



CITY OF
WOODLAND
CALIFORNIA

ADOPTED BUDGET

FISCAL YEAR 2024-2025

CITY OF WOODLAND
FISCAL YEAR 2024-2025
ADOPTED BUDGET

MEMBERS OF THE CITY COUNCIL

Tania Garcia-Cadena, Mayor
Richard Lansburgh, Mayor Pro Tempore
Victoria Fernandez, Council Member
Tom Stallard, Council Member
Mayra Vega, Council Member



STAFF

Ken Hiatt, City Manager
Brent Meyer, Community Development Director
Kim McKinney, Director of Administrative Services
Ana Gonzalez, City Clerk
Ethan Walsh, City Attorney
Derrek Kaff, Police Chief
Eric Zane, Fire Chief
Craig Locke, Public Works Director
Christine Engel, Community Services Director
Greta Galindo, Library Services Director

PREPARED BY

Kim McKinney, Director of Administrative Services
Karie Farnham, Financial Services Manager

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. 8332

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ADOPTING THE FISCAL YEAR 2024-2025 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland has been prepared for fiscal year 2024-2025 and presented to the City Council and reviewed at public meetings on April 2, 2024 and June 4, 2024; and

WHEREAS, the proposed budget also includes the fiscal year 2024-2025 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 2024-2025 has been prepared; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2024-2025 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 2024-2025; 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 2024-2025 Annual Budget is hereby adopted for the following funds (detail shown as Exhibit A):

General Fund	\$72,264,178
Enterprise Funds	60,912,984
Special Revenue Funds	22,620,673
Internal Service Funds	24,172,088
Capital Funds	19,760,861
Spring Lake Funds	15,204,299
Debt Service Funds	1,550,346
Successor Agency	583,815
Agency Funds	6,841,737
Total	\$223,910,980

Section 2. The one-time and ongoing funding recommendations outlined in the proposed budget are hereby approved.

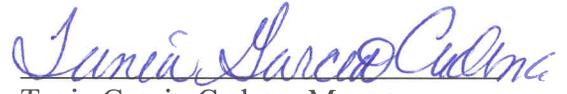
Section 3. Full-time Equivalent positions are hereby approved, by classification, as detailed in Exhibit B.

Section 4. Appropriations are hereby made at the individual fund level. The City Manager, and Administrative Services Director are authorized to make budgetary transfers within an individual fund, so long as total appropriations for such fund remain unchanged. Interfund loans and/or transfers necessary to support fund level appropriations are hereby approved and authorized. Any changes to total fund level appropriations require further Council action.

Section 7. The City Manager and Administrative Services Director are hereby authorized to implement this resolution, including issuing the 2024-2025 Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 18th day of June 2024, by the following vote:

AYES: Members Fernandez, Lansburgh, Stallard, Vega and Mayor Garcia-Cadena
NOES: None
ABSENT: None
ABSTAIN: None


Tania Garcia-Cadena, Mayor

ATTEST:



Ana B. Gonzalez, MMC, City Clerk

APPROVED AS TO FORM:



Ethan Walsh, City Attorney

TABLE OF CONTENTS

City Manager's Transmittal

City Manager's Final Budget Transmittal Memorandum.....	I-VI
1. City Council Priorities Goals.....	1-5
2. Budget Preparation Process	6-9
3. Budget Summary.....	10-26
4. General Fund 5-Year Forecast.....	27-34
5. City Organization	
Organizational Chart.....	35
Approved FTEs.....	36-40
6. Department Summaries	
Administrative Services.....	41-54
Community Development.....	55-70
Community Services.....	71-76
Police (Public Safety Department).....	77-85
Fire (Public Safety Department).....	86-94
Library.....	95-99
Public Works.....	100-113
7. Capital Improvement Program Budget.....	114-213
8. Debt Service Schedule.....	214
9. Appendices	
Financial Policies Summary	215
Investment Policy.....	216-222
Investment Glossary.....	223-229



July 1, 2024

Honorable Mayor and Members of the City Council:

With the post-pandemic inflationary affects and decreases in citywide sales tax revenue growth, the City has had to deal with some budgetary challenges over the last few years. These challenges have affected our revenue projections in FY2022/23, into FY2023/24, and throughout the remainder of the General Fund five-year forecast. City staff will continue to work through these looming challenges and will work with the City Council to address any budgetary issues that may arise as the local economy continues to gain or lose momentum. The City's prudent financial practices, including long-term financial planning and a conservative budget approach, have allowed reserve balances to be built up and maintained, providing the City the ability to address projected General Fund annual operating deficits in a thoughtful and strategic manner while continuing to address priority needs.

The adopted budget totals \$223.9 million, supporting city operating funds (\$178 million), capital funds (\$21.5 million) and debt service obligations (\$24.4 million), and represents an increase of 8% from the FY2023/24 adopted budget. Consistent with previous years, costs associated with the City's investment management function (\$450,000) are not shown as expenditure appropriations, but instead are netted against total investment income for the fiscal year.

The overall FY2024/25 budget has been carefully developed with critical one-time funding recommendations necessary to address specific priority needs and limited recurring additions to the baseline budget. These additions (one-time and recurring costs) are aligned with City Council priorities. The budget includes anticipated revenues developed in coordination with the City's tax revenue consultants based on economic indicators. Tax revenue impacts, along with other impacted revenues, are reflected in the five-year General Fund forecast.

The budget includes a set of specific funding recommendations totaling \$1.65 million, including \$1.32 million in one-time funding allocations and \$326,961 in ongoing budget augmentations. Funding recommendations include items previously discussed and approved in the American Rescue Plan, Measure F, and Measure R spending plans. The Adopted Budget includes funding recommendations to support one (1) new full-time position: Information Systems Technician. The adopted FY2024/25 full-time equivalent staffing level of 324 positions remains 28.5 positions (8%) fewer than the pre-recession staffing levels of FY2008/09.

City Manager's Transmittal

The General Fund budget, totaling \$72.3 million, as adopted, represents a decrease of \$1.3 million (2%) less from the prior year, including \$143,000 of one-time funding allocations from available excess General Fund reserves. The General Fund did not undertake any ongoing budget augmentations this year. The overall budget proposal, which includes specific funding recommendations to meet select priority needs would, if approved, result in an anticipated year-end fund balance in the General Fund of \$20.5 million (36.2%), or \$9.2 million above the Council's adopted reserve policy level of 20% of revenues.

The adopted FY2024/25 Capital Improvement Program (CIP) budget includes funding recommendations totaling \$21.2 million, of which \$7.8 million is allocated for investment in transportation infrastructure, \$6.0 million to advance capital projects within water, sewer, and storm drain utility funds, \$3.96 million for park facilities, and \$85,000 supports the Library.

The overall budget proposal remains consistent with the city's framework for advancing the Council's goal of fiscal stability. The adopted FY2024/25 budget uses a modest amount of budget flexibility to address priority needs. As the City continues to make progress in tackling its long-term structural budget deficit, focus remains on efforts to manage personnel costs and address unfunded liabilities. Specifically, the updated General Fund forecast reflects a projected operating deficit of \$3.2 million for FY2024/25 growing to \$5.5 million by the end of the five-year forecast's planning horizon. This ongoing budget gap is attributable to expenditures outpacing revenues and mostly associated with projected increases in CalPERS retirement contribution rates resulting from lower interest earnings assumptions adopted by the CalPERS Board, and underperforming investment returns.

Budget Recommendations: Overall, the 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 Workshop held in May.

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.

Several baseline General Fund budget adjustments are recommended in order to support priority unmet needs.

The following summarizes the specific **General Fund one-time funding recommendations** included as part of the FY2024/25 Adopted Budget (there were no recurring funding recommendations this year):

City Manager’s Transmittal

One-Time

Temporary Staff - Building/Code Enforcement	\$	53,000
Contract Building Inspection	\$	50,000
Consultant Recruitment	\$	40,000
Total General Fund One-Time Funding Recommendations	\$	143,000

The adopted budget also recommends \$836,653 one-time and \$326,961 in recurring costs in **Other Funds**:

One-Time

Technology Master Plan update	\$	80,000
Construction & demolition program software implementation	\$	6,500
City Hall Modernization Improvements	\$	100,000
Regional Park new opening costs	\$	30,000
Cyclical Tree pruning	\$	115,000
Police Department Training and Tuition	\$	30,153
Automated License Plate Recognition cameras/program	\$	60,000
Storm Drain pump and gutter repairs	\$	45,000
Fire Grant matching funds	\$	20,000
Fire Administration relocation	\$	250,000
Water Pollution Control Facility equipment replacement	\$	100,000
Total Other Funds One-Time Funding Recommendations	\$	836,653

Recurring

Full Time IT Analyst Position (convert from limited term)	\$	172,000
Compliance and regulatory training and dues	\$	23,400
Construction & demolition program software licensing	\$	4,200
Temporary staffing for park expansions	\$	30,000
Regional Park operating costs	\$	20,000
Police Department software and equipment	\$	17,361
Temporary staffing for Square One programming	\$	30,000
Spring Lake sidewalk maintenance	\$	30,000
Total Other Funds Recurring Funding Recommendations	\$	326,961

The adopted budget also includes funding recommendations that have been previously approved by the City Council in the American Rescue Plan, Measure F Spending Plan, and Measure R Spending Plan.

City Manager’s Transmittal

Measure F

Measure F (MSF) revenues are estimated to total \$95.4 million through the 12-year life of the sales tax measure. FY2024/25 revenues are estimated at approximately \$8.3 million, which is consistent with the assumption used for the sales tax forecast in the preliminary Operations and Maintenance budget. Recommended appropriations for FY2024/25 total \$13.9 which includes \$920,000 in one-time funding recommendations.

Measure R

The Measure R (MSR) revenues are estimated to total \$34.6 million through the 8-year life of the sales tax measure. Actual appropriation of MSR, which includes staffing and programming, occurs annually with the adoption of the City's budget. Included in the spending plan for FY2024/25 is an anticipated \$4.1 million in revenues, with recommended appropriations of \$4.05 million.

American Rescue Plan (ARP)

In March 2022, the City Council approved a spending plan for the use of ARP funds. The City has received \$11.1 million that has been programmed across various eligible categories and will be appropriated/spent over the next three fiscal years. The City has previously appropriated and/or spent \$9.6 million, and the adopted budget for FY2024/25 includes \$310,000 of additional appropriations along with some unspent, prior year appropriations being carried over. Other planned expenditures in FY2024/25 are anticipated, but those items funded will come back to the City Council the programs or activities are ready to commence.

Capital Budget Overview

A major component of the city’s annual budget process is the update to the five-year Capital Improvement Program (CIP). For FY2024/25, the CIP budget adopts funding projects totaling \$21.2 million, allocated to various categories as follows:

Project Category	Prior Year Funding	2023/24	2024/25	2025/26	2026/27	2027/28
Fire	\$ 1,214,000	\$ -	\$ 3,400,000	\$ -	\$ -	\$ -
General	\$ 7,395,512	\$ -	\$ -	\$ -	\$ -	\$ -
Library	\$ -	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Park Facilities	\$ 16,659,075	\$ 250,000	\$ 3,960,000	\$ -	\$ -	\$ -
Sewer	\$ 18,240,299	\$ 2,625,000	\$ 4,360,000	\$ 3,325,000	\$ 3,500,000	\$ 2,900,000
SLIF Infrastructure	\$ 5,637,000	\$ 4,600,000	\$ -	\$ -	\$ -	\$ -
Storm Drain	\$ 11,149,000	\$ 5,357,000	\$ 100,000	\$ -	\$ -	\$ -
Transportation	\$ 42,547,713	\$ 5,873,450	\$ 7,782,232	\$ 4,140,000	\$ 2,690,000	\$ 1,165,000
Water	\$ 9,996,898	\$ 12,317,737	\$ 1,551,000	\$ 200,000	\$ 200,000	\$ 200,000
Grand Total	\$ 112,839,497	\$ 31,108,187	\$ 21,238,232	\$ 7,750,000	\$ 6,475,000	\$ 4,350,000

Major Capital Improvement Projects proposed for new or additional FY2024/25 funding include:

Water/Sewer/Storm Drain

- 1. Annual Sewer Repair and Replacement \$1,190,000
- 2. Water Pollution Asset Replacement Project \$1,400,000

City Manager’s Transmittal

3. Replacement of Orangeberg Sewer Laterals	\$ 500,000
---	------------

Transportation

1. Matmor Road & East Gum Rehabilitation	\$2,500,000
2. 2024 Road Maintenance/Rehabilitation	\$1,032,000
3. Annual In-House Road Maintenance Program Support	\$1,090,000
4. 2024 ADA Improvements	\$ 342,232
5. Traffic Calming Program	\$ 100,000

Looking Ahead

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

Property and Sales Tax Revenue Updates

The City’s fiscal outlook has improved since the impact of the COVID-19 pandemic, in large part due to the protracted economic recovery which has yielded modest but consistent growth in our major tax revenues. However, in FY2022/23, the City's sales tax revenue began to decrease primarily due to declines in the transportation sector. Staff anticipates this revenue to begin trending upward in the FY2024/25 budget and assumes ongoing modest growth in property and sales tax revenues for the remainder of the five-year forecast. The updated five-year forecast assumes modest revenue growth rates in property tax and assumes slower growth rates in sales tax throughout the remaining years and is consistent with most economic forecasts. The City will receive its official assessed valuation of the property tax rolls in early July, soon after adoption of the FY2024/25 budget, and will continue to receive quarterly updates of sales tax receipts and projections. In the short-run, actual property and sales tax receipts are likely to be within the range of assumptions used in the development of the FY2024/25 budget, and in the medium-term, the budget plan provides for a level of general fund reserves sufficient to absorb any economic correction that negatively impacts tax revenues. Staff will continue to monitor revenue receipts and other factors that could very well inform updated financial forecast assumptions over the five-year planning horizon.

Ongoing Labor Negotiations

The City has eight employee bargaining groups with contracts that expire at various times. Management has been meeting with four bargaining groups whose labor agreements expire on June 30, 2024. While certain assumptions have been incorporated into the Adopted Budget relative to personnel costs for employees represented by these bargaining groups, the terms of successor agreements may have direct short-term and long-term budget implications.

CalPERS Pension Costs

The Adopted Budget for FY2024/25 reflects the city’s costs associated with employer contributions for CalPERS pension obligations, as set by CalPERS for the coming fiscal year, and the five-year forecast, in

City Manager's Transmittal

turn, includes assumptions consistent with projected pension costs provided by CalPERS. In FY2024/25 staff is estimating the cost of retirement to be \$9.4 attributed to the General Fund and \$14.2 million across all City funds.

In late July or early August, updated CalPERS valuation reports are provided that will establish the pension contribution levels for FY2025/26 as well as updated five-year projections. The upcoming valuation reports (and those to follow) are expected to continue to have a significant impact on the city budget, particularly in light of recent actual and projected investment losses and continued volatility in the investment market.

Conclusion

As we look forward to implementing the budget for FY2024/25, staff continues to look for ways to leverage 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. With Measure F and Measure R, the City has more resources and certainty to be able to provide essential programs and services as well as implement Council priorities. It is the overall goal of the Adopted Budget and long-term financial plan of the City to ensure that the City of Woodland can continue to deliver quality services, invest in the future of the community, while sustaining a fiscally prudent budgetary framework.

Respectfully submitted,



Ken Hiatt

City Manager

City Council Priority Goals & Strategic Plan



CITY OF
WOODLAND
CALIFORNIA

300 FIRST STREET - WOODLAND, CA 95695



Improve Quality of Life

Preserve and enhance Woodland as an inclusive community and an exceptional place to live, learn, work, play, and engage for current and future generations

Key Strategies

- *Promote healthy and purposeful living*
- *Provide opportunities for youth to thrive*
- *Celebrate our diversity through multicultural events*
- *Continually reevaluate the effectiveness of programs and services*
- *Invest in cultural and recreational amenities*
- *Focus on sustainability and resiliency to climate change*

Priority Initiatives

- Second Aquatic Complex
- Expand public arts and continue to grow multicultural activities including strengthen relationship with our Sister City
- Evaluate different models to deliver impactful, inclusive, and affordable programming
- Implement Equity Action Plan to ensure better access to City programs, services, and facilities
- Implement the Community Enhancement program focused on keeping Woodland's streets, parks, facilities, and neighborhoods looking good
- Continue to partner with Yolo County Housing to take next steps in revisioning and revitalizing the Yolano-Donnelly and Armfield neighborhood
- Proactively pursue opportunities to increase senior housing
- In collaboration with concerned residents, evaluate and implement best enforcement and communications practices to reduce use and impacts of illegal fireworks

Continuing Initiatives

- East Beamer Way Neighborhood Campus Project
- Library capital improvements
- Continue to expand access and affordability of City's youth programs
- Open Woodland Regional Park Preserve for public access and environmental education programming
- Neighborhood traffic calming
- Strengthen code enforcement
- Improve overall resident engagement
- Support and assist community groups in efforts to invest in recreational facilities



Focus on Economic Development & Downtown

Support a vibrant economy throughout town with a diverse economic base offering a range of employment opportunities and business services; Revitalize Downtown as the heart of the community and center of civic activity

Key Strategies

- *Cultivate existing businesses*
- *Strengthen communications and relationships with entire business community*
- *Continue to develop Woodland as a visitor destination*
- *Expand digital and technology-based economy*
- *Develop workforce training initiatives in support of existing and future economy*

Priority Initiatives

- Facilitate stakeholder conversations focused on improving local workforce development initiatives
- Implement marketing, events, and promotions that drive increased business activity and hotel stays; Promote Woodland as a destination
- Focus on inclusive economic development and diversifying Woodland's job base through retention, expansion, and attraction of technology-based industries
- Partner with County Fair Mall ownership to develop new, viable reuse for the mall
- Partner with Yolo County in enforcing unpermitted street vendor activity while providing a pathway for vendors to become licensed and operate in conformance with codes

Continuing Initiatives

- Complete annexation and advance pre-development of the Woodland Research and Technology Park
- Support the construction of new industrial space
- Continue to promote The Food Front industry partnership
- Lighting, landscaping, and public art enhancements (with a focus on Downtown and expand throughout the community)
- Evaluate downtown parking utilization and implement changes to continually improve management and user experience
- Complete comprehensive zoning update
- Continue to communicate and connect with businesses in all areas and sectors



Strengthen Public Safety & Infrastructure

Ensure that Woodland is a safe and resilient community through delivery of high quality public services and infrastructure that protects our community from risk and harm

Key Strategies

- *Continually assess public safety service delivery models*
- *Invest in programs that support youth and families*
- *Communicate and educate the public on neighborhood safety*
- *Ensure maintained infrastructure that complies with regulations*

Priority Initiatives

- Expand traffic and law enforcement patrol capacity and resources
- Educate public on the importance of flood safety and take steps necessary to advance flood protection project
- Evaluate service delivery models to determine scope and develop a funding plan for relocated Fire Station 3
- Mitigate congestion on E. Main Street and secure state and federal funding for 5/113 freeway connector and E. Main Street Neighborhood Livability project
- Upgrade the public safety radio system infrastructure to enhance communication and ensure timely and effective response of emergency services

Continuing Initiatives

- Continue to invest in projects to improve the efficiency and resiliency of the City's water system and overall public infrastructure
- Continue to leverage state and outside funding for reconstruction of major roadway corridors
- Advocate to State of California for maintenance of Cache Creek
- Expand volunteer and neighborhood watch programs
- Advocate for key legislative changes to criminal justice system
- Evaluate industry best practices in public safety delivery models and identify potential opportunities to adapt and expand capacities



Enhance Governance & Fiscal Responsibility

Promote a local government and city organization that is committed to transparency and fiscal responsibility while meeting the needs of the community with effective delivery of services and information

Key Strategies

- *Proactive communication of factual and relevant information*
- *Utilize City boards and commissions to effectively engage public*
- *Streamline budget process while maintaining transparency*
- *Regularly reassess effectiveness of government services*

Priority Initiatives

- Maintain balanced budget while strategically investing in projects and programs that yield fiscal, social, and/or environmental benefits
- Ensure timely and broad based dissemination of information and seek input to continue to improve communication and engagement efforts
- Assess staff recruitment, retention, training, and data collection with a focus on diversity, equity, and inclusion
- Reduce/manage costs for services provided to, or received from, external agencies
- Evaluate new and innovative funding strategies to help the City continue to provide exceptional programs, services, and infrastructure.
- Establish funding mechanism to cover costs to comply with state stormwater quality mandates

Continuing Initiatives

- Continue to strengthen alignment of City's boards, commissions, and advisory committees with Council priorities
- Improve collaboration with partner agencies and community organizations
- Improve and expand access to constituent services
- Invest in improved service delivery and organizational efficiencies
- Continue to work with labor groups to address budget priorities while ensuring adequate benefits
- Review the City's investment policy

BUDGET PREPARATION PROCESS

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

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

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

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

Fiscal Policies

The City's Financial Policies provide a summary of the City's policies addressing the operating

budget; revenues and expenditures; utility rates and fees; capital improvement program; long and short-term debt; reserves; investments; and, accounting/auditing reporting.

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

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

Budget Summaries

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

Summary of Revenues:

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

Summary of Expenditures:

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

Budget Preparation Process

Department Budgets

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

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

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

Internal Service Funds

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

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

General Fund

The General Fund is the primary revenue source and operating fund for most services cities typically offer. These include public safety (police and fire), recreation and community services, etc. In addition, the City Council, the City Manager's Office, Finance, Human Resources, and the City Attorney budgets are

predominantly funded by the General Fund. These activities are financed through general tax dollars from sales and property taxes, motor vehicle-in-lieu fees, and by revenues generated by permits, fees, and investment earnings.

Enterprise Funds

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

Special Revenue Funds

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

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

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

Budget Preparation Process

impact fees levied on new development, or from the City's ½ cent sales tax (Measure E).

Debt Service

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

Glossary

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

City Overview

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

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

The City's diversified economic basis includes agriculture, manufacturing, warehousing and retail. Such businesses as Walgreen's and Target have located large distribution centers in the City.

Governance

The City of Woodland, first incorporated in 1871, is a general law City under the provisions

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

City Management

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

Budget Preparation Process

training; development and monitoring of the City's personnel rules and policies; enforcement of labor related federal/state laws and regulations, monitoring City-wide performance evaluations; coordinating worker's compensation claims; and promotion of safety in the workplace.

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

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

Fire Department – This department provides emergency responses for fires, medical emergencies, rescue services and hazardous material releases. Fire also provides non-emergency services including – plan checking, inspections, hazard abatement and fire safety education programs.

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

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

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

**CITY OF WOODLAND
FISCAL YEAR 2024/25
TOTAL REVENUES BY FUND**

Fund	Title	Actual FY 2020/21	Actual FY 2021/22	Actual FY 2022/23	Unaudited Actual FY 2023/24	Adopted FY 2024/25
1101	GENERAL FUND	63,291,677	77,365,640	70,455,913	67,468,768	68,995,265
1102	MEASURE R	150	124	3,361,472	3,819,138	4,275,233
1103	INVESTMENT FUND	(856,123)	(9,683,528)	39,989	8,002,724	0
1301	LITERACY GRANT	67,645	79,664	73,639	67,209	78,409
1302	TRANSIT SYSTEM	0	6,171,400	3,140,316	0	0
1320	COMMUNITY DEV. BLOCK GRNT	501,452	969,653	659,605	525,952	483,750
1321	OFF-SITE AFFORD HOUSING	101,550	286,899	99,282	0	0
1322	SUPPORT HOUSING PROGR	0	0	693,991	348,174	350,000
1323	HOME GRANT	143,319	209,093	174,074	26,598	0
1324	HOUSING ASSISTANCE GRANTS	39,629	237,694	14,492	0	0
1325	WORFORCE HOUSING GRANT	(6,903)	535,801	166,749	556,220	60,000
1326	HOUSING ASSISTANCE	(11,904)	158,542	32,069	82,904	826,200
1327	AFFORDABLE HOUSING IN-LIEU	1,630,978	898,207	1,161,104	1,879,195	863,976
1328	CDBG - ARRA FUNDS	189	156	362	0	0
1330	OTHER FEDERAL GRANTS	1,068,501	320,117	107,040	202,394	0
1331	HOMELESS HOUSING	3,627,557	883,665	4,409	0	0
1332	AMERICAN RESCUE PLAN	57,245	10,009,877	13,357	0	0
1333	HOMEKEY GRANT	0	15,170,467	46,188	600,000	0
1334	OPIOD FUNDS	0	0	105,395	48,252	67,059
1340	POLICE GRANTS	967	538,003	345,152	244,794	551,908
1351	TRANSPORTATION GRANT	4,368,055	6,316,017	5,523,402	2,504,104	158,450
1352	SLESF	157,580	161,867	85,356	266,062	134,534
1353	PROPISTION 172	587,193	728,334	794,431	703,522	755,500
1354	TRANS DVLP (SB325)	501,758	4,150,025	1,606,731	13,385	4,531,834
1355	GAS TAX-2106 (SELECT)	1,352,358	1,951,135	2,281,530	2,403,887	2,414,995
1356	CEMETERY ENDOWMENT FUND	30,117	33,766	46,701	44,728	35,000
1357	ASSET FORFEITURE FUND	629	517	660	0	0
1358	HOUSING MONITORING FUND	22,866	12,280	11,167	0	13,161
1359	FIRE SUPPRESSION DISTRICT	0	0	0	0	0

Fund	Title	Actual FY 2020/21	Actual FY 2021/22	Actual FY 2022/23	Unaudited Actual FY 2023/24	Adopted FY 2024/25
1360	FIRE SAFER GRANT	358,958	636,331	73,210	304,258	0
1361	ROAD MAINT AND REHAB ACCOUNT	1,170,998	1,244,650	1,380,483	1,390,710	1,532,496
1365	ENVIRONMENTAL COMPLIANCE	306,165	372,763	349,168	406,377	362,415
1372	WRPP CONSERVATION EASEMENT	0	0	1,134,564	0	0
1379	HISTORIC WALKING TOUR	589	576	789	450	0
1381	GIBSON RANCH L&L	809,263	821,418	830,422	841,221	820,560
1383	N PARK L&L DISTRICT	27,008	26,675	26,646	41,698	26,710
1384	SP ASSESS STRENG PD LAND	36,917	36,825	37,064	47,972	36,764
1386	USED OIL RECYCLING GRANT	45,927	168,449	312,047	187,096	0
1387	WOODLAND WEST L&L	27,323	27,558	30,678	29,221	25,275
1389	SPRINGLAKE L&L	2,350,158	2,493,753	2,537,920	2,724,710	2,375,747
1391	SPORTS PARK O&M CFD	540,256	606,001	560,526	611,441	513,829
1392	GATEWAY L&L	207,836	216,710	226,898	211,976	212,265
1393	PRUDLER MALL EXPANSION CFD	0	0	0	132,476	0
1501	CAPITAL PROJECTS	157,927	1,730,649	5,662,375	4,245,694	81,956
1502	STATE BOND ACT - PARKS PRJS	398,693	0	0	0	0
1506	MEASURE E	2,350,000	1,731,282	10,517	0	0
1507	MEASURE F	6,935,312	7,917,290	9,008,787	9,457,777	9,650,544
1510	GENERAL CITY DEVELOPMENT	282,587	251,383	378,244	248,776	154,670
1522	RECOGNIZED OBLIGATION RETIREMENT FUND	607,530	857,200	810,634	0	804,940
1540	PARK & RECREATION DVLP	1,459,159	1,414,622	2,063,345	1,414,622	1,797,410
1541	PARK IN-LIEU FEES	37,074	6,839	15,848	0	102,500
1550	POLICE DEVELOPMENT FUND	218,408	191,132	276,948	196,707	126,660
1560	FIRE DEVELOPMENT	902,363	781,896	1,141,721	851,598	524,184
1570	LIBRARY DEVELOPMENT FUND	166,702	118,341	195,857	125,058	96,650
1580	SURFACE WATER DEVELOPMENT	43,057	35,590	38,445	39,280	0
1581	STORM DRAIN DEVELOPMENT	240,177	491,804	124,846	241,554	1,000
1582	ROAD DEVELOPMENT	2,632,255	2,198,169	3,645,486	2,714,958	1,525,919
1583	TREE RESERVE	49	270	602	16,900	0
1584	WATER DEVELOPMENT FUND	1,632,276	1,023,385	1,807,816	1,348,461	1,157,943
1585	SEWER DEVELOPMENT FUND	2,008,840	1,849,158	2,403,079	1,795,160	1,600,000
1590	SOUTHEAST AREA CONSTRUCT	1,133	937	2,171	0	0
1593	GIBSON RANCH INFRA-STRUC	8,473	1,584	3,670	0	0

Fund	Title	Actual FY 2020/21	Actual FY 2021/22	Actual FY 2022/23	Unaudited Actual FY 2023/24	Adopted FY 2024/25
1594	SPRING LAKE CAPITAL	4,595,932	24,193,436	775,759	0	0
1601	SPRINGLAKE ADMINISTRATION	462,102	179,146	301,243	282,136	235,621
1640	SLIF PARKS & RECREATION	2,438,799	911,477	1,464,588	1,542,662	2,696,493
1660	SLIF FIRE	252,088	96,672	162,147	156,233	130,430
1681	SLIF STORM DRAIN FUND	2,409,358	963,329	1,864,731	1,994,429	1,500,000
1682	SLIF STREET IMPROVEMENT	4,818,618	2,018,116	3,574,184	3,847,448	3,130,018
1684	SLIF WATER FUND	535,582	226,149	402,369	434,773	351,738
1685	SLIF SEWER FUND	688,200	311,310	547,481	574,179	486,170
1882	2012 LEASE REFUNDING	6	5	12	0	0
1883	2014 REFUNDING LEASE REV BONDS	1,548,071	1,548,054	1,548,367	1,547,854	1,550,346
1917	LIBRARY TRUST FUND	140,008	238,767	101,038	100,294	46,000
2010	EQUIP SERVICES	2,077,774	2,132,401	2,844,091	2,683,333	2,683,333
2011	FACILITIES REPLACEMENT	122,852	1,557,274	287,916	236,880	261,880
2012	EQUIPMENT REPLACEMENT	2,779,561	1,640,702	2,485,448	1,646,074	1,180,580
2013	BENEFITS FUND	8,600,375	9,133,700	9,733,066	9,821,902	11,337,973
2014	VEHICLE-EQUIPMENT LEASES	922,015	934,511	1,159,041	1,356,812	1,029,003
2015	INFORMATION SYSTEMS FUND	3,475,120	2,065,415	2,613,543	2,406,000	2,912,564
2091	SELF INSURANCE	2,001,837	2,321,912	3,673,211	3,481,196	4,134,834
2099	DISBURSE FUND-PR	250,000	0	0	0	0
2210	WATER ENTERPRISE FUND	29,511,584	29,932,820	31,396,489	29,301,875	30,890,676
2220	SEWER ENTERPRISE FUND	21,302,976	21,173,860	21,467,847	21,969,789	21,281,932
2221	STRM DR ENTERPRISE FUND	693,423	3,598,408	811,254	820,204	611,000
2222	WASTEWATER PRE-TREATMENT	648,040	652,902	666,253	656,467	616,000
2240	CEMETERY	337,546	358,707	390,527	399,428	360,000
2250	RECYCLING	270,670	263,038	280,234	382,856	310,567
2252	CONST/DEMO DEBRIS RECYCLE	113,576	70,151	175,555	112,808	148,312
2253	RECREATION ENTERPRISE	234,177	338,038	435,012	488,552	472,000
2260	FIRE GRANTS	691	571	6,594	0	0
3830	SOUTHEAST AREA DEBT SERV	1,323,266	1,270,058	1,296,954	1,213,228	1,243,733
3870	CFD#2 SPRINGLAKE DEBT SRV	10,463,194	7,308,997	6,214,567	6,284,003	4,414,422
		\$205,657,338	\$260,198,583	\$222,814,904	\$213,175,577	\$202,141,336

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ADOPTED
	FY 2020-2021	FY 2021-2022	FY 2022-2023	ACTUAL FY 2023-2024	BUDGET FY 2024-2025
PROPERTY TAXES					
PROPERTY TAX CY SECURED	\$ 12,668,052	\$ 13,312,456	\$ 14,307,314	\$ 15,178,069	\$ 15,783,578
SUPPLEMENTAL TAX ROLL	256,255	471,183	461,573	361,027	275,358
PROPERTY TAX CY UNSECURED	596,715	581,448	652,690	656,787	668,915
PROPERTY TAX PY UNSECURED	21,288	9,583	11,223	10,223	7,961
SPECIAL ASSMNT COLLECTION	178,092	207,282	200,084	241,382	235,419
Sub-Total Property Taxes	13,720,402	14,581,952	15,632,884	16,447,488	16,971,231
SALES/OTHER TAXES					
FORMER RDA PASS THRU	0	0	0	378,145	0
SALES & USE TAX	17,376,290	19,193,159	19,087,053	16,808,793	17,612,909
SPEC DIST SALES TAX (MEASURE E)	0	0	0	0	0
SPEC DIST SALES TAX (MEASURE F)	6,846,066	7,656,557	8,569,040	7,729,577	8,285,544
SPEC DIST SALES TAX (MEASURE R)	0	0	3,339,527	3,819,138	4,142,954
MEASURE J	3,398,450	3,796,727	966,794	0	0
HOTEL/MOTEL TAX	1,265,879	1,973,914	1,956,255	1,578,343	2,151,390
TOT PASS THRU	-179,342	-417,974	-480,900	-232,105	-430,278
WVAD ASSESSMENT	257,726	424,749	498,505	323,504	430,278
WVAD PASS THRU	-179,343	-500,999	-489,980	-232,105	-430,278
DOCUMENT STAMP TAX	468,851	333,833	322,011	342,474	321,300
Sub-Total Other Taxes	29,254,576	32,459,968	33,768,305	30,515,763	32,083,819
STATE SUBVENTIONS					
STATE MOTOR VEHICLE IN LIEU	5,891,099	6,323,099	6,756,063	7,174,503	7,420,061
STATE MANDATED COST REIMB	0	0	0	30,342	0
STATE HOME OWNER PROPERTY TAX	119,785	120,088	120,528	119,016	119,016
Sub-Total State Subventions	6,010,884	6,443,187	6,876,591	7,323,861	7,539,077

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ADOPTED
	FY 2020-2021	FY 2021-2022	FY 2022-2023	ACTUAL FY 2023-2024	BUDGET FY 2024-2025
PERMITS, FEES & CHARGES					
BUSINESS LICENSE	415,632	494,711	509,661	529,139	470,000
VARIANCE FEE & USE PERMIT	50,570	52,263	57,549	50,049	48,500
LIABILITY ACCOUNT REVENUES	86,412	71,972	98,736	289,068	100,000
"ZONE CHG,GEN PLAN AMMEND"	3,162	3,870	1,809	2,995	3,000
TENTATIVE MAPS	4,916	7,653	127	5,582	5,000
SUS GREEN BLDG STANDARDS	800	818	3,684	2,168	0
PLAN CHECK FEE	269,324	298,186	218,396	189,424	103,000
DISABILITY ACCESS & EDUC REVOLVING	11,581	12,953	12,332	11,737	7,000
BUILDING PERMITS	1,043,313	1,029,793	1,171,401	834,902	720,000
PLUMBING PERMITS	160,903	93,822	150,832	126,075	120,000
ELECTRICAL PERMITS	341,320	257,064	450,233	264,653	200,000
MECHANICAL PERMITS	75,878	53,529	76,932	62,645	65,000
INSPECTION FEE	154,140	51,301	67,168	107,459	50,000
PLAN CHECK FEE	351,310	182,341	189,247	151,638	65,000
ENCROACHMENT PERMIT	51,069	35,008	34,982	67,656	35,000
TRANSPORTATION PERMIT	12,836	14,148	11,360	9,608	12,000
PLANNING FEE	6,991	13,630	9,279	12,147	5,000
LIABILITY ACCOUNT REVENUES	172,884	212,397	139,264	34,259	100,000
ENG MAP CHK FEES	68,957	6,815	3,645	14,328	3,000
SUBDIVISION INSPECTIONS	0	0	0	0	0
Sub-Total Community Development	3,281,998	2,892,275	3,206,636	2,765,533	2,111,500
PLAN CHECK FEE	0	0	0	0	0
RED CROSS COURSE FEE	0	0	2,875	1,599	0
Sub-Total Community Services	0	0	2,875	1,599	0

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ADOPTED
	FY 2020-2021	FY 2021-2022	FY 2022-2023	ACTUAL FY 2023-2024	BUDGET FY 2024-2025
BUSINESS LICENSE	7,961	5,786	6,431	9,999	6,726
PLANNING FEE	276	988	900	1,096	721
BICYCLE LICENSE	0	0	0	0	0
MASSAGE PERMITS	940	2,000	140	3,480	1,027
TAXI CAB PERMITS	0	0	50	50	17
FIRE ALARM RECOVERY	5,495	3,925	2,094	1,570	3,500
FIRE RECOVERY USA	0	0	0	0	0
LIABILITY ACCOUNT REVENUES	0	0	0	0	0
INSPECTION FEE	66,803	67,229	78,561	88,471	75,000
PLAN CHECK FEE	197,993	156,861	288,208	258,877	175,000
BUSINESS LICENSE	1,230	910	976	1,558	1,000
PLANNING FEE	276	996	900	1,096	500
FIRE PERMITS	57,772	125,088	83,603	73,769	75,000
FIRE - COUNTY SERVICES	1,773	118	7,758	11,392	1,000
Sub-Total Public Safety	340,519	363,901	469,621	451,358	339,491
STRONG MOTION INSPEC FEE	0	0	6,619	6,923	0
CANNABIS PERMIT FEES	140,301	96,489	52,863	54,343	52,863
APPEAL FEE	0	0	0	0	0
FRANCHISE FEE	2,725,395	2,796,805	3,150,775	3,255,237	3,203,983
HABITAT EDUCATION	4,704	21,297	0	0	0
SL FIRE SUPPRESSION FEE	64,764	480,454	0	0	0
MISC LICENSES & PERMITS	0	0	0	0	0
Sub-Total Permits, Fees & Charges	2,935,164	3,395,044	3,210,256	3,316,503	3,256,846
FINES & FORFEITURES					
NUISANCE ABATEMENT FINES	1,800	600	500	0	0
BAIL FORFEITURE FINES	0	0	0	0	0
BOOKING FINES	3,480	3,940	1,188	1,454	2,869

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ADOPTED
	FY 2020-2021	FY 2021-2022	FY 2022-2023	ACTUAL FY 2023-2024	BUDGET FY 2024-2025
VEHICLE STORAGE FEE	2,301	2,124	3,543	3,153	2,656
FINGERPRINT FEE	0	0	326	254	163
VEHICLE CODE FINES	110,543	152,236	121,942	93,286	128,240
PARKING VIOLATION FINES	87,922	102,990	114,597	117,656	101,836
LIBRARY FINES	1,040	5,525	4,021	3,031	2,000
DMV SURCHARGE	0	0	0	0	0
OTHER FINES	0	0	0	0	0
MISC PENALTY INCOME	125	101	125	275	0
Sub-Total Fines & Forfeitures	207,210	267,515	246,242	219,109	237,764
SERVICE CHARGES					
COPY MACHINE REVENUE	0	0	0	0	0
PARK REVENUE	46,673	84,691	145,969	119,501	100,000
COMMUNITY SENIOR CENTER MISCEL	0	0	0	0	0
ADULT PARTICIPNT NON RESIDENT	972	1400	1,939	1,480	0
C BROOKS SWIM CTR REV	141,511	197,371	205,526	209,858	155,000
SENIOR CENTER PROGRAMS REVENU	0	0	0	0	0
COMMUNITY SENIOR CENTER MISCEL	1,703	63,043	65,079	95,885	88,000
GENERAL RECREATION (MEASURE J)	42,698	18,147	14,470	19,248	20,000
ADULT REC & LEAGUE PROGRAMS	0	0	0	0	0
PARK RESERVE FEE	260	408	852	888	0
COMMUNITY FITNESS CENTER	7,221	17,321	17,964	14,125	18,000
COMMUNITY SPORTS PARK	70,583	228,397	236,451	275,744	230,000
MHFPC FEE FOR SERVICE	9,690	9,690	9,690	9,570	9,690
SPEC POLICE SERVICES	10,308	13,574	35,199	512,282	219,693
ALARM PROGRAM	91,150	84,387	44,547	2,434	75,000
EVIDENCE & PROPERTY REVENUE	5,066	6,102	15,725	14,494	8,964
EXTRADITION REIMBURSEMENT	4,687	0	0	0	1,562
FIRE SERVICES CHARGE	0	0	0	1,968	0
HAZ MAT RESPONSE REVENUE	0	0	0	0	0

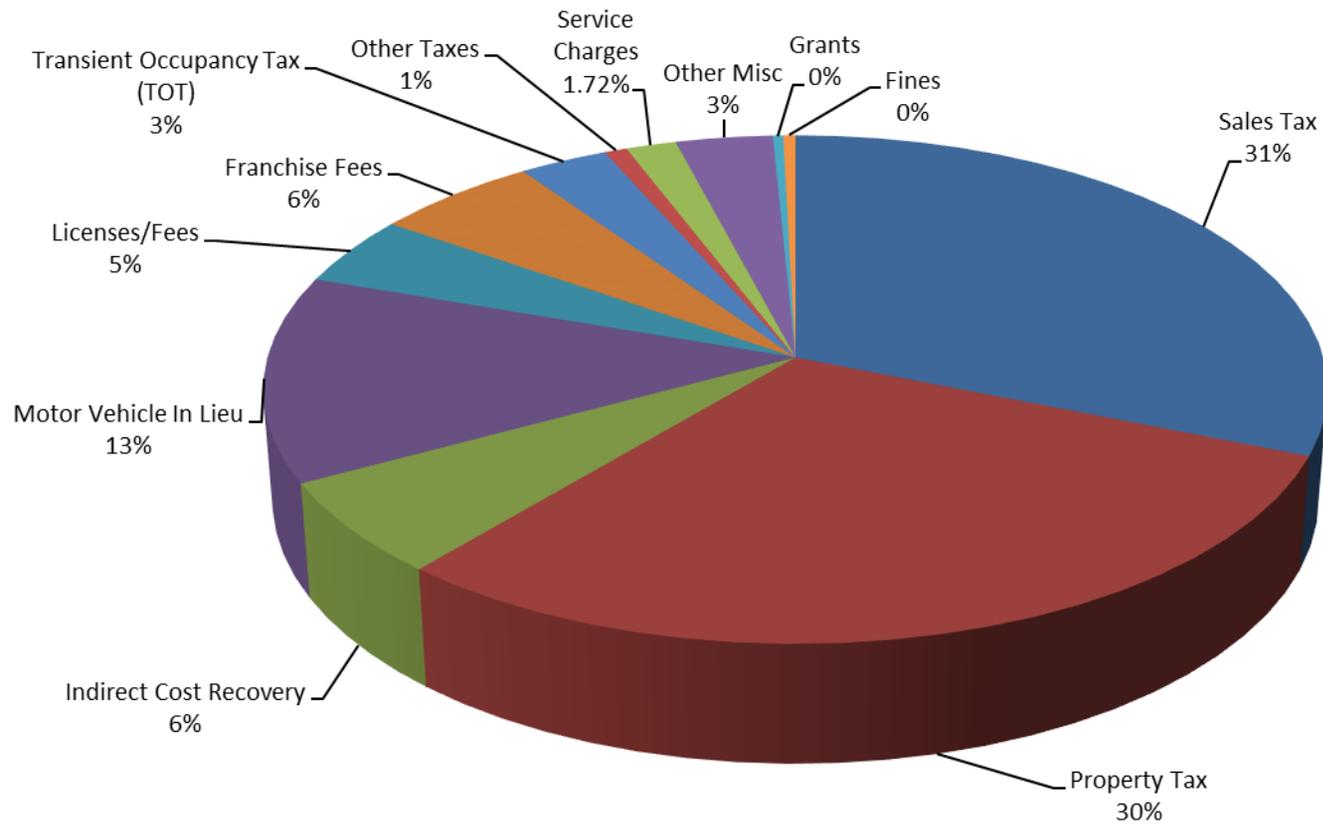
GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ADOPTED
	FY 2020-2021	FY 2021-2022	FY 2022-2023	ACTUAL FY 2023-2024	BUDGET FY 2024-2025
WEED & LOT CLEANING	6,466	7,332	7,011	12,449	13,000
FIRE MISCELLANEOUS SERVICES	0	1,000	0	400	0
REFUSE DELINQUENT COLLECTIONS	39,865	30,499	36,030	34,313	35,700
Sub-Total Service Charges	478,853	763,362	836,452	1,324,638	974,609
GRANTS/REIMBURSEMENTS					
OTHER COUNTY GRANTS	140,000	0	0	0	0
YGRIP CONTRIBUTION	0	0	0	0	0
AFTER-HOURS RECORDS	0	0	0	0	26,356
TRUANCY~SCHOOL SRO REIMB.	94,861	156,872	61,783	65,490	172,942
OTS STEP GRANT	35,341	11,980	0	0	0
OTHER STATE GRANTS	749,990	0	0	0	0
OTHER FEDERAL GRANTS	235,707	0	0	0	0
AB109 REIMBURSEMENT	0	0	0	0	0
Sub-Total Grants/Reimbursements	1,255,899	168,851	61,783	65,490	199,298
OTHER MISCELLANEOUS					
COMMISSION ON POST REIMB.	22,538	12,662	17,779	22,815	17,660
CELL TOWER LEASE REVENUE	61,014	70,749	83,904	83,843	79,856
RENTAL INCOME	232,651	252,258	374,785	279,047	880,000
OTHER MISCELLANEOUS REVENUE	13,548	26,868	53,768	21,103	8,633
CRIME PREVENTION DONATIONS	0	0	0	0	200
DONATIONS	0	40	0	0	500
STRIKE TEAM REIMBURSEMENT	890,872	897,015	547,594	176,330	15,000
ECONOMIC DEVELOPMENT REVENUE	43,670	48,430	38,098	13,424	36,000
SPRINGLAKE PERSONNEL REIMBURSEMENT	229,691	188,213	264,466	178,717	200,000
SPRINGLAKE APPARATUS REIMBURSEMENT	38,943	123,454	27,081	18,998	30,000
LOAN REPAYMENTS	0	0	0	0	0
MISCELLANEOUS SALES	-964	-8	65	0	0
MISCELLANEOUS SALES	0	999	693	888	760

