking lot.
- Collaborated with Yolo County Sheriff's Office mental health clinician to increase staffing coverage, housed at the PD, to help with mental health calls and cases.
- Continued collaboration with the Yolo County District Attorney's Office regarding data driven prosecution program.
- Successfully managed the rehabilitation and recovery of Peydro (K9 injured while on duty) and facilitated Peydro's subsequent retirement and successful replacement with new K9 Niko.
- Hosted Smart Start Traffic, a community driving safety program in collaboration with CHP.
- Implemented Security Camera Registry and Mapping (SCRAM) to collect voluntary security system information throughout the City for investigative purposes.
- Successfully awarded a G.R.E.A.T. grant, which funded training for five (5) officers.
- Developed Volunteers in Policing recruitment video and posted on social media.

## Department Summaries

- Successfully completed and passed the following audits: Homeland Security Grant, 1033 Program, and Peace Officer Standards Training (POST).
- Successfully installed and implemented the use of two Police Observation Devices (PODs).
- Implement PackTrack K9 tracking system to track K9 deployment and training history.
- Successfully awarded two (2) Walmart grants, which funded bulletproof vests for civilian members of the Crime Scene Investigation team and G.R.E.A.T. program supplies.
- Successfully awarded an equipment grant by the California *Sex Offender Registration And Notification Act* (SORNA), which funded nine (9) digital cameras for use in Investigations.
- Successfully completed the Intelligence-Led Policing workshop funded by POST; 18 department members participated.
- Completed three (3) DUI checkpoints and three (3) saturation points.
- Collaborated with ATF to get a Woodland PD gang detective deputized as an ATF task force officer.
- Applied for OTS Grant to fund additional Crossroads handheld units for use in Patrol.

## Community/Youth Outreach

- Established the Police Activities League (PAL) in their new site; developed and released their new website and Facebook page.
- PAL finished the Junior Giants program and hosted a fundraiser at Black Bear Diner.
- PAL collaborated with WJUSD to establish the NFL flag football program.
- Coordinated and hosted the PAL “3 on 3 Basketball Tournament” at the two junior high schools.
- School Resource Officers hosted Back to School shopping to benefit less fortunate youth in our community.
- Coordinated and hosted DEA Drug Take Back events. Installed a permanent collection box at the PD for use by residents year-round for prescription drug disposal.
- Successfully hired a part time Crime Prevention Specialist to coordinate the Volunteers in Policing program.
- Hosted monthly “Coffee with a Cop” throughout the year at several businesses throughout the City; increased participation from the community.
- Hosted a very successful National Night Out in August 2016 with over 25 block parties.
- Organized and held the second (2<sup>nd</sup>) Volunteer Academy at the PD with training provided by staff.
- PD’s Crime Prevention Specialist spoke at several civic groups and schools and presented safety on 17 occasions.
- Implemented G.R.E.A.T. program in nine (9) elementary schools.
- Increased presence in Nextdoor.com; increased resident participation.
- Completed the 2016 Annual Report.
- Coordinated and hosted second (2<sup>nd</sup>) Annual Youth Summer Camp with YGRIP.
- Revived Neighborhood Watch and attended 29 block meetings.
- Co-hosted the Public Safety booth with Fire at the Yolo County Fair.
- Partnered with the Yolo County District Attorney’s Office social media coordinator and produced public service videos.
- During the Christmas holidays, hosted Fill-the-Trunk toy collection events throughout the City, Shop with A Cop at Walmart and Tip a Cop at Red Robin to benefit the community.
- Set a record 20 readers for the “Read Across America” program. Readers went to several elementary schools and read books to schoolchildren.
- Participated in the Woodland High Alumni vs WPD soccer game to raise funds for sports equipment for the high school.

## Department Summaries

- Hosted five (5) community meetings at Casa Del Sol and four (4) at Yolano Donnelly to address crime concerns and fears.
- Partnered with the Yolo County Homeless Outreach coordinator in addressing transient issues throughout the community.

### *Training*

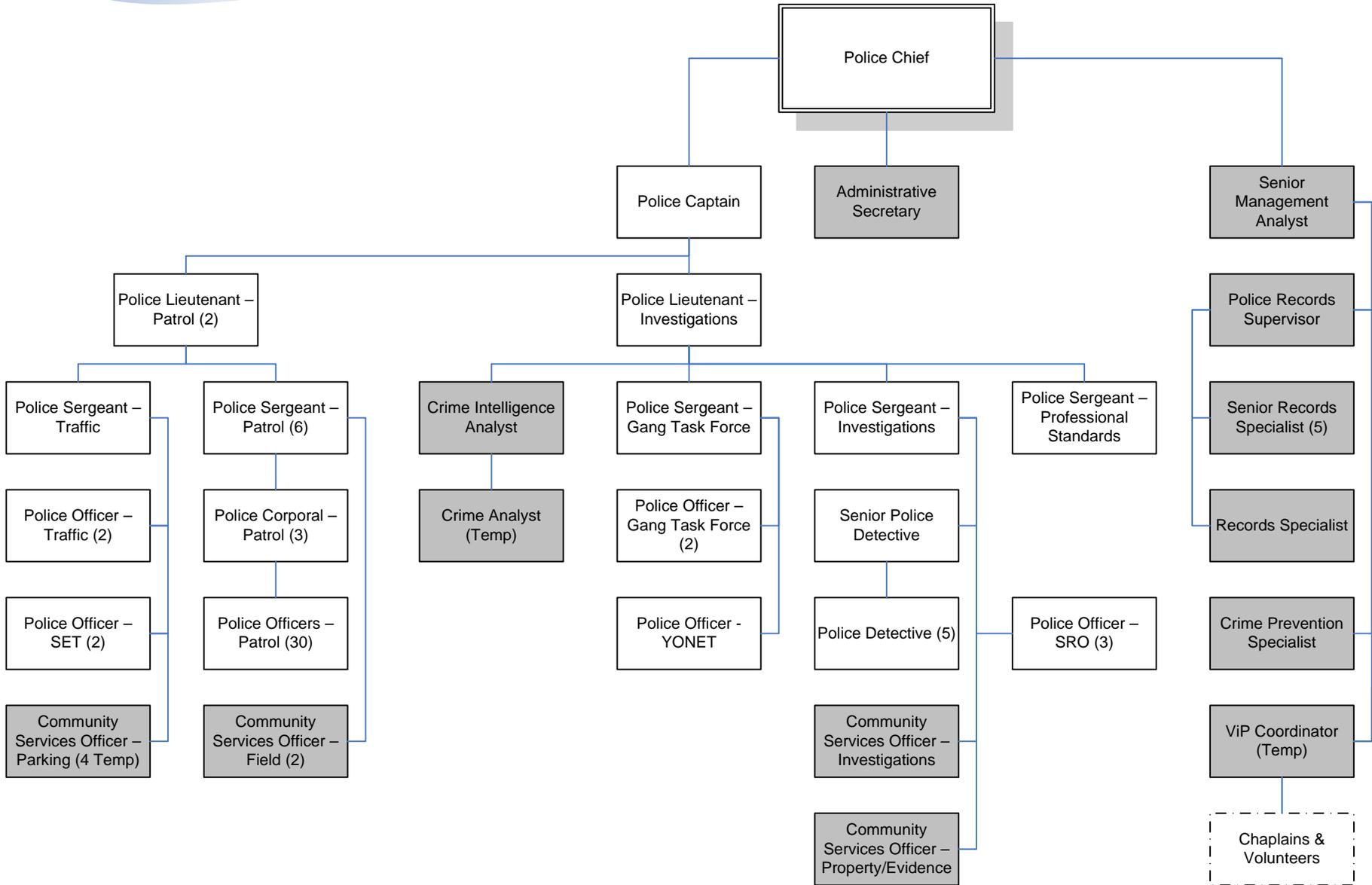
- Facilitated citywide EOC full-scale exercise with County OES and FEMA.
- Participated in active shooter training with the Fire Department and SWAT.
- Fulfilled all POST CPT (Continuing Professional Training).

### FY2017-18

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

- Successful transition of leadership to the new Police Chief.
- Continued expansion of volunteer program: To complement the work of paid staff, Police will continue to expand the volunteer program, specifically to increase involvement in community outreach via crime prevention activities; assist in the front office so paid staff can be directed to other tasks; assist with extra patrol throughout the city specifically near schools and known problem areas; and expand the Neighborhood Watch program.
- Continued expansion of social media outreach: staff realizes the importance of social media and accepts the challenge of expanding its outreach despite staffing shortage. Police will continue to explore the benefits of Twitter, YouTube and Nixle and will optimize the use of these social media outlets.
- Pursuit of critical collaboration and partnerships: Police will seek more collaborations and partnerships to increase participation in community outreach events and to enhance at-risk youth services.
- Digitize records one year at a time beginning with the oldest documents.
- Increase officer uncommitted time: Police needs to identify ways to increase officer uncommitted time from 15% to 40%.
- Offer G.R.E.A.T. curriculum at all elementary schools within the school district.
- Install Police Observation Devices (PODs) at five (5) intersections.
- Explore the possibility of applying for the FY 2017 COPS grant.
- Full implementation of Intelligence-Led Policing.
- Increase involvement and effectiveness of Citywide POP group.

# Police



Non-Sworn Positions

**POLICE**

<u>Source of Funds</u>		<b>Actual</b> <b>FY2012-2013</b>		<b>Actual</b> <b>FY2013-2014</b>		<b>Actual</b> <b>FY2014-2015</b>		<b>Actual</b> <b>FY2015-2016</b>		<b>Amended</b> <b>Budget</b> <b>FY2016-2017</b>		<b>Adopted</b> <b>Budget</b> <b>FY2017-2018</b>
General Fund Support	\$	13,579,549	\$	14,955,424	\$	15,097,048	\$	15,925,598	\$	16,641,428	\$	17,441,082
General Fund Fees & Charges		658,694		634,703		582,991		744,159		700,084		555,953
Internal Service Funds		-		-		31,077		-		-		98,000
Proposition 172 Funds		237,322		263,183		322,259		300,872		325,443		340,900
Grant Funds		288,437		147,975		124,232		256,212		867,071		716,674
Development Funds/Capital		100,933		97,339		97,245		97,149		98,770		98,770
Asset Forfeiture		1,551		10,418		39,589		8,529		25,000		25,000
<b>Total Funding Sources</b>	<b>\$</b>	<b>14,866,486</b>	<b>\$</b>	<b>16,109,042</b>	<b>\$</b>	<b>16,294,440</b>	<b>\$</b>	<b>17,332,519</b>	<b>\$</b>	<b>18,657,796</b>	<b>\$</b>	<b>19,276,379</b>

<u>Division</u>		<b>Actual</b> <b>FY2012-2013</b>		<b>Actual</b> <b>FY2013-2014</b>		<b>Actual</b> <b>FY2014-2015</b>		<b>Actual</b> <b>FY2015-2016</b>		<b>Amended</b> <b>Budget</b> <b>FY2016-2017</b>		<b>Adopted</b> <b>Budget</b> <b>FY2017-2018</b>
51 Administration	\$	2,776,261	\$	2,772,025	\$	2,862,904	\$	3,040,698	\$	3,836,730	\$	3,596,493
52 Operations		7,379,183		8,432,642		8,654,729		9,182,023		9,112,234		9,459,835
53 Operations Support		1,459,776		1,563,065		1,516,299		1,608,111		1,688,026		1,726,349
54 Special Operation		2,447,620		2,608,930		2,518,972		2,675,436		2,836,311		3,138,868
56 Special Police Revenues		381,345		402,546		468,083		420,147		479,653		503,087
57 Police Grants		321,369		232,496		176,208		308,956		606,072		752,977
59 Capital Projects		100,933		97,339		97,245		97,149		98,770		98,770
<b>Total Expenditures</b>	<b>\$</b>	<b>14,866,486</b>	<b>\$</b>	<b>16,109,042</b>	<b>\$</b>	<b>16,294,440</b>	<b>\$</b>	<b>17,332,519</b>	<b>\$</b>	<b>18,657,796</b>	<b>\$</b>	<b>19,276,379</b>

<u>Division</u>		<b>Actual</b> <b>FY2012-2013</b>		<b>Actual</b> <b>FY2013-2014</b>		<b>Actual</b> <b>FY2014-2015</b>		<b>Actual</b> <b>FY2015-2016</b>		<b>Amended</b> <b>Budget</b> <b>FY2016-2017</b>		<b>Adopted</b> <b>Budget</b> <b>FY2017-2018</b>
51 Administration	\$	2,776,261	\$	2,772,025	\$	2,862,904	\$	3,040,698	\$	3,836,730	\$	3,596,493
52 Operations		7,379,183		8,432,642		8,644,891		9,182,023		9,112,234		9,377,835
53 Operations Support		1,459,776		1,563,065		1,495,060		1,608,111		1,688,026		1,710,349
54 Special Operation		2,447,620		2,608,930		2,518,972		2,675,436		2,836,311		3,138,868
56 Special Police Revenues		20,948		-		158,211		-		6,000		6,000

Department Summaries

57 Police Grants	154,456	213,466	-	163,489	212,654	167,490
59 Capital Projects	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 14,238,243</b>	<b>\$ 15,590,127</b>	<b>\$ 15,680,039</b>	<b>\$ 16,669,757</b>	<b>\$ 17,691,955</b>	<b>\$ 17,997,035</b>

<b>Expenses by Category</b>						
<b>Expenditures</b>	<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
Salaries and Benefits	\$ 10,733,283	\$ 11,432,536	\$ 11,507,388	\$ 12,312,503	\$ 13,301,971	\$ 13,629,905
Supplies & Services	2,451,976	2,485,970	2,643,693	2,927,905	3,303,681	3,324,324
Education & Meetings	33,749	58,063	87,929	67,954	43,183	59,183
Capital Expenses	25,412	186,515	76,019	-	-	-
Other Operating Expenditures	1,622,066	1,945,958	1,979,411	2,014,807	2,008,961	2,262,967
Transfers	-	-	-	9,350	-	-
<b>Total Expenditures</b>	<b>\$ 14,866,486</b>	<b>\$ 16,109,042</b>	<b>\$ 16,294,440</b>	<b>\$ 17,332,519</b>	<b>\$ 18,657,796</b>	<b>\$ 19,276,379</b>

<b>General Fund Expenses by Category</b>						
<b>Expenditures</b>	<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
Salaries and Benefits	\$ 10,245,182	\$ 11,047,184	\$ 11,114,684	\$ 11,790,775	\$ 12,487,352	\$ 12,622,639
Supplies & Services	2,433,000	2,475,552	2,583,782	2,919,392	3,278,681	3,217,324
Education & Meetings	33,538	58,063	49,996	67,954	43,183	43,183
Capital Expenses	23,861	186,513	76,019	-	-	-
Other Operating Expenditures	1,502,661	1,822,813	1,855,558	1,891,636	1,882,739	2,113,889
Transfers	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 14,238,243</b>	<b>\$ 15,590,125</b>	<b>\$ 15,680,039</b>	<b>\$ 16,669,757</b>	<b>\$ 17,691,955</b>	<b>\$ 17,997,035</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – POLICE

<b>Classification</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY2016/17</b>	<b>Adopted FY2017/18</b>
<b>Police</b>				
Administrative Clerk II	0.5	0.5	0	0
Administrative Clerk III	0	0	0.5	0
Administrative Secretary	1	1	1	1
Community Services Officer	4	4	4	4
Crime & Intelligence Analyst	1	1	1	1
Crime Prevention Specialist	0	1	1	1
Police Captain	1	1	1	1
Police Chief	1	0	1	1
Police Lieutenant	3	3	3	3
Police Officer	45	49	49	49
Police Records Specialist	0	1	2	2
Police Records Supervisor	0	1	1	1
Police Sergeant	10	10	10	10
Public Safety Chief	0	1	0	0
Records Manager	1	0	0	0
Senior Management Analyst	1	1	1	1
Senior Police Records Specialist	6	5	4	4
<b>Total Police</b>	<b>74.5</b>	<b>79.5</b>	<b>79.5</b>	<b>79</b>

## FIRE DEPARTMENT

The City of Woodland Fire Department ensures that the City's emergency resources and fire prevention services are effectively and efficiently delivered and managed. Fire provides response to structural, vehicular and vegetation fires, emergency services, hazardous materials response, public assistance and other emergencies.

The Fire Department is organized into four divisions: Administration, Operations, Training, and Prevention. Each division is made up of one or more programs.

### **Administration**

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

- Long-range organizational planning
- Personnel management
- Contract and grant administration
- Budget oversight and management
- Leadership development

### **Operations**

This division is responsible for activities related to emergency responses for fires, medical emergencies, rescue services and hazardous material releases. The division oversees five (5) program areas that support the emergency services activities provided by Fire. These programs include:

- Fire Department Facilities
- Fire Operations
- Safety Equipment
- Heavy Rescue Team
- Hazardous Materials Team

### **Training**

This division oversees Fire's Training Program. It is responsible for the coordination, supervision, and development of all training activities for career firefighters as well as the special teams. In addition, this section provides training and support for the city's *Emergency Operations and Planning* efforts. This division also assists the Human Resources Department with recruitment and testing of candidates for the department.

### **Prevention**

Prevention is responsible for activities related to the prevention and investigation of fires including: fire inspections, fire code hazardous operation and life safety permits, plan review, fire protection system inspections, and water systems, weed abatement, and fire cause and origin determination. This division oversees two program areas: Fire Prevention and Arson. Fire Prevention also includes public safety education and the Division's Support Branch is a recognized element of the public education program.

## Department Summaries

### FY2016-17 Accomplishments

- Successfully completed the Fire Chief recruitment, the initial step in re-establishing Fire as a standalone department.
- Successfully hired three (3) firefighters to fill vacancies.
- Promoted three (3) engineers, two (2) captains, two (2) battalion chiefs as a result of multiple retirements.
- Conducted recruitment process for current firefighter vacancies.
- Replaced 22-year old Type III apparatus with Type V.
- Participated in regional testing for engineers & battalion chiefs.
- Participated in the development of Intentional Mass Casualty Incident (IMCI) policy.
- Participated with the Police Department (PD) in Active Shooter response training.
- Developed and participated in regional training for countywide fire investigators.
- Held Open House at all three (3) Fire Stations.
- Adopted updated Fire Codes.
- Co-hosted the Public Safety booth with PD at the Yolo County Fair.
- Developed a public service video regarding the Special Needs Alert Program and posted on social media.
- Managed and appropriately prioritized additional service calls during January 2017 storm.
- Participated in Sacramento Fire Department high-rise drill/training.
- Strike team participation:
  1. Soberanes Fire- Monterey County (deployed three different times with multiple resources)
  2. GAP Fire- Siskiyou County
  3. Willard Fire- Lassen County
  4. Saddle Fire- Trinity County
  5. Cedar Fire- Southern San Diego County
  6. Rey Fire- Santa Barbara County
  7. Clayton Fire- Lake County
  8. Trail Head Fire- El Dorado/Placer County

### FY2017-18 Goals

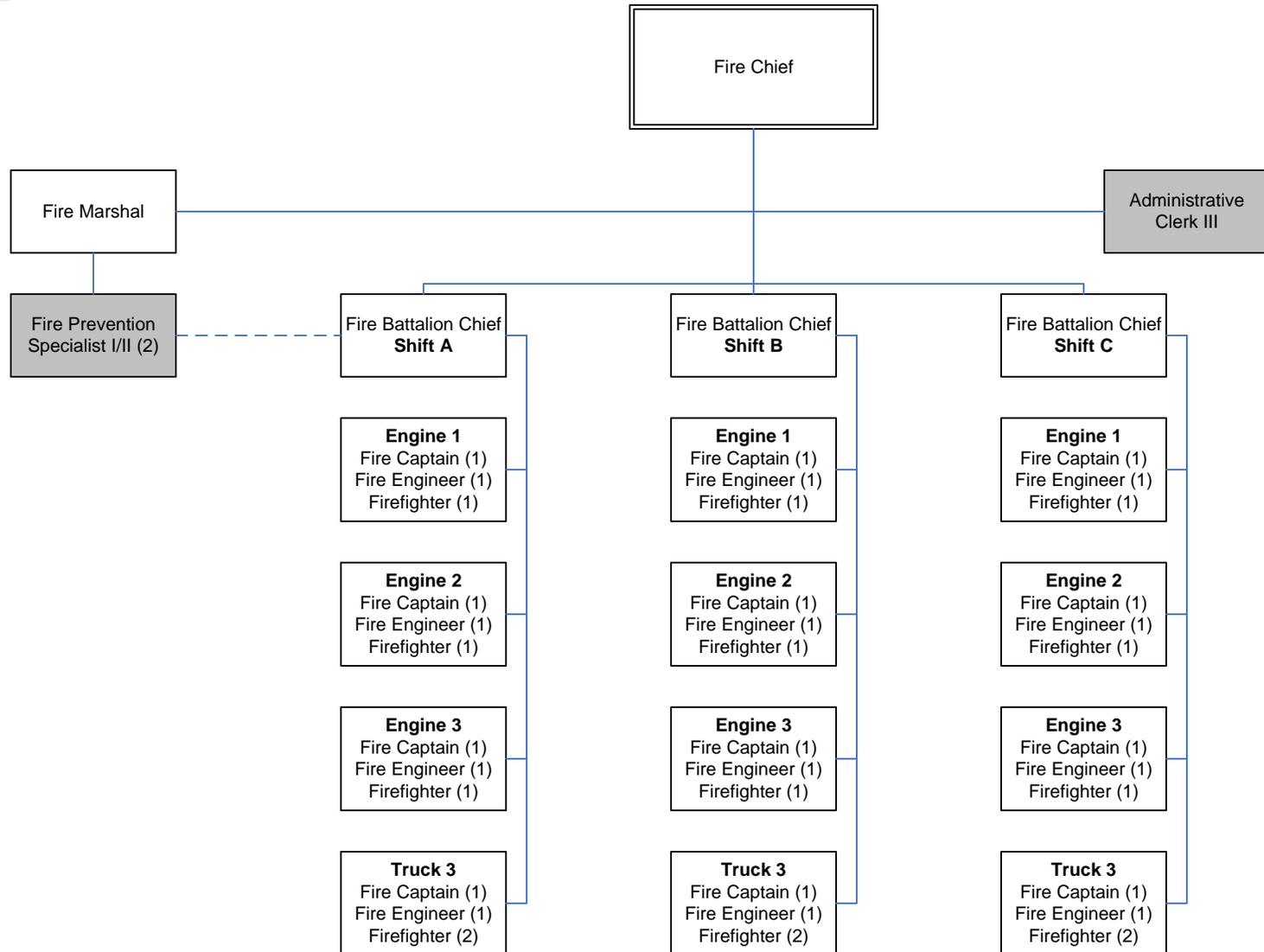
Fire aims to fulfil the following goals in continued support of the Council's priority goals:

- Update the Fire Master Plan: staff will begin the process of updating the Fire Master Plan to assist with identifying needs as well as framing decisions regarding staffing, deployment models, and station location.
- Develop an electronic plan review process: staff will research and develop a plan to digitize archived plan reviews to reduce the need for additional storage space.
- Continued expansion of community outreach: Fire realizes the importance of social media and accepts the challenge of expanding its outreach despite staffing shortages.
- Pursue radio upgrade to become P25 compliant.
- With the hiring of the Fire Chief and re-establishment as a stand-alone department, restore the Fire mid-management structure. Recruitment for the Fire Marshal position is critical given that the contracted part-time Fire Marshal is scheduled to retire in June 2017.
- Work to improve ISO rating from 3 to 2: staff will seek to identify areas of improvement in our most recent ISO review to improve the City's ISO rating
- Finalize plans for Station 3 relocation.
- Replace the 25-year old SCBA fill station as requested in the 2-year budget.

