A M E N D E D

CITY OF WOODLAND
300 FIRST STREET
WOODLAND, CALIFORNIA

CITY COUNCIL
CLOSED SESSION AGENDA

NOVEMBER 6, 2012

5:00 P.M.

A. CALL TO ORDER

B. CLOSED SESSION

B.1 Conference with Legal Counsel – Existing Litigation, Pursuant to Section 54956.9
Name of Case: City of Woodland vs. Forrest: County of Yolo, Case No. ED11-1184 – (Eminent Domain Action Re APN 041-070-06)

B.2 Conference with Labor Negotiators, Pursuant to Section 54957.6
Agency Designated Representatives: Paul Navazio, Amy Buck Kimberly McKinney and Dania Torre Wong
Employee Organization(s): Professional Police Employees' Association, Police Supervisors Association, Police Mid-Management Employees, Professional Firefighters' Association, Fire Mid-Management Employees, Woodland City Employees' Association, Mid-Management Association and Confidential Employees

JOINT REGULAR CITY COUNCIL/ WOODLAND FINANCE AUTHORITY

6:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS-PUBLIC COMMENT

This an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

E. COMMUNICATIONS–COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

F. COMMITTEE REPORTS

F.1 Receive the Water Resources Association Board of Directors Meeting Minutes of June 6, 2012

G. CONSENT CALENDAR

1. <u>Authorize Audit Contract for Fiscal Years 2011/12 and 2012/13</u>
Recommendation: Staff recommends that the City Council (1) approve a professional services agreement with Macias Gini & O'Connell, LLP in the amount of $103,100 each year for independent audit services for fiscal years 2011/12 and 2012/13, and (2) authorize the City Manager to execute the agreement on behalf of the City.

2. <u>Designation of City Manager as Authorized Official to Review and Approve Short Sale Requests for City Housing Loans</u>
Recommendation: Staff recommends that the City Council adopt Resolution No. _____ to designate the City Manager as the

authorized official to review and approve requests for short sales on City housing loans and to establish guidelines for the consideration of short sale requests

3. <u>Appointment of Member to Planning Commission</u>
Recommendation: Staff recommends that the City Council appoint Kirby Wells to the Planning Commission

4. <u>Amendment to Agreement with Downey Brand Attorneys LLP for Advocacy Services for Flood Damage Assignment and Mitigation Assistance</u>
Recommendation: Staff recommends that the City Council approve the contract amendment with Downey Brand Attorneys LLP to provide Advocacy Services for Flood Damage Assignment and Mitigation Assistance

5. <u>Treasurer's Investment Report Quarter Ending September 30, 2012</u>
Recommendation: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2012

H. REPORTS OF THE CITY MANAGER

6. <u>FY 2012/13 First Quarter Budget Update</u>
Recommendation: Information purposes only; no action required.

7. <u>Adopt Resolution of Intention to Approve CalPERS 2% at 60 Retirement Formula for Miscellaneous Members</u>
Recommendation: Staff recommends that the City Council (1) Adopt a Resolution of Intention approving an amendment to the contract between the Board of Administration, California Public Employees' Retirement System (CalPERS) and the City of Woodland to provide miscellaneous members a different level of benefit Section 21353; and (2) (2% at 60 retirement formula) and Section 20037 (three year final compensation) to the existing PERS contract for miscellaneous members hired after the effective date of the provision; 2) authorize the City Clerk to sign a Certification of Compliance with Government Code Sections 7507 and 20475 and to sign a Certification of Governing Body's action

8. City Council Priority Goals – 2012-2014 – Follow-up from Retreat / Study Session
Recommendation: Staff recommends that the City Council receive this informational staff report summarizing the City Council's Priority Goals for 2012-14, as discussed and refined through a series of Council study sessions held in August and September

9. Council Long Range Calendar
Recommendation: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only

I. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint City Council/Woodland Finance Authority Regular meeting of the City of Woodland scheduled for Tuesday, November 6, 2012 was posted on November 1, 2012 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

____
Ana B. Gonzalez, City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.
Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2012

SUBJECT: Water Resources Association Board of Directors Meeting Minutes for June 2012

Report in Brief

Attached are the June 6, 2012 Water Resources Association Board of Directors Meeting Minutes. These minutes were approved at the September 17, 2012 meeting.

Background

The Water Resources Association meets quarterly and submits meeting minutes to all jurisdictions attending the meeting. Meeting Minutes are then shared with Council.

Recommendation for Action

No action required. For information only.

Prepared by: Johanna Currie
Senior Management Analyst

Reviewed by: Gregor G. Meyer
Public Works Director

____
Paul Navazio
City Manager

Attachments: June 6, 2012 Water Resources Association Board of Directors Meeting Minutes

MINUTES OF JUNE 7, 2012
OF THE BOARD OF DIRECTORS
WATER RESOURCES ASSOCIATION OF YOLO COUNTY

1. CALL TO ORDER & INTRODUCTIONS
The meeting was called to order at 3:00 p.m. by Chair, William Marble.

Board members present:	William Marble – City of Woodland, WRA Chair
	Cecilia Aguiar-Curry – City of Winters, Treasurer
	Sid England – University of CA Davis
	Don Peart – Colusa County Water District
	Matt Rexroad – Yolo County
	Jim Mayer - Yolo County Flood Control & WCD
Alternate members present:	Tim O'Halloran – Yolo County Flood Control & WCD
	Jacques DeBra – City of Davis
	Lewis Bair – Reclamation District 108
	Duane Chamberlain – Yolo County
	Kurt Balasek – City of Winters
Associate members present:	Jeanette Wrysinski – Yolo County RCD
	Fran Borcalli
Members of the Public & Agency Staff:	Mark Cocke - City of Woodland
	Liz Houck – City of Woodland
	Max Stevenson -Yolo County Flood Control & WCD
	Cindy Tuttle – Yolo County
	Betsy Marchand -Yocha Dehe Wintun Nation
	Dave Pratt
	Don Saylor – Yolo County
	Tim Williams – Kennedy/Jenks
	Steve Osgood
	Jim Provenza – Yolo County (speaker)
	Jerry Meral – California Natural Resources Agency (speaker)
Member Agencies Absent:	City of West Sacramento
	Dunnigan Water District
	Reclamation District 2035

2. **APPROVAL OF AGENDA –** The Board motioned, seconded and unanimously approved the agenda.

3. **PUBLIC FORUM –** There were no public comments made.