GENERAL FUND REVENUE DETAIL BY CATEGORY

REVENUE SOURCE	ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ADOPTED
	FY 2020-2021	FY 2021-2022	FY 2022-2023	ACTUAL FY 2023-2024	BUDGET FY 2024-2025
VARIABLE FLEET COST RECOVERY	0	0	0	0	0
COBRA INCOME	0	0	2,121	0	0
CASH SHORT/OVER	164	-272	-46	31	0
REIMBURSEMENTS	63,352	197,073	234,510	237,266	17,687
CANNABIS OPERATING REVENUE	239,862	299,652	282,156	251,647	250,000
OTHER MISCELLANEOUS REVENUE	-6,685	97,793	81,838	199,500	50,000
INTEREST INCOME	301,217	339,160	715,074	172,500	300,000
INTEREST INCOME ON LOANS	0	0	25,049	0	0
EV CHARGEPOINT REVENUE	0	0	0	4,167	
CHARGES TO OTHER DEPARTMENTS	3,676,298	3,475,499	3,395,334	3,395,334	3,395,334
TRANSFER FROM ENTER/OTHER FUND	0	10,000,000	0	0	0
<i>Subtotal Other Miscellaneous</i>	<i>5,806,171</i>	<i>16,029,584</i>	<i>6,144,267</i>	<i>5,055,609</i>	<i>5,281,630</i>
TOTAL GENERAL FUND REVENUE	\$63,291,677	\$77,365,640	\$70,455,913	\$67,468,768	68,995,265

ADOPTED BUDGET FY2024-2025 GENERAL FUND REVENUE BY CATEGORY



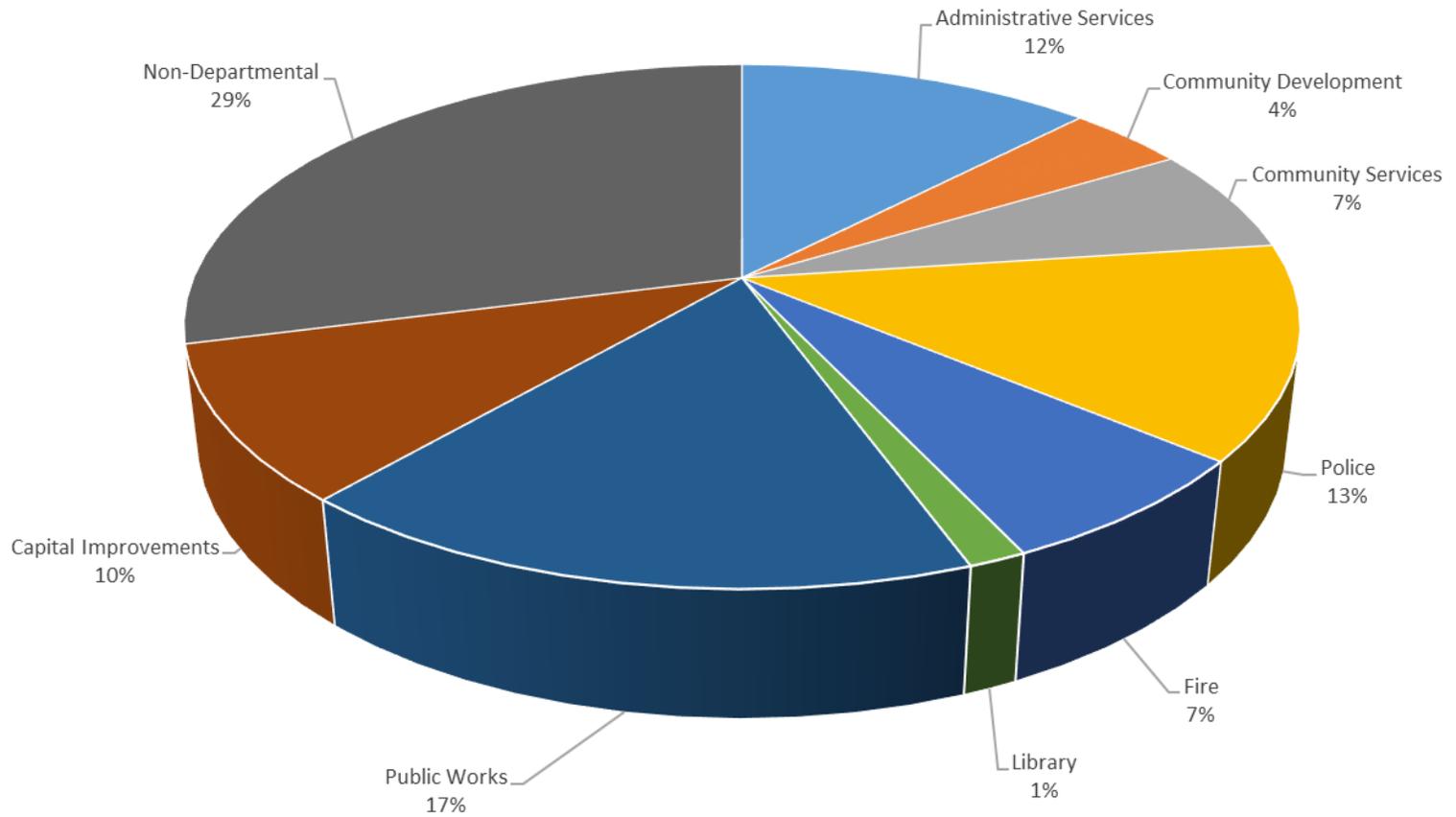
ADOPTED BUDGET FY2024-2025

SUMMARY OF EXPENDITURES BY DEPARTMENT ALL FUNDS

	Actual	Actual	Actual	Unaudited Actual	Adopted
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Administrative Services	\$ 17,848,653	\$ 18,539,916	\$ 19,223,025	\$ 24,283,385	\$ 27,528,200
Community Development	7,067,677	7,809,234	9,688,738	8,171,013	9,169,575
Community Services	10,567,889	21,516,974	17,731,050	19,251,719	14,572,933
Police	22,543,018	24,306,653	27,053,712	27,500,799	29,453,650
Fire	13,846,962	14,102,214	15,092,697	15,846,671	15,507,424
Library	1,974,588	2,231,109	3,167,935	2,904,078	3,208,648
Public Works	20,331,961	20,894,907	33,681,001	24,246,213	38,028,512
Capital Improvements	27,952,930	26,822,842	28,415,824	26,968,012	21,483,921
Non-Departmental	65,133,857	67,466,285	49,342,016	58,331,761	64,958,118
Total Expenditures	\$ 187,267,535	\$ 203,690,134	\$ 203,395,998	\$ 207,503,650	\$ 223,910,981

ADOPTED BUDGET FY2024-2025

SUMMARY OF EXPENDITURES BY DEPARTMENT – ALL FUNDS



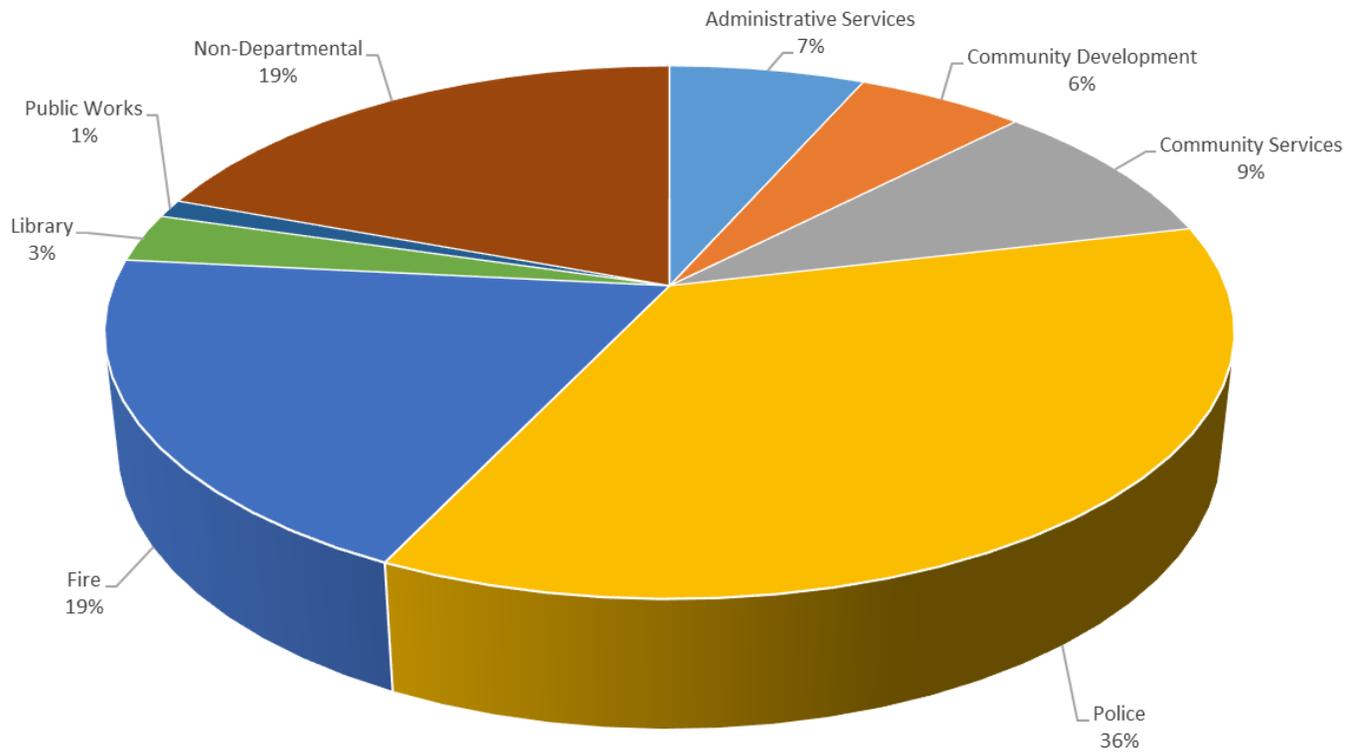
ADOPTED BUDGET FY2024-2025

SUMMARY OF EXPENDITURES BY DEPARTMENT GENERAL FUND

	Unaudited				
	Actual	Actual	Actual	Actual	Adopted
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Administrative Services	\$ 2,881,522	\$ 3,264,334	\$ 3,354,767	\$ 5,261,597	\$ 4,778,582
Community Development	3,521,265	3,380,581	4,213,166	3,717,871	4,132,694
Community Services	6,024,734	6,606,100	7,322,740	10,275,649	6,486,223
Police	20,840,899	22,566,973	23,924,145	23,425,644	25,859,298
Fire	11,664,942	12,739,489	13,892,765	14,333,675	14,107,818
Library	1,933,575	2,111,822	2,016,412	1,921,392	2,124,781
Public Works	593,016	624,461	692,250	773,925	796,971
Non-Departmental	8,548,527	18,447,244	17,378,724	13,854,454	13,977,811
Total Expenditures	\$ 56,008,480	\$ 69,741,004	\$ 72,794,970	\$ 73,564,207	\$ 72,264,178

ADOPTED BUDGET FY2024-2025

SUMMARY OF EXPENDITURES BY DEPARTMENT – GENERAL FUND



**CITY OF WOODLAND
FISCAL YEAR 2024/25
TOTAL APPROPRIATIONS BY FUND**

Fund	Title	Actual FY2020/21	Actual FY2021/22	Actual FY2022/23	Unaudited Actual FY2023/24	Adopted FY2024/25
2010	EQUIP SERVICES	1,974,877	2,334,373	2,774,699	2,663,769	2,826,185
2011	FACILITIES REPLACEMENT	347,331	109,871	53,988	156,261	208,879
2012	EQUIPMENT REPLACEMENT	(6,973)	16,930	1,310,519	1,103,460	1,148,430
2013	BENEFITS FUND	9,842,969	9,349,670	8,936,413	10,146,099	11,336,548
2014	VEHICLE-EQUIPMENT LEASES	797,379	67,741	56,916	1,251,519	676,190
2015	INFORMATION SYSTEMS FUND	1,784,849	2,352,078	2,194,422	2,530,537	3,472,241
2091	SELF INSURANCE	3,046,775	3,180,888	3,152,185	3,811,242	4,503,615
2092	DISBURSE FUND-PR	236,713	248,945	(156)	(11)	0
1101	GENERAL FUND	56,008,480	69,741,004	72,794,970	73,564,207	72,264,178
1102	MEASURE R	421,790	0	2,236,813	2,997,154	3,699,405
1103	INVESTMENT FUND	0	151,002	0	281,032	450,000
2210	WATER ENTERPRISE FUND	24,876,734	20,520,014	25,670,465	28,101,031	33,847,282
2220	SEWER ENTERPRISE FUND	19,321,624	15,191,668	16,259,215	16,239,722	23,655,072
2221	STRM DR ENTERPRISE FUND	709,044	773,595	1,434,517	2,400,424	1,392,440
2222	WASTEWATER PRE-TREATMENT	548,984	598,260	589,810	527,868	658,656
2240	CEMETERY	520,042	441,330	445,420	468,600	593,408
2250	RECYCLING	224,968	295,900	387,692	318,164	314,988
2252	CONST/DEMO DEBRIS RECYCLE	27,532	29,433	30,850	31,491	44,843
2253	RECREATION ENTERPRISE	143,270	261,335	405,066	512,101	406,296
2260	FIRE GRANTS	0	0	0	0	0
1302	TRANSIT SYSTEM	1,203,735	2,023,981	2,484,664	2,798	0
1301	LITERACY GRANT	32,207	68,649	65,393	74,123	96,481
1320	COMMUNITY DEV. BLOCK GRNT	530,067	940,361	636,312	568,265	780,553
1321	OFF-SITE AFFORD HOUSING	0	0	0	0	0
1322	SUPPORT HOUSING PROGR	201,340	225,329	258,446	350,034	348,434
1323	HOME GRANT	0	0	120,000	0	0
1324	HOUSING ASSISTANCE GRANTS	0	0	0	0	0
1325	STATE GRANTS	469,776	488,503	392,280	537,632	217,549
1326	HOUSING ASSISTANCE	29,512	22,822	22,322	22,849	22,589
1327	AFFORDABLE HOUSING IN-LIEU	39,469	582,000	0	0	0
1330	OTHER FEDERAL GRANTS	1,108,206	144,784	182,366	394,130	0
1331	HOMELESS HOUSING	2,964,913	3,472,680	356,834	0	0
1332	AMERICAN RESCUE PLAN	0	10,000,000	492,081	634,668	0
1333	HOMEKEY GRANT	0	8,483,416	4,430,303	1,269,983	0
1334	OPIOD FUNDS	0	0	1,538	33,633	7,585
1340	POLICE GRANTS	0	282,000	595,221	686,721	614,226

Fund	Title	Actual FY2020/21	Actual FY2021/22	Actual FY2022/23	Unaudited Actual FY2023/24	Adopted FY2024/25
1349	LOCAL LAW ENFORCEMENT BL	0	0	0	0	0
1350	COPS MORE TECH GRANT	0	0	0	0	0
1351	TRANSPORTATION GRANT	2,655,019	5,041,769	7,985,523	169,263	1,473,353
1352	SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDS	179,696	174,742	194,092	252,346	252,008
1353	PROPOSTION 172	537,142	473,794	583,675	762,873	734,135
1354	TRANS DVLP (SB325)	1,020,213	1,191,526	1,559,992	3,920,239	4,173,577
1355	GAS TAX-2106 (SELECT)	1,767,251	2,032,811	1,945,697	2,254,127	2,458,998
1357	ASSET FORFEITURE FUND	209	313	27,813	313	10,313
1358	HOUSING MONITORING FUND	113	10,126	126	126	126
1359	FIRE SUPPRESSION DISTRICT	8,988	9,314	12,502	2,683	6,075
1360	FIRE SAFER GRANT	393,281	472,763	0	0	0
1361	ROAD MAINT AND REHAB ACCOUNT	504,670	1,146,848	1,411,018	2,974,588	1,400,000
1365	ENVIRONMENTAL COMPLIANCE	224,082	319,736	305,191	260,589	243,735
1372	WRPP CONSERVATION EASEMENT	0	0	0	0	50,000
1381	GIBSON RANCH L&L	765,768	817,995	911,744	888,099	991,485
1383	N PARK L&L DISTRICT	39,119	49,141	37,150	41,530	66,033
1384	SP ASSESS STRENG PD LAND	31,816	40,088	39,731	43,113	45,069
1386	USED OIL RECYCLING GRANT	54,917	23,032	10,787	8,439	15,000
1387	WOODLAND WEST L&L	17,470	18,736	18,012	30,289	36,271
1389	SPRINGLAKE L&L	2,026,404	2,232,126	2,345,445	2,762,061	3,452,112
1391	SPORTS PARK O&M CFD	409,217	496,779	507,490	569,931	599,258
1392	GATEWAY L&L	145,554	178,847	142,803	197,387	200,884
1393	PRUDLER MALL EXPANSION CFD	0	0	0	5,511	136,920
1501	CAPITAL PROJECTS	148,440	1,836,981	2,211,575	1,633,809	1,784,510
1502	STATE BOND ACT - PARKS PRJS	105,850	41,775	25,285	15,775	0
1506	MEASURE E	4,079,706	1,352,047	2,570,597	227,692	0
1507	MEASURE F	3,415,192	5,096,005	5,359,459	7,722,941	13,915,946
1508	CAPITAL PROJECT MGMT	0	0	21,377	(1,800)	0
1510	GENERAL CITY DEVELOPMENT	20,708	127,740	176,832	68,482	1,701
1522	RECOGNIZED OBLIGATION RETIREMENT FUND	827,055	154,694	147,261	767,458	583,815
1523	RDA 07 TAB BOND PROCEEDS	0	0	0	0	0
1540	PARK & RECREATION DVLP	1,433,036	1,414,622	1,414,622	1,414,622	1,416,900
1541	PARK IN-LIEU FEES	21	32	0	0	0
1550	POLICE DEVELOPMENT FUND	66,498	65,208	64,804	66,862	66,735
1560	FIRE DEVELOPMENT	149,635	133,256	133,256	135,067	133,470
1570	LIBRARY DEVELOPMENT FUND	104,279	88,379	85,170	89,617	171,672
1580	SURFACE WATER DEVELOPMENT	153	230	3,000,230	2,046	230
1581	STORM DRAIN DEVELOPMENT	442,645	130,777	0	0	0
1582	ROAD DEVELOPMENT	2,651,897	1,789,792	1,982,434	924,173	349,356

Fund	Title	Actual FY2020/21	Actual FY2021/22	Actual FY2022/23	Unaudited Actual FY2023/24	Adopted FY2024/25
1583	TREE RESERVE	375	(27,290)	1,281	7,543	5,000
1584	WATER DEVELOPMENT FUND	23,284	27	0	0	0
1585	SEWER DEVELOPMENT FUND	2,161,490	1,919,127	1,919,127	1,920,941	1,915,341
1590	SOUTHEAST AREA CONSTRUCTION	3	5	0	0	0
1593	GIBSON RANCH INFRA-STRUC	494,648	643,130	0	5,525	0
1594	SPRING LAKE CAPITAL	14,634,989	6,109,560	1,771,364	5,973,989	15,013,647
1595	WOODLAND RTIF	0	0	0	29,279	0
1599	MASTER CAPITAL FUND	0	0	(8,075)	192,647	0
1601	SPRINGLAKE ADMINISTRATION	98,888	93,833	105,790	89,723	90,652
1640	SLIF PARKS & RECREATION	552,028	0	1,862,539	3,288,486	0
1681	SLIF STORM DRAIN FUND	3,775,806	1,171,786	1,651,030	2,303,037	100,000
1682	SLIF STREET IMPROVEMENT	5,225,550	2,072,858	2,466,105	4,630,551	0
1684	SLIF WATER FUND	434,463	200,852	335,177	337,045	0
1685	SLIF SEWER FUND	725,892	312,899	522,158	525,068	0
3830	SOUTHEAST AREA DEBT SERV	1,237,316	1,226,676	1,236,119	1,219,198	1,244,425
3841	BEAMER/KENTUCKY ASSESS-R	0	0	0	0	0
3850	EAST MAIN ASSESS DIST 90	0	0	0	0	0
3870	CFD#2 SPRINGLAKE DEBT SRV	4,719,486	9,010,100	5,556,386	5,452,200	5,597,312
1880	2005 CAPITAL PROJECTS L/R	0	0	0	0	0
1882	2012 LEASE REFUNDING	0	0	0	0	0
1883	2014 REFUNDING LEASE REV BONDS	1,542,857	1,545,345	1,545,344	1,545,345	1,550,346
1885	WWTP REVENUE BONDS 2005	0	0	0	0	0
1917	LIBRARY TRUST FUND	8,806	50,638	428,396	93,316	38,500
		\$187,267,535	\$203,690,134	\$203,395,998	\$207,503,650	\$223,910,980

FINANCIAL FORECAST

Introduction

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

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

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

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

Summary of Five-Year Forecast

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

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

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

General Fund 5-Year Forecast

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

- General Fund revenues (excluding Measure F & R) are projected to grow in total by \$4.7 million over five-year period FY2024/25 through FY2028/29.
- General Fund expenditures (excluding the transfer of Measure F & R) are projected to grow by \$7.03 million over five-year forecast period.
- Without corrective action, the General Fund reserve will decline from an estimated \$20.5 million (36.2% of revenues) at the end of the FY2024/25, falling below the 20% reserve policy level, to \$670,879 (or 1.1%) by FY2028/29.
- The projected operating deficits shown over the five-year planning horizon remain highly sensitive to assumptions related to major City revenues and expenditure categories. Among the main areas of concern are property and sales tax revenues, and overall personnel costs (and specifically costs for health and retirement benefits).

Five-Year Forecast Assumptions

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

Inflation

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

The City of Woodland uses as its inflation index, the July-to-July All Urban Consumer Price Index for the San Francisco Bay Area. For the purposes of this forecast, a 2% annual inflation rate is generally used throughout the five-year planning timeframe.

Population

Based on data from the State Department of Finance, population is projected to be 61,174 for the 2024 year (an increase of 2.16% 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 FY2024/25 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 zero increase of FY2024/25 staffing levels.

General Fund 5-Year Forecast

Personnel Costs

Salary and benefit costs make up 68% of the General Fund budget. Every 1% increase in total compensation costs approximately \$664,253 on an all-funds basis, and approximately \$400,763 to the General Fund.

The Five-Year Plan reflects total compensation (salaries and benefits) an increase of 5.79% for FY2024/25, and averaging 5.9% per year over the five-year forecast. This represents an increase of approximately \$9 million to the General Fund over the Five-Year Plan.

Insurance Premiums

Costs related to Health, Dental, Retiree Medical, Disability, Workers' Compensation, Life Insurance, Unemployment Insurance, and other related benefits are assumed to grow at an annual rate of 7.8% for FY 2024/25 and the forecast assumes annual average increases of 3.8% thereafter. The City is projected to pay out \$14.2 million in FY 2024/25, with \$9.4 million charged to the General Fund.

Other Post-Employment Benefits (OPEB)

GASB Pronouncement 75 requires public agencies to evaluate and report in its annual financial statements the fully-funding cost of any post-employment benefits (i.e. retiree healthcare). While GASB 75 does not require full-funding of post-employment benefits, it effectively sheds light in the gaps between the true cost of these benefits and the funds typically allocated on an annual basis for pay-as-you-go funding plans.

Beginning in FY2013/14, the City of Woodland began funding OPEB contributions over and above the historical pay-as-you-go levels previously included in the budgets. For FY2023/24, the OPEB contribution rate is approximately 10.5% of salaries, and includes an estimated \$1,007,786 in supplemental funding to be applied toward the amortization of the unfunded liability. Over the Five-Year Plan, the OPEB contribution rate is maintained at approximately 10.6% of salaries; this is steadily climbing toward the goal of fully funding the annually required contribution of \$6.4 million or 21% of salaries.

State Retirement System

Retirement rates are set annually by the California Public Employees' Retirement System (CalPERS). The rates established for FY2024/25 reflect a flat rate through the five-year forecast. Retirement contribution rates are primarily driven by investment earnings for the CalPERS' investment portfolio, as well as variations in other actuarial assumptions.

The following table summarizes the employer contribution rates used in the Proposed FY2024/25 Budget and Five-Year Forecast:

	PERS projection FY2024/25	PERS Projection FY2025/26	PERS Projection FY2026/27	PERS Projection FY2027/28	PERS Projection FY2028/29
PERS RATES					
SAFETY	51.107	52.129	52.129	52.129	52.129
Change %	0.0%	2.0%	2.0%	2.0%	0.0%
MISC	37.652	37.652	37.652	37.652	37.652
Change %	0.0%	0.000%	0.0%	0.0%	0.0%

General Fund 5-Year Forecast

On an all-funds basis, the City's cost for retirement benefits in FY2024/25 is \$14.2 million and General Fund cost for retirement contributions will grow to just over \$9.4 million for FY2024/25.

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, staff will continue to monitor the \$283,070 to approximately \$11.6 million (over the Five-Year Plan) structural imbalance in the General Fund. This structural imbalance will change on annual basis as revenues are received actual expenditures are recorded.

General Fund Revenues

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

While there are numerous sources contributing to overall General Fund revenues, there are five primary sources that the City uses throughout the year as key indicators of the health of overall General Fund revenue: property tax, sales tax, motor vehicle in-lieu taxes, transient occupancy (hotel) tax, and fee revenues. In FY2024/25, these indicator revenues are expected to comprise an estimated 77% of the total General Fund revenue.

General Fund Major Revenue Sources

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

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

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

General Fund 5-Year Forecast

- **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 3.96% in FY2024/25 and grow at an average of 3.08% 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 is not expected to increase in FY2024/25, however, the City does anticipate a slight increase at an average of 1.7% throughout the forecast. The City utilizes a third-party consultant to monitor sales tax information and trends; this consultant provides detailed reports and projections to assist with budget forecasting. The assumptions used in the Five-Year Plan are based on the most conservative options provided by the consultant.

In addition to the regular sales tax mentioned above, the City also projects revenues related to the special sales taxes enacted within the City: Measure F (1/2 cent) and Measure R (1/4 cent).

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

The FY2004/05 State Budget changed how vehicle license fee (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 4.0% in FY2024/25 and grow at approximately 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 and fire fees. For this five-year projection, fee revenues are assumed to remain relatively flat over the Five-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 FY2024/25, and throughout the forecast, these revenues are assumed to increase at an average of 2% per year.

ADOPTED FUNDING RECOMMENDATIONS

The following summarizes the specific General Fund one-time and recurring funding recommendations included as part of the FY2024/25 Adopted Budget:

One-Time

Temporary Staff – Building/Code Enforcement	\$53,000
Contract Building Inspection	\$50,000
Consultant Recruitment	\$40,000

Total General Fund One-Time Funding Recommendations **\$106,645**

The adopted budget also recommends \$836,653 one-time and \$326,961 in recurring costs in Other Funds (not including items in the approved spending plans):

One-Time

Technology Master Plan Update	\$80,000
Construction & Demolition Program Software Implementation	\$6,500
City Hall Modernization Improvements	\$100,000
Regional Park New Opening Costs	\$30,000
Cyclical Tree Pruning	\$115,000
Police Department Training and Tuition	\$30,153
Automated License Plate Recognition Cameras/Program	\$60,000
Storm Drain Pump and Gutter Repairs	\$45,000
Fire Grant Matching Funds	\$20,000
Fire Administration Relocation	\$250,000
Water Pollution Control Facility Equipment Replacement	\$100,00

Total Other Funds One-Time Funding Recommendations **\$836,563**

General Fund 5-Year Forecast

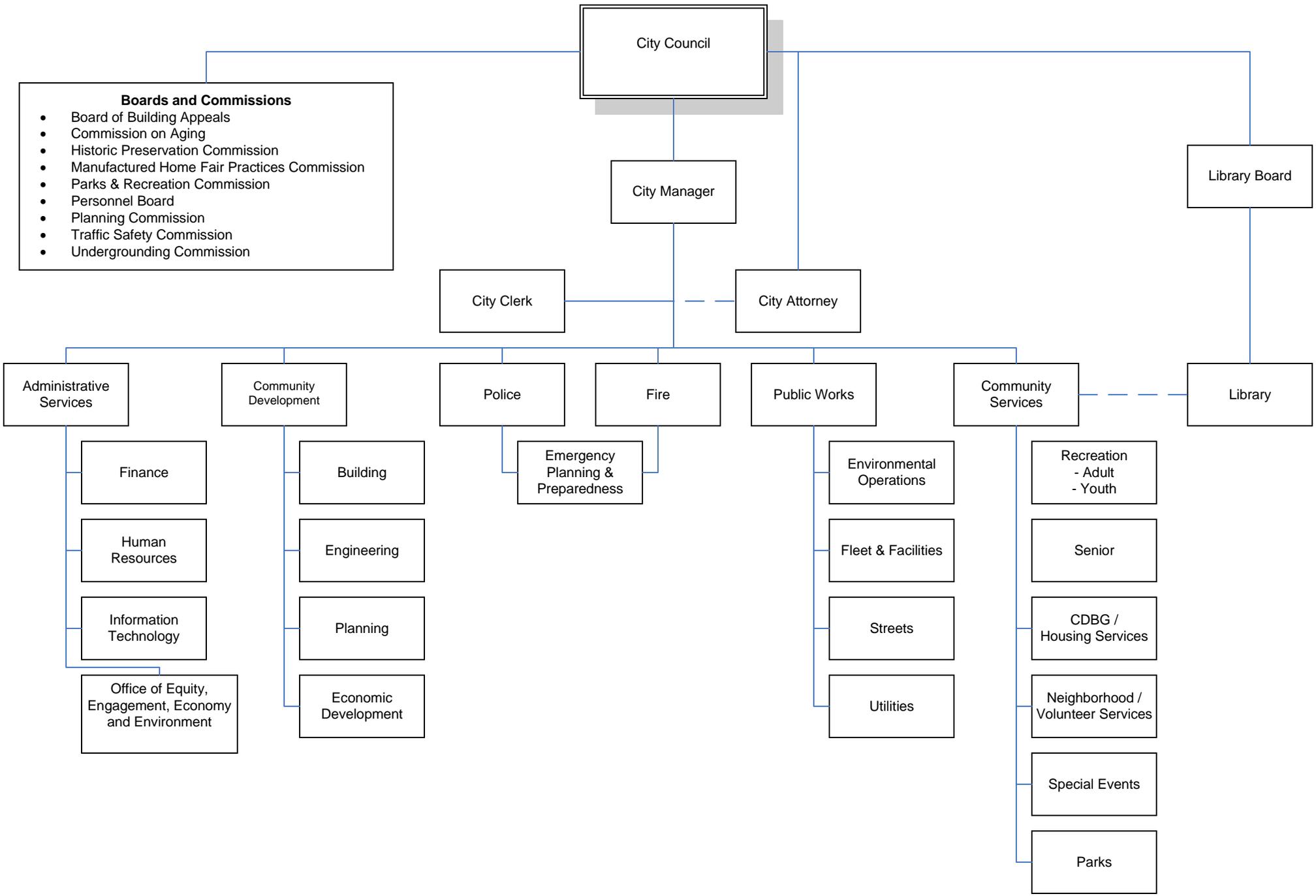
Recurring

Full-Time IT Analyst Position (convert from limited term)	\$172,000
Compliance and Regulatory Training and Dues	\$23,400
Construction & Demolition Program Software and Licensing	\$4,200
Temporary Staffing for Park Expansions	\$30,000
Regional Park Operating Costs	\$20,000
Police Department Software and Equipment	\$17,361
Temporary Staffing for Square One Programming	\$30,000
Spring Lake Sidewalk Maintenance	\$30,000
	<hr/>
Total Other Funds Recurring Funding Recommendations	\$326,961

General Fund 5-Year Forecast

ADOPTED BUDGET (INCLUDES FUNDING RECOMMENDATIONS)

General Fund	Year End Projection	Baseline	Forecast			
	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29
Beginning Balances	\$ 34,830,345	\$ 23,670,062	\$ 20,469,232	\$ 16,184,250	\$ 11,425,767	\$ 6,155,101
Revenues	\$ 66,015,463	\$ 68,995,265	\$ 69,532,321	\$ 71,291,688	\$ 73,040,485	\$ 74,780,670
Expenditures	\$ 77,069,100	\$ 72,196,095	\$ 73,817,303	\$ 76,050,171	\$ 78,311,151	\$ 80,264,892
Recurring Funding Recommendations		-				
Annual Surplus/(Deficit)	(11,053,637)	(3,200,830)	(4,284,982)	(4,758,483)	(5,270,666)	(5,484,222)
General Fund One-Time	(106,645)					
American Rescue Plan (Revenue Recovery)						
Beginning Balance	3,110,060	2,825,000	2,515,000			
Revenue (County Match/Interest)	24,940	-	-			
Expenditures	310,000	310,000	2,515,000			
Remaining	2,825,000	2,515,000	-			
Unreserved Fund Balance	\$ 23,670,062	\$ 20,469,232	\$ 16,184,250	\$ 11,425,767	\$ 6,155,101	\$ 670,879
Ending Unreserved Fund Balance	\$ 23,670,062	\$ 20,469,232	\$ 16,184,250	\$ 11,425,767	\$ 6,155,101	\$ 670,879
Percentage (E.U.F.B./Revenues)	43.7%	36.2%	28.3%	19.5%	10.3%	1.1%
Reserve Policy \$	\$ 10,836,470	\$ 11,313,353	\$ 11,434,164	\$ 11,708,838	\$ 11,984,937	\$ 12,262,754
Reserve Policy %	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%
"Excess" Fund Balance (over Reserve Target)	\$ 12,833,592	\$ 9,155,879	\$ 4,750,086	\$ (283,070)	\$ (5,829,836)	\$ (11,591,875)



CITY ORGANIZATION

Employee Summary - Citywide

Classification	Approved FY2023/24	Proposed Changes	Adopted FY2024/25
Administrative Services Director	1		1
Accountant I/II	0		0
Administrative Secretary	1		1
Administrative Clerk I/II	4		4
Administrative Clerk III	2		2
Administrative Supervisor	1		1
Application Analyst, Sr.	0		0
Assistant Engineer	0		0
Assistant Planner	1		1
Associate Civil Engineer	0		0
Associate Engineer	3		3
Associate Planner	0		0
Building Inspector I/II	1		1
Chief Building Official	1		1
Chief Information Officer	1		1
Chief Collection System Operator	1		1
Chief Water Systems Operator	1	-1	0
City Clerk	1		1
City Manager	1		1
Code Compliance Officer I/II	1		1
Community Development Clerk I/II	2		2
Community Development Director	1		1
Community Development Technician I	2		2
Community Risk Reduction Specialist II	2		2
Communications & Strategic Policy Manager	1		1
Community Enhancement Specialist	1		1
Community Services Director	1		1
Community Services Officer	5		5
Community Services Program Manager	2		2
Conservation Coordinator	2		2
Crime & Intelligence Analyst	1		1
Crime Prevention Specialist	1		1
Data Services Manager	1		1
Deputy PW Director – Utilities	1		1
Electrical Supervisor	1		1
Electrician's Assistant	2		2
Engineering Assistant	2		2

City Organization

Employee Summary - Citywide

Classification	Approved FY2023/24	Proposed Changes	Adopted FY2024/25
Engineering Technician I/II	2		2
Engineering Technician III	1		1
Environmental Compliance Inspector II	1		1
Environmental Compliance Specialist	1		1
Environmental Resource Analyst	0		0
Equipment Services Clerk	1		1
Executive Assistant	2		2
Facilities Maintenance Worker I/II	1		1
Facilities Maintenance Worker III	3		3
Finance Clerk I	0		0
Finance Clerk II	2		2
Finance Officer	1		1
Finance Specialist	4		4
Finance Supervisor	1		1
Fire Battalion Chief	3		3
Fire Captain	12		12
Fire Chief	1		1
Fire Engineer	12		12
Fire Marshal	1		1
Firefighter	18		18
Fleet & Facilities Manager	1		1
GIS Analyst	1		1
GIS Technician I/II	1		1
Heavy Equipment Mechanic	1		1
Housing Analyst I/II	1		1
Human Resources Analyst II	0		0
Human Resources Clerk	0		0
Human Resources Manager	1		1
Human Resources Tech	1		1
Ind Electrical Tech	2		2
Information Systems Technician I	1		1
Information Systems Technician II	1		1
Infrastructure Administrator	1		1
Junior Engineer	0		0
Laboratory Supervisor	1		1
Laboratory Technician I/II	2		2
Librarian I	0		0
Librarian II	1	-1	0

City Organization

Employee Summary - Citywide

Classification	Approved FY2023/24	Proposed Changes	Adopted FY2024/25
Librarian III	0		0
Librarian Assistant I/II	0		0
Library Program Manager I	3		3
Library Program Manager II	2		2
Library Services Director	1		1
Library Technician Assistant II	2		2
Library Technician Assistant III	2		2
Light Equipment Mechanic	2		2
Literacy Coordinator	0		0
Maintenance Supervisor	1		1
Maintenance Worker II	5		5
Maintenance Worker III	2		2
Management Analyst I/II	5	1	6
Marketing & Business Relations Specialist	1		1
Meter Services Technician	2		2
Park Maintenance Worker I	1		1
Park Maintenance Worker II	3		3
Park Superintendent	1		1
Park Supervisor	3		3
Police Captain	1		1
Police Chief	1		1
Police Lieutenant	3		3
Police Officer	56		56
Police Records Specialist	7		7
Police Records Supervisor	1		1
Police Sergeant	10		10
Pool Facilities Technician	1		1
Principal Civil Engineer	2		2
Principal Planner	2		2
Principal Utilities Civil Engineer	1		1
Programmer Analyst	1		1
Public Works Director	1		1
Recreation Coordinator	3		3
Recreation Supervisor	4		4
Secretary to the City Manager	0		0
Senior Accountant	1		1
Senior Building Inspector	1		1
Senior Building Plans Examiner	1		1

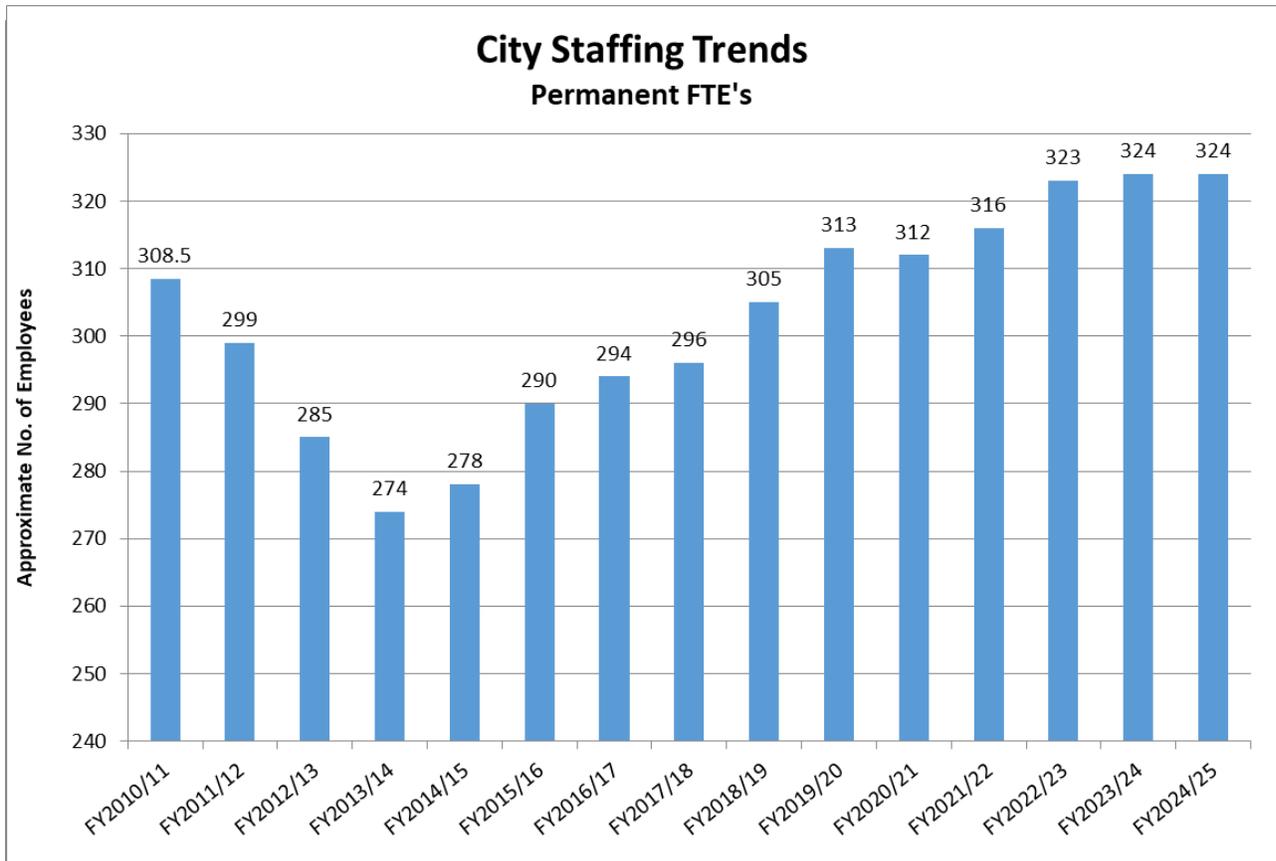
City Organization

Employee Summary - Citywide

Classification	Approved FY2023/24	Proposed Changes	Adopted FY2024/25
Senior Associate Civil Engineer	2		2
Senior HR Analyst	1		1
Senior Engineering Assistant	1		1
Senior Environmental Analyst	1		1
Senior Equipment Mechanic	1		1
Senior Maintenance Worker	0		0
Senior Management Analyst	1	-1	0
Senior Planner	1		1
Senior Traffic Sig/Street Light Tech	1		1
Senior Water/Waste Instr Tech	1		1
Signs and Marking Tech II	1		1
Social Services Manager	1		1
Senior Construction Project Manager	1		1
Senior Police Records Specialist	2		2
Senior Tree Trimmer	0		0
Senior Utilities Maint Wrk Sewer	1		1
Senior Water System Operator	1		1
Senior Water Pollution Control Operator	1		1
Senior Signs & Markings Technician	1		1
Traffic Sig/Street Light Tech	1		1
Technical Services Manager	1		1
Treatment Plant Mechanic	1		1
Treatment Plant Superintendent	1		1
Tree Trimmer I/II	1	1	2
Underground Utility Service Locator	1		1
Utilities Administrator	0		0
Utilities Maintenance Worker I	6		6
Utilities Maintenance Worker II	15		15
Utilities Maintenance Worker III	4		4
Utilities Maintenance Worker IV	1		1
Water Pollution Control Operator III	2		2
Water Pollution Control Operator IV	1		1
Water Pollution Control O-I-T	1		1
Water Systems Administrator	0	1	1
Water Systems Operator I/II	2		2
Water Quality Specialist	1		1
Water/Waste Inst Tech	1		1
Total Full-Time Equivalent Positions	324	0	324

City Organization

The citywide organizational chart below represents a 15-year personnel (permanent regular full-time employees) trend for the City.



ADMINISTRATIVE SERVICES

Administrative Services consists of the following: City Council, City Manager, City Clerk, and City Attorney. Additionally, the support functions of Human Resources, Finance, Information Technology (IT) and the Office of Equity, Environment, Economy and Engagement (EEEE) are included under Administrative Services for management and budgeting purposes.

City Council

The City of Woodland, first incorporated in 1871, is a general law City under provisions of the State of California. A directly-elected five-member City Council serves as the policy-making body for the City. In 2016, the City Council transitioned from being elected “at-large” to being elected “by district.” Also, as part of this transition, the role of Mayor shifted to one-year terms that rotate between districts.

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

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

- Improve Quality of Life
- Focus on Economic Development and Downtown
- Strengthening Public Safety and Infrastructure
- Enhance Governance and Fiscal Responsibility

City Manager

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

FY2023-24 Accomplishments

- Presented balanced budget for FY2024-25 consistent with the City’s framework for fiscal sustainability; budget balanced; maintained prudent reserves; limited budget flexibility (mostly one-time) for highest priority needs; continued to address unfunded OPEB liabilities.

Department Summaries

- Successfully negotiated labor contracts with the Mid-Management Professional Association and the Woodland Police Mid-Management Unit.
- Participated in a process with the County and other agencies to explore alternative service-delivery models for animal services.
- Implemented a cannabis tax throughout the City, and made progress on selecting entities to operate retail cannabis dispensaries in accordance with the updated ordinance.
- Completed the conservation easement and opened the Woodland Regional Park Preserve for public access and environmental education programming.
- Implemented a “fellowship” program to employ students throughout various City departments; this is a start in the implementation of a workforce development program.