## Department Summaries

- Explore feasibility of having Woodland and West Sacramento Fire Departments provide fire service to Elkhorn Fire Protection District.

# Fire



Non-Sw00h Positions

**FIRE**

<u>Source of Funds</u>		<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
General Fund Support	\$	7,577,977	\$ 8,609,596	\$ 8,762,791	\$ 8,651,878	\$ 10,003,343	\$ 9,851,252
General Fund Fees & Charges		471,644	485,414	673,777	915,053	403,417	403,717
Internal Service Funds		-	-	-	-	-	-
Enterprise Funds		35,532	28,832	-	-	-	-
Proposition 172		221,840	216,316	224,922	226,932	226,776	188,759
SAFER Grant		739,319	-	-	-	-	-
Development Funds/Capital		-	-	-	-	-	-
Other Designated Revenues		-	-	-	-	-	-
<b>Total Funding Sources</b>	<b>\$</b>	<b>9,046,313</b>	<b>\$ 9,340,158</b>	<b>\$ 9,661,490</b>	<b>\$ 9,793,863</b>	<b>\$ 10,633,536</b>	<b>\$ 10,443,728</b>

<u>Division</u>		<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
61 Administration	\$	179,016	\$ 94,597	\$ 87,748	\$ 97,419	\$ 395,859	\$ 487,657
62 Operations		8,415,295	8,776,177	9,081,960	9,286,273	9,785,470	9,361,004
63 Training		111,415	122,424	143,975	78,901	103,500	87,500
64 Fire Prevention		340,587	346,960	347,807	331,271	348,707	507,567
69 Capital		-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$</b>	<b>9,046,313</b>	<b>\$ 9,340,158</b>	<b>\$ 9,661,490</b>	<b>\$ 9,793,863</b>	<b>\$ 10,633,536</b>	<b>\$ 10,443,728</b>

<u>Division</u>		<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
61 Administration	\$	179,016	\$ 94,597	\$ 87,748	\$ 97,419	\$ 395,859	\$ 487,657
62 Operations		7,454,135	8,559,861	8,857,039	9,059,341	9,558,694	9,172,245
63 Training		75,883	93,591	143,975	78,901	103,500	87,500
64 Fire Prevention		340,587	346,960	347,807	331,271	348,707	507,567
69 Capital		-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$</b>	<b>8,049,621</b>	<b>\$ 9,095,009</b>	<b>\$ 9,436,568</b>	<b>\$ 9,566,932</b>	<b>\$ 10,406,760</b>	<b>\$ 10,254,969</b>

Department Summaries

<b>Expenses by Category</b>						
<b>Expenditures</b>	<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
Salaries and Benefits	\$ 7,454,402	\$ 7,227,317	\$ 7,543,989	\$ 7,702,647	\$ 8,309,362	\$ 8,220,656
Supplies & Services	514,368	550,913	535,187	517,267	594,139	780,576
Education & Meetings	9,778	48,734	85,104	42,174	42,989	50,989
Capital Expenses	17,571	-	-	51,985	30,944	-
Other Operating Expenditures	1,050,194	1,513,195	1,497,209	1,479,791	1,459,409	1,391,507
Transfers	-	-	-	-	196,693	-
	<b>\$ 9,046,313</b>	<b>\$ 9,340,158</b>	<b>\$ 9,661,490</b>	<b>\$ 9,793,863</b>	<b>\$ 10,633,536</b>	<b>\$ 10,443,728</b>

<b>General Fund Expenses by Category</b>						
<b>Expenditures</b>	<b>Actual FY2012-2013</b>	<b>Actual FY2013-2014</b>	<b>Actual FY2014-2015</b>	<b>Actual FY2015-2016</b>	<b>Amended Budget FY2016-2017</b>	<b>Adopted Budget FY2017-2018</b>
Salaries and Benefits	\$ 6,560,106	\$ 7,078,471	\$ 7,390,644	\$ 7,543,868	\$ 8,151,186	\$ 8,099,833
Supplies & Services	478,836	522,081	531,677	517,267	594,139	780,576
Education & Meetings	9,153	48,734	85,104	42,174	42,989	50,989
Capital Expenses	17,571	-	-	51,985	30,944	-
Other Operating Expenditures	983,955	1,445,724	1,429,143	1,411,638	1,390,809	1,323,571
Transfers	-	-	-	-	196,693	-
	<b>\$ 8,049,621</b>	<b>\$ 9,095,009</b>	<b>\$ 9,436,568</b>	<b>\$ 9,566,932</b>	<b>\$ 10,406,760</b>	<b>\$ 10,254,969</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – FIRE

<b>Classification</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY2016/17</b>	<b>Adopted FY2017/18</b>
<b>Fire</b>				
Administrative Clerk II	0.5	0.5	0	0
Administrative Clerk III	0	0	0.5	1
Fire Battalion Chief	3	3	3	3
Fire Captain	12	12	12	12
Fire Chief	0	0	1	1
Fire Engineer	12	12	12	12
Fire Marshal	0	0	0	1
Fire Prevention Specialist II	2	2	2	2
Firefighter	15	15	15	15
<b>Total Fire</b>	<b>44.5</b>	<b>44.5</b>	<b>45.5</b>	<b>47</b>

## LIBRARY

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

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

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

### FY2016-17 Accomplishments

- Opened Square One 745.5 Woodland Public Library's Makerspace and Community Learning Lab. Square One, funded by Measure E, is a community workshop and space for collaborative design and hands-on skills building.
- Commit2Fit: Wellness 2017 -The Library offered a three-month educational component of the City Community Service Department's Commit2Fit program. The community room was full each week and many of the 1,175 participants told staff how much the program was changing their lives.
- B.I.K.E. Books Inspiring Kids Everywhere - The Library gave out over 2,000 free new books to children at community and school events attended by staff on Book Bikes throughout the year.
- Very Ready Reader Storytimes- Engagement of parents and caregivers in early literacy through the Very Ready Reader Program; attendance of over 6,500 children and caregivers at Storytimes.
- Summer of Learning – Read For the Win- Supported student summer learning through engaging programs and reading tracking, increasing students engaged in the reading program over the summer from 1,000 students to 1,500 students ages K- 12 grade.
- Growing Readers Library Card Campaign -First (1<sup>st</sup>) and third (3<sup>rd</sup>) grade visits. The library gave every third grader and first grader in Woodland the opportunity for a library card and a book for ownership.

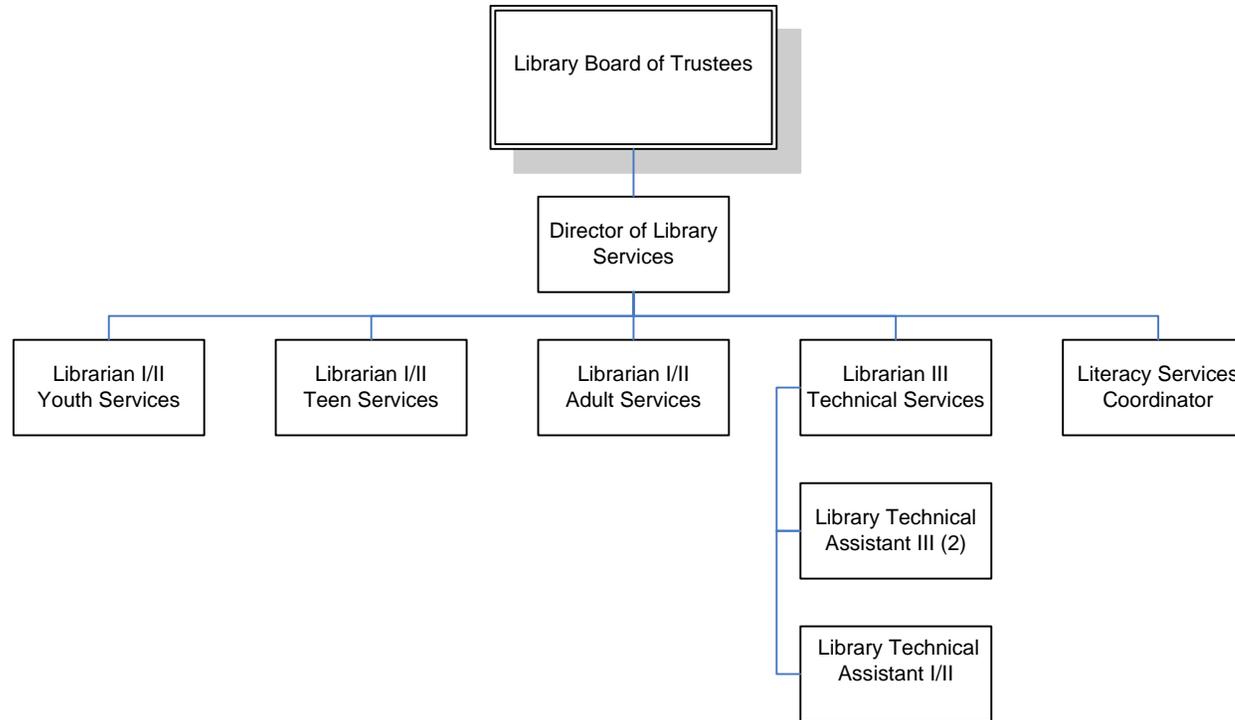
## Department Summaries

- New Online Materials-Introduced new electronic resources for patrons, e-magazines and new student learning databases.

## FY2017-18 Goals

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

# Woodland Public Library



**LIBRARY**

<u>Source of Funds</u>		<b>Actual FY2012-2013</b>		<b>Actual FY2013-2014</b>		<b>Actual FY2014-2015</b>		<b>Actual FY2015-2016</b>		<b>Amended Budget FY2016-2017</b>		<b>Adopted Budget FY2017-2018</b>
General Fund Support	\$	1,126,008	\$	1,246,540	\$	1,452,447	\$	1,742,144	\$	1,750,218	\$	1,809,948
General Fund Fees & Charges		16,467		25,490		21,986		26,792		16,000		25,000
Literacy Funding		154,619		83,834		73,618		85,292		100,677		94,730
Library Trust Fund		20,101		26,374		29,955		46,186		124,012		28,500
Development Funds/Capital		86,829		70,409		95,827		161,353		613,833		85,000
<b>Total Funding Sources</b>	<b>\$</b>	<b>1,404,025</b>	<b>\$</b>	<b>1,452,647</b>	<b>\$</b>	<b>1,673,833</b>	<b>\$</b>	<b>2,061,767</b>	<b>\$</b>	<b>2,604,740</b>	<b>\$</b>	<b>2,043,178</b>

<b>Expenses by Division</b>												
<u>Division</u>		<b>Actual FY2012-2013</b>		<b>Actual FY2013-2014</b>		<b>Actual FY2014-2015</b>		<b>Actual FY2015-2016</b>		<b>Amended Budget FY2016-2017</b>		<b>Adopted Budget FY2017-2018</b>
71 Administration	\$	1,317,196	\$	1,382,238	\$	1,578,006	\$	1,900,414	\$	1,990,907	\$	1,958,178
79 Capital		86,829		70,409		95,827		161,353		613,833		85,000
<b>Total Expenditures</b>	<b>\$</b>	<b>1,404,025</b>	<b>\$</b>	<b>1,452,647</b>	<b>\$</b>	<b>1,673,833</b>	<b>\$</b>	<b>2,061,767</b>	<b>\$</b>	<b>2,604,740</b>	<b>\$</b>	<b>2,043,178</b>

<b>General Fund Expenses by Division</b>												
<u>Division</u>		<b>Actual FY2012-2013</b>		<b>Actual FY2013-2014</b>		<b>Actual FY2014-2015</b>		<b>Actual FY2015-2016</b>		<b>Amended Budget FY2016-2017</b>		<b>Adopted Budget FY2017-2018</b>
71 Administration	\$	1,142,475	\$	1,272,029	\$	1,474,433	\$	1,768,936	\$	1,766,217	\$	1,834,948
79 Capital		-		-		-		-		-		-
<b>Total Expenditures</b>	<b>\$</b>	<b>1,142,475</b>	<b>\$</b>	<b>1,272,029</b>	<b>\$</b>	<b>1,474,433</b>	<b>\$</b>	<b>1,768,936</b>	<b>\$</b>	<b>1,766,217</b>	<b>\$</b>	<b>1,834,948</b>

<b>Expenses by Category</b>												
<u>Expenditures</u>		<b>Actual FY2012-2013</b>		<b>Actual FY2013-2014</b>		<b>Actual FY2014-2015</b>		<b>Actual FY2015-2016</b>		<b>Amended Budget FY2016-2017</b>		<b>Adopted Budget FY2017-2018</b>
Salaries and Benefits	\$	799,475	\$	783,334	\$	908,269	\$	1,120,901	\$	1,142,139	\$	1,200,706
Supplies & Services		272,541		342,742		385,336		476,704		978,889		395,475
Education & Meetings		4,814		4,587		15,253		25,626		21,846		23,458
Capital Expenses		-		-		-		50,650		25,000		-
Other Operating Expenditures		317,194		321,984		364,976		387,887		418,843		423,539

Department Summaries

Transfers		10,000		-		-		-		18,023		-
<b>Total Expenditures</b>	<b>\$</b>	<b>1,404,025</b>	<b>\$</b>	<b>1,452,647</b>	<b>\$</b>	<b>1,673,833</b>	<b>\$</b>	<b>2,061,767</b>	<b>\$</b>	<b>2,604,740</b>	<b>\$</b>	<b>2,043,178</b>

<b>General Fund Expenses by Category</b>							<b>Amended</b>	<b>Adopted</b>				
<u>Expenditures</u>		<b>Actual</b>		<b>Actual</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>			
		<b>FY2012-2013</b>		<b>FY2013-2014</b>		<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>			
Salaries and Benefits	\$	715,985	\$	751,497	\$	878,340	\$	1,097,266	\$	1,110,200	\$	1,168,589
Supplies & Services		117,486		205,502		225,338		229,391		231,379		236,025
Education & Meetings		4,165		2,720		7,986		5,950		8,003		9,003
Capital Expenses		-		-		-		50,650		-		-
Other Operating Expenditures		304,839		312,309		362,768		385,679		416,635		421,331
Transfers		-		-		-		-		-		-
<b>Total Expenditures</b>	<b>\$</b>	<b>1,142,475</b>	<b>\$</b>	<b>1,272,029</b>	<b>\$</b>	<b>1,474,433</b>	<b>\$</b>	<b>1,768,936</b>	<b>\$</b>	<b>1,766,217</b>	<b>\$</b>	<b>1,834,948</b>

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – LIBRARY

<b>Classification</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY2016/17</b>	<b>Adopted FY2017/18</b>
<b>Library</b>				
Librarian I	1	2	0	0
Librarian II	1	1	3	3
Librarian III	1	1	1	1
Library Services Director	1	1	1	1
Library Technician Assistant II	2	3	1	1
Library Technician Assistant III	0	0	2	2
Literacy Coordinator	0	1	1	1
<b>Total Library</b>	<b>6</b>	<b>9</b>	<b>9</b>	<b>9</b>

## **PUBLIC WORKS**

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

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

### **Administration**

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

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

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

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

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

## Department Summaries

### FY2016-17 Accomplishments

- Filled vacant Admin Clerk II position.
- Completed upgrades to Cityworks Server.
- Received over 10,000 phone calls that turned into Service Requests which were entered in CityWorks server.
- Submitted request for review of Admin Clerk III positions to ensure they are appropriately compensated for the work they do.

### FY2017-18 Goals

- Update Public Works website.
- Require each work group to come up with one significant, measureable performance outcome that can be captured in Cityworks.
- Ensure new Deputy Director of Utilities has everything he needs to be successful.
- Work with Department Director on replacing retiring Deputy Director of Operations and Maintenance.

## **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.

### FY2016-17 Accomplishments

- With the General Plan Update team, staff expanded the 2020 Climate Action Plan to the 2035 planning horizon; enhanced outreach methods.
- Explored Community Choice Energy participation through Valley Clean Energy Alliance meetings and formation and support of the Woodland CCE Technical Advisory Committee.
- Co-sponsored the "Proof Is Possible" fair with Step Up & Power Down/PG&E with tours of a 200-square-foot Tiny House, and facilitated transition of the SUPD program to CHERP efforts to focus realtors on home energy upgrades.
- Installed two double EV charging stations at the Court/College solar array.

## Department Summaries

- Conducted hands-on outreach at numerous apartment complexes to introduce and promote multifamily recycling services.
- Updated the construction & demolition debris (C&D) recycling ordinance to reflect new California Green Building Standards Code requirements.
- Revised the Waste Management contract to expand organic waste service to encompass food waste collection, and initiated a commercial food waste collection program.
- Coordinated the annual pharmaceutical take-back event with Police Department's DEA-sponsored collection, and arranged for placement of a permanent collection kiosk at the police station.
- Conducted extensive promotion of the Aquahawk customer account portal and streamlined approach to customer leaks based on Aquahawk data; exceeded 1,700 signups.
- Coordinated a three-city multifamily landscape water audit pilot project supported by a Water Resource Association grant.
- Coordinated with partner agencies to conduct a tree care workshop, a hands-on landscape design workshop, and the 7<sup>th</sup> annual water-wise landscape tour in conjunction with the honey festival.

### FY2017-18 Goals

- Conduct a mid-point check on progress toward 2020 Climate Action Plan goals, plan adjustments as needed, and establish and promote an implementation program.
- Facilitate internal awareness and incorporation of Climate Action Plan goals into citywide programs and practices; enhance the connections between Environmental Services' events and activities and those of other departments.
- Implement a battery storage project to address peak demand at the WPCF and Community & Senior Center.
- Investigate opportunities to improve energy efficiency at City Hall and other City buildings.
- Increase community EV charging opportunities.
- 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.
- Revise the Municipal Code sections on solid waste management.
- Plan and conduct outreach to add food waste collection to residential green waste services.
- Double customer Aquahawk signups, improve the internal use of Aquahawk to identify City water system leaks and inefficiencies, and improve the leak detection program.
- Revise the Municipal Code water conservation sections to reflect new state requirements.
- Upgrade the Conservation Coordinator classification to appropriately reflect level of responsibility.

## **Operations and Maintenance Division**

### **Fleet & Facilities**

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

## Department Summaries

### *Fleet Services*

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

### *Facility Services*

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

### FY2016-17 Accomplishments

- Purchased 14 replacement vehicles and three new vehicles.
- Devised better funding strategy for Urban Forestry Hybrid Trees truck which will save Urban Forestry over \$300,000 in total costs over 15 years.
- Upgraded City Hall security system to include provisions for changing the locking schedule on the fly, adding motion sensors around key areas of the facility to identify intrusion, and repairs to the front main door so it completely closes behind people.
- Hired an additional Facilities Maintenance Worker III to be responsible for HVAC maintenance, eliminating the need for contracted PM service and air filter replacements. This person will also significantly reduce the backlog facilities service requests.
- Coordinated the installation of first-aid kits for four facilities per YCPARMIA recommendation.
- Completed the orderly elimination of the Central Stores function and liquidated remaining inventory through auction.
- Resolved Library basement flood incident, hired a contractor to replace the damaged carpet and baseboards throughout the entire basement.
- Vetted through various Facilities software packages to source a system that meets the requirements for a future facilities program.
- Conducted vehicle utilization studies with all City departments, identified 46 action items to better balance asset utilization, reassign vehicles to appropriate program areas, and identify requirements to “right-size” the fleet.
- Implemented processes to email internal customers whenever Facilities work orders close out.
- Improved process for requesting funding for vehicle upgrades between using departments and Finance.
- Collaborated with engineering consultant for Senior and Community Center geo-thermo system to identify further strategies that will make the system operate more effectively. Those strategies are due to be completed by end of fiscal year.