4. **CONSENT ITEMS -** The Board motioned, seconded and unanimously approved all consent items.
   a. Approved minutes: March 19, 2012 Board meeting
   b. Received financial reports: March 2012
   c. Received minutes of Executive Committee: 3/2, 4/16/12
   d. Received minutes of Technical Committee: 3/1, 4/5/12
   e. Adopted CASGEM Resolution #1201and CASGEM Voluntary Cooperative Agreement

5. **INFORMATIONAL ITEMS**
   a. Report from WRA Chair: Chair Marble reported on the WRA Technical Committee meeting held this morning. There was an interesting presentation and discussion about a UC Davis study addressing nitrate in California drinking water. Max Stevenson was complemented for his work on the Stakeholder Input on Nitrate & Recharge research for the YCFCWCD's AB 303 Grant for Regional Conjunctive Use Enhancement.

b. *Correspondence sent:* Support letters sent: FY 2013 Federal funding priorities, Critical Infrastructure Improvements letter to Congressman Thompson, 3/15/12

6. UPDATE ON WATER LEGISLATION & REGULATORY ISSUES

Cindy Tuttle reported on Yolo County's participation in the Delta projects committee that is compiling a list of no- or low-regret projects. The Yolo County Board of Supervisors will be considering submission of 5 projects for the list. The draft list includes the Davis-Woodland Water Supply Project or an alternative selected by the cities, removal of the Yolo Bypass trestle, a study of methyl-mercury impacts proposals to modify the Cache Creek Settling Basin and Yolo Bypass, a study of flood control alternatives for the town of Clarksburg and a Reclamation District 999 Elkhorn Slough pumps relocation project. Cindy also reported on the Central Valley Flood Protection Plan. Yolo County was successful in conjunction with the Central Valley Flood Control Association to address their concerns about the CVFPP. They were able to have language added to the resolution that the CVFP Board may be adopting tomorrow. Additionally, Yolo County has coordinated a meeting of Reclamation Districts and cities in the planning area. They are discussing input to give to DWR on defining the Regional Boundaries for the Regional Plan. This is a similar yet separate and duplicative effort from the IRWMP process. Yolo County wants to insure that our local projects are included in the Regional Plan. There are a lot of unanswered questions about the Regional Plan agency governance structure. These governance bodies are supposed to be responsible for prioritizing flood projects and submitting joint grant applications to the state. The conceptual boundaries currently proposed in the CVFPP divides Yolo County into three separate districts. Local projects would be prioritized in the Regional Plan that would then be integrated into the 2017 CVFPP update. In Jacques' Technical Committee Report he noted that the WRA TC will be discussing coordination efforts with this group and how the WRA as a regional agency can best interface. There will be an update to the WRA Board in the fall.

Tim O'Halloran reported on the State Water Resources Control Board's update of the Water Quality Control Plan for the Bay-Delta. The proposed Bay-Delta flow requirements impact water rights holders in the Sacramento Valley. Under NCWA's leadership, the Sacramento Valley Water Users Group submitted written comments about the proposed flow criteria and hydrologic modeling. The SVWUG encouraged the SWRCB to hold workshops to explore the various issues of concern. The SWRCB has agreed to hold a series of topical workshops in late summer/early fall on ecosystem changes and low salinity zone, Bay-Delta fishery resources (pelagic fishes and salmonids) and analytical tools for evaluating water supply (hydraulic modeling). The Delta Stewardship Council released the 6th draft Delta Plan.

7. WRA TECHNICAL COMMITTEE (TC) UPDATE

a. *Technical Committee Report - FY2012-13 Project Funding Recommendations:* Jacques DeBra, TC Chair, reviewed the TC's recommendations for allocating the $145,660.00 available for FY2012-13 project funds. Jacques noted how the WRA project fund is leveraged with other funding to facilitate implementation of a wide range of IRWMP priority actions. Jacques answered questions about the project recommendations. Tim explained the benefits of having David Guy from NCWA provide legislative and regulatory consulting for the WRA.

b. *Update on Westside IRWMP Development:* Jacques updated the Board on the progress of developing the Westside IRWMP. The initial Plan development includes mapping the geography and key watershed information. The next step is a "Call for Projects" from the five Westside counties (Napa, Lake, Solano Yolo, Colusa) and then discussion about how to prioritize. The WRA will be submitting projects to the Westside for consideration by August 1, 2012. The project list was derived from the Yolo IRWMP priority project list,. The next public outreach meeting will be July 9th from 2-5 pm in Woodland. Jacques answered questions. The Westside IRWMP will likely be a topic on the September WRA Board agenda.

MINUTES OF JUNE 7, 2012
OF THE BOARD OF DIRECTORS
WATER RESOURCES ASSOCIATION OF YOLO COUNTY

8. ADOPT FY2012-13 WRA OPERATING BUDGET: Cecilia Aguiar-Curry, WRA Treasurer

a) Cecilia reviewed the FY2011-12 projected year end budget.

b) A list of WRA Accomplishments for FY2011-12 was included with the budget adoption process. Cecilia thanked all the WRA Board members and especially Chair Marble and Technical Committee Chair DeBra for their time and energy to the WRA.

c) The FY 2012-13 budget is similar to last fiscal year's budget. Members' dues have not been increased for several years. Cecilia noted any changes to expenditures mostly related to cost increases for benefits, general liability insurance and office expenses. Some expenses were reduced such as Internet and Web Hosting. As explained in the Technical Committee Recommendations, there were some unexpended funds carried over from FY2011-12 that were allocated to new projects in FY2012-13. The Board motioned, seconded and unanimously approved the operating budget including the Technical Committee project recommendations for FY2012-13.

9. PRESENTATION: Update on Yolo County Delta Efforts

Supervisor Jim Provenza, Yolo County Board of Supervisors[1], was invited to speak to the WRA Board about his participation in Delta-related planning efforts impacting Yolo County. Supervisor Provenza distributed an Executive Summary of the recently released draft report on *"Yolo Bypass Flood Date and Flow Volume Agricultural Impact Analysis"* [2] prepared by UC Davis with supervision by Yolo County staff and Douglas Environmental. The report focuses on an assessment of the agricultural impacts from flooding scenarios in the Yolo Bypass as proposed by the state Bay Delta Conservation Plan (BDCP) Conservation Measure 2 (CM2) and the federal National Marine Fisheries Service's Biological Opinion Reasonable and Prudent Alternative (RPA).