FY2024-25 Goals

- Continue prudent management of City fiscal resources through implementation of long-term budget framework.
- Review and develop strategies for revenue generation to support critical services, including consideration of a sales tax measure for voter approval.
- Begin negotiations for expiring labor agreements with the Woodland Police Officers’ Association and the Woodland Police Supervisors Association.
- Determine scope and develop a funding plan for relocation of Fire Station 3.
- Continue to explore alternative governance and service-delivery model(s) and potential formation of an Animal Services JPA.
- Implement the recently adopted Equity Action Plan to ensure better access to City programs, services and facilities.

City Clerk

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

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

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

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.

Department Summaries

FY2023-24 Accomplishments

- Filed forms 700 and 460, Statement of Economic Interests, and Campaign Statements in a timely manner.
- Assured City Council agendas, supporting documents and minutes were completed and posted within legal requirements on City website.
- Assured Ordinances were processed in a timely manner and City Code remain current.
- Provided access to City public records, which included responding to Public Records Requests within legal timeline and maintained transparency in Government.
- Worked with Yolo County Elections Office and assisted with local measure(s) in the March 5, 2024, Presidential Primary Election.

FY2024-25 Goals

- Strive to assist Council candidates, in the upcoming November 5, 2024, General Election, meet their legal responsibilities before, during and after the election from election orientation, pulling nomination papers, certification of election results and filing of final campaign disclosure documents.
- Ensure City Council minutes are completed accurately and in a timely manner and available on the City website.
- Assist with the efforts to update the Records Retention Schedule.
- Conduct Mandatory Review of Conflict of Interest Code.
- If required, assure that elected officials, staff, and board and commission members complete AB 1234 Ethics Training.

City Attorney

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

Human Resources

Human Resources is a support division to the six (6) departments in the City organization and is primarily responsible for recruitment, testing and selection; records management, position control, classification and compensation, benefit and retirement administration, employee and labor relations, development and monitoring of the City's personnel rules and policies; enforcement of labor related federal/state laws and regulations, monitoring city-wide performance evaluations; coordination of worker's compensation claims; labor negotiations; and promotion of safety in the workplace.

FY2023-24 Accomplishments

- Updated Harassment Policy and conducted city-wide training on the new policy.
- Streamlined the process of summer temporary employee hiring and onboarding.
- Successfully reestablished the Safety Committee.

Department Summaries

- Utilized Target Solutions to provide training and added to New Hire Orientation.
- Continued to review and update job descriptions as appropriate.
- Processed 28 terminations.
- Hired 40 new full-time employees.
- Hired over 100 part-time/seasonal employees.
- Conducted 30 recruitments, which included full-time and seasonal positions.
- Worked with the City Manager's Office to create a Civic Fellowship Program.
- Processed backgrounds for 11 volunteer/contract positions.
- Participated in Youth Programs sponsored by the City (Parks and Recreation as well as Library).
- Reviewed over 1,200 applications for various positions.
- Continued to work as part of the transition team to migrate to a new ERP system to ensure that the Human Resources functions can take advantage of technology.
- Continued to update the onboarding process of new employees for efficiency.
- Developed new interview procedures and guidelines for Zoom interviews.
- Conducted Salary Surveys for over 20 positions within the City.
- Participated in two (2) employee association negotiations.
- Marketed the City's Disability and Life insurance plans.
- Continued to train employees in a variety of areas.

FY2024-25 Goals

- Review various processes and see if streamlining is appropriate, such as hiring, training, etc.
- Update the City's Personnel Rules as appropriate.
- Continue to review and update job descriptions as appropriate.
- Continue to work on developing training programs for all employees.
- Continue to review benefit plans rates and provide feedback to broker as results can assist the City in obtaining better rates.
- Investigate the possibility of holding a Health Fair for the upcoming year for all employees as well as retirees due to the ongoing health changes to CALPERS plans.
- Continue to work as part of the transition team to migrate to new ERP system.
- Continue to refine the Civic Fellow recruiting process.
- Continue to complete salary surveys.
- Prepare for Association Negotiations for five (5) association groups.
- Continue to develop various policies and procedures.
- Prepare for Presentations for Summer at City Hall.
- Develop and participate in Job Fairs.
- Revitalize the City's Safety Committee and resume consistent meetings.

Finance

The Finance Division is responsible for the oversight and management of the City's financial resources. The division provides service to citizens and others having financial dealings with the City, and is organized into two (2) primary functions:

Department Summaries

Administration

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

Expenditure budgets within this division also include payment of premiums for city-wide benefits in various internal service funds. These premiums include medical/prescription, vision services, dental services and life insurance. Additionally, premium payments for the City's insurance for worker's compensation, property and equipment, and liability to the Yolo County Public Agency Risk Management Insurance Authority (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. This division also assists with procurement of special-order items, monitors the City's purchasing policies related to department purchases and administers the City's purchasing card program.

FY2023-24 Accomplishments

- Completed and published the Annual Comprehensive Financial Report (ACFR) in conformity with GASB requirements in a timely manner.
- Continued to development and update of multi-year forecasts for other major City funds.
- Successfully implemented replacement Payroll and Timekeeping software.
- Updated the City's actuarial report for the Other Post Employment Benefits (OPEB).
- Monitored all outstanding debt for refunding/refinancing opportunities.
- Presented a budget for the FY2024-25 consistent with the City's framework for fiscal sustainability; budget structurally-balanced; maintained prudent reserves; limited budget flexibility (mostly one-time) for highest priority needs; continued to address unfunded OPEB liabilities.
- Managed the City's investment portfolio to achieve significant returns on investments, while maintaining adequate liquidity and safety of public resources.
- Hired one (1) full-time Finance Clerk I, filling a vacant position.

FY2024-25 Goals

- Complete and publish the Annual Comprehensive Financial Report (ACFR) in conformity with GASB requirements in a timely manner.
- Update and implement revised city-wide policies related to travel, Cal-Card usage and overall purchasing.
- Begin the transition and implementation of the new Utility Billing module in the City's ERP system.
- Complete and implement all SB998 requirements with regards to Utility Billing.
- Hire a new Senior Accountant filling a vacant position.
- Begin the process to complete an update to the City's water and sewer utility rates.
- Update the citywide cost allocation plan.

Department Summaries

- Assist the Public Works department in an update and review of funding allocated to citywide vehicle and equipment replacements.

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 maintenance of the City's computer systems. These systems provide general office automation support and 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 information systems services that are needed to operate and maintain specialized decision support systems.

FY2023-24 Accomplishments

- Business Process – IT, Finance, and Human Resources continue to blaze forward on the new ERP project deployment. Human Capital Management was phase II of IV of this monumental endeavor. Human Capital Management includes Human Resources, Payroll, Recruiting, and Timekeeping. Go Live for this new system was on January 1, 2024, and we successfully went live with most of the new system. As expected, the first few months were a little rocky, and we will continue to roll out additional features as part of this project phase. This includes a new employee web portal, new recruiting tools, and an electronic workflow for employee changes.
- Innovation – Our Geographic Information Systems (GIS) Team continues to push the boundaries of what is possible with GIS. In 2015, the governor signed a Racial and Identity Profiling Act, which requires officers to collect demographic data from police encounters and submit it to the DOJ for review. We relied on GIS tools to meet this need the first year, but in year two (2), the reporting requirements were changed, and additional info needed to be collected and revalidated with the DOJ. These constant changes require time and a lot of effort on the GIS and Police side to meet the new rules. The majority of California law enforcement agencies use third-party solutions, which can be a costly ongoing expense, but we developed this in-house with the GIS technology we already had available to us. In addition, our team merged the RIPA question list with the Police Department's field interview card to streamline data collection for the Officers in the field.
- Business Process – IT is ahead of schedule on the Microsoft 365 migration. This migration takes the City from a self-hosted email system and locally installed applications to the cloud. This is a highly complex process that has so far been completed with no downtime. Unfortunately, in the middle of our migration, the government threw a wrench into our meticulously mapped-out plan with Assembly Bill 1637, which requires local governments to transition their domain name to a ".gov" address. The City of Woodland quickly registered "@cityofwoodland.gov" and promptly started the migration. We quickly discovered it was a lot smoother for our end users to migrate

Department Summaries

users to .gov before completing the Office 365 migration. With this wrench in the plans, we are still on track to have the users migrated.

FY2024-25 Goals

- Business Process – IT will continue to push forward on the ERP system transition this year with Tyler EPL, which will significantly improve Planning, Permitting, Business Licensing, Inspection, and Citizen Reporting. As part of this transition, we will significantly enhance efficiency by going live with a much-needed digital plan review process. Staff will no longer be required to transfer oversized plans between staff for review; the new process will allow staff to review and mark up plans digitally. As we continue into phase III of this project, IT will continue to roll out features from phases one and two that staff did not have time to focus on during go live.
- Organizational Efficiency - The current process of manually GPS mapping assets during construction in Woodland is time-consuming, potentially hazardous, and inefficient. City staff must be physically present in open trenches, leading to safety concerns and resource inefficiencies. We aim to modernize asset mapping processes in Woodland by leveraging ESRI's Site Scan technology. Drone technology offers a new approach to map data collection, significantly speeding up the process compared to traditional methods of GPS collection. Drones equipped with high-resolution cameras can capture aerial imagery of a project site in minutes. This newly captured imagery can then be used back in the office to quickly update the GIS data layers with a high degree of spatial accuracy, all while keeping staff safely out of the work zone and not slowing down the on-site construction crews. Advanced drones can be programmed for autonomous flight paths, allowing them to cover large areas efficiently without constant manual control. This significantly speeds up data collection processes and provides uniform results over a project's life.
- Organizational Efficiency—With the pending successful transition from on-prem email to Microsoft-hosted Office 365, there are many additional features we are not yet embracing. IT will expand the use of Office 365 features within the organization, focusing on implementing OneDrive for file storage, exploring SharePoint for network share organization, and embracing Microsoft Teams for enhanced collaboration. This will include providing training on Teams features and best practices. Encourage teams to use Teams for daily communication and collaboration.

Office of Equity, Environment, Economy and Engagement

The office of Equity, Environment, Economy and Engagement leads the City's efforts on Diversity, Equity and Inclusion (DEI), including the City's Equity Action Plan, Environmental Services and Sustainability, economic development and communications centered around community engagement.

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:

Department Summaries

- **Environmental Compliance:** Leadership of community energy conservation and greenhouse gas reduction programs, 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, 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.

FY2023-24 Accomplishments

Equity

- Presented first annual Equity Action Plan report to City Council in January 2023.
- Continued to regularly meet with the city-wide DEI staff committee, including consultation on staff survey.
- Completed first cohort of Civic Fellowship Program in August 2023; launched second cohort recruitment in Spring 2024.
- Supported culturally-inclusive celebrations and initiatives, such as the City Council's land acknowledgement, the new Global Rice Festival, La Piedad Sister City initiatives, and more.
- Continued prioritizing equity and accessibility in communications.
- Analyzed internal DEI staff survey, which achieved 37% full-time employee response rate, with the goal to increase response rate to 50% in 2024.
- Promoted the Beeline microtransit service for more accessible public transit, with record ridership the week of March 25, 2024.
- Developed template for department-level equity action plans.
- In collaboration with Human Resources, launched mandatory anti-harassment training as a result of responses from the above DEI staff survey.

Environment

- Successfully partnered on two (2) major regional grants, the Yolo County Regional Resilience Collaborative (Office of Planning and Research grant) and the County-wide Zero-Emission Vehicle Action Plan (Caltrans Sustainable Communities grant).
- Sustainability Advisory Committee hosted first-ever "Green Drinks" social event for sustainability-minded Woodlanders to connect and learn about City programs.
- Adopted City of Woodland Active Transportation Plan.
- Hosted "Spring Thing" event with Tuleyome at the Woodland Regional Park Preserve.
- Implemented new, user-friendly Chargepoint electric vehicle charging technology.

Department Summaries

- Continued outreach using multiple channels, including radio ads, the electronic billboard along I-5, press releases, utility bill inserts, brochures, Waste Management newsletters and mailers, social media, EnviroWoodland e-newsletters, website updates, and more.
- Hosted and participated in several community outreach events, including the Water-Wise Landscape Tour, California Honey Festival, Woodland Street Cruisers Car Show, C-10 Truck Intervention Car Show, and several water-wise workshops and food scrap pail giveaways.
- Continued to sponsor EcoHero environmental performances through in-person and virtual assemblies for elementary schools.
- Continued to develop and implement SB 1383 compliance measures.
- Updated and promoted the Waste Wizard & Collection Calendar, in which there were over 17,100 collection schedule views and over 6,900 material searches.
- AquaHawk water-use portal: exceeded 7,300 total users; used tool to identify over 305 residential and commercial water leaks.
- Partnered with Rachio, a weather-based irrigation controller manufacturer, to provide discounted controllers to 27 Woodland residents.
- Provided 97 water conservation-related rebates for weather-based irrigation controllers, mulch, and rain barrels.
- Provided 24 compost, vermicompost, and electric compost bin rebates.
- Continued progress of the Electrify Yolo Project to use \$150,000 grant funds to install two (2) EV charging stations and expand EV charging in Woodland.
- Continued work using a \$203,000 CalRecycle grant for weed abatement and barrier installation at the Old City Landfill and Woodland Regional Park.
- Provided necessary resources and assistance to water customers to reach the Stage 2 water contingency plan measures to align with the Governor's drought restrictions.
- Supported Sustainability Advisory Committee work, including funding recommendations, review of a Berkeley graduate school analysis, community input session, and more.

Economic Development

- Continued to support parklet permit program; verified all downtown parklets have been regularly maintained.
- Continued development of new hotels and new retail.
- Strengthened collaboration with Woodland Chamber of Commerce, particularly on events and communication.
- Completed Woodland Research and Technology Park entitlement process.
- Held first Food Front industry leaders mixer in a year and half in March 2024.
- Collaborated with Greater Sacramento Economic Council to attend World Agritech Innovation Summit in San Francisco, with an emphasis on The Food Front and AgStart.
- Staff actively participated in the Yolo County Workforce Innovation Board (WIB) and collaboration with YoloWorks "One Stop Shop" job center.

Department Summaries

Engagement

- Maintained internal Communications Plan that prioritizes equity and engagement, particularly “meet people where they are” and “repeatability” strategies.
- Continued to implement consistent, professional media and press release system.
- Continued to coordinate regular internal communication between City staff involved in customer service, social media, and public relations.
- Continued to strengthen local press relationship with the Woodland Daily Democrat.
- Maintained an improved communications relationship with Woodland Joint Unified School District and collaborated on key initiatives.
- Continued to establish a new City brand and logo.
- Maintained “Woodland Weekly” regular external updates, with roughly 2,900 weekly email opens and roughly 7,200 total subscribers.
- Increased quantity and quality of social media engagement: for example, @CityofWoodland Facebook stats from Jan. 1, 2023 to Spring 2023 with comparison to calendar year 2022:
 - 135,483 total reach (+75.3%)
 - 13,100 content interactions

FY2024-25 Goals

Equity

- Continue expanding culturally-inclusive celebrations and initiatives, such as new Global Rice Festival in October 2024.
- Continue improving language accessibility by prioritizing translation in various media capacities.
- Continue to expand and improve our housing resources, particularly for low-income renters and the unhoused population, and achieve California Housing and Community Development “Prohousing” status in Summer or Fall 2024.
- Prepare second “annual report” on Equity Action Plan progress in January 2025.
- Establish each department’s specific equity action plan.
- Continue to expand internal data efforts and tracking, including ability to assess trends in multilingual staff hiring.
- Continue to investigate DEI training options for City staff.
- Better communicate purpose and goals of Equity Action Plan with City staff and community.
- Explore opportunities to improve City reporting procedures.

Environment

- Complete RFP process for a contractor to lead ZEV (Zero Emission Vehicles) Action Plan efforts.
- Open Woodland Regional Park Preserve.
- Complete narrative digital asset that articulates City’s progress on Climate Action Plan.
- Continue participating or hosting outreach and education events throughout the year.
- Continue working towards compliance of SB 1383 measures and develop an enforcement program.

Department Summaries

- Finish updating the Environmentally Preferable Purchasing Policy (EPPP).
- Work towards updating the C&D ordinance for better compliance and more equitable customer service.
- 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.
- Finish and close out the \$203,000 CalRecycle grant to complete the remaining erosion control and weed abatement at the Old City Landfill and Woodland Regional Park.
- Install two (2) key bike projects: additional striping on Court Street and Woodland Bike Loop signage and promotional materials.

Economic Development

- Open three (3) new hotel properties.
- Host second “Food Front CEOs” event in Summer 2024 at La Tourangelle.
- Launch reinvigorated Food Front campaign, including events, stories, social, and webpage.
- Announce “The PLANT” project in collaboration with UCANR and WRTP team.

Engagement

- Develop “Budget in Brief” informational leaflet to better educate residents about City finance.
- Develop ARP spending span update to better educate residents.
- Refresh and remodel City Hall wayfinding and signage.
- Develop City staff “human-interest” campaign.
- Draft regular all-staff internal communications.

ADMINISTRATIVE SERVICES

<u>Source of Funds</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	Budget FY2024-2025
General Fund Support	\$ 2,633,491	\$ 2,866,361	\$ 3,354,767	\$ 5,261,597	\$ 4,778,582
General Fund Fees & Charges	-	-	-	-	-
Internal Service Funds	14,076,101	13,929,090	14,249,933	16,242,644	19,361,379
Investment Fund	(2,061)	148,941	(2,061)	278,971	447,939
Measure J	254,840	249,032	-	-	-
Measure R	-	-	247,800	267,581	250,000
Enterprise Funds	797,091	1,057,069	1,214,391	1,725,106	2,160,767
Special Revenue	67,423	234,803	92,603	446,692	323,448
Measure F	11,244	39,993	50,513	53,658	192,510
Spring Lake	10,524	14,626	15,078	7,137	13,575
Total Funding Sources	\$ 17,848,653	\$ 18,539,916	\$ 19,223,025	\$ 24,283,385	\$ 27,528,200

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	Budget FY2024-2025
111 City Council	\$ 131,665	\$ 157,547	\$ 188,432	\$ 193,301	\$ 206,700
112 City Clerk	282,590	228,791	346,237	341,485	294,420
113 EEEE	-	-	15	1,001,685	1,028,731
114 City Attorney	217,191	302,412	270,177	375,770	350,200
115 City Manager	778,491	1,059,702	1,212,637	3,098,980	2,359,797
116 Human Resources	484,625	660,724	742,918	757,360	879,125
118 Economic Development	-	-	-	3	-
131 Finance Administration	9,895,120	9,889,586	9,281,051	10,696,511	12,273,504
132 General Accounting	1,117,991	1,450,784	1,652,100	1,505,171	2,019,771
133 Information Systems	1,761,256	1,775,207	2,162,710	2,286,677	3,451,290
134 General Services	2,924,467	2,765,790	3,118,568	3,758,437	4,410,493
135 Central Stores	417	341	379	426	4,169
138 Measure J/R	254,840	249,032	247,800	267,581	250,000
Total Expenditures	\$ 17,848,653	\$ 18,539,916	\$ 19,223,025	\$ 24,283,385	\$ 27,528,200

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	Budget FY2024-2025
111 City Council	\$ 131,665	\$ 157,547	\$ 188,432	\$ 193,301	\$ 206,700
112 City Clerk	282,590	228,791	346,237	341,485	294,420
113 EEEE	-	-	-	-	4,700
114 City Attorney	217,191	302,412	270,177	375,770	350,200
115 City Manager	749,157	955,320	1,081,302	3,024,204	2,182,309
116 Human Resources	476,373	616,382	688,894	696,075	813,796
118 Economic Development	-	-	-	3	-
131 Finance Administration	421,543	328,413	284,403	203,374	402,832
132 General Accounting	314,913	420,178	473,161	417,106	517,174
134 General Services	32,834	5,918	21,782	9,854	2,281
135 Central Stores	417	341	379	426	4,169
138 Measure J	254,840	249,032	-	-	-
Total Expenditures	\$ 2,881,522	\$ 3,264,334	\$ 3,354,767	\$ 5,261,597	\$ 4,778,581

Department Summaries

Expenses by Category				Unaudited	Adopted
	Actual	Actual	Actual	Actual	Budget
Expenditures	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 3,603,898	\$ 4,066,226	\$ 4,759,292	\$ 5,272,712.62	\$ 6,181,134.00
Supplies & Services	10,757,932	12,042,159	11,719,644	16,391,407	15,451,198
Education & Meetings	71,669	121,005	130,765	134,015	153,773
Debt Service	-	-	-	-	-
Capital Expenses	1,749	(22,506)	94,353	85,869	430,000
Other Operating Expenditures	3,413,405	2,333,032	2,518,971	2,399,382	5,312,095
Transfers	-	-	-	-	-
Total Expenditures	\$ 17,848,653	\$ 18,539,916	\$ 19,223,025	\$ 24,283,385	\$ 27,528,200

General Fund Expenses by Category				Unaudited	Adopted
	Actual	Actual	Actual	Actual	Budget
Expenditures	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 1,738,542	\$ 1,982,970	\$ 2,245,136	\$ 2,193,102	\$ 2,414,107
Supplies & Services	997,446	1,106,760	923,210	2,893,760	2,167,490
Education & Meetings	62,284	103,990	111,772	102,034	118,050
Debt Service	-	-	-	-	-
Capital Expenses	-	-	-	-	-
Other Operating Expenditures	83,250	70,614	74,649	72,701	78,934
Transfers	-	-	-	-	-
Total Expenditures	\$ 2,881,522	\$ 3,264,334	\$ 3,354,767	\$ 5,261,597	\$ 4,778,581

Expenses by Fund				Unaudited	Adopted
	Actual	Actual	Actual	Actual	Budget
Fund	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
2011 Facilities Replacement	\$ -	\$ -	\$ -	\$ -	\$ 100,000
2013 Benefits Fund	9,414,960	9,349,670	8,936,413	10,146,099	11,336,548
2015 Information Systems Fund	1,761,256	1,775,207	2,162,710	2,286,677	3,451,290
2091 Self Insurance Fund	2,899,885	2,804,213	3,150,811	3,809,868	4,473,541
1101 General Fund	2,881,522	3,264,334	3,354,767	5,261,597	4,778,582
1102 Measure R	-	-	247,800	267,581	250,000
1103 Investment Fund	(2,061)	148,941	(2,061)	278,971	447,939
2210 Water Enterprise Fund	358,375	516,388	610,492	867,932	1,091,850
2220 Sewer Enterprise Fund	353,139	430,342	501,387	462,687	652,658
2221 Storm Drain Enterprise Fund	18,471	16,679	3,745	2,764	6,552
2222 Wastewater Pre-Treatment Fund	67,106	69,426	68,458	68,152	88,127
2250 Recycling Fund	2,269	8,079	10,103	293,969	278,626
2252 Const/Demo Debris Recycle Fund	4,538	16,157	20,205	29,602	42,954
1325 State Grants	-	-	-	122,510	-
1359 Fire Suppression District Fund	8,988	9,314	12,502	2,683	6,075
1365 Environmental Compliance Fund	6,746	23,997	30,307	247,677	222,263
1381 Gibson Ranch L&L	9,627	9,755	12,970	8,143	19,777
1383 N Park L&L District	1,808	1,835	2,439	1,527	3,647
1384 SP Assess Streng Pond Land	3,649	3,705	4,924	3,081	7,303
1386 Used Oil Recycling Grant	-	-	-	8,439	15,000
1387 Woodland West L&L	1,479	1,502	1,996	1,248	3,046
1389 Spring Lake L&L	19,929	16,709	12,812	22,335	18,035
1391 Sports Parks O&M CFD	10,606	14,311	10,932	19,215	15,476
1392 Gateway L&L	4,591	4,734	3,721	6,432	6,127
1393 Prudler Mall Expansion CFD	-	-	-	3,403	6,699
1507 Measure F	11,244	39,993	50,513	53,658	192,510
1601 Spring Lake Administration	10,524	14,626	15,078	7,137	13,575
Total Expenditures	\$ 17,848,651	\$ 18,539,915	\$ 19,223,025	\$ 24,283,385	\$ 27,528,200

EMPLOYEE SUMMARY BY DEPARTMENT - ADMINISTRATIVE SERVICES

Classification	FY2021/22	FY2022/23	FY2023/24	Proposed Changes	FY2024/25
Administrative Services					
Administrative Services Director	1	1	1		1
Accountant I/II	1	0	0		0
Accounting Technician	0	0	0		0
Applications, Analyst Sr.	1	0	0		0
Business Engagemnt Reoursces Cons Mgr	0	0	0		0
Chief Information Officer	0	1	1		1
City Clerk	1	1	1		1
City Manager	1	1	1		1
Communicatons & Strategic Policy Manager	1	1	1		1
Conservation Coordinator	0	2	2		2
Data Services Manager	0	1	1		1
Executive Assistant to the City Manager	0	1	1		1
Finance Clerk I	2	0	0		0
Finance Clerk I/II	0	2	2		2
Finance Officer	1	1	1		1
Finance Services Manager	0	0	0		0
Finance Specialist	4	4	4		4
Finance Supervisor	0	1	1		1
GIS Analyst	1	1	1		1
GIS Technician II	0	1	1		1
Human Resources Analyst II	0	0	0		0
Human Resources Clerk	1	0	0		0
Human Resources Tech	0	1	1		1
Human Resources Manager	1	1	1		1
Information Systems Technician I	1	1	1		1
Information Systems Technician II	0	1	1		1
Information Technology Analyst	2	0	0		0
Information Technology Manager	1	0	0		0
Management Analyst I/II	1	1	1		1
Programmer Analyst	0	1	1		1
Secretary to the City Manager	1	0	0		0
Senior Accountant	1	1	1		1
Senior Environmental Analyst	0	1	1		1
Senior HR Analyst	1	1	1		1
Senior Management Analyst	0	0	0		0
Systems Analyst, Sr.	1	0	0		0
Technical Services Manager	0	1	1		1
Total Adminitrative Services	25	29	29		29

COMMUNITY DEVELOPMENT

The Community Development Department (CDD) is made up of six (6) divisions: Administration, Planning, Building, Development Engineering, Transportation Engineering, and Utility Engineering. CDD strives to provide efficient and effective land use and environmental planning, development, transportation, capital and utility engineering, building inspections, code compliance, and plan check services.

The department supports the City Council's Priority Goals and Strategic Plan, primarily in the areas of economic development, public safety & infrastructure, and improving quality of life. Initiatives such as the completion of the Second Aquatic Complex, advancing development of the Woodland Research and Technology Park, completing the comprehensive zoning code update, facilitating neighborhood traffic calming, strengthening of Code Enforcement efforts, development of the Pacific Flyway Pond, renewal of the Water Pollution Control Facility (WPCF) National Pollutant Discharge Elimination System (NPDES) permit, and the completion of several large road rehabilitation projects are priority projects for the department.

Administration

The administration division is responsible for the management and oversight of the CDD's budget, the development of the Capital Improvement Program, ADA Coordination efforts, and a wide variety of support services for all other department divisions including but not limited to contract processing, invoice entry, website maintenance, automation and digitization of processes, and other services as needed.

Administration division employees serve as a central resource for not only City Hall but, the City as a whole, liaising important information to both the public and staff promptly across all departments as they screen in-person visitors, phone calls, emails, letters, and more to ensure that the citizens of Woodland can get the service they need.

FY2023-24 Accomplishments

- Managed the City's business license program.
- Staff assisted nearby cities by participating in interview panels.
- Completed mandated City, State, and Federal reporting.
- Performed various intra-department reports and analyses.
- Entered/Processed:
 - Fee estimates
 - Legal inquiries and payment
 - Long and short-term fee deferrals for developments
 - Liability accounts/developer deposits (escrow accounts)
 - Public records requests
 - ADA requests
 - Lease agreements
 - General billing/Accounts Receivable/Accounts Payable
 - Capital project management:
 - New project creation and set-up
 - Expense and funding allocation

Department Summaries

- Purchasing documentation:
 - Contracts
 - Requisitions/Purchase Orders
- Secured a \$50,000 grant through SB379 for automatic solar permitting compliance.
- Worked with Public Works to install new LED lighting in compliance with State mandate.
- Installed badge readers and additional Samsara GPS trackers in the CDD fleet.
- Started digitization/modernization project for department documents.
- Implemented Environmental Services Construction & Demolition (C&D) process improvements.
- Hired and trained two (2) new administrative staff.

FY2024-25 Goals

- Complete Energov (EPL) implementation and provide the following new services:
 - Acceptance of credit cards for payment
 - Online application for Permits and Licensing
 - Deploy 'Woodland 311' application, allowing citizens to quickly relay concerns to City staff
 - Online scheduling of inspections
- Utilize \$2M+ in PG&E Rule 20A work credits to underground utility lines in the City.
- Assess opportunities for process improvements across CDD.
- Continue efforts to ensure ADA compliance throughout the City.
- Update CDD's website for ADA-compliance to allow an easier way for navigation.
- Introduce digital forms for online processing for CDD processes not captured by EPL.

Planning Division

The Planning division provides services to enhance and preserve the physical, social, and economic quality of the City and is generally responsible for:

- Information regarding property use and development for residents, contractors, and developers.
- Review and processing of new development applications.
- Implementation of the California Environmental Quality Act (CEQA) as it pertains to development and/or land use proposals.
- Advanced planning including preparation, interpretation & implementation of the General Plan, Zoning Code, Historic Preservation Ordinance, portions of the Tree Ordinance, and Specific Plans including Spring Lake and the Woodland Research and Technology Park (WRTP), as well as the preparation of new Specific Plans and development master plans such as Gateway II; and the annexation of new growth areas into the City of Woodland municipal boundary (Barnard Court, Pirmi, Northeast Industrial Area).
- Implementation of legislation regarding housing development, transportation, and environmental review.
- Coordination and participation in regional planning efforts with the Yolo Local Agency Formation Commission (LAFCo), Sacramento Area Council of Governments (SACOG), and Greater Sacramento Economic Council (GSEC).
- Woodland Planning Commission appointments and other appointed commissions.

Department Summaries

The current and advanced planning sections provide 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, and City Manager so that they can make recommendations and decisions. The Planning division 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, housing legislation, and the CEQA so that resulting actions preserve and enhance the built environment, preserve historic resources, facilitate resource conservation, sustainability and energy efficiency, and improve residential economic vitality of the community. The division works 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.

The goals and actions of the Planning division are made through the implementation of the General Plan to facilitate the Council's priority goals and strategic plan for 2024-25. In particular, actions, policies, and regulations implemented through the planning process serve to meet both quality of life, and economic development/downtown goals. These actions include the promotion of healthy and purposeful living, and implementation of sustainability considerations, ensuring an adequate supply of housing for all socioeconomic levels, jobs, as well as land for open space and recreation purposes, to provide a community that offers an exceptional place to live, learn, work, and play.

FY2023-24 Accomplishments

- Staff provided customer support and information to residents, businesses, and development interests regarding questions on all aspects of land use and development. Inquiries included:
 - Land use
 - Zoning & setback information
 - Code compliance
 - Preparation of zoning verification letters for non-conforming structures
 - Property history
- Prepared staff reports, notices, agendas, and presentations for the Planning Commission.
- Provided planning support for City Manager and Economic Development efforts including:
 - Site visits
 - Meeting with prospective development interests
 - Identification of opportunity sites
 - Facilitation efforts to streamline review processes
- Provided zoning clearance review for business licenses and plan checks to ensure compliance with the General Plan and zoning policies and regulations.
- Managed annual Cannabis Business permits and operating agreement renewal reviews.
- Provided timely review of plan check submittals, including residential plot plans, commercial projects, and industrial projects.

Department Summaries

- Continued to update and enhance the City’s website and utilized other digital tools for Planning related communications for public interests, including:
 - Updates on various housing legislation
 - ADU opportunities and requirements
 - Entitlement review processes
 - “Public friendly” summaries of commonly requested zoning information (signs, fences, ADUs, etc.)
 - Project information summaries
- Continued to research and implement ways to streamline review processes in order to improve communication and project workflow with other City divisions.
- Processed and initiated fee estimates and fee deferral agreements.
- Facilitated bi-weekly Development Review and Coordination (DRC) meetings amongst various City departments to ensure cross-division coordination and communication on development projects.
- Supported site plan and design for the East Beamer Way Emergency Shelter Permanent Supportive Housing and Transitional Housing Development project.
- Provided support for Code Enforcement to assist in resolving issues related to non-conforming uses, and property condition and use concerns.
- Completed plan check consistency review for prior approval entitlements for the following:
 - Fourth and Hope Boarding Room | 814 Court Street
 - Staybridge Suites | 1490 E. Main Street
 - Courtyard by Marriot | 1981 E. Main Street
 - Hilton Home2 Suites | 441 Douglas Lane
 - Woodland Depot | 1670-1680 E. Main Street
 - Sprouts Main Street Marketplace | 1430-1460 E. Main Street
 - Western Dental | 2 Main Street
 - Vista del Robles | 310 W. Main Street
 - Woodland Mosque | East and Oak
 - Merritt Ranch and Pioneer Village Final Maps | Spring Lake
- Reviewed and/or approved residential infill development projects:
 - 32-unit Cottonwood Apartments | W. Beamer and Cottonwood
 - 10-unit Residential Infill | 530 Community Lane
 - 38-unit Beamer Apartments | 1021 Beamer Street
 - 23-unit Armfield Multifamily | 1223 Armfield Ave
 - 12-unit Mixed Use Project | 25 East Street
 - 4-unit Townhomes | 595 Matmor Road
 - 4-unit Roth Residential Mixed-Use Renovation | 427-429 Main Street
- Completed several site plan and design review, sign permits, alcohol license requests, parcel maps, lot mergers, and lot line adjustments.
- Provided zoning clearance review for all accessory structures, patio covers, and other similar structures.
- Facilitated and completed pre-application reviews.

FY2024-25 Goals

- Implement the 6th Cycle Housing Element.
- Submit Annual Housing Report to the California Department of Housing and Community Development (HCD).

Department Summaries

- Manage commercial cannabis request for proposal (RFP) process for four (4) conditional use permits.
- Complete and present the Armfield/Lemen Avenue Neighborhood Framework Plan.
- Continue to manage grant applications related to SB2, LEAP, and REAP grants.
- Release the public review draft Comprehensive Zoning Code (CZC) update and launch of the community outreach process.
- In partnership with the Community Services Department (CSD), process and adopt updates to the City's tree ordinance for the protection of established trees associated with commercial sites and development projects.
- Adopt the WRTP Specific Plan and Environmental Impact Report (EIR).
- Provide staff support to the SACOG Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) update.
- Assist implementing the Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP).
- Continue to facilitate the NW annexation of multiple private properties and projects within the City's sphere of influence to allow greater local control over land use and enforcement, including Barnard Court, Westucky, and Pirmi Industrial areas.
- Provide staff support and review of Yolo County interagency requests.
- Continue implementation of the Spring Lake Specific Plan.
- Prepare annual Model Water Efficient Landscape Ordinance (MWELO) reports to the State on meeting State water conservation landscape requirements.
- Complete the CZC Ordinance update including a public outreach program.
- Refine objective development standards for residential and commercial projects to ensure high-quality and context-sensitive development.
- Evaluate and provide recommendations to the Planning Commission and City Council regarding opportunities for increased densities where appropriate and consistent with General Plan policies and objectives.
- Evaluate and update the entitlement review process to ensure streamlined and efficient review of General Plan and Zoning code-compliant development projects, as well as appropriate fees and public review procedures based on project complexities and potential for development or use-related impacts.
- Implementation of post-certification, Housing Element action items.
- Continue to support the build-out of the Spring Lake Plan development area.
- Continue to facilitate new housing development projects as well as facilitate the design and planning of innovative infill housing when possible.
- Complete the competitive review and selection process for commercial cannabis entitlements.
- Evaluate and amend the City's cost recovery entitlement fees, including Building, Engineering, Fire, and Planning fees based on the CZC update.
- Continue staff support for the Planning Commission.
- Reinitiate and facilitate the Heritage Home Awards program.
- Continue to assist Code Enforcement efforts through Zoning code assessment and /or updates.
- Provide support in the processing of minor permits and reviews including signs, site, and design review applications for new development proposals.
- Assist in the planning, entitlement, financing, and development of innovative homeless affordable and attainable housing.

Department Summaries

- Facilitate public engagement to capture broad, city-wide feedback on projects that require neighborhood input, and avoid special interest-only representation at public meetings and hearings.
- Identify workflow efficiencies both internal to planning and between CDD divisions through file management, and project management strategies.
- Continue facilitation of DRC meetings.
- Support staff in continuing education and personal career growth.
- Provide staff support to the new software update for the EPL Energov project.

Building Division

The 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. The Building division is comprised of two (2) departments: Building and Code Enforcement.

Building

The Building department 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 department include the Housing Code and the Abatement of Dangerous Buildings Code. City Codes enforced include but are not limited to: flood, addressing, and nuisance ordinances.

Building plan checks and inspections ensure 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 of life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations.

FY2023-24 Accomplishments

- Issued the following permits:
 - Three (3) new commercial buildings
 - 175 new single-family dwellings
 - 25 commercial tenant improvements
 - Two (2) commercial additions
 - 111 residential remodels
 - Eight (8) residential additions
 - Nine (9) accessory dwelling units
 - 251 residential solar permits
 - 11 commercial solar permits
- Issued approximately 2,500 permits in total and completed over 100 major plan reviews by staff and consultants, averaging ten (10) days for the first set of comments.
- Performed approximately 10,700 inspections over the course of the year, averaging 35 – 50 inspections per day.
- Attended the California Association of Building Officials (CALBO) annual seminar for continuous training and certification.

Department Summaries

FY2024-25 Goals

- Ensure the effectiveness of the department's programs by the continued use of resources through our consultants in maintaining a contract inspector and utilizing their expertise in plan checking.
- Streamline permit processes by implementing electronic submission and plan review through EPL.
- Continue and maintain International Code Council (ICC) certification and CALBO annual training and certifications.

Code Enforcement

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

FY2023-24 Accomplishments

- Processed 458 complaints.
- Successfully obtained Code Compliance Module Certifications II and III through the California Association of Code Enforcement Officers (CACEO).
- Monitored vacant and abandoned properties and stayed in touch with property owners or responsible parties to ensure the properties were maintained in a manner that promotes public safety.
- Successfully gained compliance with substandard housing conditions and assisted tenants in having a habitable environment by working in cooperation with property managers and property owners.
- Collaborated and worked in partnership with many City departments to address violations impacting City infrastructure, public safety, and overall aesthetics.
- Collaborated and supported the environmental inspectors to encourage business owners to comply with issues concerning the health and safety of the operation of food-related businesses.
- Worked productively with many departments in the Public Works Division such as Water, Sewer, Street, Electrical, and Trees when Code Enforcement assistance was needed to address violations.
- Provided support and followed up on enforcement to Environmental Division on Green Waste violations.

FY2024-25 Goals

- Maintain a positive working relationship and reputation with the community and other local agencies through voluntary compliance.
- Strive to educate the public regarding the benefits of Code Compliance within the community through social media and public outreach.
- Coordinate with other departments to develop a process for ensuring the collection of fines.
- Continue and maintain CACEO Certification and CACEO annual training.

Development Engineering

The Development Engineering division works with property owners wanting to improve a site through new development or modification of existing site improvements. This division also assists customers through the approval and development process while ensuring the City's public infrastructure is not adversely impacted by developments.

FY2023-24 Accomplishments

- Completed plan checking (civil improvements) necessary to support:
 - More than 136 new residential lots
 - 92 multi-family units
 - Nine (9) commercial developments
- Processed:
 - One (1) subdivision map
 - Three (3) parcel maps
 - 355 encroachment permits
 - 180 transportation permits
 - 26 hydrant permits
- Continued engineering support for East Beamer Way Emergency Shelter, Permanent Supportive Housing & Transitional Housing development, including site design review, property transfer, and easement agreement processing.
- Continued coordination with our IT department to improve user functionality of GIS software to promote improved records archiving and accessibility among CDD.
- Supported the Planning division in processing a multitude of entitlement requests while also supporting pre-application requests for information.
- Continued support in the processing of the WRTP, ultimately culminating in the completion, adoption, and annexation of the new specific plan.
- Provided customer support and information to residents, businesses, and development interests regarding any inquiries related to work occurring within the public right-of-way.
- Guided design efforts for the City's second aquatics complex, with bid advertisement scheduled for June 2024.
- Began construction of the CR-25A gap project from Parkland Avenue to Mickle Avenue.
- Completed design efforts for Gibson Road/SR-113 interchange modification project (CIP 19-13) and obtained a Caltrans encroachment permit.
- Achieved substantial completion for construction associated with the following Main Street corridor redevelopment projects:
 - Staybridge Suites | 1490 E. Main Street
 - Courtyard by Marriot | 1981 E. Main Street
 - Hilton Homes2 Suites | 441 Douglas Lanes
 - Woodland Ford | 30 Quality Circle
 - Woodland Depot | 1670-1680 E. Main Street
 - Sprouts Main Street Marketplace | 1430-1460 E. Main Street
 - Western Dental | 2 Main Street
 - Vista del Robles | 310 W. Main Street

FY2024-25 Goals

- Prioritize resources to implement strategic economic development projects and revitalize the downtown area.
- Work with customers wanting to improve land through either new development, modification, or redevelopment of existing sites.
- Implement new technologies and software to improve and expedite entitlement processing.
- Coordinate with Building, Planning, Public Works, and other transportation groups to ensure quality, low-maintenance infrastructure is being conducted.
- Assist customers through the development process while ensuring the City's public infrastructure will not be adversely impacted, by providing fair, consistent, and timely reviews of development projects.
- Assist in the processing of land acquisition and relinquishment.
- Coordinate plans and future infrastructure needs for the General Plan, Specific Plans, and annexations.
- Provide Spring Lake general administration services including:
 - Overseeing and coordinating inspection of the public infrastructure within Spring Lake to ensure new improvements are constructed with quality and economy
 - Preparing and adopting rules, policies, and ordinances to allow for the fair and equitable implementation of the buildout of the Spring Lake Specific Plan
- Process reimbursement requests for the Spring Lake Development projects eligible for reimbursement through the SLIF program.
- Complete the buildout of the Spring Lake community through entitlement efforts and processing of improvement plans and subdivision maps for the remaining developable land.
- Complete construction of the CR-25A Gap Project to improve circulation through the southern Spring Lake area.
- Close out construction efforts for challenging Main Street corridor redevelopment projects.
- Complete a substantial portion of construction associated with the second aquatic complex (project completion is scheduled for Nov 2025).
- Construct Gibson/SR-113 interchange modifications to remove a free right turn from the northbound off-ramp.
- Assist with post-specific plan approval efforts associated with the WRTP, including preliminary engineering and backbone roadway design.

Transportation Engineering

The Transportation Engineering division is responsible for transportation planning, engineering, grant funding application and expenditure coordination, pavement maintenance programming, traffic signal engineering, and transportation development project review. Transportation Engineering staff performs traffic studies that include accident analysis, traffic/signal operations, safety analysis, traffic calming, and traffic projections. The division also handles Capital Engineering projects and is responsible for the design and construction of Capital Improvement Projects (except public utility projects). This includes scheduling, cost management, environmental approval, right-of-way acquisition, grant funding application and management, design, construction award, construction management, and inspection.

FY2023-24 Accomplishments

- Coordinated with Public Works to complete roadway maintenance throughout the City.
- Assisted CDD staff with the creation and execution of contracts for construction, maintenance, and repairs for various City facilities.
- Provided significant and timely traffic engineering support to Planning, Development Engineering, Public Works, and Public Safety divisions.
- Responded to various documented and undocumented traffic-related complaints from the public.
- Provided temporary signal timing to accommodate work performed for capital projects as well as O&M maintenance crews and other contractors.
- Provided updated permanent timing for traffic signal improvements associated with capital and development projects.
- Coordinated with the Police Department for concentrated enforcement in identified problem areas.
- Continued to manage, design, and construct Capital Improvement Projects.
- Capital Improvement Project (CIP) staff managed or were actively involved in many design and construction projects, with the most notable being:
 - Sports Park Drive Pedestrian Overcrossing
 - E. Main Street Bicycle Improvements
 - Gibson Road Bicycle/Pedestrian Mobility Project (East St to West St. Rehabilitation)
 - Gibson Road Safe Routes to School Project (West St to CR98 Rehabilitation)
 - Annual ADA Improvement Projects
 - Traffic Calming Projects
 - Gum Avenue and Matmor Road Reconstruction Project
 - Annual Pavement Maintenance Projects
 - Spring Lake Park Projects
- CIP staff managed or were actively involved in many planning/study level reports, with the most notable being:
 - Local Road Safety Plan (LRSP)
 - Active Transportation Plan (ATP)
 - Downtown Main Street Feasibility Study
- Continued to inspect all development civil infrastructure including:
 - Spring Lake subdivisions
 - Infill residential development
 - Commercial development
 - Encroachment permits
- Continued to develop and expand staff skills and abilities:
 - One (1) Senior Associate Civil Engineer
 - One (1) Associate Engineer
 - One (1) Engineering Assistant
 - One (1) Engineering Technician
- Based on direction from upper management and City Attorney, the department continued to implement CIP procedures and practices as well as modified when necessary.
- Continued to train staff from other divisions regarding CIP procedures and best practices as well as Public Contract Law and associated requirements.
- Updated standard documents, Consulting Services Agreement forms, and standard General Conditions & Bid forms based on project experiences and changes to laws and regulations.