### FY2017-18 Goals

- Implement a new Facilities software system that will track facilities asset conditions and funding forecasts.
- Hire a consultant to develop a facilities asset registrar that assigns a lifecycle to each asset and update the facilities assessment report.
- Develop a more robust process for replacing vehicles.
- Replace two older Vac-Con trucks.

## Department Summaries

- Collaborate with YCPARMIA to conduct facilities safety inspections on all city-owned facilities.
- Upgrade Heavy Equipment Mechanic to a Fire Truck Mechanic to help resolve high turnover rate.
- Purchase 13 replacement vehicles.

### **Right-of-Way (ROW) Maintenance**

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

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

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

### FY2016-17 Accomplishments

- Downtown Enhancements - Completed various components of the City's Downtown Enhancement project.
  - Continuous banner installation and removal.
  - Installed electric vehicle (EV) parking signs, thermoplastic paint and parking bumpers at the City Hall lot at College & Court St parking lot.
  - Converted City Hall parking lots from paint parking stalls to thermoplastic paint.
- 50% of MSC electrical information was added to Cityworks.
- Supported Community Development Department (CDD) with the inspections, plan review and Requests for Information (RFIs) for the Aquifer Storage and Recovery (ASR) wells 29 and 30.
- Decommission wells 13, 20 and 10.
- Installed Raised Pavement Markers (RPMs) on 40% of islands tips.
- 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 our traffic signal management system. This project will continue through 2016-2017; staff completed roughly 80% of the project in 2015-16.
- Installed new electrical service and branch circuits for Park's new bathrooms at Campbell, Everman and City Parks.
- Repaired/replaced raised pavement markers (RPM's) on Lincoln Ave, Sixth St to Ashley Ave.
- Repaired/replaced RPM's on Cross St, College St to West St.
- Repaired/replaced the white RPM's on CR 102 from E Gibson Rd to E Main St, both directions.
- Repaired/replaced the yellow RPM's on Third St, Beamer St to North St.
- Core drilled and installed new signs to improved the parking situation on First St near Corner Drug to Bush St.
- Refreshed the red curbs at the Community Center.
- Replaced all thermoplastic paint and RPM's at Pioneer Ave & E Kentucky Ave intersection.
- Retroreflective ratio's readings on every STOP and Speed Limit sign.

## Department Summaries

- Continued adding the radio frequency identification (RFID) tags to each regulatory sign - 10% complete.
- Installed NO POSTING signs at traffic signal intersections - 15% complete.
- Replaced yellow thermoplastic paint at school crosswalks on the South side of town.
- Replaced Overhead signs at 8 traffic signal intersections.
- New Parking signs installed at Quality Circle for the new Auto Dealer.
- Updated Lock-Out/Tag-Out Procedure to reflect the changes to the National Fire Protection Association (NFPA) 70E, Electrical Safety Standards.
- Installed motor operated valve (MOV) at Water Pollution Control Facility (WPCF) Waste Activated Sludge (WAS) pump.
- Inspected the electrical work for the WPCF Blower Project.
- Designed and installed two Police Department's (PD) Police observation device (POD) boxes.
- Designed and installed new switch gear at the WPCFs South pond.
- Relocated Sewer Monitoring Station #1.
- Perfect safety record with public electrical hazards encountered while completing thousands of underground service alerts.
- Implemented the introduction of City owned fiber optic lines to the Electrical Group.
- Wrote the entire City Specification and Engineering Standards for fiber optic integration.
- Introduced thermal imaging detection to locations where the roadway can't support inductive detection.
- Reviewed and developed civil improvement plans for the Kentucky widening and Springlake projects.
- Expended hundreds of man hours repairing and identifying damages due to the purple pipe project (Recycled Water).
- Installed electrical vehicle charging stations for free-to-use functionality to the public and city employees.
- Moved and organized three public works shops (Electrical/Signs/Sewer) to new long term storage areas without safety incidents.
- Implemented ideas to save the taxpayers a half million dollars reducing the cost of a Caltrans coordination project.
- Transitioned from well water to surface plant water.
- Plan, specification, and submittal reviews for new aquifer storage and recovery (ASR) wells 29 and 30.
- Plan, specification, and submittal reviews for reconfiguring of wells 24 and 26.
- Reviews, inspections, factory testing for equipment for the recycle water project and start-up of recycle water backup well system.
- Upgraded of all SCADA system software and hardware.
- Completed annual storm maintenance.
- Completed bi-monthly programmable logic controller (PLC) program maintenance.
- Installed all floats at East Main pump station and the WPCF's reclaimed activated sludge (RAS) pump.
- Installed new PLC program for the WPCF's weather station.
- Installed 50% of the equipment for the WPCF's Wi-Fi.

## Department Summaries

- Installed security cameras at the Sports Park and City Hall.
- Installed electrical and data for the alarm system at City Hall.
- The Street Group performed routine maintenance in preparation for the 2017 seal project in zones 12 & 13. This task is 60% complete.
- The Street group responded to several requests from Community Development for the downtown area. These requests primarily have focused on the installation and relocation of trash cans, benches, and bike racks.
- Repaved the walkway at Dave Douglas Park.
- The Signs and Markings Group has added roughly 40% of all signs & road markings data into Cityworks.

### FY2017-18 Goals

- Install new hardware (radio's and transmitters) at various traffic signals that are currently not connected to our traffic signal management system. With approximately 80% of the City's signalized intersection connected, the addition of these intersections will help staff become even more efficient in our signal operations and bring the City closer to staff's goal of 100% connectivity.
- Writing Standards to replace 700 high-pressure sodium (HPS) Lights with high efficiency light emitting diodes (LED) in the Springlake L&L District, thereby saving the city tens of thousands of dollars in PG&E costs.
- Coordinating with PG&E on receiving rebates for LED conversions.
- Replacing over 15 traffic signals locations with LEDs.
- Installing LEDs in selected city owned buildings to reduce energy cost.
- Conflict monitor testing to ensure traffic signals are running at peak safety standards to prevent accidents and relieving the city of traffic related liabilities.
- Conduct loop maintenance to maintain engineered traffic standards to keep vehicles and pedestrians flowing.
- Introduce Electrical Redline Locating with precision geographical information systems (GIS) mapping integration, virtually cutting labor time by over 50% with future locates being as simple as looking at a map.
- Startup, coordination, plan reviews, inspections of projects including, ASR wells 29 and 30. Wells 24 and 26 reconfiguring and connection to the transmission main and standby/ blending wells.
- Annual maintenance of standby wells.
- Programming changes for ASR Well 28.
- Decommission/ transition old wells to irrigation wells as directed.
- Design and install Soft-Starter for Big Bertha storm pump #1.
- Plan reviews, inspection and startup for East Main Pump Station's new storm pump.
- Manual transfer-switch (MTS) installation at WPCF.
- Variable frequency drive (VFD) installation at Springlake lift station.
- Integrate SCADA to the WPCF's South pond screw pumps.
- Extend Sewer Monitoring Station (SM1) pull box.
- Continue Wi-Fi project at the WPCF.
- Continue Park's new bathrooms' project at Campbell, Everman and City Park.
- Upgrade three (3) crosswalk Pedestrian signals to countdowns.

## Department Summaries

- Install lighting at Christiansen Park.
- Continue with Downtown enhancements.
- Complete the remaining 40% of road preparation in zone 12 & 13.
- Continue trip and fall sidewalk offset reductions in places of gathering and high traffic areas.
- Work with Recreation to find funding for contracting out Downtown overhead banner installations.
- Continue pothole repairs.
- Work with Community Development Department (CDD) on road and electrical projects.
- Install remaining 50% of new G7 signs (street name signs) in area 5 and a blanket change out of G7's in area 1 & 2.
- Install diamond grade reflectivity overhead signs at six (6) traffic signal intersections.
- Continued support of the WPCF and ASR projects.
- Repair/replace the RPM's along all of Gibson and W. Gibson Rd.
- Replace fading street name signs in Areas 1 & 2.
- Continue the blanket replacement of street name signs in Area 5.
- Install a 4-way STOP and street markings at the intersection of Mariposa St and W. Woodland Ave.
- Continue the Warning sign upgrade from high-intensity (HI) to high-intensity prismatic (HIP) grade signs, City wide.
- Work with Engineering on future traffic issues and changes.
- Inspect development projects to insure they meet City Standards.

### **Utilities Division**

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

#### *Potable Water*

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

#### *Sewage Collection*

The sewage collection system is comprised of 189 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, 15,675 service connections and 2,752 maintenance entry/access holes.

## Department Summaries

### *Storm Water*

The storm water collection and conveyance system is comprised of 132 miles of mainline pipe; 15 miles of open channel; 233 acres of storage basins; 3,429 drain inlets; 1,414 maintenance entry/access holes; 82 inverted siphons; and 2 pumping facilities 65 Covered Gutters, 12 Retention Basins and 3,429 Drain Inlets.

### FY2016-17 Accomplishments

#### Potable Water

- Surface Water Project completed June 2016.
- Recycle Water Project Completed December 2016.
- Currently in the process of constructing two (2) ASR (Aquafer Storage and Recovery) wells 29 & 30.
- Crews responded to 202 water quality calls from June 2016- December 2016.
- Crews were able to successfully exercise 1,482 water control valves and paint and maintain 586 fire hydrants.
- 77 water mains were repaired in 2016.

#### Sewage Collection

- Cleaned approximately 208,065 linear feet of sewer mains as of which meets our annual maintenance requirements.
- Close circuit televised approximately 138,564 linear feet of sewer main as well as 6,520 feet of sewer lateral lines which exceeded our annual maintenance requirements by the end of this fiscal year.
- Performed repairs on over 50 segments of sewer gravity main & lateral lines for a total of 219 feet.
- 35 Cleanout installations for customer service.
- Lined 17 Sewer Laterals as part of the water replacement project on Antelope Street.
- Performed two (2) spot repairs located on Ashley & Greenwood Drive utilizing the City's Infrastructure Repair Systems, Inc. (IRSI) spot repair lining kit.
- Collections Department purchased three (3) ultrasonic Smart Cover System units to monitor capacity issues located in the historic areas of town.

#### Storm Water

- Reestablished the conveyance channel flow line along the 103 ditch from E. Kentucky Avenue to the WPCF, continuing westbound along then open channel to the WPCF entrance at 102 & Gibson Road as well as Beamer outfall conveyance channel flow line cleaning approximately 4 miles of open channel.
- Replaced two (2) bubble up drain (inverted siphon) inlets.
- Collections staff have been unable to meet operational goals of cleaning & televising 20% of the storm system with over 800 hrs. of downtime logged due to breakdown of our HVVC equipment.
- 

### FY2017-18 Goals

#### Potable Water

- Update the backflow prevention/cross connection control program to ensure compliance with current State of California Title 17/22 regulations.

## Department Summaries

- Continue coordinating efforts with Biomass & WPCF with the operational expectations of our Recycle Water System.
- Exercise 20% of all water valves (1700 valves).
- Fire hydrant maintenance 20% (500 fire hydrants).
- Start preliminary injection at ASR Well 28.
- Assist in Kentucky Widening Project, which will ultimately improve a portion of the city's infrastructure.
- Next phase of the City's Back of Walk (BOW) project (CIP -15-22).
- Complete Wells 29 & 30 ASR Projects.

### Sewage Collection/Storm

- Begin the process of developing a computer Maintenance Management System for collections operations. This program will enhance our ability to manage and schedule workloads.
- Review and update collections and storm system operational policies (e.g., storm response, overflow procedures, illicit discharge response).
- Reduce service line overflows through root treatment, repairs/replacements, high-pressure jet/vacuum cleaning, mechanical rodding, and lining contracts.
- Work with Utility Engineering on the relocation of a section of a failed portion of Beamer Trunk Sewer Gravity Main located just east of Beamer underpass.
- Collections Division will perform multiple spot repairs utilizing our Infrastructure Repair Systems Spot Repair Line Kit in conjunction with Utility Engineering's contract for the replacement of 450 feet of buckled sewer gravity main as part of the Harter Ave Sewer Replacement.
- Work with Utility Engineering to repair multiple locations along Gibson Trunk sewer, particularly the construction/repairs needing to take place across Highway 113.
- O&M is working to contract out deep sewer repairs located in high traffic areas-E.g. West/Cross, Pioneer/Main Streets, El Dorado/ Cottonwood Streets.
- As part of the FY 2017 Annual Back of Walk Sewer & Water Replacement project the Collections Division has identified 52 sewer laterals that will be lined & 50 that will be an open cut replacement. This will help mitigate a portion of the 784 laterals that are on our root treatment list.
- Purchase backup motor for Big Bertha Pump Station (North-side pump at Road 103 storm water lift station).
- O&M to contract additional lateral lining locations associated with the 784 laterals currently on our root treatment list.
- Complete closed circuit TV inspections of 20% of the sewer system.
- Complete High Velocity Vacuum Cleaning of 20% of the sewer system.

### Storm Water

- Complete closed circuit TV inspections of 20% of the system.
- Complete pipeline cleaning of 20% of the system.
- Work with Utility Engineering on the design and replacement of multiple bubble ups.
- Perform pump efficiency testing on all storm water pumps at 103 Lift Station.

### **Wastewater Operations Group**

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

#### *Administration*

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

#### *Operations & Maintenance (O&M)*

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

#### *Laboratory*

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

#### *Industrial Pretreatment*

The federally mandated National Pretreatment Program requires wastewater treatment plants designed to treat flows of more than 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.

#### **FY2016-17 Accomplishments**

- A project to upgrade the WPCF's aeration system, including enhancements to several other systems, was completed in late 2016. Wastewater Operations staff, in collaboration with City Engineering, played an integral part in the entire process. The aeration system upgrade has optimized treatment capacity, improved operability of the plant, and enhanced our capability to meet evolving environmental regulations.
- The City's recycled water project was completed in late 2016. Wastewater Operations staff, in collaboration with City Engineering had an active role in the process.

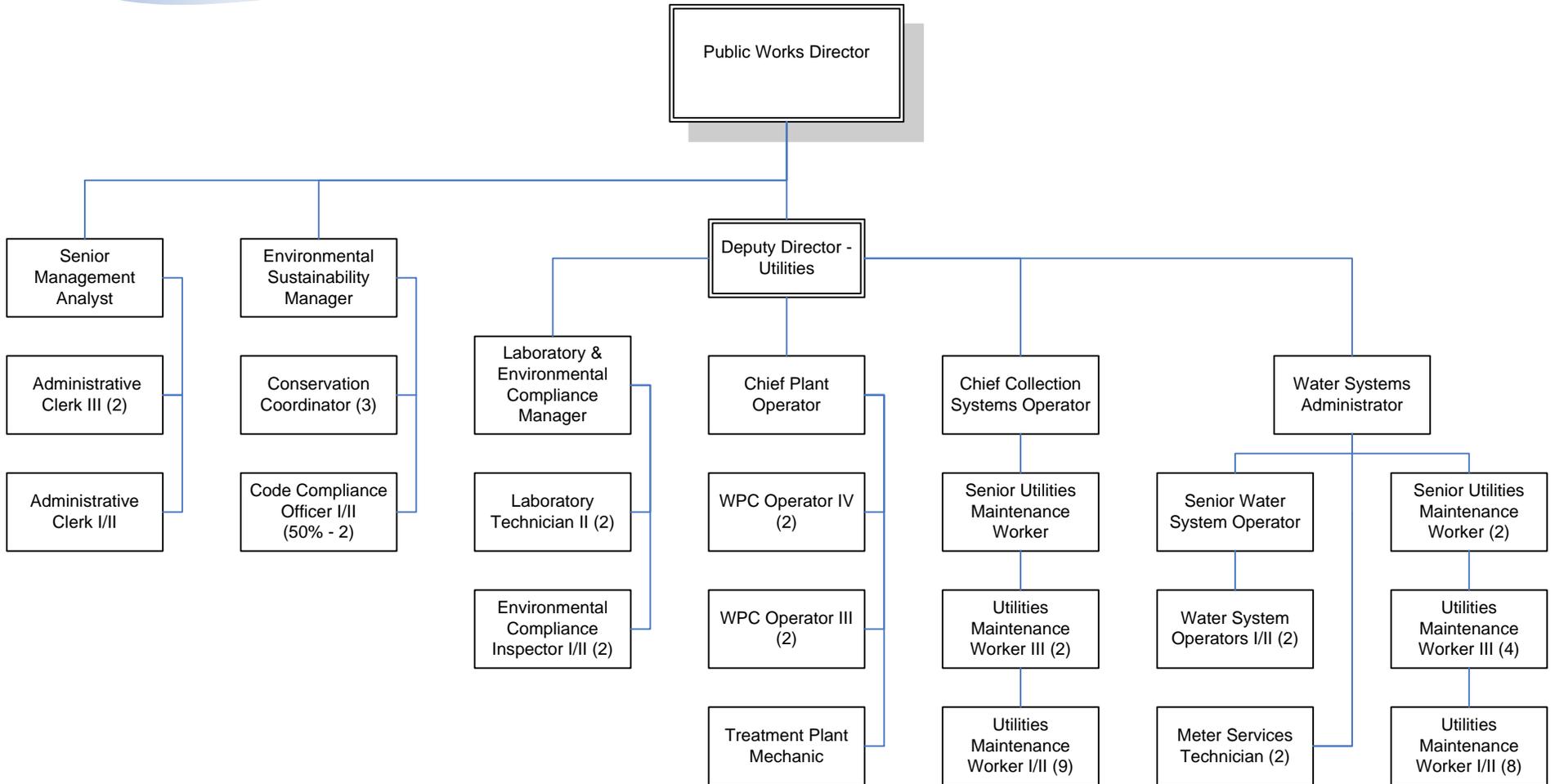
## Department Summaries

- The WPCF was selected as Treatment Plant of the Year by the Northern CA chapter of the California Water Environment Association.
- In 2016, treatment plant staff celebrated over 3,000 days without a lost-time accident.

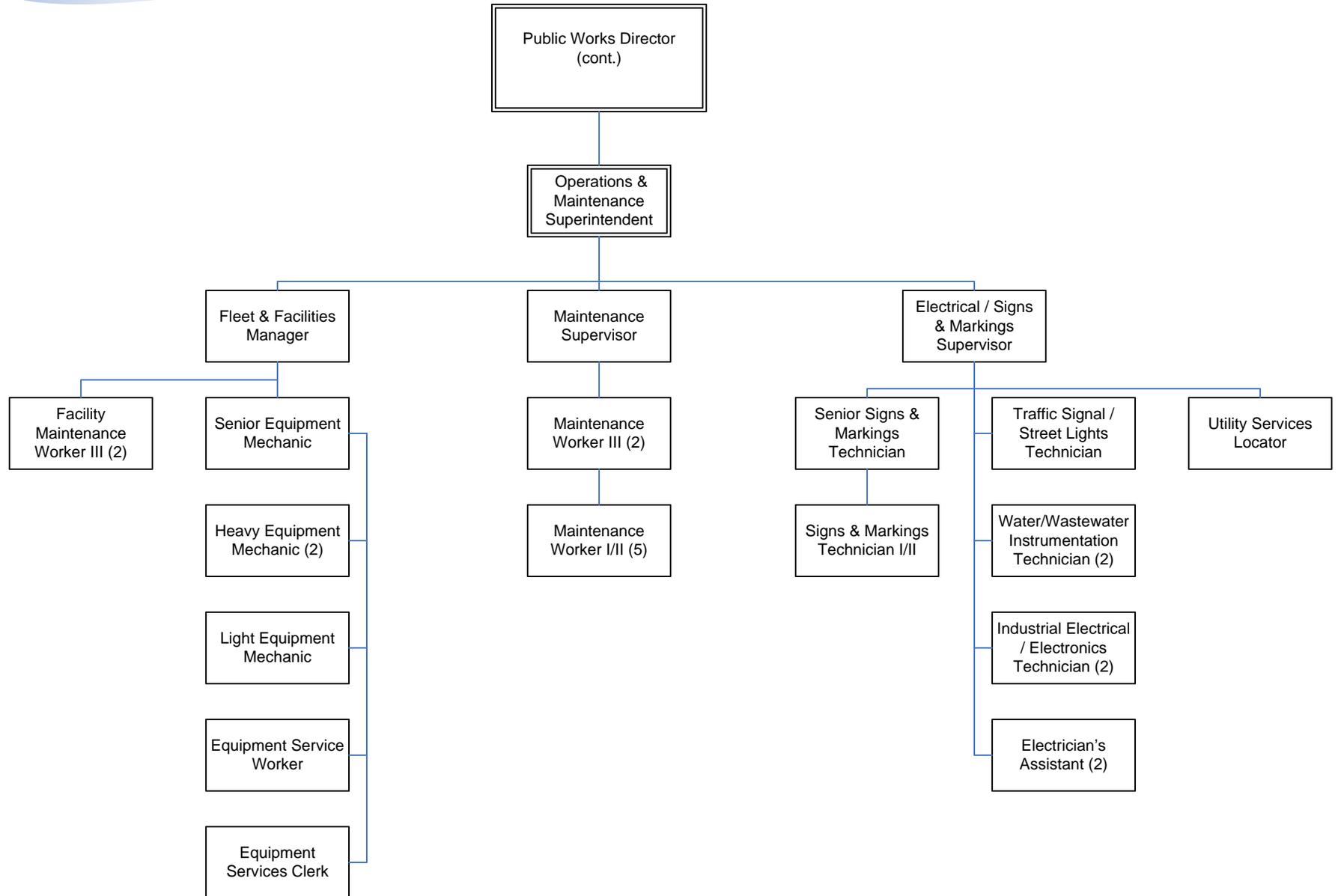
### FY2017-18 Goals

- Continue collaboration with the Regional Water Quality Control Board on our National Pollution Discharge Elimination System (NPDES) permit, which went into effect December 2014.
- 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.
- Continue to participate in operation of the City's new Recycled Water Program.