The study evaluated the expected losses of total agriculture revenue if the Fremont Weir was gated and additional water was allowed into the Bypass for fish conservation efforts. Five inundation end dates scenarios were evaluated for 3,000 cfs and 6,000 cfs flows. Under the CM2 proposal, where flooding only occurs as an extension to natural flooding, expected losses were also analyzed under both flow rates. The estimates in the study are a conservative measure of the expected annual losses to Yolo Bypass economy. Under the RPA, flooding through May 15 significantly increases the total <u>annual</u> losses: $3.8 million at 3,000 cfs and $8.9 million at 6,000 cfs. Under the CM2 proposal, annual losses are expected from $0.63 to $1.5 million under 3,000 and 6,000 cfs, respectively. The report details the losses for each scenario in Table 2. Supervisors Provenza and McGowan are holding ongoing discussions with the BDCP to request that Yolo County be compensated for the total economic cost of loss of any agriculture. They have not yet received any assurances from the BDCP. The Supervisors are also pushing for alternatives that will focus on the less costly scenarios. Preliminary data, including BDCP information, indicates that there are benefits to endangered fish species with the February 15 inundation end date or if the flooding only occurs in wet years. Additional inundation scenarios are being considered for future studies, such as, controlling the flood area location to reduce impacts. He emphasized that there is a path to a solution if the BDCP is willing to work with Yolo County.

On a parallel track, Supervisor Provenza mentioned that Yolo County is commenting on the Delta Stewardship Council's (DSC) Delta Plan recommending that they should pursue the "beneficiary pays" principle and mitigate any negative impacts. The beneficiaries of the BDCP are Southern California users. California law states in several places that supporting the agriculture and economy in the Delta is a priority. This is an important principle, which is not the position that Delta planning processes seems to be taking.

He encouraged input on this draft study before it is finalized and suggestions for next steps that the County could take. He would like to have the County participate in a study to determine fish benefits. Supervisor Provenza thanked the WRA Board for their interest and answered questions.

1 – Brown Act disclaimer noted, four County Supervisors in attendance
2 – The draft report can be accessed on the WRA's webpage: www.yolowra.org. A hard copy can be obtained by contacting Yolo County

10. PRESENTATION: Bay Delta Conservation Planning Program Update

Dr. Jerry Meral, Deputy Secretary, California Natural Resources Agency, acknowledged Yolo County's involvement in the BDCP process, especially Supervisors Provenza and McGowan. He gave some background information on the BDCP, which is an attempt to bring into compliance the operations of the federal Central Valley Project (CVP) and California State Water Project (SWP) with the State and Federal Endangered Species Acts. Both projects export a lot of water daily from the Delta and it was decided that there should be one long-term operating plan that met the requirements of both Acts. Over the last 6 years, approximately $150 million has been spent on planning. The most visible component of the program is a potential new water diversion facility that would be located opposite the town of Clarksburg to the State and Federal pumps near Tracy. This would potentially be a tunnel 40 miles long with a capacity as high as 15,000 cfs. The current conservative cost estimate is $13 billion. Dr. Meral stated that the project is much more than that, representing more than 20 conservation measures designed to protect about 50 endangered terrestrial and aquatic species.

Recent discussions with the federal partner agencies, U.S. Fish & Wildlife Service, National Marine Fisheries Service and the U.S. Bureau of Reclamation, explored how they can arrive to the end point of a proposed project. State and Federal agencies are getting closer to identifying a preferred alternative project, but they have a long way to go before a final project is selected. The whole process must remain open to public input, because a draft environmental impact report has not been released. It would be 12 or more years before the project would come online. Preliminary discussions indicate that 3 intakes on the Sacramento River at 3,000 cfs each are plausible, which is a 40% reduction from previous project proposals. Other aspects being considered are the potential to operate this facility by gravity rather than as a pump facility, which would reduce greenhouse emissions. State and federal agencies are discussing the best way to operate this facility. That question remains to be answered, especially since the facility will not likely be online until 2025. Since no one can say with certainty what the future physical, biological and climatic conditions will be like; an "if then" approach needs to be taken. Dr. Meral gave an example of how this approach could be implemented to create a habitat that supported and protected endangered species.

He outlined how the BDCP process will progress on the current anticipated timeline. The Governor and Secretary of Interior would like to announce a preferred project within the constraints of the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) by July 2012. If that timeline is maintained, a draft environmental document would be released by September 2012 and a final plan in April 2013. This is an ambitious timeline. Then the Delta Stewardship Council would be asked to approve the Plan as part of the Delta Plan. Dr. Meral outlined the Plan's approval process. The Plan would need to apply for 404 and 408 permits from the USACE. The SWRCB would need to approve components of the BDCP as part of the Basin Plan and approve changes to state and federal water rights for the new point of diversion. This will take until at least 2015 with a myriad of public hearings along the way.
He explained the relationship between the BDCP and the Central Valley Flood Protection Plan. Both processes began on parallel paths with a lack of communication, but due to Congresswoman Matsui's efforts regular coordination meetings are now being held to avoid and resolve conflicts that arise. For example in the Yolo Bypass, meetings are including local stakeholder input in the planning process.

Dr. Meral acknowledged that the BDCP process must be sensitive to potential impacts to Yolo County. He summarized the many important habitat activities that the Yolo Bypass supports. As Supervisor Provenza just discussed, Yolo County is researching agricultural impacts of the BDCP's proposed increased flooding. Quantifying these impacts will assist with mitigation expectations and avoid undue impacts. The County has been clear that they would like to restrict inundation to the early part of the year. Discussions continue to resolve whether increased flows really do result in more fish production.

Dr. Meral summarized the issues of concern regarding Yolo Bypass operations expressed to the BDCP. All parties have agreed that there should be no impairment of the flood carrying capacity of the Bypass by either the BDCP or the CVFPP. Any impairment to agriculture in the Yolo Bypass needs to be recognized and mitigated or compensated for. He discussed the concerns that the Fazio Wildlife Refuge would like addressed: a gravity fed water supply system reducing need to pump and pay for water, potential for impairment of agriculture economics and construction of a headquarters building near Hwy. 80. If the State should purchase land in the Yolo Bypass, the State would pay in lieu taxes so that Yolo County's tax base is not diminished. Another challenge discussed is the inability of the state Fish & Wildlife agency to maintain habitat lands, which can result in levee deterioration or invasive weed overgrowth. Dr. Meral pledged to maintain these habitat lands in the condition that was intended. Yolo County is requesting implementation funding for their staff to participate and monitor activities in the Bypass. The State has and will continue to provide this support for this reasonable request. Lastly, he discussed the water bond slated to be on the November 2012 ballot. The $11 billion bond allots $750 million that can be spent in a wide variety of ways that could benefit Yolo County. Dr. Meral answered several questions from the WRA Board and audience. Chair Marble thanked Dr. Meral for his willingness to speak to the WRA Board.