Department Summaries

- Monitored compliance with State/Federal Aid program requirements; communicated requirements to CDD project engineers.
- Maintained and updated the Federal Aid version of the General Conditions to streamline future updates.
- Completed Disadvantaged Business Enterprise (DBE) and Good Faith Effort (GFE) review of consultant proposals and contractor bid proposals.
- Continued monitoring, updating, and maintaining the City's pavement management system inventory.
- Provided review, oversight, and coordination of the establishment of temporary traffic control plans for City streets to prevent overlapping and conflicting traffic plans.
- Applied for and obtained funding from multiple grant funding sources.
- Received \$1.05 million in Federal funding for the I-5/SR 113 freeway-to-freeway connector project
- Received \$900k in Federal Reconnecting Communities grant funding in coordination with SACOG to study the East Street Road Diet.
- Coordinated with the Planning division on updates to the City's Zoning Code.
- Executed multiple CIPs funded by millions of dollars in grant and local funding.

FY2024-25 Goals

- Continue to increase staff knowledge regarding:
 - Traffic engineering
 - Pavement management
 - Pavement maintenance and rehabilitation strategies
 - ADA compliance regulations
- Consider bike and pedestrian planning and design including newer concepts as proposed by the Association of Pedestrian and Bicycle Professionals (APBP) and regional advances.
- Continue coordinating with the Planning division on the implementation of the transportation section of the General Plan.
- Continue coordinating with Public Works staff to complete special projects including:
 - Intersection restriping
 - Major maintenance projects
 - Planning for future work
- Continue assisting, training, and mentoring staff from other work groups in CIP procedures.
- Deliver the capital program including work on the following specific projects:
 - Design and construction of annual road maintenance projects (including bike lane and bike route striping and significant ADA upgrades required by FHWA/DOJ requirements)
 - Design and construction of annual ADA improvement projects to further improve ADA access throughout the City
- Continue implementation of the City's Traffic Calming Program.
- Continue management and inspection of CIPs.
- Continue applying for regional, State, and Federal grant funding to support City Infrastructure projects.

Department Summaries

Utility Engineering

The Utility Engineering division plans for the future needs of drinking water, recycled water, sewer collection, wastewater treatment, flood risk management, and storm drainage utilities. Utility Engineering staff identifies and corrects current deficiencies in the utility systems, maintains mandatory regulatory compliance with State and Federal agencies, and executes CIPs to meet future compliance and city-wide planning needs along with managing the overall water supply. Utility Engineering manages planning, design, and construction projects for all work on city-owned utilities. Utility Engineering also manages the City's flood risk management efforts.

FY2023-24 Accomplishments

Sewer

- Completed Water Pollution Control Facility (WPCF) Master Plan Phase II.
- Commenced the WPCF NPDES permit renewal.
- Commenced design for the WPCF Headworks Pumps and Grit System Rehabilitation Project.
- Commenced construction of WPCF Headworks Pump #2.
- Completed construction of 45 sewer laterals with cured-in-place liners (CIPP).
- Completed construction of sewer spot repair project at several locations.

Storm and Flood Control

- Completed construction of the Yolo Bypass West Levee Culvert Replacement Project.
- Completed design and construction of the South Ditch Widening Project.
- Commenced preliminary engineering and design of the Woodland Flood Risk Management project with the City's leading geotechnical engineering and hydraulics modeling efforts.

Water

- Completed Annual Water Quality Report and all State Water Resources Control Board (SWRCB) – Division of Drinking Water reporting, including over 1,500 water quality tests city-wide.
- Achieved a net storage volume in the aquifer storage & recovery wells of 2.8 billion gallons of water.
- Completed construction of the 2023 Water & Sewer Replacement project.
- Completed design and commenced construction of the 2024 Water & Sewer Replacement project.
- Commenced design of the 2025 Water & Sewer Replacement project.
- Commenced compliance planning for the California, “Water Conservation as a Way of Life” regulations.
- Commenced compliance work for the U.S. Environmental Protection Agency (USEPA) revised lead and copper rule which requires documentation of public and private side water laterals.
- Commented on pending water regulations including water conservation and hexavalent chromium.
- Tracked upcoming water regulations including perfluorooctanoic acid/perfluorooctane sulfonic acid (PFOA/PFOS) and microplastics.

Department Summaries

- Completed design and commenced construction of the Spring Lake Recycled Water Project (Recycled Water Phase II), which will replace approximately 200,000 gallons/day (700 acre-feet/year) of potable water use with recycled water.
- Completed demolition of four (4) native groundwater wells.

FY2024-25 Goals

- Initiate engineering work and alternative analysis for compliance with the California State Water Resources Control Board's Trash Implementation Program (Trash Amendment).
- Commence design and construction of a CIP sewer lateral project and a spot sewer repair project.
- Complete design and commence construction of the 2025 Water & Sewer Replacement project.
- Complete construction of the Spring Lake Recycled Water project as well as the 2024 Water & Sewer Replacement project.
- Commence construction of the WPCF Headworks Pumps and Grit System Rehabilitation project.
- Commence design of ASR Well #31.
- Continue water quality testing and reporting and commence USEPA Unregulated Contaminant Monitoring Rule V testing.
- Complete WPCF NPDES permit renewal.
- Commence compliance activities for the Regional Water Quality Control Board's (RWQCB) Nitrate Control Program for the recycled water utility (Path A).
- Commence compliance activities for the RWQCB's Nitrate Control Program for the WPCF (Path A).

COMMUNITY DEVELOPMENT

<u>Source of Funds</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
General Fund Support	\$ 293,792	\$ 439,284	\$ 952,879	\$ 943,250	\$ 1,985,194
General Fund Fees & Charges	3,227,472	2,941,297	3,260,287	2,774,621	2,147,500
Enterprise Funds	2,965,726	3,830,646	4,670,364	1,438,410	2,115,157
Special Revenue	283,221	335,024	424,193	2,710,460	2,713,025
Measure F	185,766	177,064	274,666	230,846	130,611
Development Funds/Capital	21,030	23,453	27,830	13,176	2,385
Redevelopment/Successor Agency	30,415	-	-	-	-
Spring Lake	60,255	62,466	78,519	60,250	75,702
Total Funding Sources	\$ 7,067,677	\$ 7,809,234	\$ 9,688,738	\$ 8,171,013	\$ 9,169,574

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
221 Administration	\$ 357,316	\$ 488,775	\$ 538,417	\$ 570,728	\$ 773,382
222 Planning	875,405	833,669	677,505	(26,645)	895,296
223 Building Inspection	1,168,564	1,218,349	1,391,642	1,398,997	1,536,380
224 Environmental Services	697,520	710,104	953,704	-	3,394
225 CDBG	-	-	-	-	-
226 Economic Development	590,260	270,471	840,792	300,613	216,267
227 Engineering	3,378,612	4,287,866	5,286,678	5,927,320	5,744,855
Total Expenditures	\$ 7,067,677	\$ 7,809,234	\$ 9,688,738	\$ 8,171,013	\$ 9,169,574

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
221 Administration	\$ 357,316	\$ 488,775	\$ 538,417	\$ 567,974	\$ 773,382
222 Planning	827,385	780,108	613,470	(69,383)	877,667
223 Building Inspection	1,067,878	1,103,270	1,262,512	1,272,058	1,403,522
224 Environmental Services	1,200	1,500	-	-	-
226 Economic Development	404,494	93,407	566,126	69,768	85,656
227 Engineering	862,992	913,521	1,232,641	1,877,454	992,467
Total Expenditures	\$ 3,521,265	\$ 3,380,581	\$ 4,213,166	\$ 3,717,871	\$ 4,132,694

<u>Expenditures</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 4,147,149	\$ 4,273,948	\$ 5,039,715	\$ 4,614,838	\$ 5,262,190
Supplies & Services	1,925,568	2,638,736	3,755,829	2,699,078	2,978,417
Education & Meetings	62,137	64,226	71,250	75,604	115,095
Debt Service	30,415	-	-	-	-
Capital Expenses	-	-	-	-	-
Other Operating Expenditures	880,814	832,325	821,945	781,493	813,872
Transfers	21,594	-	-	-	-
Total Expenditures	\$ 7,067,677	\$ 7,809,234	\$ 9,688,738	\$ 8,171,013	\$ 9,169,574

General Fund Expenses by Category					
	Actual	Actual	Actual	Unaudited	Adopted
<u>Expenditures</u>	FY2020-2021	FY2021-2022	FY2022-2023	Actual	Budget
				FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 2,238,654	\$ 2,381,368	\$ 2,793,691	\$ 2,958,432	\$ 3,097,186
Supplies & Services	590,546	371,299	794,112	84,932	308,413
Education & Meetings	47,817	48,918	53,583	56,315	79,420
Debt Service	-	-	-	-	-
Capital Expenses	-	-	-	-	-
Other Operating Expenditures	634,653	578,996	571,779	618,192	647,675
Transfers	9,594	-	-	-	-
Total Expenditures	\$ 3,521,264	\$ 3,380,581	\$ 4,213,166	\$ 3,717,871	\$ 4,132,694

Expenses by Fund					
	Actual	Actual	Actual	Unaudited	Adopted
<u>Fund</u>	FY2020-2021	FY2021-2022	FY2022-2023	Actual	Budget
				FY2023-2024	FY2024-2025
1101 General Fund	\$ 3,521,265	\$ 3,380,581	\$ 4,213,166	\$ 3,717,871	\$ 4,132,694
2210 Water Enterprise Fund	902,055	899,183	1,114,824	820,442	1,102,226
2220 Sewer Enterprise Fund	613,851	620,792	678,503	584,053	979,238
2221 Storm Drain Enterprise Fund	420	-	-	-	-
2222 Wastewater Pre-Treatment Fund	7,509	8,977	10,149	11,043	11,452
2250 Recycling	215,917	266,759	373,468	20,074	22,241
2252 Construction/Demolition Debris	22,239	10,953	8,756	-	-
1302 Transit System	1,203,735	2,023,981	2,484,664	2,798	-
1320 Community Develop. Block Grant	-	-	-	-	-
1324 Housing Assistance Grants	-	-	-	-	-
1325 State Grants	-	50,000	37,725	2,753	-
1354 Transportation Development	93,316	105,556	104,380	2,669,098	2,702,636
1358 Housing Monitoring Fund	113	126	126	126	126
1595 Woodland RTIF	-	-	-	29,279	-
1365 Environmental Compliance	173,879	170,063	271,175	9,203	10,263
1386 Used Oil Recycling Grant	15,913	9,280	10,787	-	-
1507 Measure F	185,766	177,064	274,666	230,846	130,611
1522 Successor Agency	30,415	-	-	-	-
1594 Spring Lake Capital	21,030	23,453	27,830	13,176	2,385
1601 Spring Lake Administration	60,255	62,466	78,519	60,250	75,702
Total Expenditures	\$ 7,067,677	\$ 7,809,234	\$ 9,688,738	\$ 8,171,013	\$ 9,169,574

EMPLOYEE SUMMARY BY DEPARTMENT - COMMUNITY DEVELOPMENT

Classification	FY2021/22	FY2022/23	FY2023/24	Proposed Changes	FY2024/25
Community Development					
Administrative Supervisor	1	1	1		1
Assistant Planner	1	1	1		1
Assistant Engineer	1	1	0		0
Associate Civil Engineer	0	0	0		0
Associate Engineer	3	3	3		3
Associate Planner	1	1	0		0
Assistant City Manager-Community & Econ Develop	0	0	0		0
Building Inspector I/II	0	1	1		1
Chief Building Official	1	1	1		1
City Engineer	0	0	0		0
Code Compliance Officer I/II	1	1	1		1
Community Development Clerk I/II	2	2	2		2
Community Development Director	1	1	1		1
Community Development Technician I	0	0	0		0
Community Development Technician I/II	2	2	2		2
Conservation Coordinator	1	0	0		0
Deputy CDD Director	0	0	1		1
Engineering Assistant	1	1	1		1
Engineering Technician I	1	2	2		2
Engineering Technician II	0	0	0		0
Engineering Technician III	2	1	1		1
Environmental Resource Analyst	1	0	0		0
Environmental Sustainability Manager	1	0	0		0
Junior Engineer	1	0	0		0
Junior Planner	0	0	1		1
Management Analyst I/II	0	1	1		1
Marketing & Business Relations Specialist	1	1	1		1
Principal Civil Engineer	1	1	2		2
Principal Utilities Civil Engineer	1	1	1		1
Principal Planner	2	2	0		0
Redevelopment Manager	0	0	0		0
Senior Building Inspector	1	1	1		1
Senior Building Plans Examiner	1	1	1		1
Senior Associate Civil Engineer	2	2	2		2
Senior Construction Project Manager	1	1	1		1
Senior Civil Engineer	1	1	0		0
Senior Engineering Assistant	0	0	0		0
Senior Engineering Assistant	2	1	1		1
Senior Management Analyst	1	0	0		0
Senior Planner	0	0	1		1
Transportation Engineer	0	0	0		0
Water Quality Specialist I/II	0	1	1		1
Total Community Development	36	33	32		32

COMMUNITY SERVICES DEPARTMENT

This department provides the community with a variety of life-enriching programs, special events, grant opportunities including the administration of the Community Development Block Grant (CDBG) entitlement program, recreation and senior programs, non-profit and community partner collaboration, affordable housing needs, cemetery services, parks maintenance services, and urban forestry services. The department is organized into five (5) separate divisions: Administration, Recreation, Parks Maintenance and two (2) internal services funds - Recreation Enterprise and Cemetery Enterprise.

Recreation and Human Services

The primary mission of this division is to provide recreational and cultural activities to improve the quality of life for Woodland residents. Additionally, this division aims to improve housing and programs for underserved populations.

FY2023-24 Accomplishments

- Increased Youth Basketball League participation by 11% from the 2022-23 season.
- Increased Summertime Fun Club participation by 27% from FY2022-23's report.
- Increased Summertime Fun Club Extended Care participation by 28%.
- Provided 9-week summer program for youth and teens, including an extended hour option that opened hours of operation from 7:30am - 5:30pm.
- Increased contract recreation revenue by 17% from FY2021-22.
- Increased facility rental revenue 45% from FY2021-22.
- Offered over 1,400 hours of Adult Lap Swim with over 14,000 participants.
- Provided free public swim opportunities (made possible with funding from Measure J) to over 9,000 visitors during the nine (9) weeks of summer.
- Provided swimming lessons to 1,201 participants.
- Operated the recreational swim team, Woodland Wreckers, which had 159 participants.
- With funding from Measure J, distributed \$22,000 in scholarships for income-qualified participants for the following programs: Summertime Fun Club, Summer Teen Pack, swim lessons, Woodland Wreckers Swim Team, and Youth Basketball League.
- Offered after school programming at Douglass and Lee Middle Schools (made possible with funding from Measure R) and had over 3,500 sign-in participants.
- Offered adult sports activities including league play of softball, volleyball, and basketball and drop-in activities such as badminton, volleyball, basketball, and pickleball.
- Implemented community engagement activities including a Fall Movie Series (Dive In Movie, Park Movie Night, and Movies on Main Street), Halloween Floating Pumpkin Patch, Cocoa with Santa Paws, a Polar Bear Plunge, Game On!, Valentine's Day Cookie Decorating, Woodland Writes, and You've Been Egged with funding from Measure R.
- The mobile recreation program, Rec2Go, had over 10,000 visitors with activities and games.
- Provided a city-wide 4th of July Celebration with activities including a Bike Parade, Swim Fest, Senior Center Ice Cream Social, various pre-show activities, and Firework show.
- Continued to waive over \$71,000 in player fees (made possible with funding from Measure J) to Woodland residents participating in the following organizations: Woodland Soccer Club, Babe

Department Summaries

Ruth, Woodland Little League, Cal Ripken, Woodland Girls Fast Pitch, Woodland Swim Team, and YMCA.

- Continued to collaborate with community partners to expand youth mentoring and childcare through Boys & Girls Club of America & Woodland Haven Child Care Center.
- Engaged with key community stakeholders and collaborated with WJUSD to assist in the development of the Woodland Community Call to Action.
- Processed the FY2023/24 CDBG action plan to allocate funds to support one (1) Public Infrastructure project (City's ADA project). Allocated funds to support five (5) Public Service Projects including but not limited to projects from Meals on Wheels, Yolo Food Bank, Yolo Wayfarer Center, and Northern California Children's Therapy Center.
- Funded the CoC Reallocation Permanent Supportive Housing Project (Yolo Wayfarer Center).
- Assisted Friends of the Mission with the continuation of services provided to the 61-unit Permanent Supporting Housing (PSH) project at the East Beamer Way Development that is funded through \$15.7 million State Homekey Grant.

FY2024-25 Goals

- Increase participation in the Youth Basketball League girls' divisions.
- Increase participation in summer volunteer programs.
- Increase participation in contract classes.
- Increase facility rental revenue.
- Set foundation for Spanish-language senior programs and classes.
- Establish new program offerings for the Senior Center.
- Increase Adult Sports participation compared to the prior year.
- Increase swim lesson registration by 5%.
- Increase After School Teen Pack participation equal to 5,000 sign-ins for the school year.
- Increase Summer Teen Pack participation by 10%.
- Reach 10,000 participants with the mobile recreation program Rec2Go and continue to offer recreation activities, engagements and opportunities.
- Offer scholarships for income qualified participants for the following programs: swimming lessons, Summertime Fun Club, Summer Teen Pack, Woodland Wreckers, Lifeguard Training, and Youth Basketball League with funding provided by Measure R.
- Continue to build partnerships with community groups.
- Secure \$3 million in HOME funding for a Multifamily Rental Rehabilitation Project.
- Continue to manage the disbursement of State Homekey grant funds for the 61-unit permanent supportive housing project at the East Beamer Way development.
- Successfully execute agreements for the new Walter's House Construction at the East Beamer Way Development.
- Facilitate the completion of at least three (3) CDBG-funded construction projects.
- Assist three (3) low-income households purchase homes with assistance from the City's First-Time Homebuyer's Loan Assistance program.
- Coordinate City funding assistance for an affordable housing project.

Parks, Facilities, and Urban Forestry

The primary mission of this division is to provide well-maintained areas for families and recreational

Department Summaries

oriented citizens to enjoy leisure and sporting activities in a setting that is safe, accessible and diversified with amenities.

The City of Woodland proudly provides more than 414 acres of parks and recreation facilities, including 159 acres of developed parkland and 24 acres of other facilities. Residents can enjoy the 27 mini-, neighborhood, and community parks, a community sports park, a 50-meter aquatics complex, and six (6) recreational facilities, including the 13-acre Woodland Community and Senior Center. This division also oversees the Urban Forestry Group, which is responsible for the maintenance and well-being of approximately 18,000 City owned trees. All of these amenities are funded from multiple sources, which include the general fund and various lighting and landscaping districts.

FY2023-24 Accomplishments

- Continued to perform wide range cyclical pruning in our older growth section of town.
- Assisted user groups in advancing new recreation facilities at the Sports Park for tennis, skate boarding, soccer, and girls Fast Pitch.
- Continued to work with the Tree Foundation on multiple tree planting projects to increase the City's overall tree canopy coverage.
- Continued to work with the design consultant and to identify funding options for the Southeast community aquatics complex.
- Continued to educate residents about the Tree Ordinance which includes regulations governing the planting, removal and preservation of street trees, other City trees, heritage trees, specimen trees, and landmark trees.
- Replaced and upgraded the backstop at Camarena Ballfield.
- Replaced the circulation pump and associated plumbing at Charles Brooks Community Swim Center.
- Replaced the two (2) playgrounds at Campbell Park and added a dog agility area.
- Completion of the expansions of Spring Lake Park, Jack Slaven Park, and Rick Gonzales, Sr. Park.
- Completed the Woodland Community & Senior Center Audio/Visual Replacement Project.
- Project began on the reconstruction of the multi-use courts at Crawford Park to convert them into exclusive Pickleball courts.

FY2024-25 Goals

- Update Park/Facilities Joint Use Agreement with WJUSD.
- 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.
- Break ground on the Southeast Community aquatics complex.
- Update the Cemetery fee schedule to reflect the current needs and changes.
- Obtain society of Municipal Arboriculture accreditation for the Urban Forest Master Plan.
- Project completion for the multi-use courts at Crawford Park to convert them to exclusive Pickleball courts.
- Repurpose the site of the previous Hiddleson Pool at Hiddleson Park.

COMMUNITY SERVICES

<u>Source of Funds</u>	Actual	Actual	Actual	Unaudited	Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	Actual FY2023-2024	Budget FY2024-2025
General Fund Support	\$ 4,726,858	\$ 4,756,203	\$ 5,308,764	\$ 5,152,809	\$ 5,862,624
General Fund Fees & Charges	326,972	629,504	692,118	739,516	621,450
Internal Service Funds	-	-	-	-	-
Measure J	970,904	1,220,393	1,321,858	4,383,324	2,148
Enterprise Funds	659,912	699,265	847,086	977,301	996,304
Special Revenue	3,788,264	13,079,451	8,714,256	5,574,892	5,397,603
Measure E	94,604	480,455	13,867	-	-
Measure F	-	645,097	236,111	1,193,732	195,459
Measure R	-	-	580,066	1,222,601	1,492,345
Development Funds/Capital	375	(27,290)	1,281	7,543	5,000
Total Funding Sources	\$ 10,567,889	\$ 21,483,078	\$ 17,715,406	\$ 19,251,719	\$ 14,572,933

<u>Division</u>	Actual	Actual	Actual	Unaudited	Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	Actual FY2023-2024	Budget FY2024-2025
441 Administration	\$ 1,445,720	\$ 1,821,284	\$ 1,812,324	\$ 1,817,210	\$ 1,928,911
442 Park Maintenance	6,184,871	7,374,850	7,169,802	8,372,082	8,710,396
443 Recreation	866,963	1,044,245	1,314,338	1,404,248	1,379,336
445 Housing/Grants	1,099,432	10,022,306	5,517,019	2,052,253	1,059,797
448 Measure J/R	970,904	1,220,393	1,901,924	5,605,925	1,494,493
Total Expenditures	\$ 10,567,889	\$ 21,483,078	\$ 17,715,406	\$ 19,251,719	\$ 14,572,933

<u>Division</u>	Actual	Actual	Actual	Unaudited	Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	Actual FY2023-2024	Budget FY2024-2025
441 Administration	\$ 1,445,720	\$ 1,821,284	\$ 1,812,324	\$ 1,817,210	\$ 1,928,911
442 Park Maintenance	2,827,769	2,697,934	3,241,394	3,182,225	3,571,849
443 Recreation	724,277	783,494	909,856	892,731	973,624
445 Housing/Grants	56,064	82,994	37,308	159	9,690
448 Measure J	970,904	1,220,393	1,321,858	4,383,324	2,148
Total Expenditures	\$ 6,024,734	\$ 6,606,100	\$ 7,322,740	\$ 10,275,649	\$ 6,486,222

Expenses by Category				Unaudited	Adopted
	Actual	Actual	Actual	Actual	Budget
Expenditures	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 3,814,064	\$ 4,035,803	\$ 4,800,255	\$ 4,954,413	\$ 5,405,595
Supplies & Services	2,929,710	11,867,526	8,959,576	5,435,213	4,602,645
Education & Meetings	16,915	32,000	43,533	32,845	44,400
Capital Expenses	135,843	1,377,825	626,804	1,248,189	459
Other Operating Expenditures	3,256,885	3,851,597	3,187,911	3,391,826	4,447,506
Transfers	414,472	318,328	97,328	4,189,233	72,328
Total Expenditures	\$ 10,567,889	\$ 21,483,078	\$ 17,715,406	\$ 19,251,719	\$ 14,572,933

General Fund Expenses by Category				Unaudited	Adopted
	Actual	Actual	Actual	Actual	Budget
Expenditures	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 2,707,197	\$ 2,917,045	\$ 2,890,784	\$ 2,656,317	\$ 2,824,199
Supplies & Services	1,535,159	1,592,629	2,327,118	1,534,239	1,515,170
Education & Meetings	12,700	25,245	31,534	10,441	18,305
Capital Expenses	39,895	44,761	270,022	132,826	-
Other Operating Expenditures	1,707,455	1,790,092	1,705,953	1,752,593	2,056,220
Transfers	22,328	236,328	97,328	4,189,233	72,328
Total Expenditures	\$ 6,024,734	\$ 6,606,100	\$ 7,322,740	\$ 10,275,649	\$ 6,486,222

Expenses by Fund				Unaudited	Adopted
	Actual	Actual	Actual	Actual	Budget
Fund	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
2011 Facilities Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
2091 Self Insurance	-	-	-	-	-
1101 General Fund	6,024,734	6,606,100	7,322,740	10,275,649	6,486,222
1102 Measure R	-	-	580,066	1,222,601	1,492,345
2240 Cemetery	517,226	438,514	442,604	465,784	590,592
2253 Recreation Enterprise	142,686	260,751	404,482	511,517	405,712
1320 Community Develop. Block Grant	501,643	554,613	580,906	340,362	461,535
1321 Off-Site Afford Housing	-	-	-	-	-
1322 Supportive Housing Program	201,340	225,329	258,446	350,034	348,434
1323 Home Grant	-	-	120,000	-	-
1324 Housing Assistance Grants	-	-	-	-	-
1325 State Grants	271,403	239,085	67,734	68,866	217,549
1326 Housing Assistance	29,512	22,822	22,322	22,849	22,589
1327 Affordable Housing In-Lieu	39,469	582,000	-	-	-
1333 Homekey Grant	-	8,483,416	4,430,303	1,269,983	-
1358 Housing Monitoring Fund	-	10,000	-	-	-
1372 WRPP Conservation Easement	-	-	-	-	50,000
1381 Gibson Ranch L&L	678,270	703,771	809,789	783,023	863,756
1383 N Park L&L District	35,071	44,941	32,103	37,156	59,252
1384 SP Assess Streng Pond Land	28,167	36,383	34,807	40,032	37,766
1387 Woodland West L&L	15,023	15,882	14,115	27,978	30,134
1389 Spring Lake L&L	1,490,537	1,589,647	1,748,817	1,951,360	2,485,850
1391 Sports Parks O&M CFD	394,386	459,666	492,333	546,492	579,557
1392 Gateway L&L	103,443	111,897	102,582	135,384	132,073
1393 Prudler-Mall Expansion CFD	-	-	-	1,374	109,108
1501 Capital Projects	-	-	-	-	-
1506 Measure E	94,604	480,455	13,867	-	-
1507 Measure F	-	645,097	236,111	1,193,732	195,459
1583 Tree Reserve	375	(27,290)	1,281	7,543	5,000
Total Expenditures	\$ 10,567,889	\$ 21,483,078	\$ 17,715,406	\$ 19,251,719	\$ 14,572,933

EMPLOYEE SUMMARY BY DEPARTMENT - COMMUNITY SERVICES

Classification	FY2021/22	FY2022/23	FY2023/24	Proposed Changes	FY2024/25
Community Services (Recreation)					
Administrative Clerk I	0	1	1		1
Administrative Clerk II	1	1	0		0
Administrative Clerk III	0	0	1		1
Administrative Secretary	0	0	0		0
Administrative Supervisor	1	0	0		0
Community Services Director	1	1	1		1
Community Services Program Manager	2	2	2		2
Facilities Maintenance Worker I	0	1	1		1
Facilities Maintenance Worker II	1	0	0		0
Facilities Maintenance Worker III	1	1	1		1
Housing Analyst I/II	0	1	1		1
Management Analyst I/II	1	1	1		1
Park Maintenance Worker I	2	1	1		1
Park Maintenance Worker II	2	3	3		3
Park Superintendent	1	1	1		1
Park Supervisor	2	3	3		3
Pool Facilities Technician	1	1	1		1
Recreation Coordinator	3	3	3		3
Recreation Supervisor	4	4	4		4
Senior Planner	1	0	0		0
Senior Tree Trimmer	1	0	0		0
Tree Trimmer I	1	0	0	1	1
Tree Trimmer II	0	1	1		1
Total Community Services	26	26	26		27

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 (4) Bureaus: Office of the Chief, Patrol, Community Relations, and Investigations. In 2023 Community Relations and Investigations Bureaus were combined temporarily as the Office of Specialized Services with oversight from one (1) Lieutenant, pending approval of the department's funding request for a fourth Lieutenant.

OFFICE OF THE CHIEF

The Office of the Chief is responsible for overall management and direction of the Police Department and has direct oversight over the following: budget, training, facility management, and burglar alarm permits. This bureau is also responsible for managing and the Vehicle Theft Deterrent Fund. Bureau personnel includes the Police Chief, Police Deputy Chief, Senior Management Analyst and the Chief's Assistant.

PATROL BUREAU

This bureau has oversight from two (2) Patrol Lieutenants who manage two (2) Divisions: Patrol and Records/Property & Evidence.

Patrol

Patrol 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. The Division is also responsible for the K-9 Unit, Field Training Program, Bike Team, Honor Guard, Special Weapons and Tactics Team (SWAT), Crisis Negotiation Team (CNT), Reserve Officers, and Police Explorer Program.

Bureau personnel include six (6) Sergeants, five (5) Corporals, 29 Patrol Officers, three (3) K-9 Officers, two (2) full-time Field Community Services Officers and one (1) part-time Field Community Service Officer. Another part-time Community Services Officer completes administrative tasks associated with the commercial cannabis program, reviewing Racial and Identity Profiling Act data (RIPA), entering Use of Force review data and tasks related to graffiti abatement.

Funding for patrol officers is supplemented by the State COPS 04/05 grant (1 officer), Proposition 172 (2 officers), and the 2020 COPS Grant (3 officers) which ended June 2024.

Records/Property & Evidence

Records is responsible for maintaining Police Department records, data processing (including warrants and Public Records Act (PRA) requests), and coordinating the transport and extradition of suspects. Staff serves as the initial point of contact with the public. Division personnel include the Records Supervisor, one (1) full-time Senior Records Specialists and eight (8) full-time Records Specialists. The Records Supervisor is also responsible for the massage and taxi-cab permits.

Property and Evidence is responsible for maintaining property and evidence collected by department personnel, processing requests from the District Attorney's office, and the release of property to the

Department Summaries

rightful owners. Unit personnel include one (1) Community Services Officer and one (1) part-time Community Services Officer.

OFFICE OF SPECIALIZED SERVICES

This temporary Bureau was created to combine the oversight of two (2) bureaus – Community Relations and Investigations – under one (1) Lieutenant. It is the Department’s priority to secure funding for a fourth Lieutenant to restore separate oversight of these two (2) bureaus.

COMMUNITY RELATIONS

This bureau has three (3) divisions:

Special Field Operations

This division includes Traffic, Parking, and School Resource Officers under one (1) Sergeant.

Traffic is responsible for traffic enforcement in the community and investigations of major and serious/fatal traffic collisions along with traffic education and outreach. Traffic personnel manage homeland security matters and special events city-wide that require police participation. This division includes the parking unit, which is responsible for enforcement of parking violations, and abandoned vehicle abatement. Division personnel include three (3) Traffic (Motorcycle) Officers, one (1) Traffic Community Service Officer and two (2) part-time Parking Enforcement Officers.

There are three (3) School Resource Officers who are responsible for safety and outreach in the schools. All SROs are dedicated to the Gang Resistance Education and Training (G.R.E.A.T.) program as well.

Community Relations

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

- Homeless Outreach Street Team (HOST)
HOST is responsible for 1) engaging in homeless outreach to include working with allied agencies to address the growing homeless issues in our community; and 2) taking an active role in outreach with our citizens, business community, and homeless population. There are three (3) officers assigned to HOST.

The Division Sergeant coordinates work between the HOST officers and the City’s Social Services Manager (Homeless Outreach Coordinator), who is responsible for community outreach and coordination with internal and external partners on their various services, programs, and projects available for individuals and families who are homeless or at risk of homelessness. The Homeless Outreach Coordinator supervises the Community Enhancement Specialist.

- Crime Prevention
This program is staffed with one (1) full-time and one (1) part-time Crime Prevention Specialist who coordinate Neighborhood Watch, Crime Free Multi-Housing Program, community events, Crime Prevention through Environmental Design (CPTED), our Nextdoor.com account and the Volunteers in Policing (ViPs), which includes the Chaplaincy Program.

Department Summaries

This division sergeant is also responsible for department recruitment, internal affairs investigations, the social media team, and UNIDOS program.

INVESTIGATIONS

This bureau has three (3) divisions:

Investigations

This division investigates criminal acts and supports Patrol when additional experience and investigative expertise or resources are required. This division provides video and computer forensic analysis, latent print analysis, and crime scene/evidence processing. The division also maintains databases in tracking sex offenders, gang members, and specific business licensing. Division personnel include the Investigations Sergeant, one (1) Senior Detective, five (5) Detectives, one (1) Community Services Officer and one (1) part-time retired annuitant who assists with case investigation.

Crime Analysis Unit (CAU)

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

Gang Task Force (GTF)

This division is responsible for the investigation of criminal acts committed by gang members. They are also responsible for gathering intelligence on gang culture, trends, and members to enhance the department's response to gang activity. GTF is responsible for educating officers and the community on criminal street gangs. Division personnel include one (1) Sergeant and four (4) Woodland Police Detectives. One of the detectives is a Special Investigations Detective with expanded duties to include the commercial cannabis program, extradition of suspects, and politically sensitive investigations. Another detective is also assigned to the FBI Safe Streets Task Force.

FY2023-24 Accomplishments

Department-wide:

- Hosted four (4) Strategic Plan Community Events (English & Spanish).
- Completed the 2021-2023 Strategic Plan; created the 2024-2026 Strategic Plan.
- Prepared and launched new RIPA requirements by January 1, 2024.
- Lieutenant Danzl graduated from Session 287 of the FBI National Academy in September 2023.
- Sergeant Towle completed the FBI Law Enforcement Executive Development (LEEDA) Command Leadership Institute in March 2024.
- Completed the remodel of the department breakroom, patio and workout rooms using the Officer Wellness and Mental Health Grant program award.
- Expanded Spidrttech messaging to include specialised notices and resource information.
- Two (2) officers completed Drug Recognition Expert training.
- Purchased eight (8) Flock cameras equipped with license plate readers.
- Travelled to Philadelphia which lead to the arrest of a homicide suspect.
- Travelled to Savannah, GA which lead to the arrest of a sexual assault suspect.

Department Summaries

- Participated in *Read Across America* with department staff volunteering to read at elementary schools throughout Woodland.
- Continued the Police Explorer program available to high school students.
- Renewed contract with Yolo Conflict Resolution Center (YCRC) for the continuation of the Restorative Justice and Youth Case Management programs.
- Continued monthly sergeant meetings in order to allow for stronger communication and internal training opportunities.
- Continued the Chief's Advisory Board with nine (9) community board members to include leaders in education, the business community and youth. Meetings are held for two (2) hours once a month.
- Completed Force Options/Use of Force and De-escalation tactics training for Patrol officers.
- Active Bystandership in Law Enforcement (ABLE) refresher training was provided to all sworn officers in the department.
- Provided de-escalation training to department professional staff.
- Conducted Lieutenant testing in anticipation of expected Command Staff member retirements.
- Selected and trained five (5) new Field Training Officers (FTO).
- Continued the Youth Police Advisory Council (YPAC) to allow youth voices to be heard and to promote trust and understanding between local law enforcement and youth.
- Held the Youth Community Police Academy in the spring.
- Hosted one (1) 40-hour Crisis Intervention Training session and three (3) 8-hour refresher courses county-wide in early Fall 2023.
- Continued regular Youth Gang Reduction, Intervention and Prevention Program (YGRIP) Operational Team meetings.
- Six (6) department members attended the annual Women Leaders in Law Enforcement conference.
- Successfully filled 11 vacancies due to retirements and resignations.
- Purchased seven (7) replacement unmarked vehicles with 2023 Ford Escapes; these makes and models are new to the Department.
- Purchased two (2) replacement BMW motorcycles completing the Department's phasing out of Honda motorcycles.

Patrol Bureau

- Continued collaboration with the Yolo County District Attorney's Office in instituting Neighborhood Court.
- Successfully passed the annual holding cell inspections.
- Successfully appointed and trained two (2) new officers to SWAT.
- Deployed 15 replaced vehicles including two (2) makes and models new to Patrol: Dodge Chargers and F-150 Responders.
- Records continued 24/7 operations including after-hours support to Winters Police Department.
- Completed the annual evidence audit.

Community Relations Bureau

- Established recruitment connection at Los Rios Community College Academy, leading to an increase in applications.
- Completed Office of Traffic Safety (OTS) Grant 2022-2023.

Department Summaries

- Received approval for an Office of Traffic Safety (OTS) Grant (October 2023-September 2024) which will fund the following operations: DUI checkpoints, DUI saturation patrols, Bike/Pedestrian Patrols and enforcement operations focusing on street racing and sideshows.
- Social Media had the following followers: Facebook – 31,500; Instagram – 4,170; Twitter – 438; TikTok – 419.
- The Department hosted the following outreach events:
 - ✓ Neighborhood Meeting
 - ✓ National Night Out
 - ✓ Trunk or Treat Events
 - ✓ Fill the Trunk – Walmart
 - ✓ Neighborhood Santa
 - ✓ Fill the Trunk – Bronze Star Shopping Center
 - ✓ Fill the Trunk – Costco
 - ✓ Toy Distribution Day partnering with Velocity Island Park
 - ✓ Child Car Seat Install events

Investigations Bureau

- Streamlined and managed caseloads in Investigations; developed a process to intelligently reduce current caseloads.
- Managed the new requirements related to the California Sex and Arson Registry (CSAR).
- Expanded the use and reach of SpidrTech; implemented citizen surveys and disposition notices.
- Continued implementation of the drone program (team training and certification; equipment purchase). Drones were deployed on 80 occasions from July 2023 – March 2024 using four (4) pilots.
- Successfully filled the Crime Analyst position.
- Awarded Homeland Security Grant for digital evidence camera equipment and digital scopes.
- Awarded CHP Cannabis Tax Fund Grant for training.
- Cannabis Detective made regular compliance inspections of businesses, fielded complaints of illegal grows, collaborated with the City Community Development regarding retail cannabis establishments.

FY2024-25 Goals

- Expand recruitment to fill all vacancies with local, well qualified and diverse candidates.
- Continue to expand the volunteer program to complement the work of paid staff, specifically to increase involvement in community outreach via crime prevention activities; assist in the front office and with extra patrol throughout the City near schools and known problem areas; and expand the Neighborhood Watch program as well as include a Neighborhood Watch Newsletter on a quarterly basis.
- Continue the pursuit of critical collaboration and partnerships to increase participation in community outreach events and to enhance at-risk youth services.
- Increase officer uncommitted time from 22% to 40%.
- Continue to increase collaboration with County regarding Homeless Outreach and HOST initiatives and PSH/Shelter Operations.
- Continue offering the Citizens' Academy.
- Continue to run a Youth Community Police Academy in the spring for 7th and 8th grade students.

Department Summaries

- Increase crime free multi-housing efforts.
- Increase neighborhood watch groups.
- Increase the success of National Night Out by increasing the participation of community members and community groups.
- Continue recruiting efforts to fill upcoming police officer and professional staff vacancies.
- Develop several new videos for recruiting and outreach.
- Implement the use of temporary detective assignments.
- Expand DNA and fingerprint collection expertise inside the department.
- Coordinate additional intervention efforts with other City departments and local partners to reduce gun violence and gang involvement.
- Increase UNIDOS events including collaboration with a wide variety of local partners.
- Conduct a multi-level learning/performance outcomes evaluation of the field-training program. Using data from the evaluation, expand & enhance employee on boarding and orientation training, establish consistent performance standards for all trainees, evaluate program and instructor effectiveness.
- Continue to train and grow the County-wide SWAT with Yolo County Sheriff and the West Sacramento Police Department.
- Complete a comprehensive review of detective assignment and duties.
- Inspect and regulate retail cannabis businesses.
- Create a notification system for intradepartmental updates, specifically limited to crime trends and offender notifications.
- Implement link analysis software in CAU workflow.
- Complete and implement succession strategy and mentoring/career pathway program.
- Expand the membership of the NIBIN process, improve efficiency of WPD gun violence investigations and increase use of NIBIN system.
- Implement the 2024-2026 Strategic Plan.
- Research options for adding electric vehicles to the fleet.
- Modernize the EOC/Community Room.
- Increase collaboration between SROs and the Boys' and Girls' Club.
- Expand the Peer Support Team.
- Host three (3) UNIDOS community outreach events in Spanish.
- Expand Flock LPR program.
- Implement Yolo District Attorney's "Fast Pass" loss prevention retail theft program.
- Conduct Active Shooter training with all officers.

POLICE

<u>Source of Funds</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
General Fund Support	\$ 19,913,332	\$ 21,577,265	\$ 23,479,203	\$ 23,114,915	\$ 25,065,846
General Fund Fees & Charges	528,444	576,406	434,491	938,482	793,452
Internal Service Funds	73,525	-	-	-	28,700
Measure J	399,123	413,303	10,451	92,545	-
Measure R	-	-	751,213	680,371	993,176
Proposition 172 Funds	328,993	247,303	355,040	513,982	455,665
Grant Funds	360,127	573,419	978,457	1,210,679	863,314
Opioid Funds	-	-	1,538	33,633	7,585
Measure F	842,656	822,155	1,015,506	915,878	1,235,599
Development Funds/Capital	96,610	96,491	-	-	-
Asset Forfeiture	209	313	27,813	313	10,313
Total Funding Sources	\$ 22,543,018	\$ 24,306,653	\$ 27,053,712	\$ 27,500,799	\$ 29,453,650

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
551 Administration	\$ 4,222,036	\$ 4,882,260	\$ 4,445,339	\$ 4,250,252	\$ 4,689,545
552 Operations	10,107,133	11,100,949	12,575,019	12,973,867	13,578,507
553 Operations Support	2,215,188	1,917,061	2,381,112	2,403,692	2,420,065
554 Special Operation	3,298,651	3,595,306	3,893,988	3,686,500	4,321,898
555 Community Relations	1,643,598	1,545,791	1,775,184	1,889,651	2,115,167
556 Special Police Revenues	505,978	419,437	-	40,553	60,153
557 Police Grants	54,702	336,056	1,221,406	1,483,367	1,275,139
558 Measure J/R	399,123	413,303	761,664	772,916	993,176
559 YECA Project Contributions	96,610	96,491	-	-	-
Total Expenditures	\$ 22,543,018	\$ 24,306,653	\$ 27,053,712	\$ 27,500,799	\$ 29,453,650

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
551 Administration	\$ 4,222,036	\$ 4,816,719	\$ 4,424,603	\$ 4,223,389	\$ 4,689,545
552 Operations	9,329,009	10,504,865	11,742,020	11,503,368	12,780,646
553 Operations Support	2,168,255	1,892,151	2,364,369	2,389,650	2,393,081
554 Special Operation	3,078,879	3,394,145	3,653,875	3,445,195	4,069,307
555 Community Relations	1,643,598	1,545,791	1,728,828	1,771,497	1,920,719
556 Special Police Revenues	-	-	-	-	-
557 Police Grants	-	-	-	-	6,000
558 Measure J	399,123	413,303	10,451	92,545	-
Total Expenditures	\$ 20,840,899	\$ 22,566,973	\$ 23,924,145	\$ 23,425,644	\$ 25,859,298

Expenses by Category		Actual			Unaudited	Adopted
Expenditures	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	
Salaries and Benefits	\$ 15,927,289	\$ 17,078,504	\$ 19,664,671	\$ 19,082,199	\$ 21,255,562	
Supplies & Services	3,791,854	4,026,725	3,973,520	4,087,853	4,306,957	
Education & Meetings	107,376	95,579	143,934	171,193	136,165	
Capital Expenses	-	38,043	100,768	893,171	-	
Other Operating Expenditures	2,684,543	2,846,708	3,038,192	3,146,600	3,723,010	
Transfers	31,956	221,094	132,626	119,783	31,956	
Total Expenditures	\$ 22,543,018	\$ 24,306,653	\$ 27,053,712	\$ 27,500,799	\$ 29,453,650	

General Fund Expenses by Category		Actual			Unaudited	Adopted
Expenditures	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	
Salaries and Benefits	\$ 14,586,170	\$ 15,668,798	\$ 17,381,604	\$ 16,712,649	\$ 18,546,157	
Supplies & Services	3,603,345	3,985,329	3,420,866	3,482,034	3,627,314	
Education & Meetings	80,252	94,754	143,934	112,447	70,913	
Capital Expenses	-	-	680	45,206	-	
Other Operating Expenditures	2,539,176	2,691,567	2,945,105	3,017,240	3,582,958	
Transfers	31,956	126,525	31,956	56,068	31,956	
Total Expenditures	\$ 20,840,899	\$ 22,566,973	\$ 23,924,145	\$ 23,425,644	\$ 25,859,298	

Expenses by Fund		Actual			Unaudited	Adopted
Fund	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	
2091 Self Insurance Fund	\$ 73,525	\$ -	\$ -	\$ -	\$ 28,700	
2012 Equipment Replacement	-	-	-	720,298	-	
1101 General Fund	20,840,899	22,566,973	23,924,145	23,425,644	25,859,298	
1102 Measure R	-	-	751,213	680,371	993,176	
1325 State Grants	54,702	54,056	52,160	73,478	-	
1330 Other Federal Grants	128,649	65,541	139,904	201,054	-	
1334 Opioid Funds	-	-	1,538	33,633	7,585	
1340 Police Grants	-	282,000	595,221	686,721	614,226	
1352 Supplemental Law Enforce. Svcs Funds	176,776	171,822	191,172	249,426	249,088	
1353 Proposition 172	328,993	247,303	355,040	513,982	455,665	
1357 Asset Forfeiture Fund	209	313	27,813	313	10,313	
1501 Capital Projects	31,881	31,842	-	-	-	
1507 Measure F	842,656	822,155	1,015,506	915,878	1,235,599	
1550 Police Development Fund	64,729	64,649	-	-	-	
Total Expenditures	\$ 22,543,018	\$ 24,306,653	\$ 27,053,712	\$ 27,500,799	\$ 29,453,650	

EMPLOYEE SUMMARY BY DEPARTMENT - POLICE

Classification	FY2021/22	FY2022/23	FY2023/24	Proposed Changes	FY2024/25
Police					
Administrative Secretary	0	0	1		1
Community Services Officer	4	5	6		6
Crime & Intelligence Analyst	1	1	0		0
Crime Prevention Specialist	1	1	1		1
Management Analyst II	0	0	0	1	1
Community Enhancement Specialist	0	0	1		1
Executive Assistant	1	1	0		0
Police Captain/Deputy Police Chief	1	1	1		1
Police Chief	1	1	1		1
Police Lieutenant	3	3	3		3
Police Officer	56	56	56		56
Police Records Specialist	7	7	8		8
Police Records Supervisor	1	1	1		1
Police Sergeant	10	10	10		10
Records Manager	0	0	0		0
Public Safety Chief	0	0	0		0
Senior Management Analyst	1	1	1	-1	0
Senior Police Records Specialist	2	2	1		1
Social Services Manager	1	1	1		1
Total Police	90	91	92		92

FIRE DEPARTMENT

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

The Fire Department is organized into four (4) major divisions: Administration, Operations, Training, and Community Risk Reduction (CRR). Each division should ideally be managed by dedicated administrative staff. However, due to elimination of mid-management administrative positions, these divisions are all managed by administration and/or have been pushed down to line level personnel to manage with the exception of CRR. For the sake of continuity, we will still refer to them as divisions.