# Public Works



# Public Works



**PUBLIC WORKS**

<u>Source of Funds</u>		<b>Actual</b>		<b>Actual</b>		<b>Actual</b>		<b>Actual</b>		<b>Amended</b>		<b>Adopted</b>
		<b>FY2012-2013</b>		<b>FY2013-2014</b>		<b>FY2014-2015</b>		<b>FY2015-2016</b>		<b>Budget</b>		<b>Budget</b>
										<b>FY2016-2017</b>		<b>FY2017-2018</b>
General Fund Support	\$	2,138,991	\$	2,476,255	\$	2,567,703	\$	2,617,714	\$	51,832,433	\$	717,834
General Fund Fees & Charges		3,450		13,800		25,109		1,635		-		-
Internal Service Funds		2,556,986		3,213,828		6,641,370		3,305,406		3,942,407		3,420,482
Enterprise Funds		19,645,523		17,678,031		66,898,901		37,464,130		26,373,970		30,284,939
Special Revenue		5,983,337		5,574,312		6,171,557		6,672,497		14,669,077		9,199,255
Development Funds/Capital		3,271,167		3,155,363		5,717,072		4,263,362		4,227,411		5,340,687
Spring Lake		1,681,625		141,513		217,817		402,429		3,749,326		3,341,000
<b>Total Funding Sources</b>	<b>\$</b>	<b>35,281,079</b>	<b>\$</b>	<b>32,253,102</b>	<b>\$</b>	<b>88,239,529</b>	<b>\$</b>	<b>54,727,173</b>	<b>\$</b>	<b>104,794,624</b>	<b>\$</b>	<b>52,304,197</b>

<u>Division</u>		<b>Actual</b>		<b>Actual</b>		<b>Actual</b>		<b>Actual</b>		<b>Amended</b>		<b>Adopted</b>
		<b>FY2012-2013</b>		<b>FY2013-2014</b>		<b>FY2014-2015</b>		<b>FY2015-2016</b>		<b>Budget</b>		<b>Budget</b>
										<b>FY2016-2017</b>		<b>FY2017-2018</b>
42 Park Maintenance	\$	2,786,779	\$	3,102,369	\$	-	\$	-	\$	-	\$	-
81 Admin		-		-		5,445,628		5,258,002		5,997,279		6,017,537
83 Infrastructure ROW		3,545,758		3,708,091		4,192,082		4,312,222		3,591,215		3,511,052
84 Fleet & Facilities		3,052,420		3,713,600		7,180,249		3,881,362		4,738,793		3,949,368
85 Environmental		6,321,670		5,988,752		746,516		861,141		1,744,036		751,049
86 Utilities		8,799,078		10,238,138		10,118,666		10,102,585		11,556,846		11,585,632
87 PW Operations Admin		297,446		337,330		305,695		393,141		376,728		383,835
88 PW Parks		-		101,810		2,818,334		2,911,341		665		-
89 Capital		10,477,927		5,063,014		57,432,358		27,007,379		76,789,062		26,105,724
<b>Total Expenditures</b>	<b>\$</b>	<b>35,281,079</b>	<b>\$</b>	<b>32,253,102</b>	<b>\$</b>	<b>88,239,529</b>	<b>\$</b>	<b>54,727,173</b>	<b>\$</b>	<b>104,794,624</b>	<b>\$</b>	<b>52,304,197</b>

<u>Division</u>		<b>Actual</b>		<b>Actual</b>		<b>Actual</b>		<b>Actual</b>		<b>Amended</b>		<b>Adopted</b>
		<b>FY2012-2013</b>		<b>FY2013-2014</b>		<b>FY2014-2015</b>		<b>FY2015-2016</b>		<b>Budget</b>		<b>Budget</b>
										<b>FY2016-2017</b>		<b>FY2017-2018</b>
42 Park Maintenance	\$	1,291,111	\$	1,427,252	\$	-	\$	-	\$	-	\$	-
81 Admin		-		-		-		-		-		-
82 Engineering		-		-		-		-		-		-
83 Infrastructure ROW		348,700		491,876		550,887		514,737		297,406		186,751
84 Fleet & Facilities		500,433		499,772		538,879		575,957		544,434		528,886
85 Environmental		2,197		1,200		1,080		2,040		2,197		2,197

Department Summaries

86 Utilities	-	-	-	-	-	-
87 PW Operations Admin	-	-	-	-	-	-
88 PW Parks	-	69,956	1,495,271	1,526,008	305	-
89 Capital	-	-	-	608	53,392	-
<b>Total Expenditures</b>	<b>\$ 2,142,441</b>	<b>\$ 2,490,055</b>	<b>\$ 2,586,117</b>	<b>\$ 2,619,349</b>	<b>\$ 897,734</b>	<b>\$ 717,834</b>

<b>Expenses by Category</b>							<b>Amended</b>	<b>Adopted</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>		
	<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>		
Salaries and Benefits	\$ 10,990,526	\$ 10,511,308	\$ 10,516,596	\$ 10,445,410	\$ 9,691,734	\$ 10,167,245		
Supplies & Services	20,046,647	37,183,863	59,892,952	56,307,459	78,701,924	29,469,758		
Education & Meetings	136,651	150,087	186,497	213,336	196,561	204,586		
Debt Service	43,524	31,402	230,477	-	85,300	85,521		
Capital Expenses	(7,868,024)	(28,658,571)	1,200,159	1,300,214	1,301,652	759,875		
Other Operating Expenditures	11,819,341	12,998,133	12,975,260	14,937,356	12,438,774	11,498,212		
Transfers	112,415	36,880	3,230,894	153,871	2,378,679	119,000		
<b>Total Expenditures</b>	<b>\$ 35,281,079</b>	<b>\$ 32,253,102</b>	<b>\$ 88,232,835</b>	<b>\$ 83,357,646</b>	<b>\$ 104,794,624</b>	<b>\$ 52,304,197</b>		

<b>General Fund Expenses by Category</b>							<b>Amended</b>	<b>Adopted</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>		
	<b>FY2012-2013</b>	<b>FY2013-2014</b>	<b>FY2014-2015</b>	<b>FY2015-2016</b>	<b>FY2016-2017</b>	<b>FY2017-2018</b>		
Salaries and Benefits	\$ 683,655	\$ 649,599	\$ 686,849	\$ 712,730	\$ 295,233	\$ 290,801		
Supplies & Services	708,767	853,887	918,769	889,513	333,421	228,057		
Education & Meetings	10,845	9,885	7,324	10,602	2,905	4,630		
Debt Service	-	-	-	-	-	-		
Capital Expenses	-	-	-	-	-	-		
Other Operating Expenditures	739,173	976,684	973,175	995,897	174,783	189,346		
Transfers	-	-	-	10,608	91,392	5,000		
<b>Total Expenditures</b>	<b>\$ 2,142,441</b>	<b>\$ 2,490,055</b>	<b>\$ 2,586,117</b>	<b>\$ 2,619,349</b>	<b>\$ 897,734</b>	<b>\$ 717,834</b>		

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – PUBLIC WORKS

<b>Classification</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY2016/17</b>	<b>Adopted FY2017/18</b>
<b>Public Works</b>				
Administrative Clerk II	1	1	1	1
Administrative Clerk III	2	2	2	2
Chief Collection System Operator	0	1	1	1
Chief Plant Operator	1	1	1	1
Chief Water System Operator	1	0	0	0
Conservation Coordinator	3	3	3	3
Deputy PW Director - O&M	1	1	1	0
Deputy PW Director - Utilities	0	0	1	1
Electrical Supervisor	1	1	1	1
Electrician's Assistant	2	2	2	2
Environmental Compliance Inspector I	1	2	2	2
Environmental Compliance Specialist	1	0	0	0
Environmental Resource Analyst	1	1	0	0
Environmental Sustainability Manager	0	0	1	1
Equipment Services Clerk	1	1	1	1
Equipment Services Worker	1	1	1	1
Facilities Maintenance Worker III	1	1	2	2
Fleet & Facilities Manager	1	1	1	1
Heavy Equipment Mechanic	2	2	2	2
Ind Electrical Tech	2	2	2	2
Infrastructure O&M Superintendent	1	0	0	1
Lab & Env Comp Manager	0	1	1	1
Laboratory Supervisor	1	0	0	0
Laboratory Technician II	2	0	2	2
Laboratory Technician III	0	2	0	0
Light Equipment Mechanic	1	1	1	1
Maintenance Supervisor	1	1	1	1
Maintenance Worker I	0	2	2	2
Maintenance Worker II	5	3	3	3
Maintenance Worker III	3	2	2	2
Meter Services Technician	2	2	2	2
Park Maintenance Worker II	2	2	0	0
Park Supervisor	3	3	0	0
Pool Facilities Technician	1	1	0	0
Public Works Director	1	1	1	1

Department Summaries

EMPLOYEE SUMMARY BY DEPARTMENT – PUBLIC WORKS

<b>Classification</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY2016/17</b>	<b>Adopted FY2017/18</b>
Signs & Marking Tech II	1	1	1	1
Senior Equipment Mechanic	1	1	1	1
Senior Management Analyst	1	1	1	1
Senior Tree Trimmer	1	1	0	0
Senior Utilities Maintenance Wkr Sewer	1	1	1	1
Senior Utilities Maintenance Wkr Water	2	2	2	2
Senior Water System Operator	1	1	1	1
Senior Signs & Markings Technician	0	1	1	1
Storekeeper	1	1	0	0
Traffic Sig/Street Light Tech	1	1	1	1
Treatment Plant Mechanic	1	1	1	1
Tree Trimmer II	1	1	0	0
Underground Utility Service Locator	0	0	0	1
Utilities Maintenance Supervisor	1	0	0	0
Utilities Maintenance Worker I	6	7	9	9
Utilities Maintenance Worker II	10	9	8	8
Utilities Maintenance Worker III	6	6	6	6
Wastewater System Admin	0	1	0	0
WPCF Superintendent	1	0	0	0
Water Pollution Control Operator III	2	2	2	2
Water Pollution Control Operator IV	2	2	2	2
Water Systems Administrator	0	1	1	1
Water Systems Operator II	2	2	2	2
Water/Waste Inst Tech	2	2	2	2
<b>Total Public Works</b>	<b>89</b>	<b>89</b>	<b>82</b>	<b>83</b>

**CAPITAL IMPROVEMENT PROGRAM (CIP): FY2017/18 – FY2020/21**

The CIP represents the spending plan for major infrastructure improvements over the next four fiscal years. FY 2016/17 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 Spending Plan, and other Council adopted plans. Additionally, the CIP was found by the Planning Commission to be in conformance with the City's General Plan as required by Government code 65401.

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

The CIP budget is organized around nine categories:

- *Fire* – the project in this category will study how best to provide fire services to the south east area of town including the possibility of relocating Fire Station #3.
- *General* – the projects in this category include costs related to the Zoning Ordinance Update and projects or studies that affect the entire organization and/or community.
- *Library* – the projects in this category include expansion of the book and media collection to meet increased demand as our community grows. A library facilities assessment is almost complete that will help determine how best to provide on-going library services as the community grows.
- *Park Facilities* – the projects in this category include the new parks in the southeast area, Spring Lake Park (N1) and Rick Gonzales, Sr. Park (N3), as well as turf repair for the Sports Park and demolition of Hiddleston Pool.
- *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 is our asset replacement project which will annually replace the large mechanical parts of the WPCF as they reach the end of their lifecycle.
- *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 of these projects is the North Regional Pond and Pump Station.
- *Storm Drainage* – the projects in this area maintain or improve existing storm drain infrastructure. Additionally, a project to address long-term flood protection from Cache Creek falls into this category.

## Capital Improvement Program

- *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 Kentucky Avenue Widening project was awarded this year and will be under construction summer 2017. Design of the West Main Street Bicycle/Pedestrian Mobility & Safety Improvements project will commence with construction planned in 2018.
- *Water* – the projects in this category include large water line repair and replacement in various locations and the addition of another Aquifer Storage and Recovery Well.

The majority of the City's capital program is funded through a combination of utility user fees, Measure E, 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 grant funding for transportation projects including more than \$13 million for the Kentucky Avenue project. Our water and sewer projects are supported through revenue generated by utility user fees currently in place. New water rates were approved in the spring 2017 extending through 2021. The sewer rates adopted in 2013 continue to support the sewer projects including asset replacement at the WPCF. Sewer rates are approved through January 2018.

Funding from the approved ½ cent sales tax, Measure E, is in its twelfth and final year, and continues to provide funding for road maintenance, park and recreation facility improvements, and library facility improvements. The CIP projects are consistent with the Measure E Spending Plan approved by Council on May 4, 2017. Renewal of the ½ cent sales tax was approved by the voters in November 2016. The successful reauthorization ensures that there is not a gap in revenue with the 2018 expiration of the current measure. Measure F will be the follow-on sales tax measure beginning in 2019 and continuing for twelve years.

The City's development fee funds continue to be challenging. Consistent with previous years, annual debt service requirements have been programmed to receive the highest priority of available cash within the CIP. Park, police, transportation 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. This year, an additional traffic signal will be funded with road development funding. The remaining development fee funded projects are minimal.

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

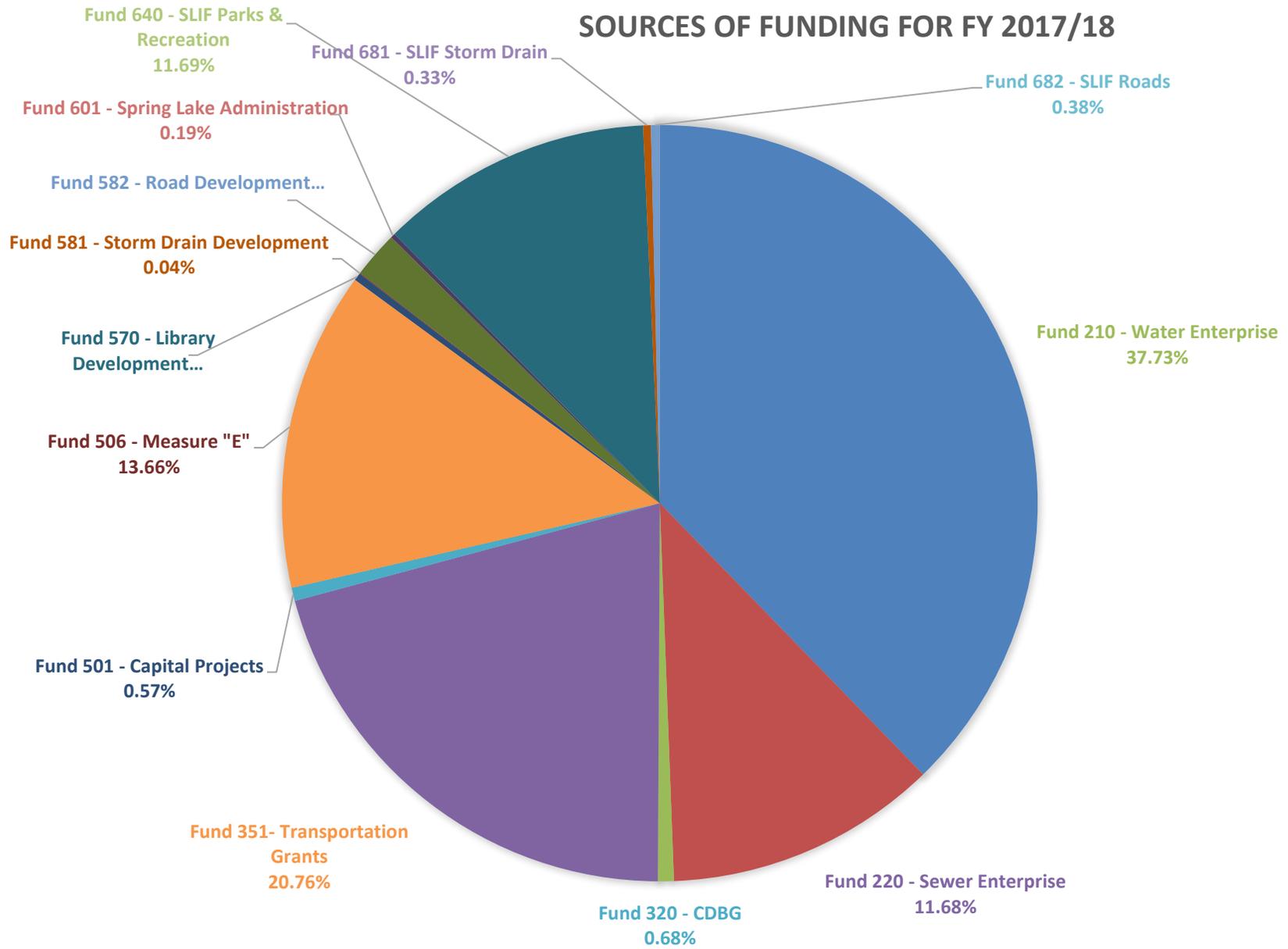
Capital Improvement Program

Projects by Fund Totals

Fund #	FY2017/18	FY2018/19	FY2019/20	FY2020/21	Total Funding
Fund 011 - Facilities Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 101 - General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 210 - Water Enterprise	\$ 10,015,823	\$ 2,708,017	\$ 2,708,017	\$ 2,708,017	\$ 18,139,874
Fund 220 - Sewer Enterprise	\$ 3,100,000	\$ 2,110,000	\$ 1,260,000	\$ 2,104,000	\$ 8,574,000
Fund 320 - CDBG	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000
Fund 351- Transportation Grants	\$ 5,510,652	\$ -	\$ -	\$ 1,130,000	\$ 6,640,652
Fund 501 - Capital Projects	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Fund 506 - Measure "E"	\$ 3,625,822	\$ 1,090,000	\$ -	\$ -	\$ 4,715,822
Fund 507 - Measure "F"	\$ -	\$ 2,015,000	\$ 2,015,000	\$ 2,015,000	\$ 6,045,000
Fund 510 - General City Development	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 570 - Library Development	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 340,000
Fund 581 - Storm Drain Development	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Fund 582 - Road Development	\$ 530,000	\$ 163,000	\$ 605,000	\$ 80,000	\$ 1,378,000
Fund 601 - Spring Lake Administration	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Fund 640 - SLIF Parks & Recreation	\$ 3,103,000	\$ 1,780,000	\$ 690,000	\$ -	\$ 5,573,000
Fund 681 - SLIF Storm Drain	\$ 88,000	\$ -	\$ -	\$ -	\$ 88,000
Fund 682 - SLIF Roads	\$ 100,000	\$ 3,672,000	\$ 4,994,000	\$ -	\$ 8,766,000
<b>Grand Total</b>	<b>\$ 26,548,297</b>	<b>\$ 13,633,017</b>	<b>\$ 12,367,017</b>	<b>\$ 8,132,017</b>	<b>\$ 60,680,348</b>