Draft BDCP chapters are available at: http://baydeltaconservationplan.com/Library/DocumentsLandingPage.aspx

11. MEMBERS' REPORTS & FUTURE AGENDA ITEMS: Nothing discussed due to time constraints.

12. NEXT MEETING DATE: Monday, **September 17, 2012** from 3-5 pm, Woodland Community Center

13. ADJOURNMENT - The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Donna L. Gentile

Donna L. Gentile
Board Secretary & Administrative Coordinator

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2012

SUBJECT: Authorize Audit Contract for Fiscal Years 2011/12 and 2012/13

Recommendation for Action

Staff recommends that the City Council (1) approve a professional services agreement with Macias Gini & O'Connell, LLP in the amount of $103,100 each year for independent audit services for fiscal years 2011/12 and 2012/13, and (2) authorize the City Manager to execute the agreement on behalf of the City.

Fiscal Impact

Audit services are funded primarily from the General Fund ($83,400), with some contribution from Redevelopment Funds ($12,000). Single audit services attributable to the ARRA grant for installation of water meters is funded from the Water Enterprise Fund ($7,700).

Appropriations approved by Council in the FY2012/13 budget are sufficient to cover the contract costs.

Background

The City's independent audit firm provides services to complete audits for the City's Comprehensive Annual Financial Report (CAFR), including activity for the Woodland Redevelopment Agency and Successor Agency, Woodland Finance Authority and Single Audit for federal grant money.

The City originally contracted with Macias Gini & O'Connell (MGO) in 2005 for provision of audit services; that contract expired with the conclusion of the FY2010/11 audit.

Discussion

Completion of the annual audits described above is an extremely time intensive process for staff and for the City's audit firm. In the event that the City wanted to select a new firm to provide our independent account services through a request for proposal (RFP) process, and given the current date, it would be nearly impossible to find a firm that would complete the audit for FY2011/12.

Staff would like to complete an RFP process prior to issuing a multi-year audit contract. It is cost prohibitive for an audit firm to do only a one year engagement given the start-up time, documentation required, and the time necessary to become familiar with a client's processes. For these reasons, staff believes the best approach would be to continue to utilize the services of MGO for an additional two years, and then complete and RFP process to select a firm beginning with the FY2013/14 audit.

Conclusion

Staff recommends that the City Council (1) approve a professional services agreement with Macias, Gini & O'Connell, LLP in the amount of $103,100 each year for independent audit services for fiscal years 2011/12 and 2012/13, and (2) authorize the City Manager to execute the agreement on behalf of the City.

Prepared by: Kimberly McKinney
Finance Officer

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Paul Navazio
City Manager

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2012

SUBJECT: Designation of City Manager as Authorized Official to Review and Approve Short Sale Requests for City Housing Loans

Recommendation for Action

Staff recommends that the City Council adopt Resolution No._____ to designate the City Manager as the authorized official to review and approve requests for short sales on City housing loans and to establish guidelines for the consideration of short sale requests.

Fiscal Impact

None, there is no impact to the City's General Fund regarding this action.

Report in Brief

City housing staff has relied on the City Manager to make the final decision as to whether to approve a short sale request on a City housing loan, or not. However, staff cannot find documentation that the authority for approving a short sale on a City housing loan has been specifically designated to the City Manager. In order to bring clarity to this situation, staff requests that the City Council designate the City Manager as the authorized official for the review and approval of short sale requests on City housing loans for owner-occupied properties and establish guidelines for the consideration of these requests.

Discussion

The City has received six short sale requests, including two requests currently in process, on City housing loans within a period of approximately two-and-a-half years. City housing staff initially reviews each request and then prepares a recommendation for the City Manager's consideration. In the event that the City Manager approves a short sale on a City housing loan, staff coordinates documentation with the title company and the City Manager signs all paperwork on the City's behalf. In general, short sales have been approved so that the property owner can pay off the balance of the principal mortgage and cover reasonable closing cost with the net proceeds, if any, applied to the City housing loan balance. The City uses short sale proceeds for its First Time Homebuyers Program which assists affordable households purchase new or resale homes in Woodland.

Designating the City Manager as the authorized official for the review and approval of short sale requests on City housing loans creates clarity by formalizing the City Manager's authority to approve or deny theses requests on behalf of the City. Along with formalizing the City Manager's review and approval authority, there is a need to establish criteria to guide the review of short sale requests. Staff recommends the following guidelines.

1. The City may require the submittal of an appraisal at the property owner's expense.
2. The City may approve a short sale request for an owner-occupied property provided that the net proceeds of the property sale are paid to the City. The net proceeds shall be calculated as follows.

   Net Proceeds = Gross proceeds of property sale minus the payoff of the principal mortgage balance and reasonable closing costs

3. If a documented hardship exists, the City may accept an amount less than the net proceeds as defined in "2". Furthermore, Federal or State restrictions may limit the City's ability to receive a payment equal to the net proceeds of the property sale or may not permit a short sale for a loan funded through a Federal or State program.
4. Any tax consequences resulting from the City's approval of a housing loan short sale shall be the responsibility of the selling property owner and the City shall incur no obligation.
5. All documentation required for the short sale shall be prepared and recorded by a title company at the selling property owner's expense.

<u>Public Contact</u>

Posting of the City Council Agenda.

<u>Conclusion</u>

Staff recommends that the City Council adopt Resolution No._____ to designate the City Manager as the authorized official to review and approve requests for short sales on City housing loans and establish guidelines for the consideration of short sale requests.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Nick Ponticello
CDD Director

Paul Navazio
City Manager

Attachment: Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO DESIGNATE THE CITY MANAGER AS THE AUTHORIZED OFFICIAL FOR THE REVIEW AND APPROVAL OF SHORT SALE REQUESTS ON CITY HOUSING LOANS AND ESTABLISH GUIDELINES FOR CONSIDERATION OF THESE REQUESTS

WHEREAS, the City of Woodland's First Time Homebuyer Program provides housing loans to assist affordable households purchase new and resale homes with the City Limits;

WHEREAS, the City on occasion will receive a short sale request for a City housing loan that was provided for an owner-occupied housing unit;

WHEREAS, the City's past practice has been to review the request at the housing staff level and prepare a recommendation for the City Manager's consideration and final determination; however, review and approval authority has not been specifically delegated to the City Manager and there are not established guidelines for the review of short sale requests on City housing loans.

NOW, THEREFORE, THE CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

1. Designates the City Manager as the authorized official for the review and approval of short sale requests on City housing loans for owner-occupied housing units; and

2. Establishes the following criteria to guide the review of short sale requests on City housing loans for owner-occupied housing units.

    a. The City may require the submittal of an appraisal at the property owner's expense.

    b. The City may approve a short sale request for an owner-occupied property provided that the net proceeds of the property sale accrue to the City. The net proceeds shall be calculated as follows.