Administration

This division provides leadership and administrative support for all Fire services. This division is managed by the Fire Chief, a Management Analyst, and Administrative Clerk. Activities of this division include the following:

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

FY2023-24 Accomplishments

Long Term Planning

- Continued involvement in the Countywide Fire Sustainability Adhoc committee.
- Assisted Yolo County Office of Education with development of school site safety templates.
- Presented strategic plan to City Council.
- Completed Fire Department Deployment and New Station Location Analysis.
- Installed GPS enabled Opticom equipment in 10 intersections and all front-line fire apparatus.
- Transitioned to new staffing and records management system, replacing the previous system that had been in place for over 25 years.

Personnel

- Promoted one (1) Captain and one (1) Engineer
- Certified one (1) acting Battalion Chief and one (1) Engineer.
- Recruited and hired two (2) new firefighters.
- Recruited and hired a new Fire Marshal and one (1) Community Risk Reduction Specialist I.
- Successfully completed a promotional exam for Captain.

Department Summaries

- Supported continued succession planning through “Acting Assignments” at all levels.
- Concluded the automatic aid agreement with the Elk Horn Fire Protection District.

Grant Funding

- Received Assistance to Firefighters Grant (AFG) for battery powered extrication equipment.
- Applied for Assistance to Firefighters Grant (AFG) to replace aging rescue equipment.
- Received Homeland Security Grant Program (HSGP) funding for station security, CRR interns, and hazardous materials response PPE.
- Applied for HSGP funding for the completion of high hazard building pre-plans to assist all public safety in their response to incidents.
- Accepted funding from the Yocha Dehe to construct a regional training prop at Fire Station 3.

FY2024-25 Goals

Long Term Planning

- Finalize plans and identify funding sources for new fire station at E. Gibson and Borne Dr. to serve Southeast Area (Spring Lake).
- Identify location for a fire station near East Street and Kentucky Ave.
- Take meaningful steps towards key initiatives identified in the strategic plan.
- Finalize cost recovery and/or provide contracted service delivery to the Elkhorn Fire Protection District.
- Continue installation of GPS enabled Opticom traffic light pre-emptive system to support a decrease in response times, and an increase in response safety, with a focus on Cal-Trans controlled intersections.
- Explore shared service agreements in the area of fleet maintenance and repairs.
- Implement new electronic patient care reporting (ePCR) for all EMS calls as mandated by State and County EMS regulations.
- Update job descriptions.
- Investigate and implement first responder fees for medical aid calls where patients are transported to the hospital.

Personnel

- Continue to rebuild fire administration and command structure with the funding of the Deputy Chief positions.
- Complete a Battalion Chief and Engineer promotional exam.
- Expand and enhance diversity in hiring practices.
- Recruit additional Firefighters to fill vacancies resulting from retirements with January 2025 academy.

Grant Funding

- Seek grant funding where available to support Community Risk Reduction, public education, or operations efforts.

Department Summaries

Operations

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

- Emergency operations and deployment
- Facilities
- Fleet and Equipment
- Special Operations (Hazardous Material Response and Technical Rescue)

FY2023-24 Accomplishments

- Responded to 9,192 calls for service in 2023, a 3% decrease from 2022.
- Deployed Strike Team and/or overhead personnel to two (2) wildland fires throughout the State of California.
- Implemented new software to streamline apparatus maintenance.
- Placed Alternate Response Vehicle into service.
- Put one (1) utility vehicle into service.

FY2024-25 Goals

- Implement electronic Patient Care Reports (PCR's).
- Complete implementation of GPS Traffic Pre-emption System.
- Begin testing Alternate Response model.

Training

In cooperation with the West Valley Regional Fire Training Consortium (WVRFTC) this division oversees Fire's Training Program managed by a line Battalion Chief, as a collateral assignment. It is responsible for the coordination, supervision, and development of all training activities. The division oversees five (5) program areas that support the emergency services activities provided by the Fire Department. These programs include:

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

FY2023-24 Accomplishments

- Completed over 12,000 hours of department and regional training in 2023.
- Sent two (2) recruits through the Sacramento Fire Academy.
- Participated in regional testing for Fire Captain.

Department Summaries

- Hosted CA State Fire Training classes Investigator 1A and 1B.
- Hosted California State Firefighters Association 2nd Annual NorCal Training Academy.
- Applied for AFG to fund cancer screenings.
- Began construction of a regional training prop behind Fire Station 3.

FY2024-25 Goals

- Participate in regional testing for Fire Engineer and Battalion Chief.
- Continue to advance cooperative Rescue Task Force and iMCI training and programs with Fire, Police and regional partners.
- Continue to enhance Fire Department Health and Wellness Program.

Community Risk Reduction (CRR)

Community Risk Reduction is responsible for activities related to reducing risk to the community, limiting the impact of disasters, and creating resiliency. That is, to predict and where possible, prevent fires and other disasters in order to mitigate their impact on vulnerable populations. The Fire Marshal and two (2) Community Risk Reduction Specialists manage the CRR division. This division oversees seven (7) program areas:

- Community Risk Reduction/Fire Prevention
- Fire Investigations
- Inspections (Business, Residential Resale and Construction)
- Fire and Building Code Enforcement
- Plan Reviews (New Construction, Tenant Improvements, Fire Protection Systems, Commercial and Residential)
- Public Education, Outreach, and Youth Programs
- Emergency Planning and Preparedness

FY2023-24 Accomplishments

Community Risk Reduction

- Began to update CRR standards, checklists, enforcement and inspection forms to improve customer and contractor coordination.
- Conducted significant enforcement of fire and life safety deficiencies at the County Fair Mall.
- Improved transparency and accessibility of fire and life safety information for community members and business owners within the community.
- Improved the integral partnership with the Woodland Joint Unified School District by opening lines of communication and streamlining inspection and billing processes.

Inspections

- Completed 200 Residential Resale Sprinkler inspections.
- Completed 714 Construction inspections.
- Completed 896 Annual Safety inspections.

Department Summaries

Plan Review

- Issued formal comment documents and conditions of approval for local projects.
- Completed 168 Plan Reviews.
- Returned plan reviews back to being conducted in-house by staff.

Outreach

- Presented the 1st Grade Program in person for all 1st grade students in Woodland.
- Participated in outreach events as opportunities became available.
- Grew the Fire Department Explorer Post program.
- Participated in the American Red Cross “Sound the Alarm” program to increase the amount of smoke alarms in our mobile home parks.

Emergency Planning and Preparedness

- Participated in five (5) county regional flood response exercises.
- Participated in multi-jurisdictional hazard mitigation planning.
- Coordinated ongoing federal reimbursement for 2023 storm issues.
- Participated in a countywide mass notification system (Everbridge) transition.
- Updated resident contact data in the Mass Notification System.

FY2024-25 Goals

Community Risk Reduction

- Continue to explore additional methods to integrate risk reduction efforts and programs into our Community Risk Reduction Division.
- Evaluate CRR staffing structure.
- Continue effective training program for CRR Specialists for Specialist I and II positions.
- Explore improved processes for plan review, weed abatement coordination, invoicing and inspection records.
- Transition fire investigations from Operations to Community Risk Reduction.

Inspections

- Continue to provide inspection services.
- Implement new software for inspections and occupancy management.
- Forge strong relationships with the Community Development and Public Works Departments.

Plan Review

- Create new tracking methodology for Fire Plan Check and project tracking.
- Continue to provide Plan Check Services and expand the participation in Pre-Designs and Design review.
- Include Firefighter Feedback in Pre-Design and Design review process.

Department Summaries

Outreach

- Explore unique opportunities for community engagement.
- Continue to grow the department's social media outlets with the use of regular campaigns.
- Participate in Residential Sprinkler Week in May with sprinkler prop and social media outlets.

Emergency Planning and Preparedness

- Contract emergency management to a third party.
- Implement new training program for City Emergency Operations Center Staff.
- Evaluate the Emergency Management program and suggest opportunities for enhancement of the program.
- Implement back-up Mass Notification program.

FIRE

Source of Funds	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	Budget
General Fund Support	\$ 10,141,303	\$ 11,100,852	\$ 12,787,871	\$ 13,932,969	\$ 13,832,088
General Fund Fees & Charges	1,523,638	1,626,863	1,423,147	852,560	625,730
Special Revenue	979,557	79,242	42,462	193,076	-
Measure J	-	11,774	10,016	6,420	-
Measure R	-	-	-	11,354	15,000
Proposition 172	197,845	216,187	218,331	238,587	268,166
SAFER Grant	393,281	472,763	-	-	-
Measure F	611,338	594,533	610,870	611,705	766,440
Development Funds/Capital	-	-	-	-	-
Total Funding Sources	\$ 13,846,962	\$ 14,102,214	\$ 15,092,697	\$ 15,846,671	\$ 15,507,424

Expenses by Division	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	Budget
661 Administration	\$ 1,651,246	\$ 687,150	\$ 1,427,768	\$ 1,421,416	\$ 1,391,507
662 Operations	11,421,811	12,436,513	12,759,681	13,604,595	13,325,266
663 Training	186,453	319,204	309,945	231,393	90,431
664 Fire Prevention	587,451	647,573	585,287	571,493	685,220
668 Measure J/R	-	11,774	10,016	17,774	15,000
Total Expenditures	\$ 13,846,962	\$ 14,102,214	\$ 15,092,697	\$ 15,846,671	\$ 15,507,424

General Fund Expenses by Division	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	Budget
661 Administration	\$ 306,470	\$ 354,074	\$ 668,882	\$ 496,009	\$ 539,941
662 Operations	10,822,813	11,668,320	12,541,350	13,189,432	13,057,099
663 Training	186,453	319,204	309,945	231,393	90,431
664 Fire Prevention	349,205	386,117	362,572	410,421	420,346
668 Measure J	-	11,774	10,016	6,420	-
Total Expenditures	\$ 11,664,942	\$ 12,739,489	\$ 13,892,765	\$ 14,333,675	\$ 14,107,817

Expenses by Category					
	Actual	Actual	Actual	Unaudited	Adopted
<u>Expenditures</u>	FY2020-2021	FY2021-2022	FY2022-2023	Actual	Budget
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 10,535,870	\$ 11,473,536	\$ 12,059,205	\$ 12,402,843	\$ 12,657,783
Supplies & Services	636,545	827,458	894,733	814,666	863,534
Education & Meetings	40,229	43,726	85,640	58,235	54,427
Capital Expenses	923,151	-	17,699	364,235	20,000
Other Operating Expenditures	1,545,556	1,697,495	2,035,420	2,206,692	1,911,680
Transfers	165,611	60,000	-	-	-
	\$ 13,846,962	\$ 14,102,214	\$ 15,092,697	\$ 15,846,671	\$ 15,507,424

General Fund Expenses by Category					
	Actual	Actual	Actual	Unaudited	Adopted
<u>Expenditures</u>	FY2020-2021	FY2021-2022	FY2022-2023	Actual	Budget
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 9,487,061	\$ 10,281,079	\$ 11,337,000	\$ 11,711,748	\$ 11,768,252
Supplies & Services	573,001	748,215	536,595	432,206	454,484
Education & Meetings	40,229	43,726	43,179	58,235	54,427
Capital Expenses	7,138	-	17,699	2,718	-
Other Operating Expenditures	1,455,086	1,606,469	1,958,293	2,128,768	1,830,654
Transfers	102,427	60,000	-	-	-
	\$ 11,664,942	\$ 12,739,489	\$ 13,892,765	\$ 14,333,675	\$ 14,107,817

Expenses by Fund					
	Actual	Actual	Actual	Unaudited	Adopted
<u>Fund</u>	FY2020-2021	FY2021-2022	FY2022-2023	Actual	Budget
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
2010 Equipment Services	\$ -	\$ -	\$ 328,268	\$ 331,671	\$ 350,000
2012 Equipment Replacement	-	-	-	126,603	-
1101 General Fund	11,664,942	12,739,489	13,892,765	14,333,675	14,107,818
1102 Measure R	-	-	-	11,354	15,000
2260 Fire Grants	-	-	-	-	-
1330 Other Federal Grants	979,557	79,242	42,462	193,076	-
1353 Proposition 172	197,845	216,187	218,331	238,587	268,166
1360 Fire SAFER Grant	393,281	472,763	-	-	-
1507 Measure F	611,338	594,533	610,870	611,705	766,440
Total Expenditures	\$ 13,846,962	\$ 14,102,214	\$ 15,092,697	\$ 15,846,671	\$ 15,507,424

EMPLOYEE SUMMARY BY DEPARTMENT - FIRE

Classification	FY2021/22	FY2022/23	FY2023/24	Proposed Changes	FY2024/25
Fire					
Administrative Clerk I/II	0	1	1		1
Fire Battalion Chief	3	3	3		3
Fire Captain	12	12	12		12
Fire Chief	1	1	1		1
Fire Engineer	12	12	12		12
Fire Marshal	1	1	1		1
Community Risk Reduction Specialist II	2	2	2		2
Firefighter	18	18	18		18
Management Analyst I/II	1	1	1		1
Total Fire	50	51	51		51

LIBRARY

The Woodland Public Library has a long and storied history of serving the educational needs of its community since its establishment in 1894. As one of the oldest, free public libraries in California, the Woodland Public Library has been at the forefront of promoting literacy and lifelong learning.

Today, the Library continues to be a cornerstone of the community, offering a wide range of modern services and resources to support the diverse needs of its patrons. From electronic services like internet access and e-books, to hands-on learning opportunities at the makerspace called "Square One," the Library offers innovative ways to develop 21st-century skills like creativity and computational thinking.

The Library's commitment to lifelong learning extends to patrons of all ages, from young children to adults. It offers a wide range of programs and resources designed to promote literacy, education, and community engagement.

At Square One, patrons have access to a technology-based, mentor-led learning environment that fosters the development of skills like innovation, transmedia navigation, visual literacy, and more. With five maker areas dedicated to Woodshop, Arts and Textiles, Prototyping, Electronics, and Digital Arts, Square One offers a unique space for patrons of all ages to explore and create.

For children, the Library offers programs like story time, early literacy activities, and summer reading programs, which provide young children and their parents with opportunities to explore books, develop literacy skills, and build a love of reading. Additionally, the Library's children's collection includes a wide range of books, DVDs, and other resources designed to support children's learning and development.

The Library is also committed to providing a range of programming and resources specifically designed for teens. Through its Teen Advisory Board, the Library offers a variety of programs and activities that cater to the interests of local teens, including book clubs, gaming events, and other creative activities. These programs not only provide teens with opportunities for social engagement but also support their educational and personal development. By offering a range of programs and resources for teens, the Library is dedicated to creating a welcoming and inclusive space for young adults to learn, grow, and connect with others in their community.

For adults, the Library offers a variety of programming and resources that support lifelong learning and community engagement. Book clubs, author talks, and guest speakers provide opportunities for intellectual exploration and discussion, while resources like online learning databases and career development resources support professional development and personal growth. In addition to its regular programming, the Library also hosts special events throughout the year. These events not only showcase the rich diversity of the Woodland community but also provide opportunities for patrons to connect with one another, learn new things, and have fun.

The Library also oversees an Adult Literacy Program, providing one-on-one and group tutoring for adults, as well as supporting a GED program at Monroe County Jail. Its partners and funding sources include the County's Sheriff Department, the Woodland Literacy Council, the California State Library, and other private funding sources.

By collecting materials from diverse points of view, the Library fosters informed democratic involvement and offers recreational and cultural materials in print and non-print forms. With its blend of old and new

Department Summaries

facilities, diverse collections, and innovative programs, the Library is a hub of knowledge and community, dedicated to serving the educational needs of the residents of Woodland.

FY2023-24 Accomplishments

- Received a \$42,000 Lunch at the Library Grant from the CA State Library to support a Farm to Fork Summer Program for children and teens which provided food education and youth development programs, as well as workforce readiness skills.
- Woodland Public Library staff worked with WJUSD school librarians to develop “Book Clubs in a Bag” kits for school librarians to host a book club at their school site.
- Square One worked with the Civic Fellow to oversee six (6) weeks of Maker Camp at the Library. The program ran three (3) days a week for five (5) hours a day, and included lunch as well as snacks. Maker Camp focuses on STEM education for youth ages 8-17.
- Program attendance reached levels greater than pre-pandemic attendance with 27,969 people attending 866 library programs throughout the year.
- New programs were launched including Girls Who Code II, Cardboard Club, Teen Craft Corner, Brown Bag Book Club II, Hispanic Heritage Quilters, weekly maker programs on Mondays, Wednesdays, and Saturdays in Square One.
- The Woodland Public Library created a new eSports Team! Students from Pioneer and Woodland High School met every Wednesday from 3:30-5:30 to practice Super Smash Bros and played against other teams across the Pacific Region. Woodland Public Library is the first library in California to play as part of the PlayVS eSports League. Most eSports Leagues are affiliated with either a high school or university, and very few libraries across the country have an eSports League. The Children’s Librarian, Sara Vickers, and the Teen Librarian, Sara Day, worked closely with PlayVS, the City of Woodland’s IT department, and the high schools to make this happen for Woodland students. The team has five (5) more matches before the playoff season starts and one (1) team will be awarded the championship.
- A new door locking system and security system was installed at the Library, continuing to support staff and patron safety.

FY2024-25 Goals

- The Mobile Library Program will launch in November 2024. The mobile library will house a circulating collection of books and materials for check out. The goal of the mobile library is to bring the brick and mortar library experience out into the community, specifically targeting areas of Woodland that have difficulty accessing the main Library.
- The Woodland Public Library will continue to celebrate its monumental milestone 150th anniversary! For over a century and a half, the Library has served as a beacon of knowledge, community, and culture for generations of residents in the Woodland area. Throughout the year there will be 150 year Reading Challenges and special events.

LIBRARY

<u>Source of Funds</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
General Fund Support	\$ 1,301,506	\$ 1,469,607	\$ 1,767,047	\$ 1,823,751	\$ 2,122,782
General Fund Fees & Charges	1,040	5,525	4,021	3,031	2,000
Literacy Funding	32,207	68,649	65,393	74,123	96,481
Library Trust Fund	8,806	50,638	428,396	93,316	38,500
Measure J	631,030	636,691	245,344	94,610	-
Measure R	-	-	657,734	815,247	948,885
Development Funds/Capital	-	-	-	-	-
Total Funding Sources	\$ 1,974,588	\$ 2,231,109	\$ 3,167,935	\$ 2,904,078	\$ 3,208,648

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
771 Administration	\$ 1,343,558	\$ 1,594,419	\$ 2,264,858	\$ 1,994,221	\$ 2,259,763
778 Measure J/R	\$ 631,030	\$ 636,691	\$ 903,078	\$ 909,857	\$ 948,885
Total Expenditures	\$ 1,974,588	\$ 2,231,109	\$ 3,167,935	\$ 2,904,078	\$ 3,208,648

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
771 Administration	\$ 1,302,545	\$ 1,475,131	\$ 1,771,069	\$ 1,826,782	\$ 2,124,782
778 Measure J	\$ 631,030	\$ 636,691	\$ 245,344	\$ 94,610	\$ -
Total Expenditures	\$ 1,933,575	\$ 2,111,822	\$ 2,016,412	\$ 1,921,392	\$ 2,124,782

<u>Expenditures</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 1,155,733	\$ 1,340,900	\$ 1,588,426	\$ 1,881,057	\$ 2,196,285
Supplies & Services	432,612	481,902	496,693	526,521	520,086
Education & Meetings	8,252	6,484	9,879	16,042	24,208
Capital Expenses	-	-	-	43,006	-
Other Operating Expenditures	377,990	401,823	422,987	437,451	468,069
Transfers	-	-	649,951	-	-
Total Expenditures	\$ 1,974,588	\$ 2,231,109	\$ 3,167,935	\$ 2,904,078	\$ 3,208,648

General Fund Expenses by Category				Unaudited	Adopted
	Actual	Actual	Actual	Actual	Budget
Expenditures	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 1,142,473	\$ 1,314,131	\$ 1,225,100	\$ 1,219,891	\$ 1,430,017
Supplies & Services	407,656	392,100	416,747	293,317	297,142
Education & Meetings	7,178	5,247	7,302	7,080	6,628
Capital Expenses	-	-	-	43,006	-
Other Operating Expenditures	376,267	400,343	367,264	358,097	390,995
Transfers	-	-	-	-	-
Total Expenditures	\$ 1,933,575	\$ 2,111,822	\$ 2,016,412	\$ 1,921,392	\$ 2,124,782

Expenses by Fund				Unaudited	Adopted
	Actual	Actual	Actual	Actual	Budget
Fund	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
1101 General Fund	\$ 1,933,575	\$ 2,111,822	\$ 2,016,412	\$ 1,921,392	\$ 2,124,782
1102 Measure R	-	-	657,734	815,247	948,885
1301 Literacy Grant	32,207	68,649	65,393	74,123	96,481
1917 Library Trust Fund	8,806	50,638	428,396	93,316	38,500
Total Expenditures	\$ 1,974,588	\$ 2,231,109	\$ 3,167,935	\$ 2,904,078	\$ 3,208,648

EMPLOYEE SUMMARY BY DEPARTMENT - LIBRARY

Classification	FY2021/22	FY2022/23	FY2023/24	Proposed Changes	FY2024/25
Library					
Librarian I	1	2	0		0
Librarian II	3	3	1	-1	0
Librarian III	1	1	0		0
Library Assistant I/II	0	1	0		0
Library Program Manager I	0	0	3		3
Library Program Manager II	0	0	2		2
Library Services Director	1	1	1		1
Library Technician Assistant I/II	1	1	2		2
Library Technician Assistant III	2	2	2		2
Total Library	9	11	11		10

PUBLIC WORKS

Public Works consists of four (4) Divisions: Water Pollution Control Facility (WPCF), Infrastructure, Utilities, and Administration. Public Works is responsible for the maintenance and operation of the City's publicly owned transportation, utility, and facility infrastructure systems.

The Water Pollution Control Facility includes sanitary sewer treatment, industrial pretreatment and the lab. The infrastructure division includes pavements, parking and traffic signals/signage, street lighting, and sidewalks. This division also maintains City-owned buildings including City Hall, Municipal Services Center (MSC), Library, Police and Fire Stations, and the Community/Senior Center in addition to managing the City's vehicle and equipment fleet. The Utility division includes water supply, sanitary sewer conveyance, recycled water distribution, and storm drainage/flood protection.

Water Pollution Control Facilities (WPCF) Division

The WPCF Division is responsible for wastewater treatment and disposal as well as maintenance of the City's sewer lift stations. It ensures 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 three (3) functional groups: Plant Operations & Maintenance, Laboratory, and Industrial Pretreatment.

Plant Operations & Maintenance (O&M)

The O&M group is responsible for the Water Pollution Control Facility (WPCF) – One of the City's largest and most valuable pieces 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 majority of the effluent is 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. Additionally, this group works with Utility Engineering 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.

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 20 different analyses in 12 different sample matrices (type of water or solids) for all phases of the treatment process. The laboratory group maintains to keep its ELAP Accreditation to show compliance with the State and only works with other contract labs that are ELAP or TNI accredited. 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 in addition to any 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

Department Summaries

closely with commercial and industrial customers to help these users avoid discharging excess pollutants to the City's sewer system and to the WPCF.

FY2023-24 Accomplishments

- Laboratory staff completed the permitting required to maintain the City of Woodland ELAP/TNI certification and kept the City's Laboratory in compliance with State standards and continued to work towards the TNI compliance requirement.
- Laboratory staff participated in the WastewaterSCAN sample collection program for monitoring of the City of Woodland's wastewater for Covid, Flu, Mpox and HMPV viruses.
- City Pretreatment staff conducted regular inspections of permitted customers and enforced compliance where applicable. They increased public outreach via social media platforms, in person communications, banners and the City's electronic billboard on I-5. Staff also conducted various sampling events to ensure compliance with our National Pollution Discharge Elimination System (NPDES) permit.
- Ensured pretreatment of the storm water system was taking place per the new Pyrethroid sampling requirement.
- Treatment plant staff celebrated over 5,500 days without a lost-time accident.
- One (1) cloth media filter with 5-micron filter fabric was replaced, improving filter effluent performance.
- Treatment plant Operations replaced four (4) banks of UV lights which were at the end of their 12,000-hour service life on the UV system.
- Treatment Plant Operations replaced two (2) banks of the wiper system components which were at the end of service life. They have been updated to a new design, consisting of 338 cleaning solution canisters, 42 hydraulic cylinders and 336 quartz sleeves.

FY2024-25 Goals

- Continue to collaborate with the Regional Water Quality Control Board on implementation of our National Pollution Discharge Elimination System (NPDES) permit.
- 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 the City to achieve regulatory compliance mandates via relatively modest monetary investments.
- The laboratory, pretreatment and Community Development Department (CDD) will conduct sampling of the storm water discharge for the pesticide Pyrethroid. This originates from a variety of sources in the environment and is widely used commercially. Our State is requiring utilities to sample and submit a plan to reduce discharge of Pyrethroids.
- Operations and Laboratory staff will continue to participate in the City's Recycled Water Program.
- Operations plan to replace up to two (2) additional banks of UV lights, two (2) banks of sleeves, two (2) banks of wiper assemblies and one (1) cloth media filter.
- Operate and maintain the treatment plant to ensure permit compliance and recycled water delivery.
- Operations and CDD will work on replacing one of the screw pumps that has had a metal failure due to its age of approximately 17 years old.
- Pretreatment staff will continue to identify opportunities to educate our community on preventing pollution of our storm water, preventing discharges to the sewer system of Fats, Oils

Department Summaries

& Grease (FOG), and avoiding sanitary sewer overflows caused by “non-flushables” such as wipes, hygiene products and similar items. Staff will also continue to monitor new commercial and industrial users to determine any compliance issues or needs.

Right-Of-Way (ROW) Infrastructure Division

The Infrastructure Division is responsible for the maintenance of pavements, parking and traffic signals/signage, street lighting, and sidewalks as well as city-owned facilities in addition to managing the City’s vehicle and equipment fleet. This Group’s mission is to cost-effectively maintain this infrastructure, ensuring a high degree of reliability and safety to meet the needs of the community.

The Right-of-Way (ROW) Group consists of 14 programs and is responsible for the operation and maintenance of 230 center line miles of streets and markings, 318 miles of sidewalks, 71 signalized intersections (City owned), 52 various sites throughout Yolo County that incorporate signals, beacons and radar feedback signs (County owned) 3,975 street lights, city-wide Supervisory Control and Data Acquisition (SCADA) system, facility electrical (WPCF, water distribution, sewer and storm pumping stations, parks, and various city buildings), 9,791 traffic signs, 148 school crosswalks, 41 miles of yellow centerline, 26 miles of white centerline, 76.5 miles of bike lane, and approximately 10 miles of curb painting. All of these amenities are funded from multiple sources, which include the General Fund, Transportation Development Act (TDA), Measure F, Gas Tax, Enterprise Funds, and various Lighting and Landscaping Districts (L&L).

The Fleet & Facilities Group provides support to all City departments. Fleet Services provides 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 provides full-service maintenance management of City buildings including subcontracted services such as pest control and janitorial services.

FY2023-24 Accomplishments

Industrial Electrical

- Annual Maintenance of standby wells.
- Completed annual Cathodic protection survey on transmission lines.
- Upgraded Electric Vehicle chargers to charge point at City Hall and the Library.
- Completed electrical bucket maintenance.
- Installed cameras at 103 and North Regional storm pump stations.
- Installed wash down pump at West Levee Pump Station.
- Completed generator automatic transfer switch maintenance.
- Installed SCADA terminal at WPCF blower building.
- Completed Beamer underpass generator and lighting installations.
- Installed new chemical pumps for CF1 (Chloro,trifluoromethyl,phenyl,amino,methoxybenzoic acid) and programmed into SCADA for automation complete.
- Installed camera at Well 28.
- Completed installation of new MOV (motor operated valve) at headworks at WPCF.
- Upgraded 900 MHZ radio.
- Replaced MOV 7023 for the 30” return pipe and upgraded program at WPCF.

Department Summaries

- Upgraded SCADA screens for Wells and WPCF.
- Created cellular access to WPCF blowers for servicing.
- WPCF Grinder 1, floats, and HMI (human machine interface) replacement complete.
- Assisted upgrading scoreboards at Klenhard Park.
- Upgraded lighting at City Hall, and Police Department breakroom and Patio to LED lights.
- Installed storm switch at Well 19.
- Electrical installed at new chlorine building at Ground Level Tank.
- Decommissioned Wells 6, 12 and 22.
- Installed new Prominent chlorine analyzers at Wells 28 and 24.
- Installed new sound system at Brooks Pool.
- Completed upgrade to uninterruptible power supply at Police Station.
- Replaced compressors on both Recycled Water hydrostatic tanks and installed a Rosemont pressure monitor.
- Upgraded pumps at Spring Lake lift station for WPCF.

Signs and Markings

- Removed and installed all road markings on W. Kentucky Ave from West St. to Falcon St.
- Re-painted red curbs city-wide according to our bi-annual schedule.
- Sign crew laid out and painted new parking stalls to accommodate the upcoming EV charging at Woodland Hotel parking lot.
- Replaced missing and damaged Blue Raised Pavement Markers (RPM's - Fire Hydrant markers) from East St to CR 98 and from West Kentucky to West Main.
- Crew restored the pedestrian crosswalk markings on Heritage Parkway, and all road markings on Oak St. from East St. to Sixth St.
- Installed centerline RPMs on Ogden from Brannigan to E. Gibson, College from Gibson to El Dorado.
- Changed out all R1-1 (stop signs) east of East St. to City limits excluding the Springlake area, all R26A's (No Parking Any Time) signs on W. Court St. corridor and on Parkland from Marston to CR 25A, as well as on Farmers Central Road in an effort to meet the reflectivity standards outlined in the California Manual on Uniform Traffic Control Devices (CA-MUTCD).
- Refreshed yellow thermoplastic markings school cross walks on West and Beamer, West and Woodland Ave, and at Woodland Ave and Alder Ct.
- Replaced a variety of street name signs city-wide due to weathering.
- Completed maintenance to center-line RPMs on the following local streets:
 - W. Clover from West St. to California St.
 - Walnut St., beginning at Beamer St. and continued through to Lincoln St.
 - Brannigan Ave from Wallace to Hiller Ct.

Streets

- Completed overlay project on W. Kentucky from West Street to CR98 (166,608 sqft and 892 tons).
- Assisted HOST with 51 homeless camp cleanups.
- Hauled off 26 tons of illegal dumping.
- Completed 2023 Sidewalk Replacement Project consisting of 26 locations covering 5,500 sqft.
- Repaired over 600 sidewalk trip hazard locations.
- Two (2) staff members obtained IMSA Signs and Markings Level 1 certifications.
- Filled 2,223 potholes throughout the City.

Department Summaries

- Completed 496 Utility Trenches.
- Assisted Electricians with the dismantle of the Police Department conference room.
- Assisted Facilities with the removal and installation of the outdoor fence at Fire Station 2.
- Installed cement generator pad at the MSC.
- Assisted Electrical with the competition of the cement pad at Woodland Hotel Parking lot in preparation for EV Chargers.

Right Of Way - Electrical

- Completed streetlight upgrades to Light Emitting Diode (LED) at County Rd 102 from I-5 Overcrossing to Maxwell.
- Upgraded 11 Battery Back-up System (BBS) inverters to newer models.
- Replaced LED traffic signals at Main St. corridor starting at Main/Cleveland to Main/Home Depot totaling 14 signal locations.
- Completed full implementation of 15 Signal Preemption GPS Systems. These devices allow signal priority to Fire Apparatus during emergencies.
- Upgraded 5 antiquated traffic signal controllers to current City standards. These upgrades allow equipment to function with more capabilities for complex time and traffic volume control.
- Upgraded and installed new traffic signals at the following locations:
 - Main St. & Woodland Depot / Hazel Ct.
 - Gibson Road & Cottonwood St., West St., College St., Coloma Way, East St.
 - Pioneer Ave & Patriot Way (new signal).

Fleet and Facility Services

- Completed extensive roof repairs to the Police Department and Library with zero staff downtime.
- Put in place a Facility Assessment Plan for all facilities to help mitigate future building issues.
- The Library's Book Mobile was delivered in the 2nd quarter of the year.
- Replaced property fence at Fire Station 2 after original fence suffered irreparable storm damage.
- Replaced 15 Police Department vehicles.
- Completed quarterly fire sprinkler testing at all City facilities.
- Upgraded the majority of facility HVAC controls for remote access to assist with monitoring system usage and performance.
- Replaced HVAC units at MSC, Fire Station 1, and Community Center.
- Added HVAC split unit at MSC in the warehouse restroom.
- Installed nine (9) new sump roof drains at MSC to mitigate roof failure under heavy loads.
- Established a green fleet policy that aligns with CARB emission regulations.
- Installed over 50 vehicle management systems to track engine health and fuel consumption.
- Hired temporary Equipment Services workers to improve Fleet's service delivery and to assist with safety inspections of fire extinguishers and eye washing stations.
- Upgraded Library's Access Control System similar to City Hall.

FY2024-25 Goals

Industrial Electrical

- Complete full installation of Electric Vehicle charging stations at Woodland Hotel.
- Complete parking area for generator at MSC.
- Install more chargers for electric vehicles for City fleet at MSC.

Department Summaries

- Upgrade Well 26 from soft start to VFD (Variable Frequency Drive).
- Continue LED lighting upgrade at selected city owned buildings.
- Install cameras at Beamer lift station.
- Integrate generator monitoring information into SCADA for Beamer lift station.
- Complete tower installation and install cameras at Cemetery.
- Conduct annual maintenance at all Wells and WPCF.
- Repair or replace cameras at Well 29.
- Install cameras at Ferns Park and Well 30.
- Complete Fiber Optics Communication upgrade to Well 29.
- Training senior Storm and Sewer operators on SCADA.
- Complete electrical upgrades for the Water Fowl Pond.
- Complete suggested Cathodic Protection repairs to water main from survey conducted March 2024.
- Upgrade lighting to LED at Brooks Pool.
- Replace all WPCF floats.
- Collect WPCF electrical infrastructure information and enter into Cityworks.

Signs and Markings

- Convert public parking lot behind Steve's Place Pizza from painted stall lines to thermoplastic stall lines.
- Continue to replace various signage throughout City as they get closer to end-of-life span.
- Continue to refresh thermoplastic cross-walk markings and stop bars throughout the City.
- Replace fading street name signs throughout the City as needed.
- Evaluate and refresh yellow school cross-walks as needed around all schools.
- Remove, layout, and replace RPM's on upcoming street paving jobs as well as continue to repair and replace the yellow center-line RPMs throughout City.

Streets

- Obtain funding for additional road repairs most notably at E. Beamer, Pioneer Ave and E. Kentucky Ave.
- Acquire additional funding to remove weeds and install waddles on the Beamer Underpass.
- Continue to apply mastic to wheel paths of Pioneer Ave.
- Continue to apply mastic and crack seal on Main Street between West and Cleveland.
- Procure additional funding for the FY2024/25 Sidewalk Replacement Project in the Spring Lake Area.
- Address the potholes and raveling within parking lot number 5 and install skin patch drive path between parking stalls to further prolong the life of the parking lot.

Right Of Way - Electrical

- Have all ROW technicians attend signal training classes and obtain proper certifications.
- Continue training of new full-time Electrical Assistants.
- Install six (6) new traffic signal equipment devices to start at East Main St/East St. through Main/Home Depot needed to support high-speed communications for traffic signal software (Transparency), expanding the existing traffic monitoring capabilities.
- Investigate PG&E streetlight fixtures city-wide to confirm correct billing charges for City Finance Department.

Department Summaries

- Upgrade high volume pedestrian traffic crosswalk locations with pedestrian heads having count down capabilities.
- Inspection and initiation of two (2) new signalized intersections at Pioneer/Farmer Central and Gibson/Harry Lorenzo as part of Springlake development.
- Work with Traffic Engineering on approving LED bulbs to replace High Pressure Sodium (HPS) lamps in the Springlake/Gateway L&L District. Once LEDs are approved, the ROW Electrical Group will start the re-lamping project in the Springlake and Gateway areas.
- Work with IT to implement a QR Code (via cell phone app) in Cityworks for all BBS battery tracking and replacement purposes.

Fleet and Facility Services

- Replace the roof and flooring in the administrative offices and break rooms at MSC.
- Continue conducting weekly meetings with staff to review performance metrics and discuss actions to improve overall performance.
- Establish a more robust prioritization model for facilities projects that is integrated with current GIS system.
- Collaborate with Finance on a sustainable financial strategy for facilities to address the City's future liabilities and explore the potential for setting up a chargeback system for each program.
- Finish upgrading all HVAC controls to the new Pelican Controls on all facilities.
- Upgrade and fix all Fire Stations access control issues.
- Add an additional Senior Facilities Maintenance Worker position.
- Fix Library tiled eaves that are completely degraded.
- Upgrade the key system at MSC and upgrade key tracking system.
- Start integration of data from the Fleet Management System into Samsara units, allowing the City to manage all of its own data and assets on a familiar platform.
- Upgrade all HVAC controls to remote access style.
- Assume all maintenance of generators under 300kw.
- Have a fully trained administrative staff to assist in Fleet and Facilities operations.
- Hire a new full-time employee for facilities who is heavily skilled in facilities work.

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, 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.

Water Group

The Water Dept. is responsible for the proper and regulatory/legal operation of the City's potable water production system, distribution system, and recycled water distribution system. Each of these systems are individually permitted and regulated by the State of California. The Water Dept. strives to comply with each permits mandated public health and operational requirements. The primary mission of the Water dept. is to meet all of our residents' water supply needs with the highest water quality possible in a cost-efficient manner and to always provide reliable customer service.

Department Summaries

Potable Water

The potable water system is primarily supplied by a 30 MGD surface water treatment plant augmented by three (3) blending wells and three (3) Aquifer Storage and Recovery (ASR) wells. The system retains three (3) back-up wells in stand-by mode. Potable water is delivered to residential, commercial and industrial users through an underground piping system consisting of about 300 miles of mainline pipe and a little over 18,000 service connections. We have one (1) Senior Water System Operator, two (2) Water System Operators & 16 Water Distribution Operators that handle the operation, maintenance, and repair of the conveyance piping system. Some of these responsibilities include compliance related Water Quality sampling & testing, maintaining our wells, 3-million-gallon ground level storage tank, 400,000-gallon water tower, 4.5 miles of transmission mains, 2,740 fire hydrants, 18,016 water meters, 9,161 water main control valves, 177 blow-offs, and 38 sample stations.

Recycled Water

City of Woodland also operates a Recycled Water Utility that was established in February 2017. This Utility consist of 3.5 miles of 12" C900 purple pipe, four (4) connections, two (2) pressure vessels, chlorination station, and a backup well that provides water in an emergency event. This year Spring Lake Recycled Water, CIP #17-07 will adding approx. 4,800 ft of 12" C900 purple pipe.

Sewage Collection

The primary mission of the Collections Department, is to keep Sewer infrastructure flowing as designed conveying it to the Waste Pollution Control Facility (WPCF). Additionally, to clean and CCTV entire system making necessary repairs and eliminating sewage spills. The Sewage Gravity Collection system is comprised of 206 miles of underground gravity mainline pipe ranging from 5" to 48" in diameter. Collection's infrastructure conveys 1.36 billion gallons of sewage to the (WPCF) on an annual basis. This department maintains all of the underground gravity mains and six (6) miles of force main pipe in addition to 17,423 lower lateral service connections.

Storm Water

The Collection Storm division goal is only rain down the storm drain & cleaning up any illicit discharge. Infrastructure is comprised of 143 miles of Storm gravity pipe, 15 miles of open channel ditches, 207 acres of storage basins. We work continually throughout the year to clean & inspect mainline & drain inlet points. Furthermore, weed management and debris clean up in our open ditches. We maintain three (3) storm lift stations and clear multiple grates & drain inlets during winter to prevent flooding.

FY2023-24 Accomplishments

Potable Water and Recycled Water

- Exercised 2,266 Valves.
- Serviced 502 Fire hydrants.
- Replaced five (5) Dry Barrel fire hydrants with Wet Barrel.
- Flushed 177 blow offs.
- Installed approximately 5,400 ft of 8" & 12" C900 on Sixth & Archer in accordance to the BOW Project, CIP 19-15.
- Stored approximately 375 million gallons of water between our three (3) ASR wells bringing our total to 2.8 billion gallons stored to date.
- Installed 63 water laterals/services.
- Replaced 11 large water main gate valves.

Department Summaries

- Tested 1,342 water meters and replaced 326.
- Abandoned 2,682 ft of 2" BOW water mains and repaired 63 broken water mains.
- Conducted 24 Fire Flow tests.
- Performed 131 water main shutdowns.
- Developed an in-house annual Backflow Device Testing Program.

Sewage Collection

- High Velocity Vacuum Cleaning (HVVC) crews cleaned 325,591 ft of gravity main.
- CCTV Crew televised 175,120 ft of sewer gravity main.
- Crews inspected 64,434 ft of lower sewer service lateral & rodded 2,109 ft of root intrusion.
- Responded to 150 Service Requests with an average response time of 33 minutes.
- Department had 17 sanitary sewer overflow events and eight (8) private events.
- Crews installed 38 sewer clean outs for access points and replaced 30 mainline taps.

Storm Water

- Performed weed abatement and ditch maintenance throughout the City's 15 miles of open channel storm water conveyance ditches.
- Used goats and Sheep to assist with weed management.
- E. Beamer Lift Station went operational.
- Installed four (4) 72" box culverts at Yolo Bypass West Levee.
- Replaced 180' of covered gutter.
- HVVC crew cleaned 40,041 feet of gravity mains.
- CCTV captured 17,880 feet of storm gravity mains.
- Worked with Resource Conservation District on establishing native grasses and removing invasive weeds along the embankments of East Regional Pond, Storz Pond and North Regional Pond.

FY2024-25 Goals

Potable Water and Recycled Water

- Continue to GPS all new installations and make corrections to Cityworks that will reflect GPS field work.
- Capture unaccounted water loss through monitoring fire system maintenance and flushing programs.
- Abandon one (1) mile of 2" BOW of water main by running new lateral out to larger water mains.
- Develop and implement a Cross-Connection Control Policy Program.
- Install approximately 4,420 ft of 8" C900 on Homewood Dr. as per 2024 BOW Project, CIP 23-02.
- Install 75 laterals and services.
- Replace 15 large water main gate valves.
- Flush 177 Blow Offs.
- Exercise 2,041 valves.
- Service 479 fire hydrants.
- Replace 12 Dry Barrel hydrants with Wet Barrel.
- Test 750 water meters.
- Replace 350 water meters.

Department Summaries

Sewage Collection

- Utilize the lateral spot lining kits on both lateral and mainlines.
- Conduct sewer spill simulator for manhole and laterals.
- Clean 270,000 feet in sewer gravity main.
- Inspect 180,400 feet of sewer mainline with CCTV.
- Inspect 52,281 feet of lower lateral.
- Install 50 sewer clean outs.
- Replace 600' of lower sewer lateral.

Storm Water

- Meet the City's Municipal Separate Storm Sewer System (MS4) O&M MS4 annual requirements.
- Clean 123,200 feet of storm mainline.
- Work with Utility Engineering on the design and replacement of multiple bubble ups.
- Perform pump efficiency testing and maintenance on all storm water pumps at 103 Lift Station.
- Establish a City Standard Detail for the replacement of multiple failing 'bubble-up' (inverted syphon) drain inlets.
- Inspect 92,400 feet of storm gravity main.
- Meet National Pollution Discharge Elimination Systems (NPDES) requirements.
- Replace six (6) drain inlets in flooded areas.
- Replace 500 feet of storm crossover and covered gutter.
- Promote public outreach related to pollution prevention "Only Rain Down the Storm Drain."
- Review and update Collections and Storm System Operational Policies (e.g., storm response, overflow procedures, illicit discharge response City Standards and enforcement).

Administration

Staff answers all phone calls from both internal and external customers, transfers to the correct work group/Division/Department as appropriate, and verifies applicable Service Requests are generated in Cityworks Server.

This department ensures all professional licenses and certifications required by staff are maintained and reviewed in Target Solutions to confirm that Public Works employees comply with internal position requirements as well as those for State and other agencies. Staff generates reports out of numerous software applications such as Cityworks Server, Faster, Target Solutions, Interstate and Tyler Munis as needed and processes Personnel Action Forms and tracks evaluations.