Capital Improvement Program

### SOURCES OF FUNDING FOR FY 2017/18

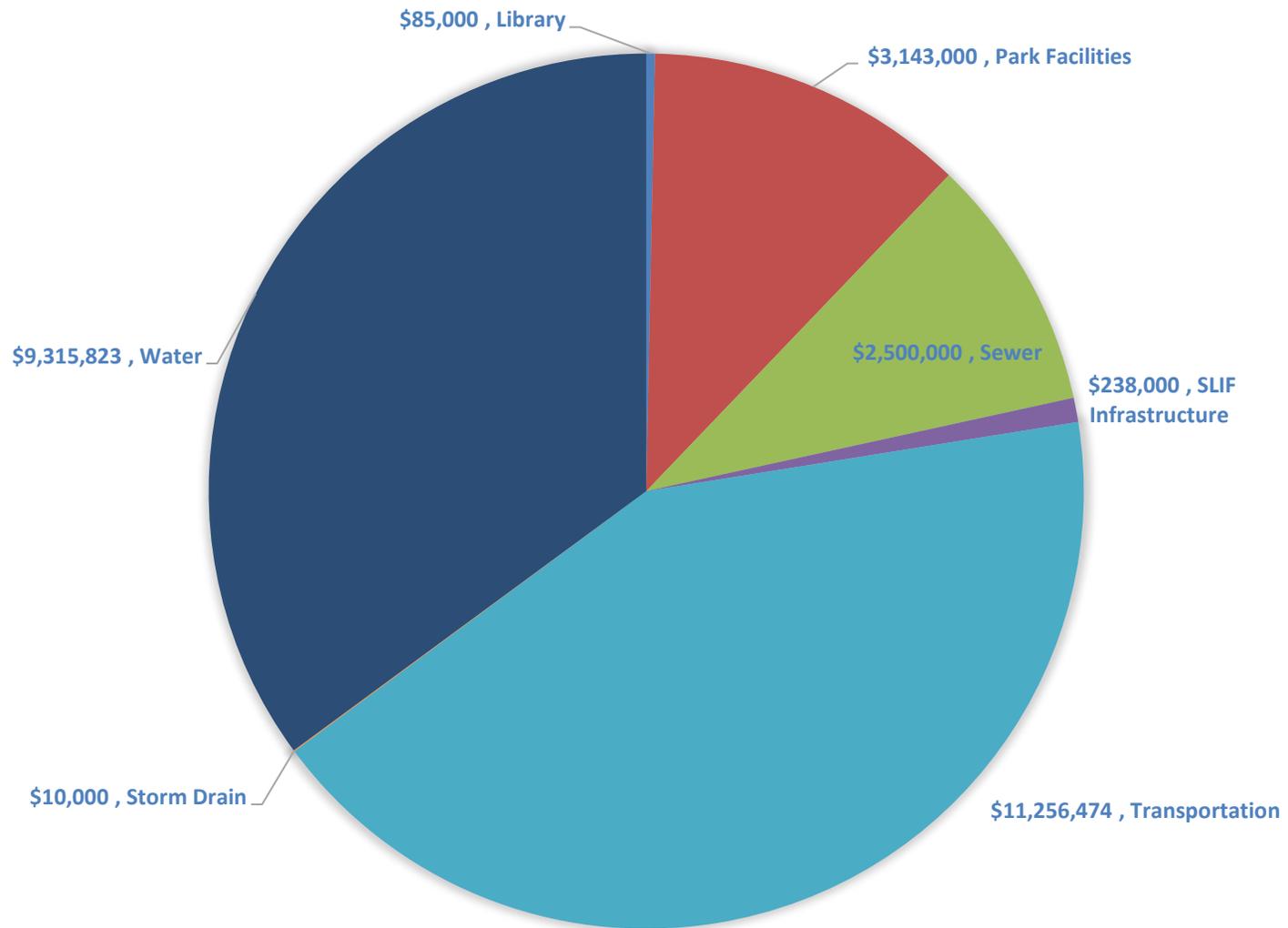


Capital Improvement Program

**Projects by Category Totals**

<b>Project Category</b>	<b>FY 2017/18</b>	<b>FY2018/19</b>	<b>FY2019/20</b>	<b>FY2020/21</b>	<b>Total Funding</b>
Library	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 340,000
Park Facilities	\$ 3,143,000	\$ 1,795,000	\$ 705,000	\$ 15,000	\$ 5,658,000
Sewer	\$ 2,500,000	\$ 2,110,000	\$ 1,260,000	\$ 2,104,000	\$ 7,974,000
SLIF Infrastructure	\$ 238,000	\$ 3,755,000	\$ 4,994,000	\$ -	\$ 8,987,000
Transportation	\$ 11,256,474	\$ 3,170,000	\$ 2,605,000	\$ 3,210,000	\$ 20,241,474
Storm Drain	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Water	\$ 9,315,823	\$ 2,708,017	\$ 2,708,017	\$ 2,708,017	\$ 17,439,874
<b>Grand Total</b>	<b>\$ 26,548,297</b>	<b>\$ 13,633,017</b>	<b>\$ 12,367,017</b>	<b>\$ 8,132,017</b>	<b>\$ 60,680,348</b>

### FY 2017/18 CAPITAL BUDGET BY CATEGORY



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

**Project Name:** Fire Station #3 Relocation  
**Project #:** 16-10  
**MPFP:**  
**Funding Source(s):** Fund 101 - General Fund

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

<u>Project Costs</u>				
	<u>Fund 101 - General Fund</u>			
<b>Prior Year Allocation</b>	\$4,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$50,000	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$54,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$54,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$54,000	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

<b>Project Name:</b>	General Plan Update	<b>Project Proponent:</b>	City Management
<b>Project #:</b>	07-06	<b>Project Manager:</b>	CDD
<b>MPFP:</b>	City-103	<b>User Department:</b>	Community Development
<b>Funding Source(s):</b>	Fund 510 - General City Development Fund 501 - Capital Projects		

**Project Costs**

	Fund 510 - General City Development	Fund 501 - Capital Projects		
<b>Prior Year Allocation</b>	\$1,298,400	\$281,600	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$61,560	\$280,440	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,359,960</u>	<u>\$562,040</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,922,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$1,922,000</u>
<b>By Category:</b>	Design Costs:	<u>\$0</u>
	Construction Costs:	<u>\$0</u>
	Land Acquisition:	<u>\$0</u>

**ABOUT THE PROJECT:**

**Project Description:** The process will involve the preparation of the General Plan technical, background and policy documents and a Climate Action Plan. Additionally an Environmental Impact Report will be required. Completion of the plan will require multiple and complex analyses and studies, including but not limited to flood, water supply, traffic, infill development policies, climate and sustainability policies, as well as incorporation of voter initiative Urban Limit Line policies and requirements. Public outreach and hearings will be required.

**Justification** The General Plan functions as the land use constitution for the City and sets forth a long term vision for the community and guides development decisions for the future through 2035. This document is essential in assisting the City in developing a sound fiscal vision and marketing plan and sets the foundation for building a local economy to support community ideals. To function as an effective document, and provide direction to the community and decision makers, the Plan must be based on recent and updated information. Further, the City must address significant changes in the law and address key opportunities and constraints that face the City. The process began in January of 2013 and is about a third of the way complete. Due to significant issues that developed during the early phase, additional time and effort is required to address the complex slate of community concerns. Key areas that will be addressed include:

- Development of a Preferred Land Use Alternative - 4 scenarios to be tested
- Determination of a Community Vision and Guiding Principles
- 2006 Voter enacted Urban Limit Line
- AB 32 policies and preparation of Climate Action Plan
- Flood mitigation
- Rail realignment

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

- Water supply
- Wastewater and storm water issues
- Circulation and level of service issues
- Public utility and safety level of service issues
- Fiscal analysis of key policies and actions
- Public Outreach and input
- Environmental Review

**Pertinent Issue:** Continuation of the current process. The estimated completion date is now July 2017.

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

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

Project Costs				
Prior Year Allocation	Fund 501 - Capital Projects			
	\$100,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$100,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$100,000</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

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

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

**Pertinent Issue:** CEQA and AB 32 changes

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

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

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

**Project Costs**

	<b>Fund 510 - General City Development</b>			
<b>Prior Year Allocation</b>	\$80,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$0	\$0	\$0	\$0
<b>2017-18</b>	\$0	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$80,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$80,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$80,000</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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



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

**Project Name:** Library Facilities Assessment  
**Project #:** 17-14  
**MPFP:**  
**Funding Source(s):** Fund 506 - Measure "E"

**Project Proponent:** Library  
**Project Manager:** TBD  
**User Department:** Library

**Project Costs**

	Fund 506 - Measure "E"			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$125,000	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$125,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$125,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$125,000</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** The Library Facility Assessment will look at the current library facility and future community needs to determine possible options for expansion of the existing library facility or the addition of a second facility.

**Justification** As the community grows, it is important to plan for long term needs of the Library.

**Pertinent Issue:** MSE has previously provided funding for maintenance improvements such as paint and new windows and the addition of the Maker Space.

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

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

**Project Costs**

	<b>Fund 570 - Library Development</b>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$85,000	\$0	\$0	\$0
<b>2017-18</b>	\$85,000	\$0	\$0	\$0
<b>2018-19</b>	\$85,000	\$0	\$0	\$0
<b>2019-20</b>	\$85,000	\$0	\$0	\$0
<b>2020-21</b>	\$85,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$425,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$425,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

**Pertinent Issue:** The allocation is funded by new development.

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

<b>Project Name:</b>	Clark Field	<b>Project Proponent:</b>	Community Services
<b>Project #:</b>	13-03	<b>Project Manager:</b>	Parks & Recreation
<b>MPFP:</b>		<b>User Department:</b>	Community Services
<b>Funding Source(s):</b>	Fund 506 - Measure "E" Fund 507 - Measure "F"		

**Project Costs**

	Fund 506 - Measure "E"	Fund 507 - Measure "F"		
<b>Prior Year Allocation</b>		\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$15,000	\$0	\$0	\$0
2017-18	\$15,000	\$0	\$0	\$0
2018-19		\$15,000	\$0	\$0
2019-20		\$15,000	\$0	\$0
2020-21		\$15,000	\$0	\$0
<b>Subtotal</b>		<u>\$45,000</u>	<u>\$0</u>	<u>\$0</u>

**TOTAL**

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

**ABOUT THE PROJECT:**

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

**Justification** Measure E not only funded the renovation of Clark Field, but funds the annual maintenance to the User Group. It is assumed that Measure F will continue 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  
**MPPF:**    **User Department:** Community Services  
**Funding Source(s):** Fund 506 - Measure "E"

Project Costs				
	Fund 506 - Measure "E"			
<b>Prior Year Allocation</b>	\$50,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$50,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$50,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$50,000</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** 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**

<b>Project Name:</b>	Hiddleson Pool Demolition	<b>Project Proponent:</b>	Community Services
<b>Project #:</b>	17-13	<b>Project Manager:</b>	TBD
<b>MPFP:</b>		<b>User Department:</b>	Community Services
<b>Funding Source(s):</b>	Fund 011 - Facilities Replacement		

Project Costs				
Prior Year Allocation	Fund 011 - Facilities Replacement			
	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$290,000	\$0	\$0	\$0
<b>2017-18</b>	\$0	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$290,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$290,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$30,000</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$260,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** Demolish two onsite pools, pool building and pool maintenance buildings in the rear of the site (not including the park maintenance building that includes the park bathrooms and well maintenance). Rebuild site as a park or provide erosion control on the site after demolition is complete. The project also includes funding to perform planning work for a future pool in the south area.

**Justification** In October 2014, Aquatic Design Group completed a needs assessment study for Hiddleson Pool and found that it would be cost prohibitive to renovate the existing pool. The cost estimate included in the study was \$3 million. The report also included other options including the cost of renovating the building and constructing new pools at the site for approximately \$3.4-\$4 million. Based on the lack of available funding it was decided to demolish the existing pool and pool building and construct a park on the site.

**Pertinent Issue:** Meetings were held with project stakeholders in the fall of 2014 and spring of 2015. City staff communicated that there was not sufficient funding to construct a new pool or renovate the existing pool.





**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

**Project Costs**

<b>Prior Year Allocation</b>	<b>Fund 220 - Sewer Enterprise</b>			
	\$1,811,180	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$850,000	\$0	\$0	\$0
<b>2017-18</b>	\$750,000	\$0	\$0	\$0
<b>2018-19</b>	\$750,000	\$0	\$0	\$0
<b>2019-20</b>	\$750,000	\$0	\$0	\$0
<b>2020-21</b>	\$750,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$5,661,180</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$5,661,180</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$998,330</u>	
	Construction Costs:		<u>\$4,662,850</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

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

**Project Proponent:** Mark Cocke  
**Project Manager:** Tim Busch  
**User Department:** Public Works

**Project Costs**

<b>Prior Year Allocation</b>	<b>Fund 220 - Sewer Enterprise</b>			
	\$334,500	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$10,000	\$0	\$0	\$0
<b>2017-18</b>	\$10,000	\$0	\$0	\$0
<b>2018-19</b>	\$10,000	\$0	\$0	\$0
<b>2019-20</b>	\$10,000	\$0	\$0	\$0
<b>2020-21</b>	\$10,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$384,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$384,500</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$384,500</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 Proponent:** Utility Engineering  
**Project #:** 08-35    **Project Manager:** Utilities Division  
**MPFP:**    **User Department:** Public Works  
**Funding Source(s):** Fund 220 - Sewer Enterprise

Project Costs				
Prior Year Allocation	Fund 220 - Sewer Enterprise			
	\$40,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$40,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$40,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$40,000</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**

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

**Project Costs**

	<b>Fund 220 - Sewer Enterprise</b>	<b>Fund 210 - Water Enterprise</b>		
<b>Prior Year Allocation</b>	\$4,730,000	\$34,000	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$250,000	\$0	\$0	\$0
2017-18	\$500,000	\$0	\$0	\$0
2018-19	\$550,000	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$6,030,000</u>	<u>\$34,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$6,064,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$49,380</u>
<b>By Category:</b>	Design Costs:	<u>\$198,140</u>
	Construction Costs:	<u>\$5,782,480</u>
	Land Acquisition:	<u>\$0</u>

**ABOUT THE PROJECT:**

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

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

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

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

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

<b>Project Name:</b>	Wastewater Aeration Retrofit	<b>Project Proponent:</b>	Utility Engineering
<b>Project #:</b>	12-02	<b>Project Manager:</b>	Tim Busch
<b>MPFP:</b>	needed	<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 220 - Sewer Enterprise		

**Project Costs**

	<b>Fund 220 - Sewer Enterprise</b>			
<b>Prior Year Allocation</b>	\$19,150,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$200,000	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$1,344,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$20,694,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$20,694,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$147,000</u>
<b>By Category:</b>	Design Costs:	<u>\$1,884,000</u>
	Construction Costs:	<u>\$18,663,000</u>
	Land Acquisition:	<u>\$0</u>

**ABOUT THE PROJECT:**

**Project Description:** The modification of the WPCF facility from extended air to MLE will also correct other system problems to facilitate the new process and meet permit goals. The MLE process requires a Blower Building, modification of three concrete ditches, purchase and installation of aeration equipment, electrical control equipment, yard piping for the air system, installation and burial of temporary piping for alum and WAS, and installation of a non-spec effluent drain to Erskin and south ponds. Reconstruction of the RAS pumping system is being designed as part of this process, but will be constructed under a different CIP project number. The reason for this is that the present design team is familiar with the plant need and the RAS system modification was developed as part of the process modeling and peer review. Additional funding has been added for FY19 for the RAS PS mods (flow pacing).

**Justification** The Wastewater Treatment Plant (WPCF - Water Pollution Control Facility) has an ammonia limit of 0.8 mg/l monthly average and 2.0 mg/l instantaneous and will have a nitrate limit in the 2014 permit of 10 mg/l. The present extend air system has trouble meeting the ammonia limit in the summer and this problem will only get worse over time. There is an opportunity of changing the air system to an MLE process while the loads can be processed in three ditches. This will allow the WPCF to increase its capacity to process more BOD and ammonia in each ditch and meet the future nitrate limit.

**Pertinent Issue:** Increases in loading associated with growth and changing permit requirements.

**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				
Prior Year Allocation	Fund 220 - Sewer Enterprise			
	\$365,119	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$2,483,000	\$0	\$0	\$0
<b>2017-18</b>	\$440,000	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$3,288,119</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$3,288,119</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$3,288,119</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

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

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

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

Project Costs				
Prior Year Allocation	Fund 220 - Sewer Enterprise			
	\$400,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$300,000	\$0	\$0	\$0
2018-19	\$300,000	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21		\$0	\$0	\$0
<b>Subtotal</b>		<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**TOTAL**

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	\$12,000
<b>By Category:</b>	Design Costs:	\$92,000
	Construction Costs:	\$896,000
	Land Acquisition:	\$0

**ABOUT THE PROJECT:**

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

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

**Pertinent Issue:** Chronic failures of this material.

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

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

		<b>Project Costs</b>			
<b>Prior Year Allocation</b>	<b>Fund 220 - Sewer Enterprise</b>				
	\$141,500	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
<b>2016-17</b>	\$0	\$0	\$0	\$0	\$0
<b>2017-18</b>	\$0	\$0	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$141,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$141,500</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$141,500</u>		
	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$0</u>		
	Land Acquisition:		<u>\$0</u>		

**ABOUT THE PROJECT:**

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

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

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

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

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

Project Costs				
Prior Year Allocation	Fund 220 - Sewer Enterprise			
	\$641,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
<b>2016-17</b>	\$0	\$0	\$0	\$0
<b>2017-18</b>	\$500,000	\$0	\$0	\$0
<b>2018-19</b>	\$500,000	\$0	\$0	\$0
<b>2019-20</b>	\$500,000	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,141,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,141,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$195,680</u>
<b>By Category:</b>	Design Costs:	<u>\$268,520</u>
	Construction Costs:	<u>\$1,676,800</u>
	Land Acquisition:	<u>\$0</u>

**ABOUT THE PROJECT:**

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

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

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

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

**Project Name:** Beamer Trunk Sewer Lining Project      **Project Proponent:** Utility Engineering  
**Project #:** 16-11      **Project Manager:** Ed Wisniewski  
**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	\$0
<u>Fiscal Year</u>					
2016-17	\$680,000	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$680,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$680,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>		
	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$680,000</u>		
	Land Acquisition:		<u>\$0</u>		

**ABOUT THE PROJECT:**

**Project Description:** Rehabilitate approximately 1,300 ft of badly deteriorated 30-inch concrete sewer pipe by sliplining with a new 27-inch PVC pipe. A launching pit will be constructed at the approximate mid-span of the segment to push the new pipe in place. The pit will ultimately be filled back in and a permanent manhole will be constructed. The annular space between the new PVC pipe and existing concrete pipe will be filled with grout to lock the pipe in place.

**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. The Beamer Trunk line consists of a 30-inch diameter reinforced concrete pipe (RCP) that was installed in 1966. A downstream section of the pipeline was lined in 2007 due to issues with Hydrogen Sulfide corrosion. CCTV inspections performed in May of 2013 revealed that the 1,300 ft segment of concrete pipe, just west of CR 103, has experienced severe corrosion to the point where the reinforcing steel is now visible and rehabilitation is necessary. CIP 14-15 was created to identify location such as these to develop a repair plan and create a separate project for bidding and construction.

**Pertinent Issue:** The City's sewer collection system is regulated by the Regional Water Quality Board's Wastewater Discharge Requirements (WDRs) to minimize sanitary sewer overflows (SSO's). Due to the deteriorated condition of the RCP, the Beamer Trunk Sewer has been identified as critical rehabilitation project to repair the corroded pipe and protect against SSO violations.

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

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

**Project Costs**

	<b>Fund 681 - SLIF Storm Drain</b>			
<b>Prior Year Allocation</b>	\$484,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$484,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$484,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	Design Costs:		\$20,000	
	Construction Costs:		\$464,000	
	Land Acquisition:		\$0	

**ABOUT THE PROJECT:**

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

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

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

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

<b>Project Name:</b>	North Gibson Ponds Modification for Storm Drainage	<b>Project Proponent:</b>	Spring Lake Specific Plan
<b>Project #:</b>	11-13	<b>Project Manager:</b>	Utilities Division
<b>MPFP:</b>		<b>User Department:</b>	Utility Engineering
<b>Funding Source(s):</b>	Fund 681 - SLIF Storm Drain		

Project Costs				
Prior Year Allocation	Fund 681 - SLIF Storm Drain			
	\$750,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$1,250,000	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,000,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	Design Costs:		\$475,000	
	Construction Costs:		\$1,525,000	
	Land Acquisition:		\$0	

**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**

	<b>Fund 682 - SLIF Roads</b>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$2,300,000	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,300,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,300,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	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:** Meikle between Heritage Parkway and Road 25A  
**Project Proponent:** Spring Lake Specific Plan

**Project #:** 15-01  
**Project Manager:** TBD

**MPFP:**  
**Funding Source(s):** Fund 682 - SLIF Roads  
**User Department:** Community Development

<u>Project Costs</u>				
	<u>Fund 682 - SLIF Roads</u>			
<b>Prior Year Allocation</b>	\$400,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$400,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$400,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$400,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** Traffic calming; 12" water main, 8" sewer within Meikle Road between Heritage Parkway and Road 25A. Water main extended on Banks over to Promenade.

**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 67-68 of the 2008 SL CIP PN30.





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

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

Project Costs				
Prior Year Allocation	Fund 681 - SLIF Storm Drain			
	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$8,000,000	\$0	\$0	\$0
<b>2017-18</b>	\$0	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$8,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$8,000,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$750,000</u>	
	Construction Costs:		<u>\$7,250,000</u>	
	Land Acquisition:		<u>\$0</u>	

**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. Staff and the City’s consultant evaluated the reuse of this facility and determined that it was less expensive to replace the pump station than to try to upgrade the existing facility.