       <u>Net Proceeds</u> = Gross proceeds of property sale minus the payoff of the principal mortgage balance and reasonable closing costs.

    c. If a documented hardship exists, the City may accept an amount less than the net proceeds as defined in "b". Furthermore, Federal or State restrictions may limit the City's ability to receive a payment equal to the net proceeds of the property sale or may not permit a short sale for a loan funded through a Federal or State program

d. Any tax consequence resulting from the City's approval of a housing loan short sale shall be the responsibility of the selling property owner and the City shall incur no obligation.

e. All documentation required for the short sale on the City housing loan shall be prepared and recorded by a title company at the selling property owner's expense.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Woodland on the ____ day of ____________, 2012, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

____
Marlin H. Davies, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2012

SUBJECT: Appointment of Planning Commissioner

Report in Brief

Staff recommends that the City Council appoint Kirby Wells to the Planning Commission.

On June 29, 2012, Council Members Davies and Stallard conducted interviews to fill the vacant positions on the Planning Commission and Board of Building Appeals.

The Council Subcommittee recommended two of the applicants be appointed to the Planning Commission; however, there was only one vacancy at the time. Council appointed one of the applicants, Marco Lizarraga to the Planning Commission and the other applicant, Kirby Wells to the Board of Building of Appeals.

Planning Commissioner Myriam Gonzalez recently turned in her resignation leaving one vacancy on the commission.

Prepared by: Ana Gonzalez
City Clerk

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Paul Navazio
City Manager

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2012

SUBJECT: Amendment to Agreement with Downey Brand Attorneys LLP for Advocacy Services for Flood Damage Assignment and Mitigation Assistance

Recommendation for Action

Staff recommends that the City Council approve the contract amendment with Downey Brand Attorneys LLP to provide Advocacy Services for Flood Damage Assignment and Mitigation Assistance.

Fiscal Impact

Approval of the amendment extending the Agreement for an additional six months with Downey Brand Attorneys at a cost not to exceed $20,000 will bring the contract total to $50,000. This project is funded through Capital Project No. 09-15 FloodSAFE Yolo/Cache Creek Feasibility Study and is included in the Capital Budget approved by Council on June 19, 2012. The total project budget is $1.4 million. Funding is from the Sewer Enterprise Fund, Fund 220, with a future repayment from the storm drain enterprise fund as approved by Council on January 17, 2012. There are no impacts to the General Fund with this action.

Discussion

Addressing the flood problem from Cache Creek is a complex process involving City, County, State and Federal Governments. In January of 2012, the City Council hired Downey Brand Attorney, Scott Shapiro, to provide legal assistance in developing an analysis of assignment of damages associated with flooding from Cache Creek. The Cache Creek floodplain has been changed over the last 60 years by State and Federal actions that may cause damages to City infrastructure, residential buildings, and commercial activities. Since January, flood modeling has been done that better defines the impacts associated with State and Federal changes to the Cache Creek Floodplain and how they individually and separately impact the City and its residents. Mr. Shapiro has provided this assistance over the last nine months and has helped City staff and elected officials better understand the legal implications of the City's flood problems. Mr. Shapiro anticipates another six months will be required to fully understand all the issues surrounding I-5 and the Settling Basin, the Corps' Lower Cache Creek Feasibility Study, and the Department of Water Resources' regional planning efforts. A report will be prepared during the contract term to update the Council on the issues.

Consistent with the newly updated Purchasing Ordinance, Council authority is requested in order to execute the recommended contract amendment.

Conclusion

Staff recommends that the City Council approve the contract amendment with Downey Brand Attorneys LLP to provide Advocacy Services for Flood Damage Assignment and Mitigation Assistance.

Prepared by: Mark Cocke
Senior Civil Engineer

Reviewed by: Brent Meyer
Principal Civil Engineer,
City Engineer

Reviewed by: Nick Ponticello
Community Development
Director

____

Paul Navazio
City Manager

Enclosure: Contract Amendment
Copy of Original Contract

ARTICLE 1. PARTIES AND DATE

This First Amendment to the Professional Services Agreement ("First Amendment") dated as of the _________ day of __________________, 2012 is entered into by and between the City of Woodland ("City") and Downey Brand Attorneys LLP ("Consultant).

ARTICLE 2. RECITALS

2.1 City and Consultant entered into that certain Professional Services Agreement dated 6th day of January, 2012 ("Agreement"), whereby Consultant agreed to **provide legal services related to flooding from Cache Creek and assignment of damages the may exist from anthropogenic changes to the Cache Creek Floodplain.**

2.2 City and Consultant now desire to amend the Agreement to include additional compensation extend the term of the Agreement, and revise the Scope of Services in accordance with the Consultant's proposal dated September 28, 2012 attached hereto. The total compensation for the First Amendment shall not exceed twenty thousand dollars ($20,000.00).

ARTICLE 3. TERMS

3.1 **Continuing Effect of Agreement.** Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.2 **Adequate Consideration.** The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.3 **Counterparts.** This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

City Of Woodland **Downey Brand Attorneys LLP**

By: ______________________________
Paul Navazio
City Manager

By: ______________________________
Scott L. Shapiro

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Andrew Morris, Best Best & Krieger LLP, City Attorney

CONSULTANT PROPOSAL FOR ADDITIONAL WORK

DOWNEY | BRAND
ATTORNEYS LLP

Scott L. Shapiro
sshapiro@downeybrand.com
916/520-5234 Direct
916/520-5634 Fax

621 Capitol Mall, 18th Floor
Sacramento, CA 95814
916/444-1000 Main
916/444-2100 Fax
downeybrand.com

September 28, 2012

VIA E-MAIL

Mark Cocke
City of Woodland
City Hall
300 First Street
Woodland, CA 95695

Re: Continued Representation by Downey Brand LLP

Dear Mark:

This letter is in furtherance of our existing engagement letter. That engagement set a limit of $40,000 in fees to provide an assessment of potential claims by Wodland against the State or Federal governments. As we have discussed, new developments in understanding the effects of I-5 and the Settling Basin necessitate some additional analysis of potential claims. In addition, the City has requested that I be available to consult on general strategy issues, as well as the Corps' Lower Cache Creek Feasibility Study and the Department of Water Resources' regional planning efforts. I believe that a further $20,000 in fees should allow us to address these tasks and gain an increased understanding of the City's options for a six month period.

Our overall aim remains to work with you in a cooperative effort to achieve the best possible result consistent with your objectives. If this letter is acceptable, please print out two copies, sign one, and return it to me.

Thank you for allowing us to assist you in this matter.