Staff manages the backflow testing program where backflow devices located throughout the City are tested annually by the City of Woodland Water Department with properly calibrated equipment, and the results input into Cityworks by the tester to ensure State required compliance.

Fleet's fixed and variable rates for all City vehicles and equipment are calculated by the staff for collection by Finance. Vehicle fixed rate account balances are tracked per vehicle to ensure sufficient funding available for vehicle replacement at the appropriate time. Staff maintains Department of Motor Vehicles (DMV) BIT (Basic Inspection of Terminals) program files and keeps up-to-date records for all Class A and B drivers' license holders. Staff is also responsible for tracking leased vehicles and reserve balances.

Department Summaries

Website information is updated in a timely manner, including vehicle bids. Department is also responsible for forwarding County Communications regarding road closures, flashing lights and out-of-service fire hydrants to appropriate personnel.

FY2023-24 Accomplishments

- Hired a full-time Administrative Clerk II as well as a full-time Administrative Clerk III.
- Entered and updated large backlog of employee certifications and training completions into Vector Solutions.
- Transitioned from paper invoice to online billing with vendors that have online software capabilities.
- Transitioned from Eden to Munis Software.
- Transitioned backflow device testing program to City of Woodland; participated in the development of software for backflow tracking and test entry.
- Separated out fuel and maintenance costs within the Fleet Variable Rate for Finance.
- Created over 25 SOPs for admin training, such as Annual Fire Extinguisher Recharge, Budget Workbook Prep, and Invoice Processing.
- Standardized purchasing process within Public Works groups.
- Staff created and updated New Hire and Departing Employee checklists.
- Staff input 4,161 Service Requests.
- Administrative staff took an estimated 5,640 calls over the last year.
- Staff entered an estimated 7,800 invoices into Munis for processing and payment.

FY2024-25 Goals

- Fill vacant positions within the administrative series.
- Streamline backflow test entry and testing notification process with new software.
- Update City of Woodland website with real-time information.
- Assist with Fleet data migration into Samsara.
- Update Public Works break room bulletin boards with new paper, borders, graphics and information.
- Create a positive 2024 Public Works Week experience for all PW staff.
- Continue working with PG&E to re-organize accounts into groups that are charged to the same budget codes for better workflow.
- Compile staff birthday list to distribute birthday cards to employees to increase camaraderie within PW.
- Continue to offer great customer service to City of Woodland residents who call in with service requests.
- Continue to input invoices in a timely manner to avoid late fees and disruption in material purchasing.

PUBLIC WORKS

<u>Source of Funds</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
General Fund Support	\$ 592,956	\$ 624,461	\$ 692,250	\$ 773,925	\$ 796,971
General Fund Fees & Charges	60	-	-	-	-
Internal Service Funds	2,180,560	2,336,680	3,785,006	2,718,986	3,707,562
Enterprise Funds	14,252,759	14,385,986	25,154,683	16,364,583	28,434,902
Special Revenue	3,305,626	3,601,239	4,053,056	4,388,719	5,014,077
Measure F	-	-	50,000	-	75,000
Total Funding Sources	\$ 20,331,961	\$ 20,948,366	\$ 33,734,995	\$ 24,246,213	\$ 38,028,512

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
881 Admin	\$ 4,625,901	\$ 5,152,109	\$ 6,939,845	\$ 5,911,328	\$ 8,463,542
883 Infrastructure ROW	3,318,048	3,643,668	4,182,389	4,474,825	5,186,082
884 Fleet & Facilities	2,722,054	2,900,713	4,397,891	3,714,180	4,407,529
885 Environmental	53,737	14,187	-	-	-
886 Utilities	9,178,679	8,787,140	17,721,349	9,628,954	19,273,054
887 PW Operations Admin	433,446	446,303	493,521	516,926	698,305
888 PW Parks	95	4,246	-	-	-
Total Expenditures	\$ 20,331,961	\$ 20,948,366	\$ 33,734,995	\$ 24,246,213	\$ 38,028,512

<u>Division</u>	Actual		Unaudited		Adopted
	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
881 Admin	\$ -	\$ -	\$ 32	\$ 2,351	\$ -
882 Engineering	-	-	-	-	-
883 Infrastructure ROW	51,426	60,333	79,334	86,106	97,005
884 Fleet & Facilities	541,494	564,033	612,884	685,468	699,966
885 Environmental	-	-	-	-	-
886 Utilities	-	-	-	-	-
887 PW Operations Admin	-	-	-	-	-
888 PW Parks	95	95	-	-	-
Total Expenditures	\$ 593,016	\$ 624,461	\$ 692,250	\$ 773,925	\$ 796,971

Expenses by Category			Unaudited		Adopted
	Actual	Actual	Actual	Actual	Budget
Expenditures	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 9,648,924	\$ 9,939,872	\$ 11,222,787	\$ 11,910,038	\$ 13,886,325
Supplies & Services	4,159,745	4,707,594	4,220,395	4,952,485	5,079,809
Education & Meetings	92,465	144,846	133,011	174,865	204,594
Debt Service	69,023	69,244	69,244	69,244	69,245
Capital Expenses	35,780	84,171	466,548	303,818	329,882
Other Operating Expenditures	5,303,123	5,881,759	17,129,631	6,334,353	18,337,777
Transfers	1,022,900	120,880	493,380	501,410	120,880
Total Expenditures	\$ 20,331,961	\$ 20,948,366	\$ 33,734,995	\$ 24,246,213	\$ 38,028,512

General Fund Expenses by Category			Unaudited		Adopted
	Actual	Actual	Actual	Actual	Budget
Expenditures	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
Salaries and Benefits	\$ 281,136	\$ 289,297	\$ 321,291	\$ 364,638	\$ 448,737
Supplies & Services	112,644	115,741	138,488	174,346	138,774
Education & Meetings	1,578	775	625	1,315	6,750
Debt Service	-	-	-	-	-
Capital Expenses	-	-	-	4,584	-
Other Operating Expenditures	197,657	218,649	231,846	229,043	202,710
Transfers	-	-	-	-	-
Total Expenditures	\$ 593,016	\$ 624,461	\$ 692,250	\$ 773,925	\$ 796,971

Expenses by Fund			Unaudited		Adopted
	Actual	Actual	Actual	Actual	Budget
Fund	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
2010 Equipment Services	\$ 1,948,946	\$ 2,209,879	\$ 2,420,499	\$ 2,306,167	\$ 2,450,253
2011 Facilities Replacement	238,587	109,871	53,988	156,261	108,879
2012 Equipment Replacement	(6,973)	16,930	1,310,519	256,559	1,148,430
2091 Self Insurance	-	-	-	-	-
1101 General Fund	593,016	624,461	692,250	773,925	796,971
2210 Water Enterprise Fund	5,850,766	6,279,370	12,647,259	7,044,972	13,662,292
2220 Sewer Enterprise Fund	7,436,436	6,973,153	10,654,542	8,200,398	12,889,974
2221 Storm Drain Enterprise Fund	578,175	686,510	1,386,982	728,673	1,364,447
2222 Wastewater Pre-Treatment Fund	385,853	446,519	465,899	390,540	518,189
2250 Recycling Fund	2,662	-	-	-	-
2252 Construction/Demolition Debris	(1,134)	434	-	-	-
1354 Transportation Development	894,990	947,806	1,423,704	1,219,234	1,439,034
1355 Gas Tax Fund	1,751,898	1,945,552	1,930,344	2,238,774	2,443,645
1365 Environmental Compliance	-	-	-	-	-
1381 Gibson Ranch L&L	72,924	77,954	84,039	91,988	103,006
1383 N Park L&L District	2,239	2,365	2,608	2,847	3,134
1386 Used Oil Recycling Grant	39,004	13,753	-	-	-
1387 Woodland West L&L	968	1,352	1,902	1,062	3,091
1389 Spring Lake L&L	506,906	549,963	574,782	779,334	939,194
1391 Sports Parks O&M CFD	-	4,150	-	-	-
1392 Gateway L&L	36,697	58,344	35,676	54,747	61,860
1393 Prudler-Mall Expansion CFD	-	-	-	734	21,113
1507 Measure F	-	-	50,000	-	75,000
Total Expenditures	\$ 20,331,961	\$ 20,948,366	\$ 33,734,995	\$ 24,246,213	\$ 38,028,512

EMPLOYEE SUMMARY BY DEPARTMENT - PUBLIC WORKS

Classification	FY2021/22	FY2022/23	FY2023/24	Proposed Changes	FY2024/25
Public Works					
Administrative Clerk I/II	2	2	1		1
Administrative Clerk III	1	1	2		2
Chief Collection System Operator	1	1	1		1
Chief Water System Operator	1	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
Engineering Assistant	1	1	1		1
Engineering Tech III	1	1	0		0
Environmental Compliance Inspector II	1	1	1		1
Environmental Compliance Specialist	1	1	1		1
Equipment Services Clerk	1	1	1		1
Facilities Maintenance Worker III	2	2	2		2
Fleet & Facilities Manager	1	1	1		1
GIS Technician I/II	1	0	0		0
Heavy Equipment Mechanic	1	1	1		1
Ind Electrical Tech	2	2	2		2
Infrastructure Administrator	1	1	1		1
Laboratory Supervisor	1	1	1		1
Laboratory Technician I	1	1	0		0
Laboratory Technician II	1	1	2		2
Light Equipment Mechanic	2	2	2		2
Maintenance Supervisor	0	1	1		1
Maintenance Worker I	0	0	1		1
Maintenance Worker II	5	5	4		4
Maintenance Worker III	2	2	2		2
Management Analyst I/II	1	1	1		1
Meter Services Technician	2	2	2		2
Public Works Director	1	1	1		1
Signs & Marking Tech I/II	1	1	1		1
Senior Equipment Mechanic	1	1	1		1
Senior Traffic Sig/Street Light Tech	1	1	1		1
Senior Maintenance Worker	1	0	0		0
Senior Utilities Maintenance Wkr Sewer	1	1	1		1
Senior Water System Operator	1	1	1		1
Senior Water Pollution Control Operator	1	1	1		1
Senior Water/Waste Instr Tech	1	1	1		1
Senior Signs & Markings Technician	1	1	1		1
Traffic Sig/Street Light Tech	0	1	1		1
Treatment Plant Mechanic	1	1	1		1
Treatment Plant Superintendent	1	1	1		1
Underground Utility Service Locator	1	1	1		1
Utilities Administrator	1	1	0		0
Utilities Maintenance Worker I	10	6	7		7
Utilities Maintenance Worker II	11	14	14		14
Utilities Maintenance Worker III	4	4	6		6
Utilities Maintenance Worker IV	1	1	0		0
Water Pollution Control Operator I	1	1	0		0
Water Pollution Control Operator III	1	2	2		2
Water Pollution Control Operator IV	1	1	1		1
Water Systems Administrator	0	0	0	1	1
Water Pollution Control O-I-T	0	0	1		1
Water Systems Operator I/II	2	2	2		2
Water/Waste Inst Tech	1	1	1		1
Total Public Works	82	82	83	0	83



CITY OF WOODLAND

CAPITAL IMPROVEMENT

PROGRAM

FY 2025 – 2030



CAPITAL IMPROVEMENT PROGRAM (CIP): FY2025 – FY2030

The **CIP** represents the spending plan for major infrastructure improvements over the next five fiscal years. Previously approved CIP projects are also included since many of the projects are still in the construction phase and will not reach completion until a later date.

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, MPFP, Measure F & R Spending Plans, and other Council-adopted plans. Additionally, the Planning Commission found the CIP 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. Most of the CIP projects address specific **City Council Priority Goals & Strategic Plan initiatives**:

- Enhancing Governance & Fiscal Responsibility
- Strengthening Public Safety & Infrastructure
- Focusing on Economic Development & Downtown
- Improving Quality of Life.

The CIP budget is organized around nine categories:

1. **Fire** – although there is no additional CIP funding for preliminary work related to the design of a fire station to be located at E. Gibson Road and Bourn Drive, the project is still considered pending as a funding plan is developed.
2. **General** – in addition to continued work on the City's Zoning Ordinance and the City's Local Early Action Planning Grant (LEAP), the City is also replacing the Enterprise System used for Financial/Land Use/Permitting/Licensing/Code Enforcement management and developing a neighborhood framework plan for the Armfield-Lemen area.

3. **Library** – the projects in this category include expansion of the book and media collection to meet increased demand as our community grows.
4. **Park Facilities** – the projects in this category include the design of the southeast area pool located near Pioneer High School as well as the second phase of the Spring Lake Parks (Spring Lake, Jack Slaven, and Rick Gonzales Sr.).
5. **Sewer** – the projects in this category include major reconstruction of existing sewer mains and laterals, and various improvements to the Water Pollution Control Facility (WPCF).
6. **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 newest project will provide design for Country Road 25A between Parkland Ave. and Meikle Ave.
7. **Storm Drainage** – the projects in this area maintain or improve existing storm drain infrastructure. Funding for the storm drain outfall channel outlet structure was funded in FY22 utilizing American Rescue Plan (ARP) funding. ARP funding will also be used for the repair of the E. Main Pump Station Emergency Generator which was evaluated and found to require immediate repair.
8. **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 Matmor/Gum Road Rehabilitation project will continue in FY 2024 with additional funding from Measure F and RMRA (SB1). The design and construction of a new traffic signal at E. Gibson Road/Harry Lorenzo Ave/Bourn Drive is planned to accommodate current and future growth from the Technology Park. A new traffic signal at CR 102 and Kentucky Ave is also planned. Funding to study and install additional traffic calming measures in several neighborhoods has been approved utilizing ARP funding.
9. **Water** – the projects in this category include water line repair and replacement in various locations throughout the community. Major water line repair will be done on Cross Street between Elm Street and Third Street and on College and First Streets in the vicinity between Pendegast Street and Lincoln Avenue. Additionally, the water meter replacement program will continue to incrementally replace the aging meters for accuracy and to prevent under-reported water usage.

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

The City of Woodland has been successful in obtaining various types of grant funding for transportation projects including more than \$7.8 million for the reconstruction of Gibson Road

between East Street and West Street. Our water and sewer projects are supported through revenue generated by utility user fees currently in place.

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

As always, staff will continue to monitor the revenues and expenses closely. Any substantive deviation from the projections will be presented to the City Council.



CIP 20-06 – Concrete Pour



CIP 22-04 – Pipe Backfill and Installation



CIP 20-06 – Restored Levee



CIP 20-06 – Inlet Construction



CIP 20-06 – Structure Forms Front



CIP 20-06 – Structure Forms Back

**FY2025-FY2030
Funding Summary by Project #**

Project Status Active

Project Number	Project Name	Project Fund	Total Funding	Previous Funding	2025	2026	2027	2028	2029	2030
02-28	Traffic Engineering Services	Fund 582 - Road Development	\$ 200,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -
04-07	Kentucky Avenue Widening and Reconstruction	Fund 210 - Water Enterprise	\$ 1,190,000.00	\$ 975,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 220 - Sewer Enterprise	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 351- Transportation Grants	\$ 13,076,950.00	\$ 13,076,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 506 - Measure "E"	\$ 2,600,650.00	\$ 2,600,650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
06-06	Measure E/Measure F - Planning-Management	Fund 507 - Measure "F"	\$ 238,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -
06-12	Spring Lake East Regional Pond Landscaping	Fund 681 - SLIF Storm Drain	\$ 484,000.00	\$ 484,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
06-14	Annual In-House Road Program Support	Fund 507 - Measure "F"	\$ 5,000,000.00	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ -
07-07	Zoning Ordinance & CEQA	Fund 325 - State Grants	\$ 537,700.00	\$ 537,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 501 - Capital Projects	\$ 130,000.00	\$ 130,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08-21	Annual Sewer Repair and Replacement	Fund 220 - Sewer Enterprise	\$ 7,269,180.00	\$ 3,639,180.00	\$ 1,190,000.00	\$ 700,000.00	\$ 700,000.00	\$ -	\$ -	\$ -
08-22	Preliminary Odor Abatement	Fund 220 - Sewer Enterprise	\$ 414,500.00	\$ 404,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
09-15	FloodSAFE Yolo/Cache Creek Feasibility Study	Fund 220 - Sewer Enterprise	\$ 5,250,000.00	\$ 5,250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 581 - Storm Drain Development	\$ 429,000.00	\$ 429,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
09-23	Water System Leak Detection, Maintenance & Repairs	Fund 210 - Water Enterprise	\$ 2,534,898.00	\$ 1,769,898.00	\$ 700,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
10-11	Treatment Plant Exp-Biosolids	Fund 220 - Sewer Enterprise	\$ 5,960,000.00	\$ 5,190,000.00	\$ 770,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
13-05	East Main Street Improvement Project	Fund 351- Transportation Grants	\$ 6,002,000.00	\$ 6,002,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 361 - RMRA	\$ 2,019,000.00	\$ 1,369,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 506 - Measure "E"	\$ 364,838.00	\$ 364,838.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 75,800.00	\$ 75,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14-02	Water Pollution Asset Replacement Project	Fund 220 - Sewer Enterprise	\$ 9,622,119.00	\$ 3,147,119.00	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,700,000.00	\$ 1,800,000.00	\$ -	\$ -
14-03	Replacement of Orangeberg Sewer Laterals	Fund 220 - Sewer Enterprise	\$ 3,532,000.00	\$ 1,032,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -
14-07	Sewer/Wastewater Treatment Master Plan	Fund 220 - Sewer Enterprise	\$ 1,041,500.00	\$ 1,041,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14-15	Large Diameter Wastewater Pipeline Repair, Replacement, & Lining	Fund 220 - Sewer Enterprise	\$ 5,296,000.00	\$ 2,596,000.00	\$ 500,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	\$ -
14-16	Pioneer Avenue High School Entrance to Farmer's Central Rd	Fund 682 - SLIF Roads	\$ 2,300,000.00	\$ 2,300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15-04	Chromium 6 Investigations	Fund 210 - Water Enterprise	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15-07	Camarena Ball Field - Grant Match	Fund 506 - Measure "E"	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16-02	Install traffic signal at Freeway Drive & E. Main Street	Fund 582 - Road Development	\$ 450,000.00	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16-03	Stormwater Quality Design Manual Update & Hydromodification Exemption	Fund 581 - Storm Drain Development	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16-10	Fire Station #3 Relocation	Fund 101 - General Fund	\$ 1,154,000.00	\$ 1,154,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 560 - Fire Development	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17-02	Install Traffic Signal at Kentucky/Cottonwood	Fund 582 - Road Development	\$ 450,000.00	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17-05	ASR Wells #31	Fund 210 - Water Enterprise	\$ 5,557,000.00	\$ 5,557,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**FY2025-FY2030
Funding Summary by Project #**

Project Number	Project Name	Project Fund	Total Funding	Previous Funding	2025	2026	2027	2028	2029	2030
17-07	Recycled Water Master Plan	Fund 210 - Water Enterprise	\$ 4,005,000.00	\$ 440,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17-09	West Woodland Safe Routes to School	Fund 210 - Water Enterprise	\$ 525,000.00	\$ 475,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 351- Transportation Grants	\$ 1,592,000.00	\$ 1,592,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 506 - Measure "E"	\$ 3,006,000.00	\$ 1,972,000.00	\$ 1,034,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 1,416,000.00	\$ -	\$ 166,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Fund 210 - Water Enterprise	\$ 2,892,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 351- Transportation Grants	\$ 5,842,500.00	\$ 3,742,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 506 - Measure "E"	\$ 1,947,000.00	\$ 1,247,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 2,150,000.00	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17-22	Sports Park Drive Pedestrian Overcrossing	Fund 210 - Water Enterprise	\$ 350,000.00	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 501 - Capital Projects	\$ 3,660,000.00	\$ 3,660,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 582 - Road Development	\$ 2,609,000.00	\$ 2,609,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 593 - Gibson Ranch Infrastructure	\$ 1,450,000.00	\$ 1,450,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17-23	Main Street Sanitary Sewer and Storm Repairs	Fund 220 - Sewer Enterprise	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 506 - Measure "E"	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18-04	Park/Recreation Facility Planning	Fund 506 - Measure "E"	\$ 65,000.00	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-01	GIBSON LANDSCAPE - Pioneer Avenue to Harry Lorenzo Ave	Fund 582 - Road Development	\$ 57,000.00	\$ 57,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 682 - SLIF Roads	\$ 400,000.00	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-05	Matmor Rd & E. Gum Ave Rehab (2020 Road Rehabilitation)	Fund 220 - Sewer Enterprise	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 361 - RMRA	\$ 4,396,000.00	\$ 1,696,000.00	\$ 1,400,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 506 - Measure "E"	\$ 2,753,443.00	\$ 2,753,443.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 2,366,000.00	\$ 1,266,000.00	\$ 1,100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
19-06	Traffic Calming Program	Fund 501 - Capital Projects	\$ 600,000.00	\$ 400,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
19-11	Spring Lake Central Park	Fund 640 - SLIF Parks & Recreation	\$ 560,000.00	\$ 510,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-12	Spring Lake 2019 CIP Update	Fund 601 - Spring Lake Administration	\$ 155,000.00	\$ 155,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-13	Gibson Road Interchange Modification	Fund 582 - Road Development	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 682 - SLIF Roads	\$ 2,365,000.00	\$ 2,365,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-14	South Area Flowage Easement	Fund 681 - SLIF Storm Drain	\$ 190,000.00	\$ 190,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-15	2019 Water Main Replacement Project	Fund 210 - Water Enterprise	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-17	Regional Park Site	Fund 501 - Capital Projects	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 502 - CA State Park Grants	\$ 616,500.00	\$ 616,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-18	Southeast Area Pool Project	Fund 501 - Capital Projects	\$ 6,391,905.00	\$ 6,391,905.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 4,500,000.00	\$ 2,500,000.00	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
19-22	Permanent Supportive Housing	Fund 331 - Homeless Housing	\$ 4,083,972.00	\$ 4,083,972.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-23	Charles Brooks Pool Bleacher Project	Fund 506 - Measure "E"	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-01	Gibson Road Bicycle/Pedestrian Mobility Project - East to West Street	Fund 351- Transportation Grants	\$ 3,933,000.00	\$ 3,933,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 361 - RMRA	\$ 940,000.00	\$ 940,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 506 - Measure "E"	\$ 1,063,617.00	\$ 1,063,617.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 1,760,000.00	\$ 1,760,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-02	2021 Road Maintenance	Fund 210 - Water Enterprise	\$ 63,976.00	\$ 63,976.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**FY2025-FY2030
Funding Summary by Project #**

Project Number	Project Name	Project Fund	Total Funding	Previous Funding	2025	2026	2027	2028	2029	2030
20-02	2021 Road Maintenance	Fund 506 - Measure "E"	\$ 94,262.00	\$ 94,262.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 1,540,000.00	\$ 1,540,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-03	2022 Spring Lake Parks Project	Fund 594 - Spring Lake	\$ 476,417.00	\$ 476,417.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 640 - SLIF Parks & Recreation	\$ 5,909,253.00	\$ 5,909,253.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-04	E. Gibson Road/Harry Lorenzo Ave/Bourn Drive Traffic Signal	Fund 582 - Road Development	\$ 1,355,000.00	\$ 1,355,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-06	Storm Drainage Outfall Channel Outlet Structure	Fund 221 - Storm Drain Enterprise	\$ 3,270,000.00	\$ 3,270,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 581 - Storm Drain Development	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 681 - SLIF Storm Drain	\$ 525,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-08	W. Gibson Road Safe Routes to School - West Street to CR 98	Fund 351- Transportation Grants	\$ 3,816,000.00	\$ 3,816,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 361 - RMRA	\$ 1,127,700.00	\$ 1,127,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 506 - Measure "E"	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 760,000.00	\$ 760,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-12	Homeless Shelter	Fund 331 - Homeless Housing	\$ 3,074,595.00	\$ 2,437,795.00	\$ 318,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
20-13	WPCF Pond #11 Biosolids Removal	Fund 220 - Sewer Enterprise	\$ 1,530,000.00	\$ 1,530,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21-01	2022 Water & Sewer Repair & Replacement (Pendegast & College)	Fund 210 - Water Enterprise	\$ 3,140,000.00	\$ 3,140,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 220 - Sewer Enterprise	\$ 1,800,000.00	\$ 1,800,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21-02	Groundwater Monitoring Wells	Fund 210 - Water Enterprise	\$ 1,555,000.00	\$ 1,555,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21-05	Groundwater Wells Demolition Project	Fund 210 - Water Enterprise	\$ 400,000.00	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21-07	Storm Drain Channel south of Woodland Christian School	Fund 681 - SLIF Storm Drain	\$ 400,000.00	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21-08	Local Early Action Planning (LEAP) Grant	Fund 325 - State Grants	\$ 157,300.00	\$ 157,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21-09	Enterprise System Replacement	Fund 015 - Information Systems	\$ 1,751,790.00	\$ 1,751,790.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 510 - General City Development	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21-13	Local Roadway Safety Plan Project	Fund 351- Transportation Grants	\$ 56,700.00	\$ 56,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 19,000.00	\$ 16,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
21-14	SR 113/CR 25A Ultimate Interchange Modifications (Roundabouts)	Fund 582 - Road Development	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 682 - SLIF Roads	\$ 1,567,082.00	\$ 1,567,082.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22-01	2022 ADA Improvements	Fund 210 - Water Enterprise	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 320 - CDBG	\$ 196,645.00	\$ 196,645.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22-02	Storm Drainage Pump Station Emergency Generator Rehabilitation Project	Fund 221 - Storm Drain Enterprise	\$ 310,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22-03	Water Meter Replacement	Fund 210 - Water Enterprise	\$ 1,200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
22-04	2023 Water & Sewer Replacement Project	Fund 210 - Water Enterprise	\$ 3,820,000.00	\$ 3,820,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 220 - Sewer Enterprise	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22-05	E. Gibson Trunk Sewer Repairs	Fund 220 - Sewer Enterprise	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22-06	2022 Road Maintenance/Rehabilitation	Fund 210 - Water Enterprise	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22-08	North Canal Pump Station Pipe Rehabilitation Project	Fund 220 - Sewer Enterprise	\$ 170,000.00	\$ 170,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 221 - Storm Drain Enterprise	\$ 180,000.00	\$ 180,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**FY2025-FY2030
Funding Summary by Project #**

Project Number	Project Name	Project Fund	Total Funding	Previous Funding	2025	2026	2027	2028	2029	2030
22-08										
22-12	Armfield-Lemen Ave REAP Grant	Fund 325 - Work Force Housing Grant	\$ 234,750.00	\$ 234,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22-13	Main Street Feasibility Project	Fund 351- Transportation Grants	\$ 400,000.00	\$ 100,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 50,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 582 - Road Development	\$ 135,000.00	\$ 55,000.00	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
22-14	East and Main Street Signal Project	Fund 351- Transportation Grants	\$ 158,450.00	\$ 158,450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 178,450.00	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22-15	Pedestrian Crossing Improvement Project	Fund 351- Transportation Grants	\$ 250,000.00	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 582 - Road Development	\$ 110,000.00	\$ 25,000.00	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
22-16	Lower Cache Creek Flood Risk Reduction Project	Fund 220 - Sewer Enterprise	\$ 3,400,000.00	\$ 900,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22-17	Active Transportation Plan	Fund 351- Transportation Grants	\$ 161,125.00	\$ 161,125.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 582 - Road Development	\$ 65,000.00	\$ 25,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
23-01	2023 Road Maintenance	Fund 210 - Water Enterprise	\$ 63,976.00	\$ 63,976.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 1,100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23-02	2024 Water & Sewer Replacement	Fund 210 - Water Enterprise	\$ 3,200,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 220 - Sewer Enterprise	\$ 800,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23-03	Sewer System Hydraulic Model Update	Fund 220 - Sewer Enterprise	\$ 215,000.00	\$ 90,000.00	\$ -	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -
23-04	Spring Lake Lift Station Pump Replacement Project	Fund 220 - Sewer Enterprise	\$ 600,000.00	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23-05	Storm Drainage Trash Capture Project	Fund 501 - Capital Projects	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 681 - SLIF Storm Drain	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
23-06	E. Gibson Road/Matmor Road Signal Modification Project	Fund 582 - Road Development	\$ 550,000.00	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23-07	New Traffic Signal - CR102 and Kentucky Avenue	Fund 582 - Road Development	\$ 525,000.00	\$ 525,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23-08	2023 ADA Improvements	Fund 210 - Water Enterprise	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 320 - CDBG	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-01	2024 Road Maintenance	Fund 210 - Water Enterprise	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 1,657,000.00	\$ -	\$ 1,007,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
24-02	2025 Water and Sewer Replacement Project	Fund 210 - Water Enterprise	\$ 3,887,737.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 220 - Sewer Enterprise	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-03	2024 ADA Improvements	Fund 210 - Water Enterprise	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 320 - CDBG	\$ 317,232.00	\$ -	\$ 117,232.00	\$ -	\$ -	\$ -	\$ -	\$ -
24-04	Grant Planning and Application	Fund 507 - Measure "F"	\$ 125,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -
24-05	County Road 25A (Parkland Ave to Meikle Ave)	Fund 682 - SLIF Roads	\$ 4,735,000.00	\$ 135,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-06	I-5/SR113 Freeway to Freeway Connector Project	Fund 351- Transportation Grants	\$ 1,050,000.00	\$ -	\$ -	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 22,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 582 - Road Development	\$ 769,982.00	\$ 19,982.00	\$ 10,000.00	\$ 710,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
24-08	Community Center Parking Lot Expansion	Fund 501 - Capital Projects	\$ 1,500,000.00	\$ -	\$ 1,300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
24-09	Downtown Parking Lot Rehabilitation	Fund 507 - Measure "F"	\$ 575,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**FY2025-FY2030
Funding Summary by Project #**

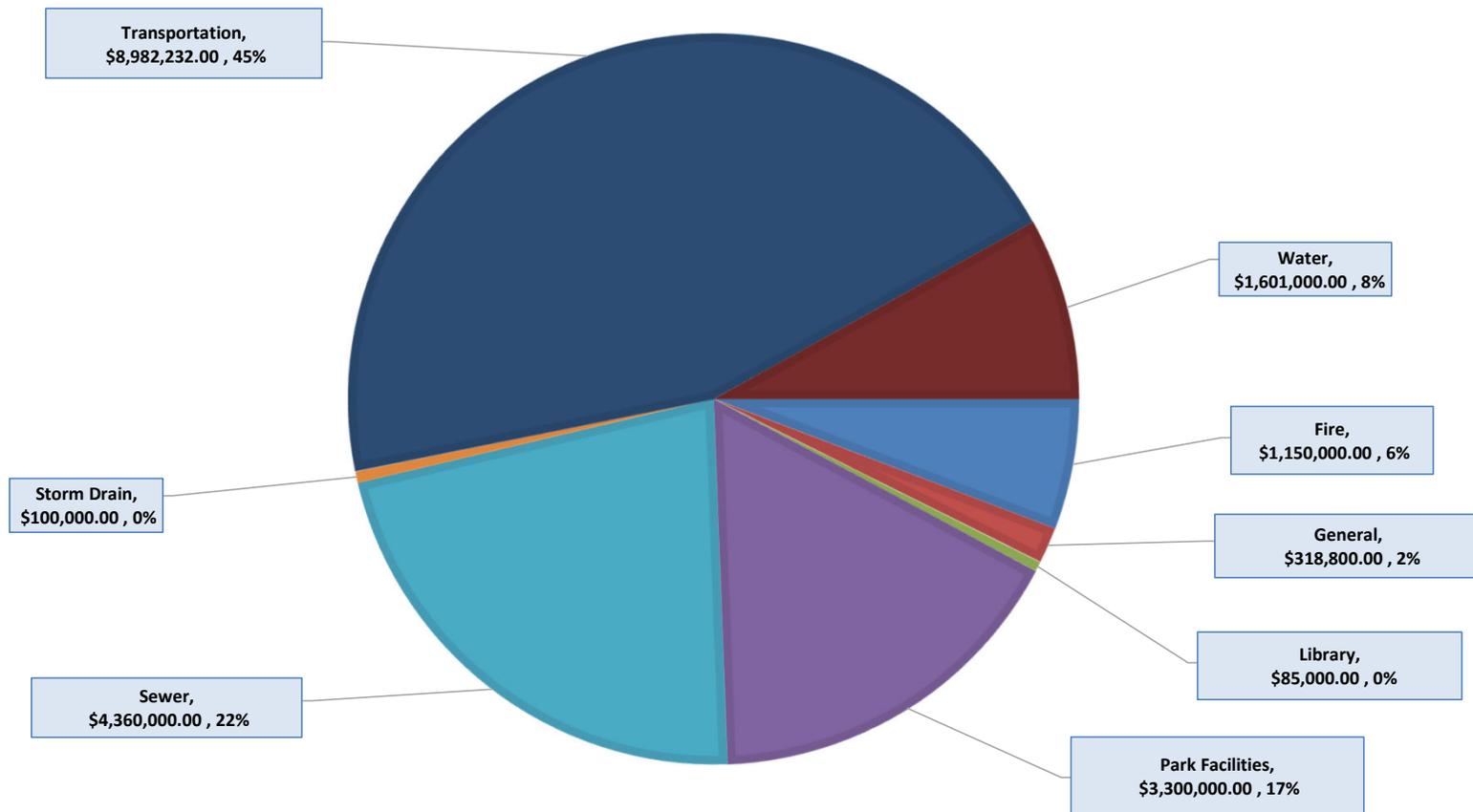
Project Number	Project Name	Project Fund	Total Funding	Previous Funding	2025	2026	2027	2028	2029	2030
24-10	Pacific Flyway Pond Enhancement Project	Fund 220 - Sewer Enterprise	\$ 2,072,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-11	Traffic Signal EVP Upgrades	Fund 507 - Measure "F"	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
24-12	WPCF Grit Classifier Rehabilitation Project	Fund 220 - Sewer Enterprise	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-13	First Street Parking Lot Rehabilitation	Fund 507 - Measure "F"	\$ 750,000.00	\$ -	\$ 750,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
25-01	2026 Water and Sewer Replacement Project	Fund 210 - Water Enterprise	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 220 - Sewer Enterprise	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
25-02	2025 Road Maintenance	Fund 210 - Water Enterprise	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 1,200,000.00	\$ -	\$ -	\$ 1,200,000.00	\$ -	\$ -	\$ -	\$ -
25-03	City of Woodland Safety Action Plan (SAP)	Fund 351- Transportation Grants	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 582 - Road Development	\$ 70,000.00	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
25-04	2025 ADA Improvements	Fund 210 - Water Enterprise	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 320 - CDBG	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
25-05	Public Safety Radio System Upgrade	Fund 501 - Capital Projects	\$ 350,000.00	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 800,000.00	\$ -	\$ 800,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
25-06	2025 Urban Water Management Plan	Fund 210 - Water Enterprise	\$ 166,000.00	\$ -	\$ 166,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
25-07	2025 America Waters Infrastructure Act Compliance	Fund 210 - Water Enterprise	\$ 85,000.00	\$ -	\$ 85,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
25-08	East Street Corridor Road Diet & Complete St Feasibility Study	Fund 351- Transportation Grants	\$ 900,000.00	\$ -	\$ 900,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
25-09	Fire Admin Relocation	Fund 507 - Measure "F"	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25-10	Hiddleson Park Phase 1 & 2	Fund 507 - Measure "F"	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25-11	Beamer Underground Erosion Control	Fund 507 - Measure "F"	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
26-01	2026 Road Maintenance	Fund 210 - Water Enterprise	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -
		Fund 507 - Measure "F"	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 1,500,000.00	\$ -	\$ -	\$ -
94-45	Library Material Collection	Fund 570 - Library Development	\$ 425,000.00	\$ -	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ -	\$ -
95-24	Planning Analysis Studies	Fund 582 - Road Development	\$ 200,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -

FY2025-FY2030 Funding Summary by Category

Project Status Active

Project Type	Total Funding	Previous Funding	2025	2026	2027	2028	2029	2030
Transportation	\$ 103,408,378.00	\$ 71,765,696.00	\$ 8,982,232.00	\$ 4,140,000.00	\$ 2,690,000.00	\$ 1,165,000.00	\$ -	\$ -
Sewer	\$ 37,080,299.00	\$ 20,370,299.00	\$ 4,360,000.00	\$ 3,325,000.00	\$ 3,500,000.00	\$ 2,900,000.00	\$ -	\$ -
Water	\$ 33,975,635.00	\$ 19,456,898.00	\$ 1,601,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -
Park Facilities	\$ 20,209,075.00	\$ 16,659,075.00	\$ 3,300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drain	\$ 16,606,000.00	\$ 11,149,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
SLIF Infrastructure	\$ 10,721,000.00	\$ 6,121,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General	\$ 10,470,107.00	\$ 9,833,307.00	\$ 318,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	\$ 2,364,000.00	\$ 1,214,000.00	\$ 1,150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Library	\$ 425,000.00	\$ -	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ -	\$ -
Grand Total	\$ 235,259,494.00	\$ 156,569,275.00	\$ 19,897,032.00	\$ 7,750,000.00	\$ 6,475,000.00	\$ 4,350,000.00	\$ -	\$ -

FY2025 FUNDING BY CATEGORY

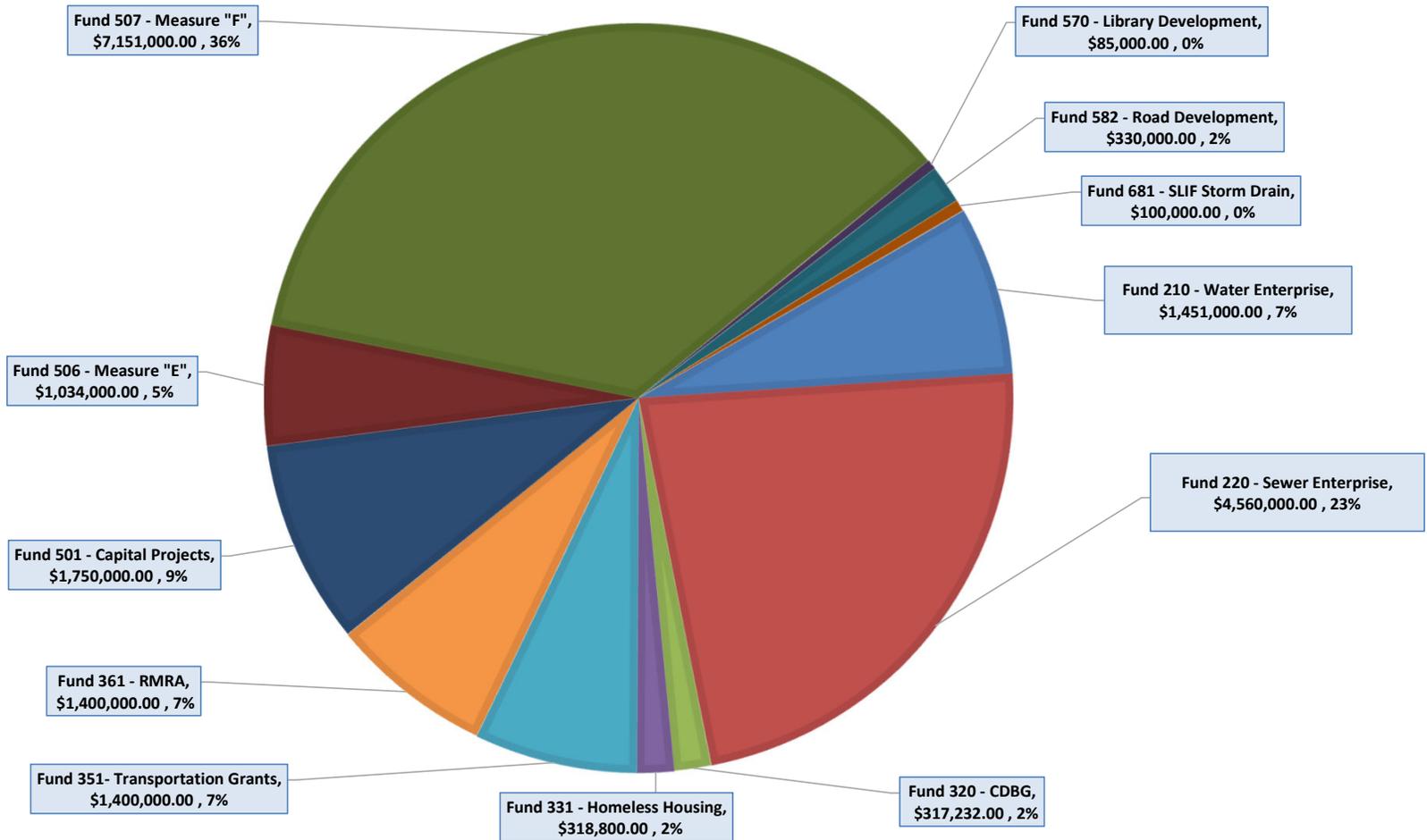


FY2025-FY2030 Funding Summary by Fund

Project Status Active

Project Fund	Total Funding	2025	2026	2027	2028	2029	2030
Fund 015 - Information Systems	\$ 1,751,790.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 101 - General Fund	\$ 1,154,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 210 - Water Enterprise	\$ 35,310,587.00	\$ 1,451,000.00	\$ 225,000.00	\$ 225,000.00	\$ 200,000.00	\$ -	\$ -
Fund 220 - Sewer Enterprise	\$ 52,232,299.00	\$ 4,560,000.00	\$ 3,325,000.00	\$ 3,500,000.00	\$ 2,900,000.00	\$ -	\$ -
Fund 221 - Storm Drain Enterprise	\$ 3,760,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 320 - CDBG	\$ 913,877.00	\$ 317,232.00	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 325 - State Grants	\$ 695,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 325 - Work Force Housing Grant	\$ 234,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 331 - Homeless Housing	\$ 7,158,567.00	\$ 318,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 351- Transportation Grants	\$ 37,438,725.00	\$ 1,400,000.00	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -
Fund 361 - RMRA	\$ 8,482,700.00	\$ 1,400,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 501 - Capital Projects	\$ 12,781,905.00	\$ 1,750,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 502 - CA State Park Grants	\$ 616,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 506 - Measure "E"	\$ 12,324,810.00	\$ 1,034,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 507 - Measure "F"	\$ 29,042,250.00	\$ 7,151,000.00	\$ 2,275,000.00	\$ 2,575,000.00	\$ 1,075,000.00	\$ -	\$ -
Fund 510 - General City Development	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 560 - Fire Development	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 570 - Library Development	\$ 425,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ -	\$ -
Fund 581 - Storm Drain Development	\$ 879,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 582 - Road Development	\$ 7,880,982.00	\$ 330,000.00	\$ 790,000.00	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -
Fund 593 - Gibson Ranch Infrastructure	\$ 1,450,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 594 - Spring Lake	\$ 476,417.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 601 - Spring Lake Administration	\$ 155,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 640 - SLIF Parks & Recreation	\$ 6,469,253.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 681 - SLIF Storm Drain	\$ 1,699,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 682 - SLIF Roads	\$ 11,367,082.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 235,259,494.00	\$ 19,897,032.00	\$ 7,750,000.00	\$ 6,475,000.00	\$ 4,350,000.00	\$ -	\$ -

FY2025 TOTAL BY FUND



CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Traffic Engineering Services	Project Proponent:	Katie Wurzel
Project #:	02-28	Project Manager:	Katie Wurzel
MPFP:	TES-100	User Department:	Community Development

PROJECT COSTS

Fund		582 Road Dev.		
Prior Funding		\$	0	
Fiscal Year	2024	\$	40,000	
	2025	\$	40,000	
	2026	\$	40,000	
	2027	\$	40,000	
	2028	\$	40,000	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>200,000</u>	
TOTAL		\$	<u>200,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	200,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

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 \$40,000 each year, but previous years funding does not carry forward.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Measure E/F - Planning Management	Project Proponent:	Katie Wurzel
Project #:	06-06	Project Manager:	Katie Wurzel
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		507 Measure "F"		
Prior Funding		\$	0	
Fiscal Year	2024	\$	38,000	
	2025	\$	50,000	
	2026	\$	50,000	
	2027	\$	50,000	
	2028	\$	50,000	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>238,000</u>	
TOTAL		\$	<u>238,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	238,000
Design	\$	0
Construction	\$	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 Micro paver, scope future road rehabilitation projects and perform other program related needs.

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

Pertinent Issue MSF now continues the road work planning, management and maintenance that MSE was previously responsible for.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Annual In-House Road Support
Project #: 06-14
MPFP:

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

PROJECT COSTS

Fund		507 Measure "F"		
Prior Funding		\$	0	
Fiscal Year	2024	\$	1,000,000	
	2025	\$	1,000,000	
	2026	\$	1,000,000	
	2027	\$	1,000,000	
	2028	\$	1,000,000	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>5,000,000</u>	
TOTAL		\$	<u>5,000,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

Pertinent Issue The Council approved this funding contingent upon City staff preparing yearly reporting as to the cost effectiveness of using in-house staff. The operational costs are included in the cost of ownership of maintaining the City's roadway system. Funding does not carry forward from year to year. For FY20- FY22, assuming \$500K to balance street maintenance funding and \$250K for materials. FY23 and forward assumes a need of \$1,000,000

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Zoning Ordinance & CEQA	Project Proponent:	Community Development
Project #:	07-07	Project Manager:	Community Development
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund	501		325	
	Capital Projects		State Grants	
Prior Funding	\$	130,000	\$	537,700
Fiscal Year	2024	\$	\$	0
	2025	\$	\$	0
	2026	\$	\$	0
	2027	\$	\$	0
	2028	\$	\$	0
	2029	\$	\$	0
	2030	\$	\$	0
Subtotal	\$	<u>130,000</u>	\$	<u>537,700</u>
TOTAL	\$	<u>667,700</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	667,700
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description This project involves the analysis and preparation of ordinance amendments to the Zoning Ordinance as well as any related General Plan Amendments and CEQA Analysis. The City will continue to use the services of Lisa Wise Consultants to complete the proposed project. Estimated completion September 2022

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 required. Updates to meet state requirements, including streamlining review and approval and facilitating a variety of housing opportunities to increase overall housing supply in Woodland.