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

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

**Pertinent Issue:** The (SUGA-SDFMP) project was originally included in the approved Capital Improvement Program Budget as CIP #11-13, with a total project budget of \$2,000,000, funded from the Spring Lake Infrastructure Offsite Improvement Fund. The master plan work is largely completed for a cost of approximately \$450,000. 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

<u>Project Costs</u>				
	<u>Fund 682 - SLIF Roads</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$0	\$0	\$0	\$0
<b>2017-18</b>	\$100,000	\$0	\$0	\$0
<b>2018-19</b>	\$416,000	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$516,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$516,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$92,000</u>	
<b>By Category:</b>	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**

<b>Project Name:</b>	GIBSON LANDSCAPE - Pioneer Avenue to SR 113	<b>Project Proponent:</b>	Community Development
<b>Project #:</b>	19-01	<b>Project Manager:</b>	TBD
<b>MPFP:</b>	SW-2	<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 682 - SLIF Roads Fund 582 - Road Development		

**Project Costs**

	Fund 682 - SLIF Roads	Fund 582 - Road Development		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$537,000	\$83,000	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$537,000</u>	<u>\$83,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$620,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$145,000</u>	
	Construction Costs:		<u>\$475,000</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:** Complete 25A Between Promenade and Parkland      **Project Proponent:** Community Development  
**Project #:** 19-02      **Project Manager:** TBD  
**MPFP:**      **User Department:** Public Works  
**Funding Source(s):** Fund 682 - SLIF Roads

<u>Project Costs</u>				
	<u>Fund 682 - SLIF Roads</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$2,719,000	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,719,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,719,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	Design Costs:		<u>\$690,000</u>	
	Construction Costs:		<u>\$2,029,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:**

**Justification**      Project needed to complete the east/west connection between CR 102 and Harry Lorenzo Avenue.

**Pertinent Issue:** Involves moving funding from Master Plan Remainder Area equitable swap to Springlake SLIF.

**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 #:** SL-015  
**Project Manager:** TBD  
**MPFP:**  
**Funding Source(s):** Fund 682 - SLIF Roads  
**User Department:** Public Works

		<u>Project Costs</u>			
		<u>Fund 682 - SLIF Roads</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
2016-17	\$0	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$2,294,000	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,294,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,294,000</u>				
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$172,000</u>		
<b>By Category:</b>	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:** SR113 Northbound Offramp at Gibson      **Project Proponent:** Community Development  
**Project #:** SL-033      **Project Manager:** TBD  
**MPFP:**      **User Department:** Public Works  
**Funding Source(s):** Fund 682 - SLIF Roads

Project Costs				
	Fund 682 - SLIF Roads			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$400,000	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$400,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$400,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	Design Costs:		\$0	
	Construction Costs:		\$400,000	
	Land Acquisition:		\$0	

**ABOUT THE PROJECT:**

**Project Description:** Elimination of the free right northbound SR 113 to Gibson Road. Project will consolidate traffic monuments into a signalized intersection. This will reduce auto/pedestrian conflicts.

**Justification** Necessary for establishment of pedestrian connectivity between Springlake and the remainder of the City.

**Pertinent Issue:**

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

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

**Project #:** 09-15  
**Project Manager:** Tim Busch

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

**Project Costs**

<b>Prior Year Allocation</b>	<b>Fund 220 - Sewer Enterprise</b>			
	\$1,900,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
<b>2016-17</b>	\$650,000	\$0	\$0	\$0
<b>2017-18</b>	\$0	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$2,550,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,550,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$2,550,000</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** This project engages local, regional state and federal agencies in the development of comprehensive strategies to minimize the risk of flooding from Lower Cache Creek while enhancing water supply and the ecosystem in a manner that reflect community values. The focus areas will be on initiating studies in cooperation with the US Army Corps of Engineers, California Department of Water Resources and other regional agencies and outreach that will inform the community of the conceptual solution.

**Justification** This work continues a collaborative pilot program and local and regional effort to mitigate the flood threat associated with Lower Cache Creek to Woodland and rural Yolo County.

**Pertinent Issue:** FloodSAFE Yolo is a collaborative program funded and sponsored by the City of Woodland, Yolo County and the Yolo County Flood Control and Water Conservation District. The total local agency commitment is \$1.9 million. This project is utilizing a long-term loan from the Sewer Enterprise Fund to the Storm Drain Enterprise Fund.

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

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

**Project Proponent:** Mark Cocke  
**Project Manager:** Mark Cocke  
**User Department:** Public Works

<u>Project Costs</u>				
<u>Prior Year Allocation</u>	<u>Fund 581 - Storm Drain Development</u>			
	\$60,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$10,000	\$0	\$0	\$0
<b>2017-18</b>	\$10,000	\$0	\$0	\$0
<b>2018-19</b>	\$10,000	\$0	\$0	\$0
<b>2019-20</b>	\$10,000	\$0	\$0	\$0
<b>2020-21</b>	\$10,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$110,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$110,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$110,000</u>	
	Design Costs:			
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:			

**ABOUT THE PROJECT:**

**Project Description:** Maintenance of Storz Pond.

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

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

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

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

Project Costs				
Prior Year Allocation	Fund 581 - Storm Drain Development			
	\$150,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$150,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$150,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$150,000</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

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

**Project Costs**

	Fund 582 - Road Development	Fund 506 - Measure "E"		
<b>Prior Year Allocation</b>	\$385,000	\$45,000	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$385,000</u>	<u>\$45,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$430,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$430,000</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

**Pertinent Issue:** Project funding/timing has been moved out into the 10-20 year time horizon. The City is working with Caltrans and SACOG to process a cooperative agreement to maintain parcels that have been acquired and to reallocate funding to the East Main Street project (CIP 13-05). The reallocated funding is already included in Fund 351 of the East Main Street Project. MSE funding was used for a lobbyist to assist with seeking federal project funding.

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

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

Project Costs				
Prior Year Allocation	Fund 582 - Road Development			
	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$40,000	\$0	\$0	\$0
<b>2017-18</b>	\$40,000	\$0	\$0	\$0
<b>2018-19</b>	\$40,000	\$0	\$0	\$0
<b>2019-20</b>	\$40,000	\$0	\$0	\$0
<b>2020-21</b>	\$40,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$200,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$200,000</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

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

	Project Costs			
	Fund 506 - Measure "E"	Fund 507 - Measure "F"		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$50,000	\$0	\$0	\$0
<b>2017-18</b>	\$50,000		\$0	\$0
<b>2018-19</b>		\$50,000	\$0	\$0
<b>2019-20</b>	\$0	\$50,000	\$0	\$0
<b>2020-21</b>	\$0	\$50,000	\$0	\$0
<b>Subtotal</b>			<u>\$0</u>	<u>\$0</u>

**TOTAL**

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

**ABOUT THE PROJECT:**

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

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

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

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

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

	<b>Project Costs</b>			
	<b>Fund 506 - Measure "E"</b>	<b>Fund 507 - Measure "F"</b>		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$550,000	\$0	\$0	\$0
<b>2017-18</b>	\$600,000	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$600,000	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,150,000</u>	<u>\$600,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,750,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$2,050,000</u>	
	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.

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

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

**Project Costs**

Prior Year Allocation	Project Costs			
	Fund 351- Transportation Grants	Fund 501 - Capital Projects		
	\$1,763,579	\$250,000	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$0	\$51,225	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,763,579</u>	<u>\$301,225</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$2,064,804</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	Design Costs:		<u>\$301,225</u>	
	Construction Costs:		<u>\$1,763,579</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

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

**Project Costs**

	Fund 506 - Measure "E"	Fund 351- Transportation Grants		
<b>Prior Year Allocation</b>	\$450,000	\$1,700,000	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$100,000	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$1,130,000	\$0	\$0
<b>Subtotal</b>	<u>\$450,000</u>	<u>\$2,930,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$3,380,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	Design Costs:		\$350,000	
	Construction Costs:		\$3,030,000	
	Land Acquisition:		\$0	

**ABOUT THE PROJECT:**

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

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

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

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

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

Project Costs				
Prior Year Allocation	Fund 582 - Road Development			
	\$450,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$450,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$450,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0	
	Design Costs:		<u>\$40,000</u>	
	Construction Costs:		<u>\$410,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

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

**Project Costs**

	<b>Fund 582 - Road Development</b>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$450,000	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$450,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$450,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$40,000</u>	
	Construction Costs:		<u>\$410,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

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

	Project Costs			
	Fund 506 - Measure "E"	Fund 210 - Water Enterprise		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$211,688	\$112,980	\$0	\$0
2017-18	\$1,000,000	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,211,688</u>	<u>\$112,980</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,324,668</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$30,000</u>	
	Construction Costs:		<u>\$1,294,668</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

**Justification** The project addresses ongoing street maintenance.

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

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

<b>Project Name:</b> Update Street Master Plan	<b>Project Proponent:</b> Brent Meyer
<b>Project #:</b> 17-06	<b>Project Manager:</b> Brent Meyer
<b>MPPF:</b> TP-1	<b>User Department:</b> Community Development
<b>Funding Source(s):</b> Fund 582 - Road Development	

		Project Costs			
Prior Year Allocation	Fund 582 - Road Development				
	\$0	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
<b>2016-17</b>	\$150,000	\$0	\$0	\$0	\$0
<b>2017-18</b>	\$0	\$0	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$150,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$150,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$150,000</u>		
	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$0</u>		
	Land Acquisition:		<u>\$0</u>		

**ABOUT THE PROJECT:**

**Project Description:** Update city's streets master plan to reflect policies in the updated General Plan. Work will also include an update to the City's existing traffic model.

**Justification** Project will update the outdated master plan and traffic model.

**Pertinent Issue:** Updating these document ensures current and useable information is available for use when analyzing the traffic impacts of development and city projects.

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

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

**Project Costs**

	<u>Fund 351- Transportation Grants</u>	<u>Fund 506 - Measure "E"</u>	<u>Fund 210 - Water Enterprise</u>	<u>Fund 220 - Sewer</u>
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$0	\$200,000	\$0	\$0
<b>2017-18</b>	\$1,592,000	\$482,000	\$300,000	\$300,000
<b>2018-19</b>	\$0	\$790,000	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,592,000</u>	<u>\$1,472,000</u>	<u>\$300,000</u>	<u>\$300,000</u>
<b>TOTAL</b>	<u>\$3,664,000</u>			

**Cost Estimate** Pre-Design/Environmental/Studies      \$0  
**By Category:** Design Costs:      \$200,000  
Construction Costs:      \$3,464,000  
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.

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

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

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

		<b>Project Costs</b>			
		<b>Fund 506 - Measure "E"</b>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
2016-17	\$125,000	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$125,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$125,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$125,000</u>		
	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$0</u>		
	Land Acquisition:		<u>\$0</u>		

**ABOUT THE PROJECT:**

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

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

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



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

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

**Project Costs**

	Fund 351- Transportation Grants	Fund 506 - Measure "E"	Fund 210 - Water Enterprise	Fund 220 - Sewer
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$516,000	\$0	\$0
2017-18	\$3,742,500	\$731,000	\$300,000	\$300,000
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$3,742,500</u>	<u>\$1,247,000</u>	<u>\$300,000</u>	<u>\$300,000</u>
<b>TOTAL</b>	<u>\$5,589,500</u>			

**Cost Estimate By Category:** Pre-Design/Environmental/Studies \$0  
Design Costs: \$516,000  
Construction Costs: \$5,073,500  
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.

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

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

	<b>Project Costs</b>			
	<b>Fund 351- Transportation Grants</b>	<b>Fund 506 - Measure "E"</b>		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
<b>2016-17</b>	\$180,000	\$20,000	\$0	\$0
<b>2017-18</b>	\$0	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$180,000</u>	<u>\$20,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$200,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

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

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

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

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

<b>Project Name:</b>	Sports Park Drive Pedestrian Overcrossing	<b>Project Proponent:</b>	Brent Meyer
<b>Project #:</b>	17-22	<b>Project Manager:</b>	Brent Meyer
<b>MPFP:</b>	IGS-102	<b>User Department:</b>	Community Development
<b>Funding Source(s):</b>	Fund 501 - Capital Projects		

		Project Costs			
Prior Year Allocation	Fund 501 - Capital Projects				
	\$0	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
2016-17	\$0	\$0	\$0	\$0	\$0
2017-18	\$150,000	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$150,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$150,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0		
	Design Costs:		<u>\$150,000</u>		
	Construction Costs:		\$0		
	Land Acquisition:		\$0		

**ABOUT THE PROJECT:**

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

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

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

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

<b>Project Name:</b> 2018 Road Maintenance Project	<b>Project Proponent:</b> Brent Meyer
<b>Project #:</b> 18-02	<b>Project Manager:</b> Katie Wurzel
<b>MPFP:</b>	
<b>Funding Source(s):</b> Fund 506 - Measure "E" Fund 210 - Water Enterprise	<b>User Department:</b> Community Development

	Project Costs			
	Fund 506 - Measure "E"	Fund 210 - Water Enterprise		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$700,000	\$75,000	\$0	\$0
2018-19	\$300,000	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,000,000</u>	<u>\$75,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,075,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		\$0	
<b>By Category:</b>	Design Costs:		\$30,000	
	Construction Costs:		\$1,045,000	
	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. The project area is anticipated to be Zones 10, 11, & 14 or an alternate location dependent upon roadway condition, funding availability, traffic patterns and treatment required. This is the area east of Pioneer, north of I-5, east of CR 102, and south of I-5.

**Justification** The project addresses ongoing street maintenance.

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

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

<b>Project Name:</b>	2018 ADA Improvements	<b>Project Proponent:</b>	Katie Wurzel
<b>Project #:</b>	18-03	<b>Project Manager:</b>	TBD
<b>MPFP:</b>		<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 320 - CDBG Fund 210 - Water Enterprise		

	Project Costs			
	Fund 320 - CDBG	Fund 210 - Water Enterprise		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$180,000	\$25,000	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$180,000</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$205,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0	
	Design Costs:		\$25,000	
	Construction Costs:		\$180,000	
	Land Acquisition:		\$0	

**ABOUT THE PROJECT:**

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

**Justification** CDBG Funded project to bring corners into ADA compliance.

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

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

**Project Name:** Woodland Parkway Safe Routes to School & Connectivity Study  
**Project Proponent:** Community Development

**Project #:** 18-05  
**Project Manager:** Clara Olmedo

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

	<u>Project Costs</u>			
	<u>Fund 351- Transportation Grants</u>	<u>Fund 506 - Measure "E"</u>		
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$176,152	\$22,822	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$176,152</u>	<u>\$22,822</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$198,974</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$198,974</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** The study includes evaluation of the bicycle and pedestiran facilities on the SR 113 overcrossing along Gibson Rd. The study also includes an evaluation and feasibility study of constructing a bicycle and pedestiran path along the southern City limits connecting to the Woodlnad 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:** 2019 Road Maintenance Project  
**Project #:** 19-03  
**MPFP:**  
**Funding Source(s):** Fund 507 - Measure "F"

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

		<u>Project Costs</u>			
		<u>Fund 507 - Measure "F"</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
2016-17	\$0	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$1,350,000	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,350,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,350,000</u>				
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies			<u>\$0</u>	
<b>By Category:</b>	Design Costs:			<u>\$50,000</u>	
	Construction Costs:			<u>\$130,000</u>	
	Land Acquisition:			<u>\$0</u>	

**ABOUT THE PROJECT:**

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

**Justification** Addressing ongoing street maintenance.

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

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

**Project Name:** Planning Analysis Studies  
**Project #:** 95-24  
**MPFP:** TP-3  
**Funding Source(s):** Fund 582 - Road Development

**Project Proponent:** Brent Meyer  
**Project Manager:** Katie Wurzel  
**User Department:** Public Works

	<u>Project Costs</u>			
	<u>Fund 582 - Road Development</u>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$40,000	\$0	\$0	\$0
2017-18	\$40,000	\$0	\$0	\$0
2018-19	\$40,000	\$0	\$0	\$0
2019-20	\$40,000	\$0	\$0	\$0
2020-21	\$40,000	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$200,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$200,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** 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

		<u>Project Costs</u>			
<u>Prior Year Allocation</u>	<u>Fund 582 - Road Development</u>				
	\$0	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
2016-17	\$0	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$525,000	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$525,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$525,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0		
	Design Costs:		\$75,000		
	Construction Costs:		\$450,000		
	Land Acquisition:		\$0		

**ABOUT THE PROJECT:**

**Project Description:** Install new traffic signal at CR 102 and Kenucky Avenue.

**Justification** Install traffic signal based upon meting signal warrants.

**Pertinent Issue:** Increased traffic volumes in the area due to build out trigger signal warrants.



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

<b>Project Name:</b> 2021 Road Maintenance	<b>Project Proponent:</b> Katie Wurzel
<b>Project #:</b> TRANS-064	<b>Project Manager:</b> TBD
<b>MPFP:</b>	<b>User Department:</b> Public Works
<b>Funding Source(s):</b> Fund 507 - Measure "F"	

		<b>Project Costs</b>			
		<b>Fund 507 - Measure "F"</b>			
<b>Prior Year Allocation</b>		\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
2016-17		\$0	\$0	\$0	\$0
2017-18		\$0	\$0	\$0	\$0
2018-19		\$0	\$0	\$0	\$0
2019-20		\$0	\$0	\$0	\$0
2020-21		\$1,950,000	\$0	\$0	\$0
<b>Subtotal</b>		<u>\$1,950,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>		<u>\$1,950,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies			\$0	
<b>By Category:</b>	Design Costs:			\$50,000	
	Construction Costs:			\$1,900,000	
	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**

<b>Project Name:</b> Surface Water Project	<b>Project Proponent:</b> Utility Engineering
<b>Project #:</b> 08-07	<b>Project Manager:</b> Tim Busch
<b>MPFP:</b>	<b>User Department:</b> Public Works
<b>Funding Source(s):</b> Fund 210 - Water Enterprise	

		<b>Project Costs</b>			
<b>Prior Year Allocation</b>	<b>Fund 210 - Water Enterprise</b>				
	\$52,727,669	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
<b>2016-17</b>	\$150,000	\$0	\$0	\$0	\$0
<b>2017-18</b>	\$150,000	\$0	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$53,027,669</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$53,027,669</u>				

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

**ABOUT THE PROJECT:**

**Project Description:** This project includes a regional water supply project jointly funded with the City of Davis and UCD. It would provide up to 24 million gallons of water per day, including storage tanks and related water transmission lines to get the high quality water into the City. 2.0 million gallons of dedicated finished water storage and a dedicated 4,000 gpm pump have been included in the project to boost Woodland's water supply. Existing wells would be used to supplement peak hour and peak day water demands.

**Justification** This project is needed to improve water quality to offset the declining water quality from our groundwater supplies. This higher water quality water is needed to meet both expected future water and wastewater water quality standards.

**Pertinent Issue:** The design, build, operate contract was awarded to CH2M Hill, Inc. in October 2013. Construction began in April 2014 and was completed in September 2016. The intake structure is a joint project with RD2035. The projects are financed through a 20 year loan from CDPH with an interest rate of 1.78%. Initial and O&M costs are less than other options to meet new Chromium 6 MCL standard, address wastewater treatment requirements, treatment of nitrates in the groundwater, drilling replacement wells and related operational costs, and homeowner costs in dealing with the extremely hard water in the City. Local projects including a tank and pipelines are programmed separately in the CIP. Woodland cost for the construction is paid in the form of debt service in future years after project completion. Funding for FY17 and FY18 are for staff costs and miscellaneous consultant services associated with plant start up.

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

<b>Project Name:</b>	Groundwater Monitoring Wells	<b>Project Proponent:</b>	Utility Engineering
<b>Project #:</b>	08-29	<b>Project Manager:</b>	Tim Busch
<b>MPFP:</b>		<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 210 - Water Enterprise		

Project Costs				
Prior Year Allocation	Fund 210 - Water Enterprise			
	\$66,000	\$0	\$0	\$0
Fiscal Year				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$66,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$66,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$66,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** This work will include the installation of 3 multi-zone groundwater monitoring wells at various locations throughout the problem to evaluate the water quality from the wells.

**Justification** These wells are essential to be able continually sample water from separate aquifers utilized by the city. Each of our wells draws water from several individual aquifers. Most of our wells have nitrate levels that are rising and we need to know exactly which aquifer is the problem so we can take measure to limit the problem. The wells would also be utilized to monitor movement of ASR water.

**Pertinent Issue:** The information received from these monitoring wells will both help us design a plan for addressing nitrate contamination and to properly design new and replacement wells and monitor stored ASR water.

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

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

		Project Costs			
	<b>Fund 210 - Water Enterprise</b>				
<b>Prior Year Allocation</b>	\$255,000	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
2016-17	\$0	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$255,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$255,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$0</u>		
	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$255,000</u>		
	Land Acquisition:		<u>\$0</u>		

**ABOUT THE PROJECT:**

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

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

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

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

<b>Project Name:</b> Water System Leak Detection, Maintenance & Repairs	<b>Project Proponent:</b> Utility Engineering
<b>Project #:</b> 09-23	<b>Project Manager:</b> Tim Busch
<b>MPFP:</b>	<b>User Department:</b> Public Works
<b>Funding Source(s):</b> Fund 210 - Water Enterprise	

		Project Costs			
Prior Year Allocation	Fund 210 - Water Enterprise				
	\$4,263,007	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
2016-17	\$0	\$0	\$0	\$0	\$0
2017-18	\$2,636,823	\$0	\$0	\$0	\$0
2018-19	\$2,708,017	\$0	\$0	\$0	\$0
2019-20	\$2,708,017	\$0	\$0	\$0	\$0
2020-21	\$2,708,017	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b><u>\$15,023,881</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>TOTAL</b>	<b><u>\$15,023,881</u></b>				

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$0</u>
<b>By Category:</b>	Design Costs:	<u>\$1,636,576</u>
	Construction Costs:	<u>\$13,387,305</u>
	Land Acquisition:	<u>\$0</u>

**ABOUT THE PROJECT:**

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

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

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

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

<b>Project Name:</b> Destroy Old Wells	<b>Project Proponent:</b> Utility Engineering
<b>Project #:</b> 11-10	<b>Project Manager:</b> Tim Busch
<b>MPFP:</b>	<b>User Department:</b> Public Works
<b>Funding Source(s):</b> Fund 210 - Water Enterprise	

		Project Costs			
Prior Year Allocation	Fund 210 - Water Enterprise				
	\$331,068	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
2016-17	\$0	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$331,068</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$331,068</u>				
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>		
<b>By Category:</b>	Design Costs:		<u>\$30,000</u>		
	Construction Costs:		<u>\$301,068</u>		
	Land Acquisition:		<u>\$0</u>		

**ABOUT THE PROJECT:**

**Project Description:** Old wells that can no longer be used will be destroyed. This work and the timing of this work will be coordinated with other well rehabilitation and replacement work.