Very truly yours,

DOWNEY BRAND LLP

Scott L. Shapiro

SLS:slt

ACCEPTANCE

The undersigned is authorized to and hereby does accept the terms and conditions pertaining to the engagement of the law firm of Downey Brand LLP for the legal services described above.

Dated: October ___, 2012

CITY OF WOODLAND

____

Mark Cocke

DOWNEY | BRAND ATTORNEYS LLP

Scott L. Shapiro
sshapiro@downeybrand.com
916/520-5234 Direct
916/520-5634 Fax

621 Capitol Mall, 18th Floor
Sacramento, CA 95814
916/444-1000 Main
916/444-2100 Fax
downeybrand.com

PO 00077956
$10K

Contract # ~~CS~~ 000108

January 6, 2012

VIA E-MAIL (KEVIN.OROURKE@CITYOFWOODLAND.ORG)

Kevin O'Rourke, City Manager
City of Woodland
City Hall
300 First Street
Woodland, CA 95695

Re: Representation by Downey Brand LLP

Dear Kevin:

Thank you for retaining Downey Brand LLP to represent the City of Woodland ("**City**" or "**you**"). This letter and the enclosed Standard Provisions and Terms Concerning Engagement for Services by Downey Brand LLP ("**Standard Provisions**") together constitute our agreement concerning the nature of the legal services we will be providing, our respective responsibilities, the manner in which we will charge the City for our fees and out-of-pocket costs, and related matters.

Scope of Legal Work

In consideration of the fee arrangement and other terms and conditions, our firm will represent the City to provide a preliminary evaluation of the viability of lawsuits against the U.S. Army Corps of Engineers, the California Department of Water Resources, CalTrans, and any other relevant entity, arising out of the construction of the Cache Creek Settling Basin. We will not be preparing any actually complaints at this time or filing a lawsuit at this time. We understand that we are not responsible to represent the City with respect to any other matter unless we agree to such representation and supplement this agreement to reflect the new representation.

Legal Fees and Costs

We have agreed to undertake this representation at our standard hourly rates. The following attorneys will likely be involved in representing the City, though others may also play a role:

Scott L. Shapiro - Hourly Rate: $375
Steven P. Saxton – Hourly Rate: $380
Andrea Clark – Hourly Rate: $330
Amanda Pearson – Hourly Rate: $250

The hourly rates of others in our firm, including attorneys and paraprofessionals who may assist on your matter, range from $175 to $560. Legal fees and costs are addressed in more detail in the attached Standard Provisions.

We have agreed to represent the City regarding the above work, for fees not to exceed $30,000. We welcome a free and open discussion about our fee structure or any particular statement or charge. We respect the importance which our clients attach to the significant matter of fees.

Schedule and Terms of Payment

Our lawyers and paralegals bill in minimum units of two-tenths (0.20) of an hour for any task. We will charge for all travel, legal research and analysis, court waiting time, review of documents, drafting of documents, personal and telephone conferences within and without our office, as well as attendance at and preparation for court appearances, depositions and meetings and preparation of pleadings, motions, declarations, responses and other court papers, investigation, and negotiation. Our legal personnel may confer among ourselves about your matter, as required. When we do confer, each person will charge for the time expended. Likewise, if more than one of our legal personnel attends a meeting or other proceeding, each will charge for his or her time.

We will bill the City on a monthly basis, and our bills are due and payable upon presentation. Our bills will clearly state the date of each service, the name and hourly rate of the professional performing the service, the service performed, and the number of hours (or portions of hours) devoted to each item. Our out-of-pocket costs will be itemized. Please be sure to ask if you have any questions at any time about our bills or about the conduct of your matter.

Conflicts

While we do not believe we have any conflicts of interest which would prevent us from doing this work, we are finalizing our due diligence on this issue. Following your approval of this engagement letter, or representation will not commence until we are able to confirm that there are no conflicts of interest.

Conclusion

Our overall aim is to work with you in a cooperative effort to achieve the best possible result consistent with your business objectives and to provide the most cost-effective legal services possible given the circumstances of your particular matter. We will be checking with you periodically to be sure that we are meeting your needs and expectations.

If you have any questions about any of the above or the Standard Provisions, or if you have suggestions which would make our working relationship better, I would be pleased to respond to them. If this letter and the Standard Provisions are acceptable, please print out two copies of this letter, sign one of the copies and return it to me by e-mail or fax. This will signify your agreement to and acceptance of the term of our engagement set forth in this letter

Thank you for allowing us to assist you in this matter.

Very truly yours,

DOWNEY BRAND LLP

Scott L. Shapiro

SLS:slt

ACCEPTANCE

The undersigned is authorized to and hereby does accept the terms and conditions pertaining to the engagement of the law firm of Downey Brand LLP for the legal services described above.

Dated: January 11, 2012

CITY OF WOODLAND

Kevin O'Rourke
City Manager

STANDARD PROVISIONS AND TERMS CONCERNING ENGAGEMENT FOR SERVICES BY DOWNEY BRAND LLP

The following Standard Provisions and Terms ("**Standard Provisions**") apply to the fee engagement letter, above, with Downey Brand LLP ("**fee engagement letter**").

1. **Effective Date**. Our agreement for services will be effective as of the date you sign and return a copy of the ACCEPTANCE accompanying the fee engagement letter and provide any deposit required by these Standard Provisions,. Even if for some reason our agreement does not become effective, the City will be obligated to pay us for the reasonable value of any services we have performed for it.

2. **Conflicts of Interest**. We have conducted a search of our files to determine if any conflicts of interest presently exist that would prevent us from representing the City in this matter. A conflict may occur when we are asked to represent a client against a former or present client of the firm, or in certain other situations. In the event of a conflict of interest, we may not be able to represent the City unless we received informed written consent for all persons who must provide such consent under the rules and law that govern attorneys' professional responsibility.

3. **Our Respective Responsibilities**: You agree to be truthful with us, to cooperate, to keep us informed of any information or developments concerning this matter which may come to your attention, to abide by this agreement, to pay our bills on time, and to keep us advised of your address, telephone number, email address (if any), organizational status (if applicable), and location at all times. You agree that you will cooperate with and assist us in all matters related to your representation. We will represent the City in accordance with the scope of services as defined in this agreement. We will take reasonable steps to keep you informed about significant developments relating to the representation, including promptly complying with your reasonable requests for information and/or for copies of significant documents when necessary to keep you reasonably informed.