Pertinent Issue Comply with State legislation to streamline review and approval of housing development. Complete a comprehensive update to the Zoning Code. Prepare any related General Plan Amendments. Conduct appropriate CEQA analysis that may be required.

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Flood SAFE Yolo/Cache Creek Feasibility Study	Project Proponent:	City Management
Project #:	09-15	Project Manager:	Tim Busch
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund	220		581		
	Sewer Ent.		Storm Drain Dev.		
Prior Funding	\$	5,250,000	\$	429,000	
Fiscal Year	2024	\$	0	\$	0
	2025	\$	0	\$	0
	2026	\$	0	\$	0
	2027	\$	0	\$	0
	2028	\$	0	\$	0
	2029	\$	0	\$	0
	2030	\$	0	\$	0
Subtotal	\$	<u>5,250,000</u>	\$	<u>429,000</u>	
TOTAL	\$	<u>5,679,000</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	5,679,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

Pertinent Issue The Lower Cache Creeke levee system provides less than 100-year flood protection for Woodland. The levees have capacity to protect against a 30-year storm. The Yolo Bypass West Levee (YBWL) has been decertified and by definition does not provide 100-year protection to Woodland. Portions of Woodland are located in either or both the floodplains associated with these two levee systems. The intent of the project is to develop a solution to bring the City out of floodplain. A portion of the expenses for this project will be reimbursed to the City through the UFFR.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Water System Leak Detection, Maintenance & Repairs	Project Proponent:	Utility Engineering
Project #:	09-23	Project Manager:	Tim Busch
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		210 Water Ent.		
Prior Funding		\$	1,769,898	
Fiscal Year	2024	\$	65,000	
	2025	\$	700,000	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>2,534,898</u>	
TOTAL		\$	<u>2,534,898</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	0
Construction	\$	2,534,898
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	E. Main St. Improvement	Project Proponent:	Katie Wurzel
Project #:	13-05	Project Manager:	Diana Ayon
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund	351 Transp. Grants	361 RMRA	507 Measure "F"	506 Measure "E"	210 Water Ent.	220 Sewer Ent.
Prior Funding	\$ 6,002,000	\$ 1,369,000	\$ 75,800	\$ 364,838	\$ 50,000	\$ 50,000
Fiscal Year 2024	\$ 1,000,000	\$ 650,000	\$ 0	\$ 0	\$ 0	\$ 0
2025	\$ 1,000,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2026	\$ 1,000,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2027	\$ 1,000,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2028	\$ 1,000,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2029	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2030	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal	\$ <u>6,002,000</u>	\$ <u>2,019,000</u>	\$ <u>75,800</u>	\$ <u>364,838</u>	\$ <u>50,000</u>	\$ <u>50,000</u>
TOTAL	\$ <u>8,611,638</u>					

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$ 0
Design	\$ 550,000
Construction	\$ 8,061,638
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 bike 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. The City received \$265,000 of SHOPP funding from Caltrans for improvements on the I-5 On-ramp that will be constructed with the project.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Sewer/Wastewater Treatment Master Plan **Project Proponent:** Utility Engineering
Project #: 14-07 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development

PROJECT COSTS

Fund		220 Sewer Ent.		
Prior Funding		\$	1,041,500	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>1,041,500</u>	
TOTAL		\$	<u>1,041,500</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	1,041,500
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Large Diameter Wastewater Pipeline Repair, Replacement, & Lining	Project Proponent:	Utility Engineering
Project #:	14-15	Project Manager:	Tim Busch
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		220 Sewer Ent.		
Prior Funding		\$	2,596,000	
Fiscal Year	2024	\$	400,000	
	2025	\$	500,000	
	2026	\$	600,000	
	2027	\$	600,000	
	2028	\$	600,000	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>5,296,000</u>	
TOTAL		\$	<u>5,296,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	160,000
Construction	\$	4,536,000
Land Acquisition	\$	0

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.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Pioneer Ave. High School Entrance to Farmer's Central Rd	Project Proponent:	Community Development
Project #:	14-16	Project Manager:	Community Development
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		682 SLIF Roads		
Prior Funding		\$	2,300,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>2,300,000</u>	
TOTAL		\$	<u>2,300,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	0
Construction	\$	2,300,000
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Chromium 6 Investigations	Project Proponent:	Utility Engineering
Project #:	15-04	Project Manager:	Tim Busch
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		210 Water Ent.		
Prior Funding		\$	75,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>75,000</u>	
TOTAL		\$	<u>75,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	75,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

Pertinent Issue Compliance with the new state Chromium 6 MCL.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Camarena Ball Field	Project Proponent:	Public Works
Project #:	15-07	Project Manager:	TBD
MPFP:		User Department:	Community Services

PROJECT COSTS

Fund		506 Measure "E"		
Prior Funding		\$	50,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>50,000</u>	
TOTAL		\$	<u>50,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	50,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

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.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Stormwater Quality Design Manual Update & Hydromodification Exemption Efforts	Project Proponent:	Utility Engineering
Project #:	16-03	Project Manager:	Chris Fong
MPFP:	SD-229	User Department:	Community Development

PROJECT COSTS

Fund		581 Storm Drain Dev.		
Prior Funding		\$	150,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>150,000</u>	
TOTAL		\$	<u>150,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	150,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

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 predevelopment 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 predevelopment stormwater flows.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Fire Station #3 Relocation	Project Proponent:	Brent Meyer
Project #:	16-10	Project Manager:	Brent Meyer
MPFP:	Fire-2	User Department:	Fire

PROJECT COSTS

Fund	101 General Fund		560 Fire Dev.		
	Prior Funding	\$	1,154,000	\$	60,000
Fiscal Year	2024	\$	0	\$	0
	2025	\$	0	\$	0
	2026	\$	0	\$	0
	2027	\$	0	\$	0
	2028	\$	0	\$	0
	2029	\$	0	\$	0
	2030	\$	0	\$	0
Subtotal	\$	<u>1,154,000</u>	\$	<u>60,000</u>	
TOTAL	\$	<u>1,214,000</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	114,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	1,100,000

ABOUT THE PROJECT

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

Justification This project is necessary to study the feasibility of locating a new fire station at Gibson and Bourne and then move forward with design and construction. The City bought the property at Gibson/Bourne (site of the former Willow Springs School) for the future Fire Station.

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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Traffic Signal - Kentucky/Cottonwood	Project Proponent:	Katie Wurzel
Project #:	17-02	Project Manager:	Katie Wurzel
MPFP:	NTS-20	User Department:	Community Development

PROJECT COSTS

Fund		582 Road Dev.		
Prior Funding		\$	450,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>450,000</u>	
TOTAL		\$	<u>450,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	40,000
Construction	\$	410,000
Land Acquisition	\$	0

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.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	ASR Wells #31	Project Proponent:	Utility Engineering
Project #:	17-05	Project Manager:	Tim Busch
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		210 Water Ent.		
Prior Funding		\$	5,557,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>5,557,000</u>	
TOTAL		\$	<u>5,557,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	445,000
Construction	\$	5,112,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The new ASR well would replace the existing Well 6, which was constructed in 1976. The site is adjacent to the transmission main on West Street and will effectively distribute water on the City's west side. The site is also expected to be a good-producing aquifer. The project involves drilling a new well and constructing the ASR-capable well and pump house. The ASR well is anticipated to utilize the design of Well 29 with minor modifications. The work will be completed in 2 bid packages, one for the below-ground well work and the second for the well equipping and pumphouse.

Justification Construction of Aquifer Storage and Recovery (ASR) capable wells was evaluated as a component of the surface water project with three ASR wells anticipated initially. Wells #28, #29, and #30. Ultimately 4 ASR wells are needed. The intent is to use ASR wells in conjunction with blending wells and WDCWA surface water to meet the City's water demands.

Pertinent Issue ASR is planned to be part of the City's water supply portfolio. ASR wells provide long term storage for large quantities of Sacramento River water to be used to meet peak demands and during droughts. A large portion of the City has water mains well over 50-years old and unlined cast iron pipes. These pipes do not react well with changes in water chemistry. The native groundwater is more corrosive than surface water and will contribute to destabilization of the existing pipe scale if used in the distribution system directly. Waste chemistry the contributes to corrosion include: ORP in native groundwater is 2.5 times surface water, chlorides levels in native groundwater are 3.6 times surface water, and salinity in native groundwater is 4 times surface water.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Recycled Water Master Plan	Project Proponent:	Utility Engineering
Project #:	17-07	Project Manager:	Tim Busch
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		210 Water Ent.		
Prior Funding		\$	440,000	
Fiscal Year	2024	\$	3,565,000	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>4,005,000</u>	
TOTAL		\$	<u>4,005,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	440,000
Design	\$	0
Construction	\$	3,565,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Develop a master plan for the expansion of recycled water service. The plan will include evaluation of firm capacity of recycled water system, prioritize expansion areas, and allocate capacity to expansion areas. The 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 began operation in FY17. A recycled water master plan is a necessary part of a properly planned expansion of the Recycled Water Utility.

Pertinent Issue The City plans the expansion of recycled water in Woodland. Current work is focused on applying for grant funding to do a Phase 2 Recycled Water Project.

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Sports Park Drive Pedestrian Overcrossing	Project Proponent:	Brent Meyer
Project #:	17-22	Project Manager:	Sara Andreotti
MPFP:	IGS-102	User Department:	Community Development

PROJECT COSTS

Fund	501		593		582		210		
	Capital Projects		Gibson Ranch Infr.		Road Dev.		Water Ent.		
Prior Funding	\$	3,660,000	\$	1,450,000	\$	2,609,000	\$	350,000	
Fiscal Year	2024	\$	0	\$	0	\$	0	\$	0
	2025	\$	0	\$	0	\$	0	\$	0
	2026	\$	0	\$	0	\$	0	\$	0
	2027	\$	0	\$	0	\$	0	\$	0
	2028	\$	0	\$	0	\$	0	\$	0
	2029	\$	0	\$	0	\$	0	\$	0
	2030	\$	0	\$	0	\$	0	\$	0
Subtotal	\$	<u>3,660,000</u>	\$	<u>1,450,000</u>	\$	<u>2,609,000</u>	\$	<u>350,000</u>	
TOTAL	\$	<u>8,069,000</u>							

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	950,000
Construction	\$	6,669,000
Land Acquisition	\$	450,000

ABOUT THE PROJECT

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

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

Pertinent Issue The project has approximately \$3.66 Million in developer funding expected through individual project development agreements and reallocated Spring Lake Transit Funding. The Gibson Ranch Infrastructure Fund remaining balance will be allocated to this project. The project landscaping is not currently funded. Staff will add this cost to the SLIF set aside if sufficient funding is available.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Main Street Sanitary Sewer and Storm Repairs **Project Proponent:** Utility Engineering
Project #: 17-23 **Project Manager:** Tim Busch
MPFP: **User Department:** Public Works

PROJECT COSTS

Fund	220 Sewer Ent.	506 Measure "E"		
Prior Funding	\$ 60,000	\$ 40,000		
Fiscal Year 2024	\$ 0	\$ 0		
2025	\$ 0	\$ 0		
2026	\$ 0	\$ 0		
2027	\$ 0	\$ 0		
2028	\$ 0	\$ 0		
2029	\$ 0	\$ 0		
2030	\$ 0	\$ 0		
Subtotal	\$ <u>60,000</u>	\$ <u>40,000</u>		
TOTAL	\$ <u>100,000</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies \$ 0
Design \$ 10,000
Construction \$ 90,000
Land Acquisition \$ 0

ABOUT THE PROJECT

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

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

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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Park/Recreation Facility Planning	Project Proponent:	Brent Meyer
Project #:	18-04	Project Manager:	Brent Meyer
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		506 Measure "E"		
Prior Funding		\$	65,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>65,000</u>	
TOTAL		\$	<u>65,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	65,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	GIBSON LANDSCAPE - Pioneer Ave. to Harry Lorenzo Ave.	Project Proponent:	Community Development
Project #:	19-01	Project Manager:	TBD
MPFP:	SW-2	User Department:	Public Works

PROJECT COSTS

Fund	682		582		
	SLIF Roads		Road Dev.		
Prior Funding	\$	400,000	\$	57,000	
Fiscal Year	2024	\$	0	\$	0
	2025	\$	0	\$	0
	2026	\$	0	\$	0
	2027	\$	0	\$	0
	2028	\$	0	\$	0
	2029	\$	0	\$	0
	2030	\$	0	\$	0
Subtotal	\$	<u>400,000</u>	\$	<u>57,000</u>	
TOTAL	\$	<u>457,000</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	45,700
Construction	\$	411,300
Land Acquisition	\$	0

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: Matmor Rd. & E. Gum Ave Rehab
Project #: 19-05
MPFP:

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

PROJECT COSTS

Fund	361 RMRA	507 Measure "F"	506 Measure "E"	220 Sewer Ent.	210 Water Ent.
Prior Funding	\$ 1,696,000	\$ 1,366,000	\$ 2,753,443	\$ 100,000	\$ 100,000
Fiscal Year 2024	\$ 1,300,000	\$ 0	\$ 0	\$ 0	\$ 0
2025	\$ 1,400,000	\$ 1,100,000	\$ 0	\$ 0	\$ 0
2026	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2027	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2028	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2029	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2030	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal	\$ <u>4,396,000</u>	\$ <u>2,466,000</u>	\$ <u>2,753,443</u>	\$ <u>100,000</u>	\$ <u>100,000</u>
TOTAL	\$ <u>\$9,815,443</u>				

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$ 100,000
Design	\$ 500,000
Construction	\$ 9,215,443
Land Acquisition	\$ 0

ABOUT THE PROJECT

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

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

Pertinent Issue The project will repair existing failing roadways within the City. Work will be coordinated with major utility repair work to maximize cost efficiencies for the road and utility programs. Revenue projections for RMRA are as follows: FY18: \$325,000 (actual received \$349,323), FY19: \$900,000 (actual received \$1,108,104), FY20: \$1 million, FY21: \$1.14 million. This project will likely begin construction in FY23 and conclude in FY24. This allows adequate revenue to build project in its entirety.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Gibson Road Interchange Modification	Project Proponent:	Community Development
Project #:	19-13	Project Manager:	Ed Wisniewski
MPFP:	BPF-201	User Department:	Public Works

PROJECT COSTS

Fund	682		582	
	SLIF Roads		Road Dev.	
Prior Funding	\$	2,365,000	\$	35,000
Fiscal Year	2024	\$ 0	\$	0
	2025	\$ 0	\$	0
	2026	\$ 0	\$	0
	2027	\$ 0	\$	0
	2028	\$ 0	\$	0
	2029	\$ 0	\$	0
	2030	\$ 0	\$	0
Subtotal	\$	<u>2,365,000</u>	\$	<u>35,000</u>
TOTAL	\$	<u>2,400,000</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	300,000
Construction	\$	2,100,000
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	South Area Flowage Easement	Project Proponent:	Community Development
Project #:	19-14	Project Manager:	TBD
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		681 SLIF Storm Drain		
Prior Funding		\$	190,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>190,000</u>	
TOTAL		\$	<u>190,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	190,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Regional Park Site	Project Proponent:	Community Development
Project #:	19-17	Project Manager:	TBD
MPFP:		User Department:	Community Services

PROJECT COSTS

Fund	501		502		
	Capital Projects		CA State Park Grants		
Prior Funding	\$	100,000	\$	616,500	
Fiscal Year	2024	\$	0	\$	0
	2025	\$	0	\$	0
	2026	\$	0	\$	0
	2027	\$	0	\$	0
	2028	\$	0	\$	0
	2029	\$	0	\$	0
	2030	\$	0	\$	0
Subtotal	\$	<u>100,000</u>	\$	<u>616,500</u>	
TOTAL	\$	<u>716,500</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	146,500
Design	\$	70,000
Construction	\$	500,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The project will create wetlands feature at the City's regional park that is surrounded by an ADA path and interactive kiosks. Grant funding coupled with In-kind work effort will provide a series of outdoor education programs and activities for elementary aged students, community-oriented wildlife activities, and docent training programs.

Justification The City in conjunction with Explorit, Tulyome, and the Water Fowl Association have been successful in receiving almost \$1.2M in grant funding to make this project possible. \$500,000 of the grant funding went directly to the Water Fowl Association to create the wetlands. The remaining grant funding built the ADA accessible path around the wetlands and the educational programming at the park. The path was completed in February 2021 and the interpretive signage is being designed for installation this year.

Pertinent Issue

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Southeast Area Pool Project	Project Proponent:	Community Services
Project #:	19-18	Project Manager:	Ed Wisniewski
MPFP:		User Department:	Community Services

PROJECT COSTS

Fund	501		507		
	Capital Projects		Measure "F"		
Prior Funding	\$	6,381,905	\$	2,500,000	
Fiscal Year	2024	\$	0	\$	0
	2025	\$	0	\$	2,000,000
	2026	\$	0	\$	0
	2027	\$	0	\$	0
	2028	\$	0	\$	0
	2029	\$	0	\$	0
	2030	\$	0	\$	0
Subtotal	\$	<u>6,381,905</u>	\$	<u>4,500,000</u>	
TOTAL	\$	<u>10,881,905</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	15,000
Design	\$	1,500,000
Construction	\$	9,116,905
Land Acquisition	\$	250,000

ABOUT THE PROJECT

Project Description The city has finished a pool feasibility study that has selected a pool site on Pioneer Avenue just south of Pioneer High School. The pool will use the parking in the existing high school parking lot. Current project scope includes a 25 Y x 25 M competition pool, a Rec/Activity Pool, a 4,500-sf building, and site improvements.

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

Pertinent Issue The city has worked with the School District to come to come to agreement on a ground lease for the future pool site. This will allow the high school swim team to have convenient access to the pool for swim practices and swim meet. The city is evaluating funding options for the construction and operation of this pool facility. The General Fund includes Measure J funding. General Capital includes \$1M in ARA funding and an additional \$1M in General Fund contribution.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Charles Brooks Pool Bleacher Project **Project Proponent:** Community Services
Project #: 19-23 **Project Manager:** TBD
MPFP: **User Department:** Community Services

PROJECT COSTS

Fund		506 Measure "E"		
Prior Funding		\$	40,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>40,000</u>	
TOTAL		\$	<u>40,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	40,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

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

Justification Necessary to meet current ADA requirements.

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

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Bicycle/Pedestrian Mobility– E. to W. St.	Project Proponent:	Katie Wurzel
Project #:	20-01	Project Manager:	Diana Ayon
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund	351 Transp. Grants	507 Measure "F"	361 RMRA	506 Measure "E"
Prior Funding	\$ 3,939,000	\$ 1,760,000	\$ 940,000	\$ 1,063,617
Fiscal Year				
2024	\$ 0	\$ 0	\$ 0	\$ 0
2025	\$ 0	\$ 0	\$ 0	\$ 0
2026	\$ 0	\$ 0	\$ 0	\$ 0
2027	\$ 0	\$ 0	\$ 0	\$ 0
2028	\$ 0	\$ 0	\$ 0	\$ 0
2029	\$ 0	\$ 0	\$ 0	\$ 0
2030	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal	\$ <u>3,939,000</u>	\$ <u>1,760,000</u>	\$ <u>940,000</u>	\$ <u>1,063,617</u>
TOTAL	\$ <u>7,696,617</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$ 10,000
Design	\$ 825,000
Construction	\$ 7,221,617
Land Acquisition	\$ 0

ABOUT THE PROJECT

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

Justification Part of the ongoing pavement rehabilitation program

Pertinent Issue The project was awarded grant funding through the 2018 SACOG Local Regional Funding round. State/Federal funding source has yet to be determined. The total grant amount is \$3.933 M. Grant match will be \$1.7M of MSF funding.

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	2022 Spring Lake Parks Project	Project Proponent:	Community Development
Project #:	20-03	Project Manager:	TBD
MPFP:		User Department:	Community Services

PROJECT COSTS

Fund	640		594		
	SLIF Parks & Rec.		Spring Lake		
Prior Funding	\$	5,909,253	\$	476,417	
Fiscal Year	2024	\$	0	\$	0
	2025	\$	0	\$	0
	2026	\$	0	\$	0
	2027	\$	0	\$	0
	2028	\$	0	\$	0
	2029	\$	0	\$	0
	2030	\$	0	\$	0
Subtotal	\$	<u>5,909,253</u>	\$	<u>476,417</u>	
TOTAL	\$	<u>6,385,670</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	683,000
Construction	\$	5,702,670
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The first phase of Spring Lake (N1), Jack Slaven (N2) and Rick Gonzales Sr. (N3) were completed in 2010 and 2018. The second phase of N1 consists of approximately 6 acres, N2 consists of 1.3 acres and N3 of 3 acres of undeveloped land. A master plan concept for parks N1 and N3 were completed in 2015. The master plans will be revisited by the City and the neighborhood prior to moving forward with project design with this project.

Justification The Spring Lake Specific Plan requires construction of Parks as SLIF Parks funding is available. It is anticipated that the City will have funding to construct the 2nd phase of Parks N1, N2, and N3 in the 2022 construction season.

Pertinent Issue The Cal West development deposited \$476,000 for the construction of the greenbelt on the south side of the park. This project will design and construct Phase II of the three Spring Lake Parks (Jack Slaven, Rick Gonzales Sr. and Spring Lake). This project should complete construction for all three parks.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Traffic Signal - E. Gibson Rd./Harry Lorenzo Ave./Bourn Dr.
Project #: 20-04
MPFP: NTS-300

Project Proponent: Brent Meyer
Project Manager: TBD
User Department: Public Works

PROJECT COSTS

Fund		582 Road Dev.		
Prior Funding		\$	1,355,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>1,355,000</u>	
TOTAL		\$	<u>1,355,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies \$ 0
 Design \$ 150,000
 Construction \$ 1,205,000
 Land Acquisition \$ 0

ABOUT THE PROJECT

Project Description This project includes placing a traffic signal at the Bourn Drive/E. Gibson Road/Harry Lorenzo Avenue intersection. The signal will need to provide emergency vehicle access due to its proximity to the fire station. The project also includes the modification of the median island on E. Gibson Road to accommodate eastbound & westbound left turn lanes.

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

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

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Storm Drainage Outfall Channel Outlet Structure	Project Proponent:	Utility Engineering
Project #:	20-06	Project Manager:	Tim Busch
MPFP:	SD-223	User Department:	Community Development

PROJECT COSTS

Fund	581		681		221	
	Storm Drain Dev.		SLIF Storm Drain		Storm Drain Ent.	
Prior Funding	\$	300,000	\$	0	\$	3,270,000
Fiscal Year						
2024	\$	0	\$	525,000	\$	0
2025	\$	0	\$	0	\$	0
2026	\$	0	\$	0	\$	0
2027	\$	0	\$	0	\$	0
2028	\$	0	\$	0	\$	0
2029	\$	0	\$	0	\$	0
2030	\$	0	\$	0	\$	0
Subtotal	\$	<u>300,000</u>	\$	<u>525,000</u>	\$	3,270,000
TOTAL	\$	<u>4,095,000</u>				

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	100,000
Design	\$	400,000
Construction	\$	3,695,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description	The project generally includes excavation of the YBWL and removal of the 3 48-inch diameter CMPS's and installation of 5 72-inch diameter concrete culverts. The culvert work would include sluice gates and positive closure devices to protect lands west of the YBWL from high water in the Yolo Bypass (including the City of Woodland and Conaway Ranch). A separately funded project would relocate the WPCF sewer effluent pipe that exists above the existing culverts. The project would also reconstruct the YBWL at the culvert location. The work includes significant dewatering and environmental mitigation because the existing culverts are several feet underwater on both sides of the YBWL. Environmental permitting work is expected to take between 1 and 2 year with permits required from several agencies. The proposed schedule includes beginning design and environmental permitting work in FY20 and construction in FY23.
Justification	The entire City's storm drainage system outlets to the Yolo Bypass through the Outfall Channel and culverts through the Yolo Bypass West Levee (YBWL). The existing culverts were constructed around 1971 and consist of three 48-inch diameter corrugated metal pipes (CMP) with flap gates on the discharge end. Storm drainage flows have increased significantly since 1971 due to development within the City and as a result, additional capacity is needed through the culverts crossing the YBWL. Additionally, the existing CMP's have corroded and are needing to be replaced. Agreement No. 71-518, Section 2 (h) between Investment Operating Corporation, RD2035, City of Woodland, and Yolo County obligate the City and County to permit and fund replacement and expansion of the culverts.
Pertinent Issue	Replace aging and failing storm drainage pipes and add additional capacity for storm drainage through the YBWL. Yolo County has agreed to fund 26% of this project (\$925K). The County will also pay 26% of any construction change orders which will be calculated at the end of the project. Remaining cost will be paid through the City's ARP funds.

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Safe Routes to School – W. St. to CR 98
Project #: 20-08
MPFP:

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

PROJECT COSTS

Fund	351 Transp. Grants	361 RMRA	506 Measure "E"	507 Measure "F"	210 Water Ent.	220 Sewer Ent.
Prior Funding	\$ 3,816,000	\$ 1,127,700	\$ 300,000	\$ 760,000	\$ 158,000	\$ 100,000
Fiscal Year 2024	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2025	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2026	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2027	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2028	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2029	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2030	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal	\$ <u>3,816,000</u>	\$ <u>1,127,700</u>	\$ <u>300,000</u>	\$ <u>760,000</u>	\$ <u>158,000</u>	\$ <u>100,000</u>
TOTAL	\$ <u>6,261,700</u>					

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$ 0
Design	\$ 485,000
Construction	\$ 5,776,700
Land Acquisition	\$ 0

ABOUT THE PROJECT

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

Justification The pavement on Gibson Road is failing beyond maintenance levels

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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Groundwater Monitoring Wells **Project Proponent:** Utility Engineering
Project #: 21-02 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development

PROJECT COSTS

Fund		210 Water Ent.		
Prior Funding		\$	1,555,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>1,555,000</u>	
TOTAL		\$	<u>1,555,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	0
Construction	\$	1,555,000
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Storm Drain Channel south of Woodland Christian School	Project Proponent:	Utility Engineering
Project #:	21-07	Project Manager:	TBD
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		681 SLIF Storm Drain		
Prior Funding		\$	400,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>400,000</u>	
TOTAL		\$	<u>400,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	50,000
Construction	\$	350,000
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Local Early Action Planning (LEAP) **Project Proponent:** Community Development
Project #: 21-08 **Project Manager:** Community Development
MPFP: **User Department:** Community Development

PROJECT COSTS

Fund		325 State Grants		
Prior Funding		\$	157,300	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>157,300</u>	
TOTAL		\$	<u>157,300</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	157,300
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Enterprise System Replacement	Project Proponent:	Administrative Services
Project #:	21-09	Project Manager:	Scott Sawin
MPFP:	City-101	User Department:	All Departments

PROJECT COSTS

Fund	510		015	
	General City Devl.		Information Systems	
Prior Funding	\$	500,000	\$	1,751,790
Fiscal Year	2024	\$ 0	\$	0
	2025	\$ 0	\$	0
	2026	\$ 0	\$	0
	2027	\$ 0	\$	0
	2028	\$ 0	\$	0
	2029	\$ 0	\$	0
	2030	\$ 0	\$	0
Subtotal	\$	<u>500,000</u>	\$	<u>1,751,790</u>
TOTAL	\$	<u>2,251,790</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	\$2,251,790
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

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

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

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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Storm Drainage Pump Station Emergency Generator Rehabilitation Project	Project Proponent:	Utility Engineering
Project #:	22-02	Project Manager:	Chris Fong
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		221 Storm Drain Ent.		
Prior Funding		\$	50,000	
Fiscal Year	2024	\$	260,000	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>310,000</u>	
TOTAL		\$	<u>310,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	50,000
Design	\$	0
Construction	\$	260,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The project generally includes evaluating both the NCPS (450 kw) and EMPS (600 kw) generators and electrical components to assess ongoing reliability and any needed rehabilitation. An initial assessment has been undertaken and the recommendation from outside experts recommended replacement of both generators due to age. However, staff has determined that only the EMPS generator is in need t be replaced at this time due to reliability and performance issues. Estimates for replacing both generators have been estimated but only the EMPS needs replacement within 2 to 3 years. The NCPS generator replacement will be reconsidered at a later date (5 to 10+ years).

Justification The North Canal Pump Station (NCPS) pumps storm water from the North Drainage Canal to the Outfall Channel. The NCPS is equipped with 2 pumps, and emergency generator, and 2–42-inch diameter discharge pipes. The emergency generators at both the North Canal Pump Station and the East Main Pump Station (EMPS) are the original generators. Together, the NCPS and EMPS provide drainage for approximately the northern 2/3 of the City. The emergency generators are essential for the operation of the storm drainage pump stations during storm events. Generators generally have a useful life of around 20-years, at which point the generators may require rehabilitation or replacement to ensure reliability.

Pertinent Issue Maintenance of existing storm drainage infrastructure. (Originally called North Canal Pump Station Emergency Generator Rehabilitation Project).

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Water Meter Replacement	Project Proponent:	Utility Engineering
Project #:	22-03	Project Manager:	Mark Miller
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		210 Water Ent.		
Prior Funding		\$	200,000	
Fiscal Year	2024	\$	200,000	
	2025	\$	200,000	
	2026	\$	200,000	
	2027	\$	200,000	
	2028	\$	200,000	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>1,200,000</u>	
TOTAL		\$	<u>1,200,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	0
Construction	\$	1,200,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description By year 2025, approximately 12,000 water meters will have been in service for over 15 years and are in need of replacement. Some older water meters have lead components that would also need to be replaced with low lead fittings. Depending on the type of meter and whether it contains lead, meter replacement could entail a range of activities from replacement of the meter register to replacement of the meter assembly.

Justification The City has over 17,000 water meters of varying ages. Over time, the water meters lose accuracy and under report water usage. Under reported water usage results in lost revenue because customers would be billed for less than actual water use. Recent State laws regarding water use reporting require the City to track "lost water" and endeavor to reduce the amount of lost water from water systems. Under reported water usage increases "lost water" and increases difficulty in compliance with State regulations. Water meters have a useful life of approximately 15 years and are in need of replacement when they are over 15 years old.

Pertinent Issue Replace water meters for accurate reporting of water usage and removal of potential lead components from the water distribution system.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: E. Gibson Trunk Sewer Repairs **Project Proponent:** Utility Engineering
Project #: 22-05 **Project Manager:** Mark Miller
MPFP: **User Department:** Public Works

PROJECT COSTS

Fund		220 Sewer Ent.		
Prior Funding		\$	1,000,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>1,000,000</u>	
TOTAL		\$	<u>1,000,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	
Design	\$	0
Construction	\$	1,000,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description

The project generally includes 3,200 linear feet of cured-in-place pipe (CIPP) lining which will allow repairs to be made on the pipeline without open trenching down Gibson Road. The project would also reconstruct one manhole near the southbound SR-113 exit onto Gibson Road and one manhole near the northbound SR-113 on ramp. The work includes significant bypass pumping to keep the sewer system operational during the CIPP lining and manhole reconstruction, as well as significant traffic control to maintain traffic on Gibson Road while repairs are being made. The proposed schedule includes beginning design and permitting with Caltrans in FY22 and construction in late FY22 or early FY23.

Justification

The Gibson Trunk Sewer collects wastewater from the southern third of the city and conveys flows east to the City's Water Pollution Control Facility. The Gibson Trunk was constructed in 1960 using 24-inch diameter vitrified clay pipe (VCP) at depths between 10 feet and 17 feet below ground. VCP material is designed for a service life of 100 years, but significant cracks, fractures and even deformations are evident in the City's recent video assessment of a portion of the Gibson Trunk Sewer pipelines. These defects could be a result of differential ground settlement, poor installation technique, overloading due to the heavy clay soils above the pipe, or a combination. The Gibson Trunk carries a significant amount of sewage flow and these defects need to be addressed in order to maintain durability of the pipelines and reliability of the system to provide wastewater conveyance for the city. In addition to VCP repairs, there exists two manholes on either side of State Route 113 that are buried beneath the soil and are currently inaccessible. To make the necessary repairs on the Gibson Trunk, these manholes need to be exposed and raised to grade.

Pertinent Issue

Rehabilitate the structural lining of the aging and defective Gibson Trunk Sewer pipeline and repair inaccessible manholes on either side of State Route 113.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	North Canal Pump Station Pipe Rehabilitation	Project Proponent:	Utility Engineering
Project #:	22-08	Project Manager:	Chris Fong
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund	221		220	
	Storm Drain Ent.		Sewer Ent.	
Prior Funding	\$	180,000	\$	170,000
Fiscal Year				
2024	\$	0	\$	0
2025	\$	0	\$	0
2026	\$	0	\$	0
2027	\$	0	\$	0
2028	\$	0	\$	0
2029	\$	0	\$	0
2030	\$	0	\$	0
Subtotal	\$	<u>180,000</u>	\$	<u>170,000</u>
TOTAL	\$	<u>350,000</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	30,000
Construction	\$	320,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The project generally includes exposing the pipes to ascertain the extent of corrosion, including beneath the Cache Creek Settling Basin access road and then sandblasting and recoating the two discharge pipes. The new coating system would have an expected 20-year design life.

Justification The North Canal Pump Station (NCPS) pumps storm water from the North Drainage Canal to the Outfall Channel. The NCPS provides drainage for approximately the northern 1/3 of the City. The NCPS is equipped with 2 pumps, an emergency generator, and 2–42-inch diameter discharge pipes. The two discharge pipes are welded steel and have experienced significant corrosion over time. The pipes cross the access to the Cache Creek Settling Basin and need to be maintained in the access to the Cache Creek Settling Basin and need to be maintained in accordance with various agreements between the City, County, and DWR. The pipes need to be recoated in order to extend the service life of the pipes. If the pipes are not recoated, the corrosion would continue until the pipes require replacement at a significantly higher cost.

Pertinent Issue Maintenance of existing storm drainage infrastructure

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Main Street Feasibility Project	Project Proponent:	Katie Wurzel
Project #:	22-13	Project Manager:	Clara Olmedo
MPFP:	TP-3	User Department:	Community Development

PROJECT COSTS

Fund	351		507		582	
	Transp. Grants		Measure "F"		Road Dev.	
Prior Funding	\$	100,000	\$	25,000	\$	55,000
Fiscal Year	2024	\$ 0	\$	25,000	\$	0
	2025	\$ 300,000	\$	0	\$	80,000
	2026	\$ 0	\$	0	\$	0
	2027	\$ 0	\$	0	\$	0
	2028	\$ 0	\$	0	\$	0
	2029	\$ 0	\$	0	\$	0
	2030	\$ 0	\$	0	\$	0
Subtotal	\$	<u>400,000</u>	\$	<u>50,000</u>	\$	<u>135,000</u>
TOTAL	\$	<u>585,000</u>				

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	585,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The project will study the feasibility of a road diet on Main Street from Walnut to West Street to extend the existing downtown streetscape improvements to the west.

Justification Main Street is a major arterial roadway that provides access to freeways, local roads and a number of destinations across the city. The proposed section of the corridor also provides access to many businesses located in the Downtown core area adjacent to the project limits. One of the highest priorities for the City of Woodland is to provide for alternative modes of transportation. The proposed project will be consistent with recent improvements made to Main Street and the surrounding area to improve the corridor to a complete street. The project is funded through SACOG Community Development grant program.

Pertinent Issue The feasibility study aims to address safety issues on Main Street between West Street and Walnut Street and will evaluate the feasibility of a "road diet" - reducing the number of travel lanes - by evaluating the existing traffic volumes, actual required number of lanes and evaluating the potential that this would improve safety. Reallocating travel lanes to other purposes may create a better match with how the street is currently used and how people would like it to be used in the future.

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Traffic Signal – E. St. and Main St.	Project Proponent:	Katie Wurzel
Project #:	22-14	Project Manager:	Clara Olmedo
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund	351		507	
	Transp. Grants		Measure "F"	
Prior Funding	\$	158,450	\$	30,000
Fiscal Year	2024	\$	\$	148,450
	2025	\$	\$	0
	2026	\$	\$	0
	2027	\$	\$	0
	2028	\$	\$	0
	2029	\$	\$	0
	2030	\$	\$	0
Subtotal	\$	<u>158,450</u>	\$	<u>178,450</u>
TOTAL	\$	<u>336,900</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	40,000
Construction	\$	296,900
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description E. Main Street Signal Modification Project includes signal upgrade modifications for the intersection of East and Main Street. This will include the installation of pedestrian actuation, and installation of vehicle actuation on the minor street. By installing pedestrian and vehicle actuation, the red phase for major street will be reduced.

Justification Project is grant funded through the Highway Safety Improvement Program (HSIP)

Pertinent Issue Although there have been several attempts to improve this intersection, there is no quantitative data available to show that these improvements have reduced collisions in the intersection, in the last five years of data the number of collisions has not been reduced. This intersection is still ranked as the number 5 high-risk intersection in the city.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Pedestrian Crossing Improvement	Project Proponent:	Katie Wurzel
Project #:	22-15	Project Manager:	Clara Olmedo
MPFP:	SII-100	User Department:	Community Development

PROJECT COSTS

Fund	351		582	
	Transp. Grants		Road Dev.	
Prior Funding	\$	250,000	\$	25,000
Fiscal Year	2024	\$ 0	\$	10,000
	2025	\$ 0	\$	75,000
	2026	\$ 0	\$	0
	2027	\$ 0	\$	0
	2028	\$ 0	\$	0
	2029	\$ 0	\$	0
	2030	\$ 0	\$	0
Subtotal	\$	<u>250,000</u>	\$	<u>110,000</u>
TOTAL	\$	<u>360,000</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	50,000
Construction	\$	310,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description These improvements would upgrade existing crossings from the older style circular flashing beacon to the more highly visible RRFB. Additionally, the upgrade of the speed feedback signs would convert the currently solar powered units to full AC power, which virtually eliminates the downtime the units currently experience during in climate weather and when the foliage is in full bloom and the solar panels cannot fully charge the units.

Justification Project is grant funded through the Highway Safety Improvement Program (HSIP). The project includes installation of Rectangular Rapid Flashing Beacons (RRFB) and AC Powered Speed Feedback Signs at pedestrian crossings near elementary schools. The project locations include existing crossings at Dingle, Maxell, Zamora and Gibson Elementary schools.

Pertinent Issue

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Lower Cache Creek Flood Risk Reduction	Project Proponent:	Utility Engineering
Project #:	22-16	Project Manager:	Tim Busch
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		220 Sewer Ent.		
Prior Funding		\$	900,000	
Fiscal Year	2024	\$	2,500,000	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>3,400,000</u>	
TOTAL		\$	<u>3,400,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	900,000
Design	\$	2,500,000
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description	The Project consists of improving existing levees and constructing a new setback levee and drainage channel north of the City to prevent floodwaters emanating from Lower Cache Creek from reaching the City and to convey floodwaters downstream as quickly as feasible. Construction includes approximately 5.5 miles of new earthen levee and floodwater conveyance channel, 2.8 miles of existing levee under seepage improvements, and new elevated crossings or closure structures where the new levee intersects existing roads or railroad tracks. Upon completion, the Project would provide a 200-year level of protection and reduce the risk of flooding both within Woodland and areas of Yolo County.
Justification	Existing flood control levees on Lower Cache Creek ("LCC") north of the City were built in the 20th century under the assumption an additional reservoir would be constructed upstream to regulate total flows in Cache Creek (CC). As a consequence of the upstream reservoir never having been built, along with other environmental, maintenance and hydrology factors, the existing LCC levees have a low level of performance relative to other levees in the overarching Sacramento River Flood Control Project. In fact, winter storms in February 2019 and the resultant flows in CC caused levee overtopping near the Town of Yolo which proved that the existing LCC levees only provide protection from roughly an 7-year storm event (i.e. a storm expected to occur at least once every 7 years). By accepting the existing LCC flood control levees as Woodland's only flood protection, the City risks significant damage to local public health, life-safety, economy and critical infrastructure as approximately 25% of Woodland is located within the CC floodplain. The Army Corps of Engineers (Corps) completed the Lower Cache Creek Feasibility Study in June 2021 and concluded that there is a Federal interest in the project.
Pertinent Issue	California Senate Bill 5 requires a 200-year level of flood protection for urban areas and FEMA requires a 100-year level of protection for urban areas. The existing levees on Lower Cache Creek provide approximately an 7-year level of flood protection and thus do not meet the standard set by Senate Bill 5 or FEMA. Woodland is the only community within the Central Valley with significantly less than 100-year flood protection. With roughly a quarter of the City located within the Lower Cache Creek floodplain, including the WDCWA regional water treatment plant, the wastewater treatment plant, about 1,000 residences and the entire industrial area, it is clear that flooding from Lower Cache Creek poses significant risk to the economy, public health, safety and critical infrastructure in the City of Woodland and surrounding areas.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2023 Road Maintenance
Project #: 23-01
MPFP:

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

PROJECT COSTS

Fund	507		210	
	Measure "F"		Water Ent.	
Prior Funding	\$	100,000	\$	63,976
Fiscal Year 2024	\$	0	\$	0
2025	\$	0	\$	0
2026	\$	0	\$	0
2027	\$	0	\$	0
2028	\$	0	\$	0
2029	\$	0	\$	0
2030	\$	0	\$	0
Subtotal	\$	<u>100,000</u>	\$	<u>63,976</u>
TOTAL	\$	<u>1,163,976</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	150,000
Construction	\$	1,013,976
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Road maintenance consisting of slurry seal, micro surfacing, cape seals or other pavement surface treatments.

Justification Addressing ongoing pavement 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.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	2024 Water & Sewer Replacement	Project Proponent:	Utility Engineering
Project #:	23-02	Project Manager:	Mark Miller
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund	210		220	
	Water Ent.		Sewer Ent.	
Prior Funding	\$	200,000	\$	200,000
Fiscal Year	2024	\$ 3,000,000	\$	600,000
	2025	\$ 0	\$	0
	2026	\$ 0	\$	0
	2027	\$ 0	\$	0
	2028	\$ 0	\$	0
	2029	\$ 0	\$	0
	2030	\$ 0	\$	0
Subtotal	\$	<u>3,200,000</u>	\$	<u>800,000</u>
TOTAL	\$			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	400,000
Construction	\$	3,600,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Based on water main replacement prioritization, this project was scoped to repair and replace the water mains and laterals on Cross Street between Elm Street and Third Street and on College and First Streets in the vicinity between Pendegast Street and Lincoln Avenue. The existing back-of-sidewalk water mains will be eliminated in favor of a new main in the street with new polyethylene laterals. After identifying the areas for water replacement, City Engineering and Operations staff will assess the condition of the sewers in the vicinity to determine the amount of rehabilitation required. Most sewer repairs will be made with cured-in-place pipe lining, but some excavation of sewer mains and laterals will occur.

Justification This project is part of an ongoing multi-year program to replace aging water and sewer pipes that are defective and/or have exceeded their service life. City Engineering and Operations staff identified locations in the City that have the greatest occurrence of water main and service lateral breaks and leaks, and prioritized those areas for repairs. The water pipes in this project area are over 60 years old and have been experiencing an increase in mainline breaks over recent years. Approximately 6,000 feet of water main will be replaced. This is also an area of the City with 2-inch diameter water mains buried behind the sidewalk; these mains are notorious for leaks and breaks due to their material condition and shallow depth. Sewer pipes in this area are vitrified clay material installed in the year 1900 and contain several fractures, cracks and other defects. Most sewer repairs will be performed without trenching, but some open-cut repairs will be in order.

Pertinent Issue Water main and lateral breaks have been more frequent over recent years in this area. To reduce project costs, disruption to the public and damage to streets, the project will coordinate sewer system improvements to occur concurrently with the water system repairs including sewer main structural lining and the open-cut replacement of any severe mainline defects and Orangeburg-material service laterals.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Sewer System Hydraulic Model Update	Project Proponent:	Utility Engineering
Project #:	23-03	Project Manager:	Matt Cohen
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		220 Sewer Ent.		
Prior Funding		\$	90,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	125,000	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>215,000</u>	
TOTAL		\$	<u>215,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	215,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The city maintains a sewer collection system hydraulic model that analyzes both dry weather and peak wet weather sewer flows in the system. The model is updated every 3 years to include new sewers and connections to the system, to allow for a comparison between actual and predicted flows, to predict areas of the sewer system that have inadequate capacity to convey peak wet weather flows, and to prioritize replacements.

Justification The City's Sewer System Management Plan (SSMP) requires that the City's sewer collection system undergo a hydraulic model update on a triennial basis. The purpose is the identification of sources of infiltration and inflow (I&I) and use this information to prioritize I&I repairs and to reduce the potential for sewer system overflows (SSO). The selected repairs would be the most cost effective for reducing the operating costs for the WPCF, preserve capacity for future homes and businesses, and potentially postpone the next WPCF expansion for capacity.