**Justification:** Six old wells will be destroyed to restore the well sites and to prevent contamination of the aquifer. Replacement wells will be drilled prior to the failure of the well being replaced. When the well actually fails the well will be destroyed and the years shown below reflect the projected end of their useful life.

**Pertinent Issue:** This project proactively maintains the City's water system.

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

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

		Project Costs			
Prior Year Allocation	Fund 210 - Water Enterprise				
	\$400,000	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
2016-17	\$200,000	\$0	\$0	\$0	\$0
2017-18	\$200,000	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b><u>\$800,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>TOTAL</b>	<b><u>\$800,000</u></b>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$800,000</u>		
	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$0</u>		
	Land Acquisition:		<u>\$0</u>		

**ABOUT THE PROJECT:**

**Project Description:** Prepare a water master plan update.

**Justification** The water master plan will need to be updated to reflect long-term water sources, development requirements, consistency with the new General Plan, and long-term asset management of water resources.

**Pertinent Issue:** As the General Plan is developed, it will be necessary to update utility master plans. The Water Master Plan Update will also look into asset management and downtown infill development which has generally not been included in the past.

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

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

**Project Costs**

	<b>Fund 210 - Water Enterprise</b>			
<b>Prior Year Allocation</b>	\$350,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$100,000	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20		\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**TOTAL**

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

**ABOUT THE PROJECT:**

**Project Description:** This project involves developing a transport model to determine the storage capacity of the aquifer, degradation of the aquifer due to aquifer storage recharge and geochemical effect of the aquifer storage recharge.

**Justification** This project is needed to secure a permit to store water in the underground aquifer from the Regional Board. There is the need to comply with the anti-degradation regulation of the Regional Board in order to be able to secure this permit.

**Pertinent Issue:** There is a need to look for supplementary supply of water during summer when the plant becomes operational in 2016 to meet peak hour demand especially during Shasta critical years. While there is not an identified development fee component to this project, there is a funding contribution from development impact fees. As development impact fee revenue is generated, it will be used to pay off the bonds that are used to pay for the Surface Water project.

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

<b>Project Name:</b>	New ASR Well Construction	<b>Project Proponent:</b>	Utility Engineering
<b>Project #:</b>	15-02	<b>Project Manager:</b>	Tim Busch
<b>MPFP:</b>		<b>User Department:</b>	Public Works
<b>Funding Source(s):</b>	Fund 210 - Water Enterprise		

		Project Costs			
<b>Prior Year Allocation</b>	<b>Fund 210 - Water Enterprise</b>				
	\$8,500,000	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
2016-17	\$500,000	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$9,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$9,000,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0		
	Design Costs:		\$500,000		
	Construction Costs:		\$8,500,000		
	Land Acquisition:		\$0		

**ABOUT THE PROJECT:**

**Project Description:** The new ASR well would replace the existing Well 10 and Well 4 on City owned property adjacent to the existing wells. The project involves drilling a new well at each site and construction of the ASR capable well and pumphouse. The ASR wells are anticipated to utilize the design of Well 28 with minor modifications.

**Justification** Construction of Aquifer Storage 7 Recovery (ASR) capable wells was evaluated as a component of the surface water project with three ASR wells anticipated initially. Well 28 is an ASR capable well that was completed in 2013. Well 10 and Well 4 are identified as sites for new ASR capable wells to replace the existing aging wells. Well 10 has been offline due to nitrate issues and Well 4 is aging and the well pump is stuck in the casing. The SDWSRF loan for Woodland local facilities as part of the surface water project includes \$3,908,750 for design and construction of ASR wells. DWR also has grant funding available through the IRWM and Proposition 84 to fund selected projects, of which ASR may be eligible. Round 3 of IRWM grant program is anticipated in fall 2014.

**Pertinent Issue:** ASR is planned to be part of the City's water supply portfolio. ASR wells provide long term storage for large quantities of Sacramento River water to be used to meet peak demands and during droughts. It should be noted that the amount that is available in the SDWSRF loan is not enough for the two wells that are needed. As other loan related projects are completed staff will evaluate the remaining funds available in order to complete two wells. It is anticipated that the ASR wells need to be online by the fall of 2016 in order to begin storing surface water in the winter of 2016. Based on this schedule, the project will need to be under design in the fall/winter of 2014 with phase one (downhole) construction in

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

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

Project Costs				
Prior Year Allocation	Fund 210 - Water Enterprise			
	\$75,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$75,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$75,000</u>			
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$75,000</u>	
	Design Costs:		<u>\$0</u>	
	Construction Costs:		<u>\$0</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** Develop a plan to comply with the new Chromium 6 MCL. The plan will evaluate the City's water supply portfolio utilizing surface water, native wells, and ASR wells to meet City water demands to meet the new MCL. The plan is expected to include preliminary design work on conjunctive use of 3 existing wells with surface water and ASR wells and also include coordination with CDPH on testing stations. The plan will also evaluate compliance with the MCL with the four quarter running average reporting requirement.

**Justification:** CDPH will issue a new Maximum Contaminant Limit (MCL) for Chromium 6 that is likely below the groundwater wells existing concentrations. The draft MCL is 10 ppb, City average concentration is 19 ppb. This project will develop a plan to comply with the new MCL while providing an adequate supply of safe drinking water and minimizing costs.

**Pertinent Issue:** Complicance with the new state Chromium 6 MCL.

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

<b>Project Name:</b> Recycled Water Program	<b>Project Proponent:</b> Utility Engineering
<b>Project #:</b> 15-10	<b>Project Manager:</b> Tim Busch
<b>MPFP:</b>	<b>User Department:</b> Public Works
<b>Funding Source(s):</b> Fund 210 - Water Enterprise	

		Project Costs			
Prior Year Allocation	Fund 210 - Water Enterprise				
	\$6,000,000	\$0	\$0	\$0	\$0
Fiscal Year					
2016-17	\$0	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$6,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$6,000,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		<u>\$175,000</u>		
	Design Costs:		<u>\$390,000</u>		
	Construction Costs:		<u>\$5,425,000</u>		
	Land Acquisition:		<u>\$10,000</u>		

**ABOUT THE PROJECT:**

**Project Description:** The recycled water project includes construction of approximately 20,000 feet of 12" diameter purple pipe and appurtenances, addition of two new pumps at the WPCF effluent wet well, and a new chlorination dosing station. The project alignment will head west from the WPCF along County Road 24/Gibson Road, northwest through the Gibson Ranch development along Farnham Avenue, bored and jacked under Interstate 5 and the Sierra Northern Railroad tracks (west of the existing Home Depot site), and north within existing city easements to Kentucky Avenue. The 12-inch pipeline would be installed primarily within existing street ROW and public utility easements. The project was awarded a \$2 M grant through the 2014 proposition 84 drought emergency IRWM program.

**Justification:** The City of Woodland's Water Pollution Control Facility currently produces Title 22 tertiary treated effluent (wastewater) which is suitable for a wide variety of uses including industrial processes, cooling, and landscape irrigation. Recycled water is an excellent high quality source of water for certain industrial and irrigation uses, reduces the consumer's water costs, and it reduces demands on the potable water system. Use of recycled water will improve the City's water supply reliability by reducing potable demands during the summer months when demands are highest and/or impacted by drought conditions and would assist with drought proofing the City's overall water portfolio. During winter months, use of the recycled water source reduces the demand on the treated surface water supply allowing for increased injections of potable water into the ground through the City's ASR wells. The increased injection of treated surface water into the ASR wells provides additional storage which can be utilized in subsequent droughts.

**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Pertinent Issue:** The City of Woodland is planning for a diversified water supply portfolio including surface water, groundwater, and local recycled water sources to meet current and future water demands. Currently, the City relies solely on local groundwater sources which are susceptible to drought impacts. Tertiary treated title 22 effluent is an untapped resource which is already being produced at the WPCF. This project will take advantage of this resource and use it to boost the city's water supply and provide added protection during drought conditions. Additionally, a new surface water treatment plant is currently under construction and will supply high quality surface water beginning in summer 2016, which will further improve the quality of the recycled water.

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

<b>Project Name:</b>	2016 Annual Water & Sewer Repair & Replacement	<b>Project Proponent:</b>	Utility Engineering
<b>Project #:</b>	15-22	<b>Project Manager:</b>	Ed Wisniewski
<b>MPFP:</b>		<b>User Department:</b>	Community Development
<b>Funding Source(s):</b>	Fund 210 - Water Enterprise Fund 220 - Sewer Enterprise		

**Project Costs**

	Fund 210 - Water Enterprise	Fund 220 - Sewer Enterprise		
<b>Prior Year Allocation</b>	\$150,000	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>				
2016-17	\$2,850,000	\$500,000	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$3,000,000</u>	<u>\$500,000</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$3,500,000</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	\$0
<b>By Category:</b>	Design Costs:	\$150,000
	Construction Costs:	\$3,350,000
	Land Acquisition:	\$0

**ABOUT THE PROJECT:**

**Project Description:** Repair and replace water mains and laterals in two localized residential areas; 1) south of Woodland Avenue and east of Cottonwood Street, and 2) South of Lincoln Avenue and east of West Street. The project will construct new eight (8") mains in the street and connect the residences with new polyethylene services. Approximately 11,000 lineal feet of water main will be replaced. Once completed, the project will result in more reliable water pressure and uninterrupted water service for residences. At the same time, the project will identify sewer lateral defects in the same area and will correct as necessary.

**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. This project represents the second phase of a 10-year pipe prioritization plan to rehabilitate pipelines within the city that have exceeded their service life. The first phase (2015 project) is currently under construction.

**Pertinent Issue:** The areas identified for repair/replacement have two-inch (2") cast iron water mains located behind sidewalks. These mains are notorious for problems such as breaks and leaks. The pipelines have exceeded their service life (60 years old). The project was coordinated with transportation engineering, so that the project will be completed prior to the annual road maintenance project.

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

**Project Name:** Well #24 & #26 Water Main Project  
**Project #:** 16-09  
**MPFP:**  
**Funding Source(s):** Fund 210 - Water Enterprise

**Project Proponent:** Utility Engineering  
**Project Manager:** Chris Fong  
**User Department:** Public Works

**Project Costs**

	<u>Fund 210 - Water Enterprise</u>			
<b>Prior Year Allocation</b>	\$250,000	\$0	\$0	\$0
<b>Fiscal Year</b>				
2016-17	\$1,440,000	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$1,690,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$1,690,000</u>			
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>	
<b>By Category:</b>	Design Costs:		<u>\$250,000</u>	
	Construction Costs:		<u>\$1,440,000</u>	
	Land Acquisition:		<u>\$0</u>	

**ABOUT THE PROJECT:**

**Project Description:** Wells #24 and #26 are nearest to the transmission main and are best suited to blend native groundwater with surface water prior to entering the distribution system. The project entails extending water main to directly connect both wells to the transmission main without any connection to the distribution system. The total linear feet of the project is approximately 4,000 LF. Piping reconfiguration will be necessary at both well sites along with landscaping work to restore disturbed surfaces.

**Justification** The State of California's new MCL for hexavalent chromium generally precludes the long term use of the existing groundwater wells directly into the water distribution system. There are additional water quality issues with using the existing ground water wells directly into the distribution system, including hardness and nitrates. It is the desire of the City to provide equal quality drinking water to all City water users upon conversion to surface water. The water quality issues including, hexavalent chromium, nitrates, and hardness, can be blended to lower levels with the surface water.

This project is included as part of the local projects work as part of the overall surface water project. The California Department of Public Health/State Water Resources Control Board has executed a Finance Agreement with the City of Woodland (Installment Sale Agreement) for Surface Water Project - Local Facilities/Safe Drinking Water State Revolving Fund Project Agreement No. 5710006-009C in the amount of \$35,503,088.

**CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET**

**Pertinent Issue:** The City will balance the use of surface water, stored ASR water, and native groundwater to supply high quality water to the City during all supply/demand scenarios. During periods of high demand or reduced surface water supply, native groundwater is needed to meet City water supply needs. Blending well water with surface water reduces the concentrations of hexavalent chromium, nitrates, and hardness to acceptable levels. A blending ratio of 3:1 surface water to groundwater is necessary to meet water quality requirements for hexavalent chromium.

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

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

		Project Costs			
Prior Year Allocation	Fund 210 - Water Enterprise				
	\$0	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>					
<b>2016-17</b>	\$1,232,000	\$0	\$0	\$0	\$0
<b>2017-18</b>	\$4,325,000	\$0	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$5,557,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$5,557,000</u>				
<b>Cost Estimate By Category:</b>	Pre-Design/Environmental/Studies		\$0		
	Design Costs:		\$445,000		
	Construction Costs:		\$5,112,000		
	Land Acquisition:		\$0		

**ABOUT THE PROJECT:**

**Project Description:** This project will consist of converting existing wells to fully functional ASR wells or replacing existing wells with ASR wells. Wells 15S and 22G were designed to require minimal improvements to be converted to fully functional ASR wells and may be evaluated for conversion.

**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. Well 28 is an ASR capable well that was completed in 2013. Well 29 and Well 30 will be completed om 2017 as new ASR capable wells to replace existing aging wells.

**Pertinent Issue:** ASR is planned to be part of the City's water supply portfolio. ASR wells provide long term storage for large quantities of Sacramento River water to be used to meet peak demands and during droughts. It is anticipated that the remaining 2 ASR wells need to be online by the fall of 2019 to complete the program and store sufficient water. Based on this schedule, the project will need to be under design in the fall/winter of 2017 with phase one (downhole) constructin in 2018.

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

<b>Project Name:</b> Recycled Water Master Plan	<b>Project Proponent:</b> Utility Engineering
<b>Project #:</b> 17-07	<b>Project Manager:</b> Tim Busch
<b>MPFP:</b>	
<b>Funding Source(s):</b> Fund 210 - Water Enterprise	<b>User Department:</b> Community Development

		Project Costs			
Prior Year Allocation	Fund 210 - Water Enterprise				
	\$0	\$0	\$0	\$0	\$0
<b><u>Fiscal Year</u></b>					
2016-17	\$100,000	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
2020-21	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$100,000</u>				
<b>Cost Estimate</b>	Pre-Design/Environmental/Studies		<u>\$0</u>		
<b>By Category:</b>	Design Costs:		<u>\$0</u>		
	Construction Costs:		<u>\$0</u>		
	Land Acquisition:		<u>\$0</u>		

**ABOUT THE PROJECT:**

**Project Description:** Develop a master plan for the expansion of recycled water service. Plan will include evaluation of firm capacity of recycled water system, prioritize expansion areas, and allocate capacity to expansion areas. Budget is also included for planning efforts to bring on new customers, including engineering reports for an estimated 3 new customers.

**Justification:** The new Recycled Water utility will begin operation in FY17. A recycled water master plan is a necessary part of a properly planned expansion of the Recycled Water Utility.

**Pertinent Issue:** Plan for expansion of recycled water in Woodland.

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

<b>Project Name:</b> West Street Water Main Upgrade	<b>Project Proponent:</b> Utility Engineering
<b>Project #:</b> 17-08	<b>Project Manager:</b> Tim Busch
<b>MPFP:</b>	
<b>Funding Source(s):</b> Fund 210 - Water Enterprise	<b>User Department:</b> Community Development

**Project Costs**

	<b>Fund 210 - Water Enterprise</b>			
<b>Prior Year Allocation</b>	\$0	\$0	\$0	\$0
<b>Fiscal Year</b>				
<b>2016-17</b>	\$1,951,300	\$0	\$0	\$0
<b>2017-18</b>	\$2,004,000	\$0	\$0	\$0
<b>2018-19</b>	\$0	\$0	\$0	\$0
<b>2019-20</b>	\$0	\$0	\$0	\$0
<b>2020-21</b>	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<u>\$3,955,300</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL</b>	<u>\$3,955,300</u>			

<b>Cost Estimate</b>	Pre-Design/Environmental/Studies	<u>\$0</u>
<b>By Category:</b>	Design Costs:	<u>\$360,000</u>
	Construction Costs:	<u>\$3,595,300</u>
	Land Acquisition:	<u>\$0</u>

**ABOUT THE PROJECT:**

**Project Description:** The project generally includes replacement of the existing water main on West Street from the transmission main on the south border of the City to Cross Street. The water main would be increased in diameter from 10-inch to 16-inch, this change will more than double the capacity of the pipeline. The length of the project is approximately 6,000 feet.

**Justification** Two ASR wells are under construction in 2016 in the western part of the City and a 3rd well is planned in the area for construction in 2018/19. The new wells each have a high capacity for injecting water into the aquifer and also for extraction to the distribution system. Additional pipeline capacity is needed to convey the higher flows from the transmission main to near the wells. Without the additional pipeline capacity, low water pressures would be experienced in the neighborhoods surrounding when the wells are injecting into the aquifer.

**Pertinent Issue:** Additional water conveyance capacity is needed between the transmission main and the ASR wells to minimize water pressure disruptions when the ASR wells are injecting water into the aquifer.

**DEBT SERVICE SCHEDULE**

Debt Type	Name	Original Amount	Outstanding Principal 6/30/17	Annual Debt Service (Principal & Interest)	Year of Final Payment	Final Interest Rate	Source of Repayment	Use of Proceeds
Revenue Bond	2009 Wastewater Revenue Bonds	\$ 12,115,000	\$ 9,920,000	\$ 930,125	2032	5.000%	Sewer enterprise revenues	Sewer line rehab, WPCF equipment replacement, trunk line repairs and sludge pond conversion
Revenue Bond	2011 Water Revenue Bonds	\$ 18,815,000	\$ 16,820,000	\$ 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	2012 Refunding Lease Revenue Bonds	\$ 5,296,700	\$ 306,200	\$ 1,055,500	2018	2.620%	Park development fees; SLIF	Refunding of 2007 Lease Revenue Bonds, which constructed the Sports Park and Community Senior Center Phase II
Revenue Bond	Wastewater Revenue Bonds, Refunding Series 2014 (Junior Lien)	\$ 33,825,000	\$ 30,730,000	\$ 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	\$ 12,073,896	\$ 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
Mello-Roos	Gibson Ranch CFD Refunding Bond, Series 2004	\$ 2,510,000	\$ 1,540,000	\$ 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	\$ 7,035,000	\$ 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	\$ 26,685,000	\$ 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	\$ 26,800,000	\$ 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
Loan	California Department of Public Health	\$ 7,419,500	\$ 6,372,355	\$ 473,757	2033	2.507%	Water enterprise revenues	Installation of Water Meters
Loan	California Department of Public Health	\$ 31,503,088	\$ 20,171,779	\$ 1,617,740	2038	1.788%	Water enterprise revenues	Local projects for Surface Water project
Loan	California Department of Public Health	\$ 111,358,449	\$ 101,646,452	\$ 6,671,460	2038	1.788%	Water enterprise revenues	Share of regional Surface Water Project (loan officially for the WDCWA)
Loan	California State Water Resources Board	\$ 21,397,336	\$ 16,737,169	\$ 736,697	2046	1.900%	Sewer enterprise revenues	WPCF aeration project
Loan	California State Water Resources Board	\$ 951,881	\$ 758,215	\$ 34,248	2045	1.900%	Sewer enterprise revenues	WPCF aeration project
Loan	California State Water Resources Board	\$ 1,383,430	\$ 1,344,486	\$ 60,729	2045	1.900%	Sewer enterprise revenues	WPCF aeration project
Loan	California State Water Resources Board	\$ 2,191,947	\$ 2,191,947	\$ 100,000	2047	1.000%	Water enterprise revenues	Recycled water project
Lease	Sun Trust Equipment Lease #4	\$ 650,000	\$ 61,891	\$ 85,491	2018	4.220%	Enterprise fund, transportation fund contributions	Purchase of vector truck, dump truck, backhoe
Lease	Sun Trust Equipment Lease #5	\$ 586,000	\$ 35,621	\$ 72,592	2017	5.100%	Enterprise fund, transportation fund contributions	Purchase of dump truck, asphalt truck, stencil paint truck
Lease	Oshkosh Capital Lease	\$ 2,262,524	\$ 1,426,963	\$ 260,082	2023	2.400%	General fund contributions	Purchase of fire apparatus
Lease	Oshkosh Capital Lease #2	\$ 1,138,496	\$ 941,087	\$ 136,963	2024	3.500%	General fund contributions	Purchase of fire apparatus
Lease	National Cooperative Leasing	\$ 861,772	\$ 726,761	\$ 137,679	2023	3.700%	Enterprise fund contributions	Purchase of sewer/drain cleaning trucks
<b>SUCCESSOR AGENCY DEBT</b>								
Tax Allocation Bond	Redevelopment Tax Allocation Bonds Series 2007A	\$ 7,295,000	\$ 7,005,000	\$ 579,000	2035	4.875%	Redevelopment Property Tax Trust Fund Payments	Refunding of the 1996 Tax Allocation Bonds, construction of various redevelopment related projects
Loan	Cal HFA Loan	\$ 1,000,000	\$ 880,977	\$ 100,000	2023	3.000%	Redevelopment Property Tax Trust Fund Payments	Passed through for construction of Casa del Sol mobile home park improvements
Loan	Cal HFA Loan	\$ 1,550,000	\$ 1,808,372	\$ 100,000	2024	3.000%	Redevelopment Property Tax Trust Fund Payments	Passed through for construction of Heritage Oaks Apartments
Loan	Cal HFA Loan	\$ 1,250,000	\$ 1,635,476	lump sum	2017	3.500%	Redevelopment Property Tax Trust Fund Payments	Passed through to USAA Properties