4. **Attorney and Paraprofessional Fees.**

a. Our firm includes lawyers and paraprofessionals with a variety of skills and experience, and we draw upon each other's skills to attempt to provide cost-effective service and to give you the benefit of the best resources available in our firm. While we attempt to assign certain portions of the work to persons with lower billing rates in order to minimize your legal costs, nonetheless all work not performed by the firm's partners will be done under a partner's direct supervision, and Downey Brand LLP assumes full responsibility for all work performed

b. Our lawyers and paralegals bill for any task in six-minute increments, and our minimum charge for any service is two-tenths (0.20) of an hour. We will charge for all tasks we undertake in representing you, including but not limited to such matters as legal research and analysis, drafting of documents (such as pleadings and agreements), review of documents, negotiation, attending meetings, attending depositions, and court appearances. We will charge for all telephone calls relating to your case, including, but not limited to, calls with you and any opposing counsel and calls among attorneys and paraprofessionals within the firm. Our legal personnel may confer among ourselves about your matter, as required. When we do confer, each person will charge for the time expended. Likewise, if more than one of our legal personnel attends a meeting or other proceeding, each will charge for his or her time. We will charge for waiting time and travel time, both local and out of town. All the charges referred to will be at the rates prevailing when the time is expended.

5. **Out of Pocket Costs and Expenses**. In addition, we will charge you for our out-of-pocket costs. These include mileage, photocopying, long distance telephone charges, parking, postage, FedEx, Express Mail, Overnight Express, UPS, delivery and messenger services. We will also charge you for travel and lodging, at reasonable business rates, and for meal costs, but only where matters related to our work for you must be addressed during the meal. We will use our best efforts to obtain the best available rates for travel and lodging. We will advance smaller costs and expenses, subject to reimbursement. For larger expenses, including for example transcript costs and consultant or expert fees, we may request that you directly pay the specific payee involved. Costs and expenses will be separately stated on our monthly statement.

6. **Billing Statements**. We will send you a statement for our services as well as costs and expenses on a monthly basis, in most circumstances. Our billing statements will state the date of each service, the name and hourly rate of the professional performing the service, the service performed, and the amount of time devoted to each item. Our statement will also include the amounts of out-of-pocket costs we have incurred on your behalf. At times, our receipt of costs from vendors may fall behind the month in which they are occurred, and in such circumstances, they will be included in later statements as necessary. The amount, if any, necessary to replenish your deposit account balance to its original amount will also be stated. At times we may send you a statement less frequently than monthly, if no or only minimal attorneys fees or costs are incurred or posted for a particular month. In such a circumstance, we may hold those fees in costs and include them in a later statement. We invite your questions at any time about our bills or about the conduct of your matter.

7. **Billing Rates and Modification**. The quoted hourly rates are those currently used by our firm. From time to time, we must review and revise our rates in order to keep pace with increasing costs. While we will endeavor to notify you in advance of any rate increase, any such increase will be reflected in our billings to you, and you agree that your receipt of such billings will constitute notice of any rate increase even if we have not notified you of the increase before your receipt of such billings. No other modification of this agreement is valid without the express written consent of you and us.

8. **Termination of Representation.**

a. The City may discharge us at any time by written notice which will be effective when we receive it. Unless specifically agreed by you and us, we will provide no further services and advance no further costs on your behalf after receipt of such a notice. If we are the City's attorney of record in any proceeding, an executed substitution of attorney form or other similar document is necessary to be signed on its behalf, to relieve us of its representation is that proceeding, immediately upon receiving it from us. The City's termination of our services will not affect its responsibility for payment of legal services rendered or for out-of-pocket costs incurred before termination and in connection with an orderly transition of the matter to other counsel, if applicable.

b. We may withdraw from representing the City at any time as permitted under the Rules of Professional Conduct of the State Bar of California. The circumstances under which such withdrawal is permitted include, but are not limited to, the following: (a) the client consents to the withdrawal, (b) the client's conduct renders it unreasonably difficult for the attorney to carry out the employment effectively, and (c) the client fails to pay attorney's fees or costs as required by the agreement with the attorney. Our withdrawal will not affect the City's responsibility for payment of legal services rendered or for out-of-pocket costs incurred before termination and in connection with an orderly transition of the matter to other counsel, if applicable.

9. **Conclusion of Services.**

a. When our services conclude, whether by completing the services covered by this agreement, or by discharge or withdrawal, all unpaid charges for fees or costs shall be due and payable immediately.

b. Upon conclusion of our services, the City is entitled to take possession of its file, with the exception of attorney notes or memoranda not previously sent to you if such notes or memoranda constitute attorney work product. If you request us to provide your file to you, we will provide it to you promptly, but we have the right to review the file before releasing it to you, and to copy all or portions of it for our records. You agree to pay the reasonable cost of our copying all or a portion of the file if we determine to do so. Further, you may request that we provide you with electronic data relating to our representation of you. You agree that if you request such electronic data, you will pay the reasonable costs of locating such data and transmitting or otherwise copying and delivering it to you.

c. If you do not make a written request for us to turn your file over to you, we may retain your file for a period of up to five years after the conclusion of our services, after which time we may have your file destroyed. If you desire to have the file maintained beyond five years, a separate written agreement must be made between us and you. That agreement may provide for you to bear the cost of maintaining the file.

10. Disclaimer of Guarantee. Although we may offer an opinion about possible results regarding our representation of you, we cannot guarantee any particular result. You acknowledge that we have made no promises about the outcome and that any opinion offered by us in the future will not constitute a guarantee of any particular result. Any estimate of fees we provide shall not be a limitation on fees or a guarantee that fees and costs will not exceed the amount of the estimate. Actual fees may vary from any estimates given.

11. Attorneys' Fees. In the event that suit is brought to enforce or interpret any part of this engagement agreement, the prevailing party will be entitled to recover, in addition to the amount of any judgment or award, a sum as and for reasonable attorneys' fees and court costs.

12. Extraordinary Compensation. In matters requiring great urgency, unusual complexity or special sophistication or training, the American Bar Association's Rules of Professional Conduct allow for these factors to be considered in formulating fees, and we would propose to do so in such instances. For example, in the course of our representation, we may be asked to render a legal opinion to a third party on your behalf. Where such an opinion is rendered by our firm, we may include a reasonable additional charge over and above the time spent on the matter by firm personnel. The amount of such additional charge will be determined by consideration of the following factors: (i) the complexity, novelty and difficulty of the questions involved and the skill and experience requisite to exercise of the professional judgment required for the opinion; (ii) the amount involved in the transaction/work and the firm's responsibility to the recipient of the opinion rendered; (iii) the time limitations imposed by the circumstances; and (iv) the scope of the diligence and investigation appropriate to the transaction/work.