Pertinent Issue Sewer system hydraulic modeling to comply with the SSMP and Regional Water Quality Control Board requirements for sewer systems and to assist with management of the sewer collection system.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Storm Drainage Trash Capture Project **Project Proponent:** Utility Engineering
Project #: 23-05 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development

PROJECT COSTS

Fund	501		681	
	Capital Projects		SLIF Storm Drain	
Prior Funding	\$	50,000	\$	0
Fiscal Year	2024	\$ 0	\$	0
	2025	\$ 0	\$	100,000
	2026	\$ 0	\$	0
	2027	\$ 0	\$	0
	2028	\$ 0	\$	0
	2029	\$ 0	\$	0
	2030	\$ 0	\$	0
Subtotal	\$	<u>50,000</u>	\$	<u>100,000</u>
TOTAL	\$	<u>150,000</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	150,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Since all storm drainage water in the City flows into one location, the Outfall Channel, Compliance Track 1 (full capture) is the best choice for compliance. Track 1 (full capture) means no particles 5 mm or less are allowed to leave the City's storm drain system. Track 2 would require capture at each of the drainage inlets or something similar. Track 2 would significantly increase O&M costs to maintain capture devices at several hundred drainage inlets. Under Track 1, a single capture device would be constructed in the Outfall Channel to capture solids greater than 5 mm. The project generally entails: preparation of preliminary design concepts and obtaining State approval before proceeding to final design, significant environmental permitting, and construction of the storm capture device.

Justification The City is a Phase II MS4 Permittee who will need to comply with the State's Trash Amendments for stormwater. City implementation of either Compliance Track 1 or Compliance Track 2. City is in Track 1 in which full capture means no particles 5mm or less are allowed to leave the City's storm drain system. Prior to installation, the overall technical specifications of the full capture systems must be certified by the State Water Board. Permittees will need to submit a certification request letter, including supporting documentation. These full capture BMPs are also certified for future installations unless the State Water Board determines otherwise. The State Water Board will evaluate whether Treatment Controls in the CASQA New Development and Redevelopment BMPs Handbook meet the requirements for "full capture system." The State Water Board has committed to address permittee submittals in a timely manner and will post the initial list of certified designs.

Pertinent Issue SWRCB has approved the Trash Amendments for the Inland Surface Waters, Enclosed Bays, and Estuaries Plan which requires that within 18 months from the effective date (December 2, 2015), the Water Boards must: 1) issue new or modified Phase I&II MS4 permits incorporating the trash provisions; or, 2) issue an order via Water Code 13267 or 13383 requesting a permittee decision on whether they will use Compliance Track 1 or Track 2. Spring Lake has a cost share in this project and the project is included in the Spring Lake CIP which justifies the use of SLIF Storm Drain funding.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Signal Modification - E. Gibson Rd. and Matmor Rd.	Project Proponent:	Community Development
Project #:	23-06	Project Manager:	Ed Wisniewski
MPFP:	TSM-201	User Department:	Community Development

PROJECT COSTS

Fund		582 Road Dev.		
Prior Funding		\$	550,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>550,000</u>	
TOTAL		\$	<u>550,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	61,603
Construction	\$	488,397
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description This project includes modifications to the existing traffic signal to add phasing for protected left turns in the NB and SB directions. Improvements include mast arm replacement and changing to camera detection.

Justification The signal modifications are triggered by growth related to development of the 37-acre property south of the mall site (Prudler site).

Pertinent Issue Per the development agreement, traffic signal improvements are reimbursable through the road development fund. Funding may be needed as soon as FY22/23 as completion of this improvement is a condition of the first phase of development (with first final map).

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Traffic Signal - CR102 and Kentucky Ave. **Project Proponent:** Katie Wurzel
Project #: 23-07 **Project Manager:** TBD
MPFP: NTS-107 **User Department:** Public Works

PROJECT COSTS

Fund		582 Road Dev.		
Prior Funding		\$	525,000	
Fiscal Year	2024	\$	0	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>525,000</u>	
TOTAL		\$	<u>525,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies \$ 0
Design \$ 75,000
Construction \$ 450,000
Land Acquisition \$ 0

ABOUT THE PROJECT

Project Description Install new traffic signal at CR 102 and Kentucky Avenue.

Justification Install traffic signal based upon meeting signal warrants.

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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2024 Road Maintenance
Project #: 24-01
MPFP:

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

PROJECT COSTS

Fund		507 Measure "F"	210 Water Ent.		
Prior Funding		\$ 0	\$ 0		
Fiscal Year	2024	\$ 650,000	\$ 0		
	2025	\$ 1,007,000	\$ 25,000		
	2026	\$ 0	\$ 0		
	2027	\$ 0	\$ 0		
	2028	\$ 0	\$ 0		
	2029	\$ 0	\$ 0		
	2030	\$ 0	\$ 0		
Subtotal		\$ <u>1,657,000</u>	\$ <u>25,000</u>		
TOTAL		\$ <u>1,682,000</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	50,000
Construction	\$	1,632,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Road maintenance consisting of slurry seal, micro surfacing, cape seals or other pavement surface treatments.

Justification Addressing ongoing pavement 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.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2025 Water and Sewer Replacement **Project Proponent:** Utility Engineering
Project #: 24-02 **Project Manager:** Mark Miller
MPFP: **User Department:** Utility Engineering

PROJECT COSTS

Fund	210		220	
	Water Ent.		Sewer Ent.	
Prior Funding	\$	0	\$	0
Fiscal Year 2024	\$	3,887,737	\$	1,000,000
2025	\$	0	\$	0
2026	\$	0	\$	0
2027	\$	0	\$	0
2028	\$	0	\$	0
2029	\$	0	\$	0
2030	\$	0	\$	0
Subtotal	\$	<u>3,887,737</u>	\$	<u>1,000,000</u>
TOTAL	\$	<u>4,887,737</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	400,00
Construction	\$	4,487,737
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Based on water main replacement prioritization, this project was scoped to repair and replace the water mains and laterals on Cross Street between West Street and Elm Street, on Oak Street between Cleveland Street and College Street and on Cleveland and Elm Streets in the vicinity between Pendegast Street and Lincoln Avenue. The existing back-of-sidewalk water mains will be eliminated in favor of a new main in the street with new polyethylene laterals. After identifying the areas for water replacement, City Engineering and Operations staff will assess the condition of the sewers in the vicinity to determine the amount of rehabilitation required. Most sewer repairs will be made with cured-in-place pipe lining, but some excavation of sewer mains and laterals will occur.

Justification Based on water main replacement prioritization, this project was scoped to repair and replace the water mains and laterals on Cross Street between West Street and Elm Street, on Oak Street between Cleveland Street and College Street and on Cleveland and Elm Streets in the vicinity between Pendegast Street and Lincoln Avenue. The existing back-of-sidewalk water mains will be eliminated in favor of a new main in the street with new polyethylene laterals. After identifying the areas for water replacement, City Engineering and Operations staff will assess the condition of the sewers in the vicinity to determine the amount of rehabilitation required. Most sewer repairs will be made with cured-in-place pipe lining, but some excavation of sewer mains and laterals will occur.

Pertinent Issue This project is part of an ongoing multi-year program to replace aging water and sewer pipes that are defective and/or have exceeded their service life. City Engineering and Operations staff identified locations in the City that have the greatest occurrence of water main and service lateral breaks and leaks, and prioritized those areas for repairs. The water pipes in this project area are over 100 years old and have been experiencing an increase in mainline breaks over recent years. Approximately 6,250 feet of water main will be replaced. This is also an area of the City with 2-inch diameter water mains buried behind the sidewalk; these mains are notorious for leaks and breaks due to their material condition and shallow depth. A future City well is projected to be installed nearby that will affect volume and direction of flow in water mains in this area, which could bring rise to water quality problems and more breaks if these pipes are not replaced. Sewer pipes in this area are vitrified clay material installed between the years 1900 and 1938 and contain numerous fractures, cracks and other defects. Most sewer repairs will be performed without trenching, but some open-cut repairs will be in order

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	2024 ADA Improvements	Project Proponent:	Katie Wurzel
Project #:	24-03	Project Manager:	Diana Ayon
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		320 CDBG	210 Water Ent.		
Prior Funding		\$ 0	\$ 0		
Fiscal Year	2024	\$ 200,000	\$ 25,000		
	2025	\$ 117,232	\$ 0		
	2026	\$ 0	\$ 0		
	2027	\$ 0	\$ 0		
	2028	\$ 0	\$ 0		
	2029	\$ 0	\$ 0		
	2030	\$ 0	\$ 0		
Subtotal		\$ <u>317,323</u>	\$ <u>25,000</u>		
TOTAL		\$ <u>342,232</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	25,000
Construction	\$	317,232
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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Grant Planning and Application	Project Proponent:	Community Development
Project #:	24-04	Project Manager:	Clara Olmedo
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		507 Measure "F"		
Prior Funding		\$	0	
Fiscal Year	2024	\$	25,000	
	2025	\$	25,000	
	2026	\$	25,000	
	2027	\$	25,000	
	2028	\$	25,000	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>125,000</u>	
TOTAL		\$	<u>125,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	125,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Funding to support the planning and application for grant funding to build improvements to local streets. This funding will only be used to fund the costs associated with applications where the primary match funding source will be Measure F.

Justification The Measure F program is dedicated, in part, to the maintenance and rehabilitation of city streets. The Community Development Engineering Division applies for grants to fund the maintenance and rehabilitation of city streets. This project funding supports the overall program and allows the funding of this work which is not directly tied to a specific funded project.

Pertinent Issue Without a funding source for this necessary work, an imbalance is created in the capital program and the 508 budget.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	County Road 25A (Parkland Ave to Meikle Ave)	Project Proponent:	Brent Meyer
Project #:	24-05	Project Manager:	Miguel Chavez
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		682 SLIF Roads		
Prior Funding		\$	185,000	
Fiscal Year	2024	\$	4,600,000	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>4,785,000</u>	
TOTAL		\$	<u>4,785,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	73,000
Design	\$	112,000
Construction	\$	4,550,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description This project includes the construction of CR25A, from Parkland Avenue to Meikle Avenue. CR25A will be a 2-lane road and the project is anticipated to include storm drain utilities, street lighting and other improvements necessary for the complete roadway. Project also includes the installation of the traffic signal at the CR25A and CR102 intersection.

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

Pertinent Issue

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	I-5/SR113 Freeway to Freeway Connector	Project Proponent:	Brent Meyer
Project #:	24-06	Project Manager:	Brent Meyer
MPFP:	IGS-100	User Department:	Community Development

PROJECT COSTS

Fund	507 Measure "F"	582 Road Dev.	351 Transp. Grants
Prior Funding	\$ 10,000	\$ 19,982	\$ 0
Fiscal Year 2024	\$ 12,000	\$ 10,000	\$ 0
2025	\$ 0	\$ 10,000	\$ 0
2026	\$ 0	\$ 710,000	\$ 1,050,000
2027	\$ 0	\$ 10,000	\$ 0
2028	\$ 0	\$ 10,000	\$ 0
2029	\$ 0	\$ 0	\$ 0
2030	\$ 0	\$ 0	\$ 0
Subtotal	\$ <u>22,000</u>	\$ <u>769,982</u>	\$ <u>1,050,000</u>
TOTAL	\$ <u>1,841,982</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$ 1,841,982
Design	\$ 0
Construction	\$ 0
Land Acquisition	\$ 0

ABOUT THE PROJECT

Project Description This project originated in 2000 and originally had a project # of 00-06. Due to financial system conversion, this project received a new project number and available budget was moved. The project includes the construction of the freeway-to-freeway connectors from northbound I-5 southbound SR113 and northbound SR113 to southbound I-5.

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 and the SACOG Regional Plan, the MTP.

Pertinent Issue There is an agreement with Caltrans that enables us to maintain the land parcels necessary for the future project. Project funding/timing has been moved out into the 10–20-year time horizon. The City recently received a Federal Earmark of \$1.05M. The City will use this funding, along with approximately \$700K of City funding, to complete a Supplemental Project Report. This report will quantify and document with Caltrans the cost reduction proposals that the City has proposed to Caltrans and SACOG.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Downtown Parking Lot Rehabilitation	Project Proponent:	City Management
Project #:	24-09	Project Manager:	Community Development
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		507 Measure "F"		
Prior Funding		\$	0	
Fiscal Year	2024	\$	575,000	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>575,000</u>	
TOTAL		\$	<u>575,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	75,000
Construction	\$	500,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Repair and rehabilitation of aging downtown parking lots.

Justification Downtown parking lot asphalt surfaces have historically not been maintained on a regular basis so that tax measure proceeds could be allocated directly to street repair and maintenance. Funding was set aside in the Measure F Spending Plan in December 2022 to address this issue; the total set aside was \$575,000

Pertinent Issue Downtown parking lot asphalt surfaces have substantially deteriorated conditions and are in need of repair and rehabilitation. The lot identified to be addressed first is the public parking lot behind the Hotel Woodland.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: WPCF Grit Classifier Rehabilitation **Project Proponent:** Utility Engineering
Project #: 24-12 **Project Manager:** Tim Busch
MPFP: **User Department:** Public Works

PROJECT COSTS

Fund		101 General Fund		
Prior Funding		\$	0	
Fiscal Year	2024	\$	500,000	
	2025	\$	0	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>500,000</u>	
TOTAL		\$	<u>500,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	500,000
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The grit classifier work generally includes replacement of grit chamber #2 and miscellaneous pipe modifications to match capacity of grit chamber #1. A condition assessment will be conducted to determine if similar replacement is warranted at #1 grit classifier due to lack of replacement parts. The #2 damaged headworks screw pump will be replaced in kind under a separate effort. The #1 pump will be replaced with submersible pumps. The scope includes all work necessary for design and construction of #1 pump removal and replacement with 2 submersible pumps.

Justification The Water Pollution Control Facility (WPCF) has numerous assets that allow the WPCF to operate as designed and within permit conditions. Over time, these assets need to be rehabilitated or replaced in order to maintain proper function due to wear & tear and the corrosive environment of a wastewater treatment plant. The WPCF Master Plan is also a guide as to what assets will need rehabilitation in the next few years. The grit classifiers have several issues that require rehabilitation work. The WPCF has 2 grit classifiers, one of them has a major piping defect and the other has failing equipment for which replacement parts can no longer be sourced. Rehabilitation of both grit classifiers is listed as a high priority in the WPCF Master Plan. The headworks screw pumps are experiencing catastrophic failure earlier than expected. Three of the screw pumps are damaged with 2 no longer operable. Replacements are needed for continued operation and for redundancy. One screw pump will be replaced with submersible pumps. Submersible pumps are much less expensive and have a greater operating range than the screw pumps.

Pertinent Issue Properly operating grit classifiers are necessary for operation of the WPCF. The grit classifiers remove large and heavy particles that are not treated in the biological processes, instead, they damage pipes and become sediment in downstream treatment processes. The WPCF has 4 headworks screw pumps, of these, 3 are currently damaged. The WPCF receives highly variable flow rates and requires sufficient pumping capacity for all conditions and also needs a redundant pump.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	First Street Parking Lot Rehabilitation	Project Proponent:	City Management
Project #:	24-13	Project Manager:	Katie Wurzel
MPFP:		User Department:	Public Works

PROJECT COSTS

Fund		507 Measure "F"		
Prior Funding		\$	0	
Fiscal Year	2024	\$	0	
	2025	\$	750,000	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>750,000</u>	
TOTAL		\$	<u>750,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	50,000
Construction	\$	700,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Repair and rehabilitation of aging downtown parking lot.

Justification Downtown parking lot asphalt surfaces have historically not been maintained on a regular basis so that tax measure proceeds could be allocated directly to street repair and maintenance. Funding was set aside in the Measure F Spending Plan in 2024 to address this issue in the First Street lot

Pertinent Issue Parking lot asphalt surfaces have substantially deteriorated conditions and are in need of repair and rehabilitation. This lot is across from City Hall, between First and Second Streets.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: 2026 Water and Sewer Replacement **Project Proponent:** Utility Engineering
Project #: 25-01 **Project Manager:** Mark Miller
MPFP: **User Department:** Public Works

PROJECT COSTS

Fund	210		220	
	Water Ent.		Sewer Ent.	
Prior Funding	\$	0	\$	0
Fiscal Year 2024	\$	0	\$	0
2025	\$	200,000	\$	200,000
2026	\$	0	\$	0
2027	\$	0	\$	0
2028	\$	0	\$	0
2029	\$	0	\$	0
2030	\$	0	\$	0
Subtotal	\$	<u>200,000</u>	\$	<u>200,000</u>
TOTAL	\$	<u>400,000</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	400,000
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Based on water main replacement prioritization, this project was scoped to repair and replace the water mains and laterals on North and Elliot Streets in the vicinity between West and Elm Streets. The existing back-of-sidewalk water mains will be eliminated in favor of a new main in the street with new polyethylene laterals. After identifying the areas for water replacement, City Engineering and Operations staff will assess the condition of the sewer in the vicinity to determine the appropriate amount of rehabilitation required. Most sewer repairs will be made with cured-in-place pipe lining, but some excavation of sewer mains and laterals will occur.

Justification This project is part of an ongoing multi-year program to replace aging water and sewer pipes that are defective and/or have exceeded their service life. City Engineering and Operations staff identified locations in the City that have the greatest occurrence of water main and service lateral breaks and leaks, and prioritized those areas for repairs. The water pipes in this project area were installed in the 1950s and 1960's and have been experiencing an increase in mainline breaks over recent years. Approximately 5,500 feet of water main will be replaced. This is also an area of the City with 2-inch diameter water mains buried behind the sidewalk; these mains are notorious for leaks and breaks due to their material condition and shallow depth. Sewer pipes in this area are vitrified clay material installed between 90 and 120 years ago and contain a plethora of fractures, cracks and other defects. Most sewer repairs will be performed without trenching, but some open-cut repairs will be in order.

Pertinent Issue Water main and lateral breaks have been more frequent over recent years in this area. To reduce overall project costs, disruption to the public and damage to streets, the project will coordinate sewer system improvements to occur with the water system repairs including sewer main structural lining, and open-cut of severe mainline defects and Orangeburg-material service laterals.

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	Safety Action Plan (SAP)	Project Proponent:	Katie Wurzel
Project #:	25-03	Project Manager:	Clara Olmedo
MPFP:	IGS-100	User Department:	Community Development

PROJECT COSTS

Fund	351		582	
	Transportation Grants		Road Dev.	
Prior Funding	\$	0	\$	0
Fiscal Year	2024	\$	\$	0
	2025	\$	\$	70,000
	2026	\$	\$	0
	2027	\$	\$	0
	2028	\$	\$	0
	2029	\$	\$	0
	2030	\$	\$	0
Subtotal	\$	<u>200,000</u>	\$	<u>70,000</u>
TOTAL	\$	<u>270,000</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	270,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The SAP is a City wide road network plan that will expand the analysis and recommendations of the recently completed Local Road Safety Plan (LRSP) and Active Transportation Plan (ATP) that identified historic safety concerns through data analysis and community input. The SAP will aid the City of Woodland in prioritizing and implementing safety improvements on its roadway network due to shifts in traffic patterns created by development.

Justification Project is grant funded through the Safe Streets and Rods for all (SS4A) grant program

Pertinent Issue Comprehensive Safety Action Plan for the City of Woodland is necessary for the City to apply for future SS4A grant funding.

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	2025 ADA Improvements	Project Proponent:	Katie Wurzel
Project #:	25-04	Project Manager:	Diana Ayon
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund	320 CDBG	210 Water Ent.		
Prior Funding	\$ 0	\$ 0		
Fiscal Year 2024	\$ 0	\$ 0		
2025	\$ 283,806	\$ 25,000		
2026	\$ 0	\$ 0		
2027	\$ 0	\$ 0		
2028	\$ 0	\$ 0		
2029	\$ 0	\$ 0		
2030	\$ 0	\$ 0		
Subtotal	\$ <u>283,806</u>	\$ <u>25,000</u>		
TOTAL	\$ <u>225,000</u>			

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	25,000
Construction	\$	200,000
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

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Public Safety Radio System Upgrade **Project Proponent:** Fire
Project #: 25-05 **Project Manager:** TBD
MPFP: **User Department:** Fire

PROJECT COSTS

Fund	501		507	
	Capital Projects		Measure "F"	
Prior Funding	\$		\$	0
Fiscal Year 2024	\$	0	\$	0
2025	\$	350,000	\$	800,000
2026	\$	0	\$	0
2027	\$	0	\$	0
2028	\$	0	\$	0
2029	\$	0	\$	0
2030	\$	0	\$	0
Subtotal	\$	<u>350,000</u>	\$	<u>800,000</u>
TOTAL	\$	<u>1,150,000</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies \$
 Design \$
 Construction \$ 1,150,000
 Land Acquisition \$

ABOUT THE PROJECT

Project Description Replacement of radio equipment on FS 3 tower, to include microwave backhaul, and server/radio equipment enclosure near the base of the tower. In addition, 800 MHz radio equipment will need to be installed on the YECA owned tower, at the City's expense.

Justification Upon completion of a radio system analysis, it was determined that the City of Woodland would benefit from a radio system upgrade to support the increased demand on public safety personnel. The current system is both antiquated and not sufficient to support operations, or provide adequate coverage to the furthest reaches of the City's urban limit line

Pertinent Issue Current poor city coverage with underperforming equipment. Not enough channels to support both PD and FD radio operations. This results in a system that negatively impacts the safety of public safety personnel.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	2025 Urban Water Management Plan	Project Proponent:	Utility Engineering
Project #:	25-06	Project Manager:	Matt Cohen
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		210 Water Ent.		
Prior Funding		\$	0	
Fiscal Year	2024	\$	0	
	2025	\$	166,000	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>166,000</u>	
TOTAL		\$	<u>166,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	166,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description DWR is expected to finalize guidelines in 2024 and will include changes to the UWMP that will be required in the 2025 update. The changes are expected to focus on compliance with "water conservation as a way of life" approach in recent regulations.

Justification The Urban Water Management Planning Act requires every urban water supplier in California that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare and adopt an Urban Water Management Plan (UWMP) that includes specified content, including an urban water shortage contingency analysis. The adopted UWMP must be submitted to the California Department of Water Resources (DWR) and other entities. Urban water suppliers are required to submit an UWMP every five years. The next UWMP, the 2025 UWMP, is due in 2025 for the City of Woodland.

Pertinent Issue Compliance with government regulations. The budget is included in the current water rate study.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	2025 America Waters Infrastructure Act Compliance	Project Proponent:	Utility Engineering
Project #:	25-07	Project Manager:	Matt Cohen
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		210 Water Ent.		
Prior Funding		\$	0	
Fiscal Year	2024	\$	0	
	2025	\$	85,000	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>85,000</u>	
TOTAL		\$	<u>85,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	85,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description America Waters Infrastructure Act (AWIA) of 2018 was signed into law in October 2018. Under this law, utilities are required to conduct risk and resilience assessments (RRAs), prepare or revise emergency response plans (ERPs) and certify to the U.S. Environmental Protection Agency (EPA) that they have achieved these new requirements. In the RRAs, utilities must assess risk to and resilience of their assets for malevolent acts and natural hazards. Utility system assets are broadly defined and include physical infrastructure, financial infrastructure, chemicals and chemical systems, automated systems, system operations and maintenance, and capital and operational needs for risk and resiliency management. Utilities must submit certification statements to the EPA certifying AWIA compliance for both the RRA and the ERP. Certification due dates differ for utilities of different sizes. For utilities that serve between 50,000 and 99,999 customers like the City of Woodland Water Utility, the RRA certification is due in 2025 and the ERP certification is due 6 months from the submission of the RRA.

Justification USEPA requires an update to the AWIA every 5 years. The first AWIA compliance report was completed in 2021 along with the first RRA. The updates are due in 2025.

Pertinent Issue Compliance with government regulations. The budget is included in the current water rate study.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	E. St. Corridor Road Diet & Complete St. Feasibility Study	Project Proponent:	Katie Wurzel
Project #:	25-08	Project Manager:	TBD
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund		351 Transp. Grants		
Prior Funding		\$	0	
Fiscal Year	2024	\$	0	
	2025	\$	900,000	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>900,000</u>	
TOTAL		\$	<u>900,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	900,000
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description The Project will perform a feasibility study for a road diet and complete street for East Street from Kentucky Avenue to Gibson Road. The grant includes funding for public outreach, plan line definition and preliminary design.

Justification SACOG approached the City regarding a combined grant submittal for several agencies within the Sacramento area. We received word in the Spring of 2024 that we were awarded the grant.

Pertinent Issue

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Beamer Underground Erosion Control **Project Proponent:** Utility Engineering
Project #: 25-11 **Project Manager:** Tim Busch
MPFP: **User Department:** Community Development

PROJECT COSTS

Fund		507 Measure "F"		
Prior Funding		\$	0	
Fiscal Year	2024	\$	0	
	2025	\$	50,000	
	2026	\$	0	
	2027	\$	0	
	2028	\$	0	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>50,000</u>	
TOTAL		\$	<u>50,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies \$ 0
Design \$ 50,000
Construction \$ 610,000
Land Acquisition \$ 0

ABOUT THE PROJECT

Project Description TBD

Justification TBD

Pertinent Issue TBD

CITY OF WOODLAND

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	2026 Road Maintenance	Project Proponent:	Katie Wurzel
Project #:	26-01	Project Manager:	Diana Ayon
MPFP:		User Department:	Community Development

PROJECT COSTS

Fund	507		210	
	Measure "F"		Water Ent.	
Prior Funding	\$	0	\$	0
Fiscal Year	2024	\$	\$	0
	2025	\$	\$	0
	2026	\$	\$	0
	2027	\$	\$	25,000
	2028	\$	\$	0
	2029	\$	\$	0
	2030	\$	\$	0
Subtotal	\$	<u>1,500,000</u>	\$	<u>25,000</u>
TOTAL	\$	<u>1,525,000</u>		

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	200,000
Construction	\$	1,325,000
Land Acquisition	\$	0

ABOUT THE PROJECT

Project Description Road maintenance consisting of slurry seal, micro surfacing, cape seals or other pavement surface treatments.

Justification Addressing ongoing pavement 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.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Library Material Collection
Project #: 94-45
MPFP: Lib-3

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

PROJECT COSTS

Fund		570 Library Dev.		
Prior Funding		\$	0	
Fiscal Year	2024	\$	85,000	
	2025	\$	85,000	
	2026	\$	85,000	
	2027	\$	85,000	
	2028	\$	85,000	
	2029	\$	85,000	
	2030	\$	85,000	
Subtotal		\$	<u>425,000</u>	
TOTAL		\$	<u>425,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

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.

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Planning Analysis Studies
Project #: 95-24
MPFP: TP-3

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

PROJECT COSTS

Fund		582 Road Dev.		
Prior Funding		\$	0	
Fiscal Year	2024	\$	40,000	
	2025	\$	40,000	
	2026	\$	40,000	
	2027	\$	40,000	
	2028	\$	40,000	
	2029	\$	0	
	2030	\$	0	
Subtotal		\$	<u>200,000</u>	
TOTAL		\$	<u>200,000</u>	

Cost Estimate by Phase

Pre-Design/Environmental Studies	\$	0
Design	\$	0
Construction	\$	0
Land Acquisition	\$	0

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.

DEBT SERVICE SCHEDULE

Debt Type	Name	Original Amount	Outstanding Principal 6/30/24	Annual Debt Service (Principal & Interest)	Year of Final Payment	Final Interest Rate	Source of Repayment	Use of Proceeds
Revenue Bond	Lease Revenue Bonds Refunding, Series 2014	\$ 15,484,042	\$ 2,969,445	\$ 1,533,865	2026	2.900%	Park development fees Fire development fees	Refunded the 2005 LRB, which constructed the Community Senior Center and Fire Station #1
Revenue Bond	Wastewater Revenue Bonds, Refunding Series 2017	\$ 9,550,677	\$ 5,198,838	\$ 798,000	2031	2.380%	Sewer enterprise revenues	Refunded the 2009 Wastewater Revenue Bonds
Revenue Bond	2017 Subordinate Refunding Water Revenue Bonds, Series A	\$ 22,870,000	\$ 18,950,000	\$ 1,435,000	2039	5.000%	Water enterprise revenues	Refunded payments on water rights to Conaway Preservation Group (public offering)
Revenue Bond	2017 Subordinate Refunding Water Revenue Bonds, Series B	\$ 2,414,055	\$ 1,824,491	\$ 155,000	2039	5.000%	Water enterprise revenues	Refunded payments on water rights to Conaway Preservation Group (private placement)
Revenue Bond	Water Revenue Refunding Bond, Series 2021	\$ 13,205,000	\$ 11,870,000	\$ 898,981	2041	2.200%	Water enterprise revenues	Refunded 2011 Water Revenue Bonds
Revenue Bond	Wastewater Revenue Bonds, Refunding Series 2022 (Federally Taxable Convertible)	\$ 23,134,477	\$ 22,781,439	\$ 2,500,000	2035	3.600%	Sewer enterprise revenues	Refunded 2014 Wastewater Revenue Bonds
Mello-Roos	Gibson Ranch CFD Refunding Bond, Series 2004	\$ 2,510,000	\$ 410,000	\$ 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	\$ 1,190,000	\$ 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 2013	\$ 29,805,000	\$ 16,668,050	\$ 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	\$ 24,204,100	\$ 1,125,000	2045	3.950%	Special assessments in Spring Lake	Refunded outstanding private placement debt and proceeds for reimbursement to property owners and construction of backbone infrastructure
Mello-Roos	Spring Lake Special Tax Bonds, Series 2019	\$ 21,490,000	\$ 19,689,400	\$ 1,300,000	2049	4.470%	Special assessments in Spring Lake	Proceeds for reimbursement to property owners and construction of infrastructure
Mello-Roos	Spring Lake Special Tax Bonds, Series 2021	\$ 22,000,000	\$ 21,440,000	\$ 1,000,000	2050	3.130%	Special assessments in Spring Lake	Proceeds for reimbursement to property owners and construction of infrastructure
Loan	California Department of Public Health	\$ 7,419,500	\$ 4,003,780	\$ 473,757	2033	2.507%	Water enterprise revenues	Installation of Water Meters
Loan	California Department of Public Health	\$ 31,503,088	\$ 18,730,121	\$ 1,617,740	2038	1.788%	Water enterprise revenues	Local projects for Surface Water project
Loan	California Department of Public Health	\$ 111,358,449	\$ 73,658,435	\$ 6,165,182	2038	1.788%	Water enterprise revenues	Share of regional Surface Water Project (loan officially for the WDCWA)
Loan	California State Water Resources Board	\$ 21,397,336	\$ 14,043,859	\$ 763,094	2046	1.900%	Sewer enterprise revenues	WPCF aeration project
Loan	California State Water Resources Board	\$ 951,881	\$ 611,148	\$ 34,248	2045	1.900%	Sewer enterprise revenues	WPCF aeration project
Loan	California State Water Resources Board	\$ 1,383,430	\$ 1,083,705	\$ 60,729	2045	1.900%	Sewer enterprise revenues	WPCF aeration project
Loan	California State Water Resources Board	\$ 2,191,947	\$ 1,416,438	\$ 69,244	2047	1.000%	Water enterprise revenues	Recycled water project
Lease	Oshkosh Capital Lease #2	\$ 1,138,496	\$ 132,319	\$ 136,963	2024	3.500%	General fund contributions	Purchase of fire apparatus
Lease	National Cooperative Leasing	\$ 187,683	\$ 83,280	\$ 23,459	2028	4.000%	Gas Tax/L&L District/Enterprise Funds	Purchase of aerial truck
Lease	National Cooperative Leasing	\$ 571,067	\$ 175,799	\$ 93,195	2026	3.990%	Enterprise Funds	Purchase of VacCon equipment
Lease	NCL Government Capital	\$ 238,996	\$ 175,663	\$ 38,346	2028	2.990%	General fund contributions	Purchase of Skeeter Brush Truck
Lease	Community First National Bank	\$ 4,517,923	\$ 4,112,167	\$ 542,873	2032	3.594%	General fund contributions	Purchase of fire apparatus
SUCCESSOR AGENCY DEBT								
Tax Allocation Bond	Redevelopment Tax Allocation Bonds Series 2018	\$ 6,381,800	\$ 4,106,200	\$ 500,000	2034	2.930%	Redevelopment Property Tax Trust Fund Payments	Refunding of the 2007 Tax Allocation Bonds.

SUMMARY

1. The City will strive to maintain a minimum General Fund balance reserve equal to 20% of budgeted revenue (excluding Measure F revenue).
2. The City will maintain a balanced operating budget in each fund. Appropriations of available fund balance will be limited to “one-time” non-recurring expenditures.
3. Recurring revenue growth (inflation) will be used to pay for recurring expenditures. Recurring expenditure increases should not be approved which exceed recurring revenue growth. Any new or expanded programs will be required to identify new funding sources and/or offsetting reductions in expenditures.
4. The Water and Sewer Enterprise Funds will have revenues (customer charges, interest income and all other income) sufficient to meet all cash operating expenses, capital expenses, prescribed cash reserves and debt service coverage requirements set forth in related bond covenants.
5. All Internal Service Funds will have revenues (intra-City user charges, interest income and other income) sufficient to meet all cash operating expenses and capital expenses. Such revenues shall also be sufficient to maintain cash reserves, which approximate the balance in accumulated depreciation.
6. The City will maintain appropriate reserves in the Employee Benefits, Dental/Vision, Disability Program, General Liability Insurance, and Workers’ Compensation Insurance Fund to meet statutory requirements and actuarially projected needs.
7. The City will strive to maintain a minimum cash working capital reserve equal to 20% of each of the Water and Sewer Enterprise Funds’ operating budgets. In addition, a cash capital improvement reserve will be maintained for capital improvement projects, as determined in the respective rate studies.
8. The City will maintain a long-range fiscal perspective through the use of an Annual Operating Budget, five-year Capital Improvement Program and multi-year revenue and expenditure forecasting.
9. Major capital improvement projects will be funded using the most financially prudent method available. Such methods include:
 - Traditional long-term financing (bond issues)
 - “Pay As You Go” financing (using recurring revenues only)
 - Combination of debt financing and “Pay As You Go” financing
 - Using cash accumulated in excess of policy requirements
10. A Fiscal Impact Statement will be provided with each staff report submitted to the City Council as part of the City Council agenda process.
11. The City will comply with all the requirements of “Generally Accepted Accounting Principles.”
12. The City will annually review and adopt a formal set of Investment Policies.
13. The City will strive to pay competitive market level compensation to its employees.

INVESTMENT POLICY

It is the policy of the City of Woodland to invest public funds in a prudent manner which will provide maximum security while meeting daily cash flow demands and conforming to all statutes governing the investment of public funds. Within these parameters, funds will be invested to optimize investment return.

The purpose of this document is to set forth the City's policies guiding prudent investment of temporarily idle funds and to establish guidelines and objectives for suitable investments including delegation of authority, prudence, monitoring and reporting, policy review, diversification, eligible securities, safekeeping, collateralization, selection of depositories, brokers/dealers and glossary of terms.

POLICY: It is the policy of the City of Woodland to maximize the productive use of assets entrusted to its care and to invest and manage those public funds wisely and circumspectly. The surplus funds shall be invested in accordance with the provisions of Article 1 and 2 of Chapter 4 of Part 1 of Division 2 of Title 5 of the California Government Code (53600-53997). Unless otherwise noted, all section references are to the California Government Code.

SCOPE: This investment policy applies to the City of Woodland's Surplus Funds, as defined by Section 536-1. Surplus Funds means those funds which are not required for the City of Woodland's immediate necessities as defined in Section 53601.

BACKGROUND & ANALYSIS:

1.0 **PURPOSE:** The Investment Policy is designed to provide guidelines for the prudent investment of the City's surplus funds.

2.0 **GOAL:** The goal of the Investment Policy is to enhance the economic status of the City while prudently protecting its pooled cash and also complying with this investment policy and California Government Code Sections 53600 through 53659, which governs investments for municipal governments. Although pursuit of interest earnings on investment is an appropriate City goal, the primary consideration is preservation of capital resources. Thus, the City's yield objective is to achieve a reasonable rate of return rather than the maximum generation of income that might expose the City to unacceptable levels of risk.

3.0 **OBJECTIVE:** The City shall attempt to invest funds to the fullest extent possible and at the highest possible yield while satisfying the criteria for investment selection outlined below.

4.0 **INVESTMENT POLICY:** The City has the fiduciary responsibility to maximize the productive use of assets entrusted to its care and to invest and manage those public funds wisely and circumspectly. In determining individual investment placements, the following factors shall be considered in priority order: safety, liquidity, and yield.

4.1 **SAFETY:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk as summarized below.

4.1.1 **CREDIT RISK** – This is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

4.1.1.1 Limiting investment to the safest types of securities;

4.1.1.2 Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisers with which the City will do business;

Financial Policies

4.1.1.3 Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

4.1.2 INTEREST RATE RISK – This is the risk that the market value of securities in the portfolio will fall due to changes in the general interest rates. Interest rate risk may be mitigated by:

4.1.2.1 Structuring the investment portfolio such that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;

4.1.2.2 Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

4.2 LIQUIDITY: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with the cash needs to meet anticipated demands. A portion of the portfolio should be placed in local government investment pools (such as LAIF), which offer same-day liquidity for short-term funds.

4.3 YIELD: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk of constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall not be sold prior to maturity with the following exceptions:

4.3.1 A declining credit security, which could be sold early to minimize loss of principal;

4.3.2 A security swap, which would improve the quality, yield, or target duration of the portfolio;

4.3.3 A capital gain that would be realized to better position the overall portfolio to achieve investment policy goals.

5.0 STANDARDS:

5.1 RESPONSIBILITY: The City Treasurer (as well as other City employees delegated by her) acting in accordance with written procedures and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely basis and the liquidity and the purchase of securities are carried out in accordance with the terms of this policy. The City Treasurer and his/her staff shall recognize that the investment portfolio is subject to public review and evaluation.

5.1.1 Cash Review – the Treasurer or her delegate will review the cash balances and the investment portfolio daily, or as needed; items reviewed should include: bank account balances, maturing investments, debt service and other large periodic cash disbursements.

5.2 PRUDENT INVESTOR STANDARD: The City Treasurer and such employees as she may direct to make investments (see Section 5.4) are subject to the prudent investor standard set out under Section 53600.3. The City Treasurer or her delegate, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments, as defined in Section 53600.3.1.

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.

Financial Policies

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:

- 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

Financial Policies

for deposit or investment of funds, the authorized Investment Officers shall consider the credit-worthiness of the institution.

7.2 BROKER/DEALERS:

7.2.1 Investments must be purchased directly from the issuer, from an institution licensed by the State as a broker/dealer, from a member of a federally regulated securities exchange, or from a brokerage firm designed as a primary government dealer by the Federal Reserve Bank.

7.2.2 The City Treasurer will maintain a file of broker/dealers with which the City is currently doing business, which will include (at minimum) the firm name, contact person, telephone number, fax number, e-mail address, and annual audited financial statements (as applicable).

7.3 DELIVERY VS. PAYMENT: All trades, where applicable, will be executed by delivery vs. payment to ensure that securities are deposited prior to the release of funds. To protect against potential losses by collapse of individual securities dealers, all securities owned by the City shall be held in safekeeping by a third party bank trust department acting as agent for the City under terms of a custody agreement executed between the bank and the City.

7.4 COLLATERALIZATION: Collateral is required for investments in non-negotiable certificates of deposit. In order to reduce market risk, the collateral level shall be at least 110% of market value of principal and interest and marked to market weekly. Securities acceptable as collateral shall be the direct obligations of, or are fully guaranteed as to principal and interest, by the United States or any agency of the United States.

8.0 AUTHORIZED INVESTMENTS: Investment of City funds is governed by the California Government Code Sections 53600 et seq. Within the context of such limitations, the following investments are authorized:

8.1 UNITED STATES TREASURY BILLS, BONDS, AND NOTES or those for which the full faith and credit of the United States are pledged for payment of principal and interest.

8.2 STATE OF CALIFORNIA OBLIGATIONS-including bonds payable solely out of the revenues from a revenue-producing property operated by the State of California or by a department, board, agency, or authority of the state.

8.3 FEDERAL AGENCY OBLIGATIONS – enterprise obligations, participations or other instruments including those issued or fully guaranteed as to principal and interest by the Federal Government agencies; (e.g. Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), and the Federal Home Loan Mortgage Corporation (FHLMC)).

8.4 NEGOTIABLE CERTIFICATES OF DEPOSIT –issued by nationally or state chartered banks, state or federal savings institutions (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the cost value of the portfolio.

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.

Financial Policies

8.6 CA LOCAL AGENCY OBLIGATIONS – bonds, notes, warrants or other evidences of indebtedness of any local agency within California, including bonds payable solely out of the revenues from a revenue-producing property, owned controlled, or operated by the local agency, or by a department, board, agency or authority of the local agency.

8.7 CERTIFICATE OF DEPOSIT (CD) - Purchased through a bank or savings and loan association for a specified period of time at a specified rate of interest. The first \$250,000 of a certificate of deposit is guaranteed by the Federal Deposit Insurance Corporation (FDIC). CD's with a face value in excess of \$250,000 will be collateralized by U.S. Treasury Department securities, which must be at least 110% of the face value of the CD. No other collateralization will be accepted.

8.8 MEDIUM TERM CORPORATE NOTES with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated in a rating category "A" or its equivalent or better by a nationally recognized rating service.

8.9 MONEY MARKET MUTUAL FUNDS - Mutual funds invested in U.S. Government securities are permitted under this policy and under the California Government Code Section 53601. In order to be eligible for investment under this section, an investment objective of such a fund must be the maintenance of a price per share of \$1.00. The following criteria must also be met:

8.9.1 The fund shall have a minimum of \$500 million in total portfolio value.

8.9.2 The fund shall be registered with the Securities and Exchange Commission, and shall have achieved a rating of AAA by Moody's and AAA by S&P.

8.9.3 The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration, and has at least 5 years' experience managing money market funds, including those in excess of \$500 million.

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

8.10.1 Maturity of five years or less

8.10.2 Eligible for purchase and sale with the US

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

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

9.0 INVESTMENT PARAMETERS:

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:

Financial Policies

9.1.1 Portfolio maturities shall be matched against liabilities to avoid undue concentration in a specific maturity sector.

9.1.2 Maturities selected shall provide for stability of income and liquidity.

9.1.3 Disbursement and payroll dates shall be covered through LAIF, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds which will ensure that appropriate liquidity is maintained.

9.2 **MAXIMUM MATURITIES:** In order to minimize the impact of market risk, it is intended that all investments will be held to maturity. Investments may be sold prior to maturity for cash flow, appreciation purposes or in order to limit losses, however, no investment shall be made based solely on earnings anticipated from capital gains. To the extent possible, the City shall attempt to match its investments to anticipated cash flow requirements. The City will not invest in securities maturing more than 5 years from the date of purchase. The City may adopt weighted average maturity limitations (2 years) consistent with investment objectives.

9.3 **PROHIBITED INVESTMENTS AND DIVESTMENT:** The City Treasurer shall not make any investment prohibited under Article 1 or 2 of Chapter 4 of the California Government Code (see e.g. Section 53601.6 and 53631.5). Investments authorized when made, but no longer permitted by applicable law, may be divested from the City of Woodland's portfolio in accordance with the investment statement, investment objectives and prudent investor standard.

9.4 **TAX and REVENUE ANTICIPATION NOTES (TRANS):** Government Code Section 53821.5 prohibits the investment of TRAN proceeds in securities that have terms exceeding those of the TRAN itself. The TRAN proceeds can be invested in items that have no specific term to maturity as long as the proceeds can be removed within the period of the TRAN without a penalty.

10.0 REPORTING:

1.1 **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.

Financial Policies

10.3 MARKING TO MARKET: The market value of the portfolio shall be calculated at least yearly and a statement of the market value of the portfolio shall be issued at least quarterly with the investment report.

11.0 INVESTMENT POLICY ADOPTION: The Investment Policy shall be adopted by minute action of the City Council of the City of Woodland. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the City Council.

INVESTMENT GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Interest Rate - See "Coupon Rate."

Financial Policies

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

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

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

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

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

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

Market Value - Current market price of a security.

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

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

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

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

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

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

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

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

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

Swap - Trading one asset for another.

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

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

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

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

Financial Policies

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

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

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

GENERAL TERMS

The following explanations of terms are presented to aid in understanding the narrative discussions and illustrations included in this budget document and the terminology generally used in governmental accounting, auditing, financial reporting and budgeting.

Accountability

The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry to justify the raising of public resources and the purposes for which they are used.

Accounting System

The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

Accrual Basis

The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Annual Budget

A budget applicable to a single fiscal year. See Budget and Operating Budget.

Appropriations

An authorization by the City Council to make expenditures and to incur obligations for a specific purpose. An appropriation is usually limited in amount as to the time when it may be expended.

Assessed Valuation

A dollar value placed on real estate or other property by Yolo County as a basis for levying property taxes.

Audit

An annual audit is required by the State of California. Prepared by an independent certified public accountant (CPA), the primary objective is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. The independent auditor customarily issues a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's Financial Management Practices.

Basis of Accounting

A term used to refer to when revenues, expenditures, expenses, transfers and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

Bond

A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a special rate.

Budget

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body of adoption, and sometimes, the plan finally approved by the body.

Budget Document & Message

The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body.

Glossary

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

The actual spending of funds set aside by an appropriation. Expenditures include current operating expense requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

Federal

United States Government

Fiscal Year

A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City of Woodland’s Fiscal Year begins July 1st and ends on June 30th.

Fringe Benefits

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

Full Time Equivalent or FTE

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

Fund Balance

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

General Fund

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

General Ledger

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

Grant

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

Interfund Transfers

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

Internal Service Fund

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

Municipal Code

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

Operating

Maintaining the ongoing functions of an agency or service. “Operating expenses” include wages, benefits, supplies and services.

Operating Budget

Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of government are controlled. The use of an annual operating budget is usually required by law. Even when not required by law,

Glossary

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.

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.