### SUMMARY

1. The City will strive to maintain a minimum General Fund balance reserve equal to 20% of budgeted revenue (excluding Measure E revenue).
2. The City will maintain a balanced operating budget in each fund. Appropriations of available fund balance will be limited to “one-time” non-recurring expenditures.
3. Recurring revenue growth (inflation) will be used to pay for recurring expenditures. Recurring expenditure increases should not be approved which exceed recurring revenue growth. Any new or expanded programs will be required to identify new funding sources and/or offsetting reductions in expenditures.
4. The Water and Sewer Enterprise Funds will have revenues (customer charges, interest income and all other income) sufficient to meet all cash operating expenses, capital expenses, prescribed cash reserves and debt service coverage requirements set forth in related bond covenants.
5. All Internal Service Funds will have revenues (intra-City user charges, interest income and other income) sufficient to meet all cash operating expenses and capital expenses. Such revenues shall also be sufficient to maintain cash reserves, which approximate the balance in accumulated depreciation.
6. The City will maintain appropriate reserves in the Employee Benefits Fund, Dental/Vision Fund, Disability Program Fund, General Liability Insurance Fund and Workers’ Compensation Insurance Fund to meet statutory requirements and actuarially projected needs.
7. The City will strive to maintain a minimum cash working capital reserve equal to 20% of each of the Water and Sewer Enterprise Funds’ operating budgets. In addition, a cash capital improvement reserve will be maintained for capital improvement projects, as determined in the respective rate studies.
8. The City will maintain a long-range fiscal perspective through the use of an Annual Operating Budget, five-year Capital Improvement Program and multi-year revenue and expenditure forecasting.
9. Major capital improvement projects will be funded using the most financially prudent method available. Such methods include:
  - Traditional long-term financing (bond issues)
  - “Pay As You Go” financing (using recurring revenues only)
  - Combination of debt financing and “Pay As You Go” financing
  - Using cash accumulated in excess of policy requirements
10. A Fiscal Impact Statement will be provided with each staff report submitted to the City Council as part of the City Council agenda process.
11. The City will comply with all the requirements of “Generally Accepted Accounting Principles.”
12. The City will annually review and adopt a formal set of Investment Policies.
13. The City will strive to pay competitive market level compensation to its employees.

## INVESTMENT POLICY

It is the policy of the City of Woodland to invest public funds in a prudent manner which will provide maximum security while meeting daily cash flow demands and conforming to all statutes governing the investment of public funds. Within these parameters, funds will be invested to optimize investment return.

The purpose of this document is to set forth the City's policies guiding prudent investment of temporarily idle funds and to establish guidelines and objectives for suitable investments including delegation of authority, prudence, monitoring and reporting, policy review, diversification, eligible securities, safekeeping, collateralization, selection of depositories, brokers/dealers and glossary of terms.

**POLICY:** It is the policy of the City of Woodland to maximize the productive use of assets entrusted to its care and to invest and manage those public funds wisely and circumspectly. The surplus funds shall be invested in accordance with the provisions of Article 1 and 2 of Chapter 4 of Part 1 of Division 2 of Title 5 of the California Government Code (53600-53997). Unless otherwise noted, all section references are to the California Government Code.

**SCOPE:** This investment policy applies to the City of Woodland's Surplus Funds, as defined by Section 536-1. Surplus Funds means those funds which are not required for the City of Woodland's immediate necessities as defined in Section 53601.

### BACKGROUND & ANALYSIS:

1.0 **PURPOSE:** The Investment Policy is designed to provide guidelines for the prudent investment of the City's surplus funds.

2.0 **GOAL:** The goal of the Investment Policy is to enhance the economic status of the City while prudently protecting its pooled cash and also complying with this investment policy and California Government Code Sections 53600 through 53659, which governs investments for municipal governments. Although pursuit of interest earnings on investment is an appropriate City goal, the primary consideration is preservation of capital resources. Thus, the City's yield objective is to achieve a reasonable rate of return rather than the maximum generation of income that might expose the City to unacceptable levels of risk.

3.0 **OBJECTIVE:** The City shall attempt to invest funds to the fullest extent possible and at the highest possible yield while satisfying the criteria for investment selection outlined below.

4.0 **INVESTMENT POLICY:** The City has the fiduciary responsibility to maximize the productive use of assets entrusted to its care and to invest and manage those public funds wisely and circumspectly. In determining individual investment placements, the following factors shall be considered in priority order: safety, liquidity, and yield.

4.1 **SAFETY:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk as summarized below.

4.1.1 **CREDIT RISK** – This is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

## Financial Policies

4.1.1.1 Limiting investment to the safest types of securities;

4.1.1.2 Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisers with which the City will do business;

4.1.1.3 Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

4.1.2 INTEREST RATE RISK – This is the risk that the market value of securities in the portfolio will fall due to changes in the general interest rates. Interest rate risk may be mitigated by:

4.1.2.1 Structuring the investment portfolio such that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;

4.1.2.2 Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

4.2 LIQUIDITY: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with the cash needs to meet anticipated demands. A portion of the portfolio should be placed in local government investment pools (such as LAIF), which offer same-day liquidity for short-term funds.

4.3 YIELD: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk of constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall not be sold prior to maturity with the following exceptions:

4.3.1 A declining credit security, which could be sold early to minimize loss of principal;

4.3.2 A security swap, which would improve the quality, yield, or target duration of the portfolio;

4.3.3 A capital gain that would be realized to better position the overall portfolio to achieve investment policy goals.

## 5.0 STANDARDS:

5.1 RESPONSIBILITY: The City Treasurer (as well as other City employees delegated by her) acting in accordance with written procedures and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely basis and the liquidity and the purchase of securities are carried out in accordance with the terms of this policy. The City Treasurer and her staff shall recognize that the investment portfolio is subject to public review and evaluation.

5.1.1 Cash Review – the Treasurer or her delegate will review the cash balances and the investment portfolio daily, or as needed; items reviewed should include: bank account balances, maturing investments, debt service and other large periodic cash disbursements.

5.2 PRUDENT INVESTOR STANDARD: The City Treasurer and such employees as she may direct to make investments (see Section 5.4) are subject to the prudent investor standard set out under Section 53600.3. The City Treasurer or her delegate, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments, as defined in Section 53600.3.1.

## Financial Policies

5.3 GOVERNMENT CODE: Government Code Sections 16481.2, 53601, 53635, and 53646 of the State of California regulate the investment policies of jurisdictions within the State. The City of Woodland will adhere to these provisions in developing and implementing the City's investment policies and practices.

5.4 ETHICS AND CONFLICT OF INTEREST: Officers and employees involved in the investment process shall not engage in any activity that would conflict with the proper execution of this investment policy, create the appearance of such a conflict, or would impair the City Treasurer's ability to make impartial investment decisions.

5.5 DELEGATION OF AUTHORITY: Authority to manage the investment program is granted to the City Treasurer. Under the oversight of the City Treasurer, responsibility of the operation of the investment program may be delegated to other staff who shall act in accordance with established written procedures and internal controls consistent with the investment policy.

5.6 INTERNAL CONTROL: The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- 5.6.1 Control of collusion
- 5.6.2 Separation of transaction authority from accounting and record keeping
- 5.6.3 Custodial safekeeping
- 5.6.4 Clear delegation of authority to subordinate staff members
- 5.6.5 Written confirmation of transactions for investments and wire transfers including settlement dates, amount of transaction, safekeeping account number and CUSIP number if applicable.
- 5.6.6 Development of a wire transfer agreement with the lead bank and third-party custodian.

6.0 SCOPE: This investment policy shall apply to all financial assets of the City of Woodland, including, but not limited to:

- 6.1 General Fund
- 6.2 Special Revenue Funds
- 6.3 Capital Projects Funds
- 6.4 Debt Service Funds
- 6.5 Enterprise Funds
- 6.6 Internal Service Funds
- 6.7 Trust and Agency Funds
- 6.8 Redevelopment Funds
- 6.9 Public Financing Authority Funds

7.0 SAFEKEEPING AND CUSTODY:

7.1 SELECTION OF ELIGIBLE FINANCIAL INSTITUTIONS: All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

## Financial Policies

- 7.1.1 Audited financial statement (annually)
- 7.1.2 Proof of National Association of Securities Dealers (NASD) certification
- 7.1.3 Proof of state registration
- 7.1.4 Certification of having read, understood and agreed to comply with the City's investment policy. These documents shall be provided annually as appropriate. In selecting financial institutions for deposit or investment of funds, the authorized Investment Officers shall consider the credit-worthiness of the institution.

### 7.2 BROKER/DEALERS:

- 7.2.1 Investments must be purchased directly from the issuer, from an institution licensed by the State as a broker/dealer, from a member of a federally regulated securities exchange, or from a brokerage firm designed as a primary government dealer by the Federal Reserve Bank.
- 7.2.2 The City Treasurer will maintain a file of broker/dealers with which the City is currently doing business, which will include (at minimum) the firm name, contact person, telephone number, fax number, e-mail address, and annual audited financial statements (as applicable).

7.3 DELIVERY VS. PAYMENT: All trades, where applicable, will be executed by delivery vs. payment to ensure that securities are deposited prior to the release of funds. To protect against potential losses by collapse of individual securities dealers, all securities owned by the City shall be held in safekeeping by a third party bank trust department acting as agent for the City under terms of a custody agreement executed between the bank and the City.

7.4 COLLATERALIZATION: Collateral is required for investments in non-negotiable certificates of deposit. In order to reduce market risk, the collateral level shall be at least 110% of market value of principal and interest and marked to market weekly. Securities acceptable as collateral shall be the direct obligations of, or are fully guaranteed as to principal and interest, by the United States or any agency of the United States.

8.0 AUTHORIZED INVESTMENTS: Investment of City funds is governed by the California Government Code Sections 53600 et seq. Within the context of such limitations, the following investments are authorized:

8.1 UNITED STATES TREASURY BILLS, BONDS, AND NOTES or those for which the full faith and credit of the United States are pledged for payment of principal and interest.

8.2 STATE OF CALIFORNIA OBLIGATIONS-including bonds payable solely out of the revenues from a revenue-producing property operated by the State of California or by a department, board, agency, or authority of the state.

8.3 FEDERAL AGENCY OBLIGATIONS – enterprise obligations, participations or other instruments including those issued or fully guaranteed as to principal and interest by the Federal Government agencies; (e.g. Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), and the Federal Home Loan Mortgage Corporation (FHLMC)).

8.4 NEGOTIABLE CERTIFICATES OF DEPOSIT –issued by nationally or state chartered banks, state or federal savings institutions (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a

## Financial Policies

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

8.5 LOCAL AGENCY INVESTMENT FUND (LAIF) – As authorized in Government Code Section 16429.1, local agencies may invest in the Local Agency Investment Fund, a money market fund, which allows local agencies to pool their investment resources. Current policies of LAIF set minimum and maximum amounts of monies that may be invested as well as maximum numbers of transactions that are allowed per month.

8.6 CA LOCAL AGENCY OBLIGATIONS – bonds, notes, warrants or other evidences of indebtedness of any local agency within California, including bonds payable solely out of the revenues from a revenue-producing property, owned controlled, or operated by the local agency, or by a department, board, agency or authority of the local agency.

8.7 CERTIFICATE OF DEPOSIT (CD) - Purchased through a bank or savings and loan association for a specified period of time at a specified rate of interest. The first \$100,000 of a certificate of deposit is guaranteed by the Federal Deposit Insurance Corporation (FDIC). CD's with a face value in excess of \$100,000 will be collateralized by U.S. Treasury Department securities, which must be at least 110% of the face value of the CD. No other collateralization will be accepted.

8.8 MEDIUM TERM CORPORATE NOTES with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated "A" or its equivalent or better by nationally recognized rating service.

8.9 MONEY MARKET MUTUAL FUNDS - Mutual funds invested in U.S. Government securities are permitted under this policy and under the California Government Code Section 53601. In order to be eligible for investment under this section, an investment objective of such a fund must be the maintenance of a price per share of \$1.00. The following criteria must also be met:

8.9.1 The fund shall have a minimum of \$500 million in total portfolio value.

8.9.2 The fund shall be registered with the Securities and Exchange Commission, and shall have achieved a rating of AAA by Moody's and AAA by S&P.

8.9.3 The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration, and has at least 5 years experience managing money market funds, including those in excess of \$500 million.

## 9.0 INVESTMENT PARAMETERS:

9.1 DIVERSIFICATION: The City of Woodland will diversify its Investments by security type and institution and the City will select maturities to provide for stability of income and liquidity. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following policies and constraints shall apply:

9.1.1 Portfolio maturities shall be matched against liabilities to avoid undue concentration in a specific maturity sector.

9.1.2 Maturities selected shall provide for stability of income and liquidity.

9.1.3 Disbursement and payroll dates shall be covered through LAIF, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds which will ensure that appropriate liquidity is maintained.

## Financial Policies

9.2 **MAXIMUM MATURITIES:** In order to minimize the impact of market risk, it is intended that all investments will be held to maturity. Investments may be sold prior to maturity for cash flow, appreciation purposes or in order to limit losses, however, no investment shall be made based solely on earnings anticipated from capital gains. To the extent possible, the City shall attempt to match its investments to anticipated cash flow requirements. The City will not invest in securities maturing more than 5 years from the date of purchase. The City may adopt weighted average maturity limitations (2 years) consistent with investment objectives.

9.3 **PROHIBITED INVESTMENTS AND DIVESTMENT:** The City Treasurer shall not make any investment prohibited under Article 1 or 2 of Chapter 4 of the California Government Code (see e.g. Section 53601.6 and 53631.5). Investments authorized when made, but no longer permitted by applicable law, may be divested from the City of Woodland's portfolio in accordance with the investment statement, investment objectives and prudent investor standard.

9.4 **TAX and REVENUE ANTICIPATION NOTES (TRANS):** Government Code Section 53821.5 prohibits the investment of TRAN proceeds in securities that have terms exceeding those of the TRAN itself. The TRAN proceeds can be invested in items that have no specific term to maturity as long as the proceeds can be removed within the period of the TRAN without a penalty.

10.0 **REPORTING:**

10.1 **METHODS:** The City Treasurer shall prepare quarterly investment reports to the City Manager and City Council which shall include the:

- 10.1.1 par amount of the investment,
- 10.1.2 classification of the investment,
- 10.1.3 percentage of the total portfolio, which each type of investment represents, name of the institution or entity,
- 10.1.4 rate of interest,
- 10.1.5 maturity date,
- 10.1.6 current market value,
- 10.1.7 reports shall also include a statement that the projected cash flow is adequate to meet expected obligations over the next six months, and that the portfolio is in compliance with this policy. The report shall be due approximately 45 days from the end of the quarter being reported.

10.2 **PERFORMANCE STANDARDS:** The investment portfolio will be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow need. The portfolio shall be managed in accordance with the parameters specified within this policy; a market average rate of return will be obtained during a market/economic environment of stable interest rates. An appropriate benchmark of the 90-day U.S. Treasury bill shall be established against which portfolio performance shall be compared.

10.3 **MARKING TO MARKET:** The market value of the portfolio shall be calculated at least yearly and a statement of the market value of the portfolio shall be issued at least quarterly with the investment report.

11.0 **INVESTMENT POLICY ADOPTION:** The Investment Policy shall be adopted by minute action of the City Council of the City of Woodland. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the City Council.

## GENERAL TERMS

The following explanations of terms are presented to aid in understanding the narrative discussions and illustrations included in this budget document and the terminology generally used in governmental accounting, auditing, financial reporting and budgeting.

### **Accountability**

The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry to justify the raising of public resources and the purposes for which they are used.

### **Accounting System**

The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

### **Accrual Basis**

The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

### **Annual Budget**

A budget applicable to a single fiscal year. See Budget and Operating Budget.

### **Appropriations**

An authorization by the City Council to make expenditures and to incur obligations for a specific purpose. An appropriation is usually limited in amount as to the time when it may be expended.

### **Assessed Valuation**

A dollar value placed on real estate or other property by Yolo County as a basis for levying property taxes.

### **Audit**

An annual audit is required by the State of California. Prepared by an independent certified public accountant (CPA), the primary objective is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. The independent auditor customarily issues a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's Financial Management Practices.

### **Basis of Accounting**

A term used to refer to when revenues, expenditures, expenses, transfers and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

### **Bond**

A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a special rate.

### **Budget**

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body of adoption, and sometimes, the plan finally approved by the body.

**Budget Document & Message**

The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body. Included in the Introductory Section of the Budget providing for a general discussion of the proposed budget as presented in writing by the City Manager to the City Council. The message contains an explanation of principal budget items and summaries found in the prepared budget relative to the current year adopted budget.

**Budget Process**

A cycle involving a series of recurrent and continuous planning steps to arrive at a viable financial plan.

**Budgetary Control**

The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

**Capital Expenditures**

A budget category which budgets all equipment having a unit cost of more than \$250 and an estimated useful life of over one year. Capital outlay is budgeted in the operating budget.

**Capital Improvement**

A permanent addition to the city's assets, including the design, construction, or purchase of land, buildings or facilities, or major renovations of same.

**Capital Improvement Program**

A financial plan of proposed capital improvement projects with single and multiple year capital expenditures. The capital program plans for five years and is updated annually.

**Capital Outlay**

Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

**Capital Projects**

Physical structural improvements generally with a cost of \$10,000 or more and a useful life of one year or more. Examples include a new park, building modifications and water main construction.

**Capital Projects Fund**

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**Capitalization**

The classification of an expense as an asset because it benefits the agency for more than a year.

**Debt Service**

Payments of principal and interest on bonds and other debt instruments according to a predetermined schedule.

**Deficit**

An excess of expenditures or expenses over resources.

**Encumbrances**

A legal obligation to pay funds, the expenditure of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Enterprise Funds**

This fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs of providing goods or services to the general public be financed or recovered primarily through user charges.

**Expenditures**

## Glossary

The actual spending of funds set aside by an appropriation. Expenditures include current operating expense requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

### **Federal**

United States Government

### **Fiscal Year**

A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City of Woodland's Fiscal Year begins July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

### **Fringe Benefits**

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

### **Full Time Equivalent or FTE**

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

### **Fund Balance**

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

### **General Fund**

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

### **General Ledger**

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

### **Grant**

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

### **Interfund Transfers**

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

### **Internal Service Fund**

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

### **Municipal Code**

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

### **Operating**

## Glossary

Maintaining the ongoing functions of an agency or service. "Operating expenses" include wages, benefits, supplies and services.

### **Operating Budget**

Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of government are controlled. The use of an annual operating budget is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

### **Operating Cost**

The total costs to operate and maintain the City of Woodland.

### **Operating Expense**

Monies paid in salaries and wages, settlement of claims, maintenance of equipment and buildings, and rentals of equipment and facilities.

### **Ordinance**

A formal legislative enactment by the City Council. It is the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An ordinance has a higher legal standing than a resolution.

### **Overhead**

Those elements of cost necessary in the production of a good or service that is not directly traceable to the product or service. Usually these costs related to objects of expenditure that does not become an integral part of the finished product or service, such as rent, heat, light, supplies, management and supervision.

### **Principal**

In the context of bonds other than deep-discount debt, the face value or par value of a bond or issue of bonds payable on stated dates of maturity.

### **Program**

Group activities, operations or organizational units directed to attaining specific purposes or objectives.

### **Program Budget**

A budget wherein expenditures are based primarily on programs of work and secondarily on character and object class, on the one hand, and performance, on the other.

### **Reimbursement**

Payment of amount remitted on behalf of another party, department or fund.

### **Reserved Fund Balance**

Those portions of fund balance that is not appropriate for expenditure or that are legally segregated for a specific future use.

### **Resolution**

A special order of the City Council which has a lower legal standing than an ordinance.

### **Revenue**

Receipts derived from commercial sources and operating assistance from governments.

### **Salaries/Wages**

Includes salaries and wages, including terminal leave payments, for all employees including temporary and seasonal, in accordance with the classification compensation plan. Employee salaries may be spread to several activities to reflect the distribution of their time.

### **Special Revenue Fund**

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes.

## Glossary

### **Subsidy**

Funds granted by federal, state or local government

### **Unsecured Property**

As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.

### **User Fees**

The payment of a fee for direct receipt of a public service by benefiting from the service.