13. Entire Agreement. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

14. Provisions Requested By City of Woodland. Downey Brand carries professional liability coverage with Lloyds of London (Policy number B0738SP004810F) with a total limit of liability in excess of $1,000,000 per claim. We do not self-insure. We also carry general liability, business automobile liability, and employer's liability insurance in the amount of at least $1,000,000, as well as workers' compensation coverage as required by law. We will provide endorsements naming the City as additional insured on the general liability policy. Our firm will provide evidence of coverage for the automobile liability policy. We will hold and save the City harmless from any and all claims, expenses, and damages to the extent that the same are caused by our negligent performance or failure to perform under the engagement and these Standard Provisions, and our negligent performance or failure to perform has been determined to have caused such claims, expenses and damages by a final judgment.

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2012

SUBJECT: Treasurer's Investment Report Quarter Ending September 30, 2012

Recommendation for Action

Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2012.

Fiscal Impact

There is no impact on the City funds in association with the information contained herein. This report is for informational purposes only.

Background

The City manages its investment portfolio in accordance with the guidelines established by the Council via the adopted investment policy. The City primarily invests in the Local Agency Investment Fund (LAIF) and federal agency obligations because these are generally considered low risk investments. The City's securities are held in custodial care by U.S. Bank N.A., Custody Treasury Division, located in Minneapolis, MN and administered by its Sacramento office. U.S. Bank N.A. provides monthly statements to the City of Woodland. The source of valuations for the securities is marked to market by U.S. Bank N.A.

Each quarter staff is required to provide the City Council with a report form the City Treasurer on the status of investments. The purpose of this report is to provide the Council with information regarding liquidity, monthly cash flow and expected cash disbursements.

Discussion

The yield on the Local Agency Investment Fund (LAIF) balances for the quarter ending September 2012 was 0.35%. The average yield on the City of Woodland's investments as of September 30, 2012 was 3.40%. This higher yield was attained through financial planning enabling the City to lock in very safe investments to higher yields than are currently available on the open market. This higher yield places a premium on the City's investments which is evidenced by its quarter ending market value of $5,058,820 which is $58,820 higher than the City's cost of $5,000,000.

The prudent investment policies of the City of Woodland have insulated its investments well in the face of such turbulent and uncertain economic times. In determining placements of investments, safety is the number one priority which is followed by liquidity and finally yield on investments.

The City of Woodland does not have any holdings in the riskier Corporate notes which have historically yielded only slightly higher yields as compared to our Agency Investments which have the backing of the Federal Government. Unlike many other government agencies that have had to write off significant portions of their investments in Corporate notes, the City of Woodland has not had to write off any investments. Due to the very low interest rate environment, longer-term investment options (up to or greater than 18 months) have been limited and are often expected to yield less than the LAIF rate.

The attached reports provide a summary of the City's current investments and include the investment interest rates as they have matured and current rates for new investments. All activities comply with the existing Investment Policy approved by City Council. Additionally, a report entitled "Cash with Fiscal Agent" is included which lists the most recent information available regarding investments for the assessment districts/bond reserve fund dollars. The source of this information is monthly reports from the various district/bond Trustees.

Conclusion

Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2012.

Prepared by: Adam Devlin
Accountant

Reviewed by: Kimberly McKinney
Finance Officer/Treasurer

____

Paul Navazio
City Manager

Attachment

CITY OF WOODLAND
INVESTMENT REPORT

September-12

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT	AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)	38,231,054.13	88.4%
TRANS bond proceeds	0.00	0.0%
FHLB Bonds	0.00	0.0%
FFCP Bonds	5,000,000.00	11.6%
FNMA	0.00	0.0%
Freddie Mac	0.00	0.0%
TOTAL	**43,231,054.13**	100.0%

PORTFOLIO

	Interest	*Amount*
LAIF		**38,231,054.13**
TRANS bond proceeds		**0.00**
	SUBTOTAL	**38,231,054.13**

	Maturity Date	*Interest*	*Call Date*	*PAR Amount*	*Purchase Price*
Federal Farm Credit	2/7/2013	3.40		**5,000,000**	**5,002,361**
				5,000,000	
Total Investments				**5,000,000.00**	
Total of LAIF Funds & Investments Detail				**43,231,054.13**	
Check Total (Should be zero)				**-**	

CITY OF WOODLAND
INVESTMENT REPORT

CASH ACCOUNTS as of 9/30/12

Bank Accounts with U.S. Bank	$4,483,456.54
Petty Cash	***$3,290.00***
Cash with Fiscal Agent	*$8,124,453.50*

INTEREST SUMMARY

Prior Quarters Interest Earned - Investments	$0.00
Prior Quarters Interest Earned - LAIF	$0.00
Total Interest Received	$0.00
Interest Received from July 1, 2012 to September 30, 2012	$122,629.43
Total Fiscal Year-to-Date Interest Received	**$122,629.43**

The interest received does not always represent the interest earned. LAIF records interest on a quarterly basis but does not report it until the 15th of the month following the end of the quarter. The interest received on Treasury Notes is received every six months either on the 15th or the last day of the month. Bond interest is posted every six months to the date of settlement.

CITY OF WOODLAND
INVESTMENT REPORT

Current Market Value
5,058,820.00
5,058,820.00
5,058,820.00

CITY OF WOODLAND
INVESTMENT REPORT

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2012

SUBJECT: FY2012/13 First Quarter Budget Update

Recommendation for Action

Information purposes only; no action required.

Fiscal Impact

This informational item presents the Citywide revenue and expenditure results through the first three periods of fiscal year 2012/13.

Discussion

This report summarizes the All Funds revenue and expenditure results for the first three periods of fiscal year 2012/13. In addition, the report highlights revenues and expenditures in the General Fund for the first quarter of 2012/13.

Highlights of the reported results include:

- All Funds Expenditures through the first quarter of 2012/13 stand at $29,073,838 or 20.6% of the All Funds budget of $141,415,205.

- Through the first quarter of the current fiscal year, All Funds Revenues total $15,428,065 or 10.79% of the budget of $142,932,232. In general, revenues appear to be tracking according to budget projections; staff is not aware of any situations that require immediate changes to the revenue budgets approved for FY2012/13.

- Year-to-date FY2012/13 General Fund revenues through the first quarter of the fiscal year were $1,933,051 or 5.09% of the $37,997,212 budget.

    - Property Taxes: The first installment of property tax revenues will not be received until January 2013. Information received from Yolo County on citywide assessed valuations indicates that citywide assessed value decreased by 1.3% compared to a budget estimate of a 2.7% decline. While property tax revenues will not be known until January, these assessed valuation figures may result in a slight increase to our property tax revenue estimates.

- Year-to-date General Fund Expenditures stood at $7.52 million, or 19.71% of the Approved Budget of $31.87 million. All departments appear to be trending at or below budget through the first quarter. Staff will provide updated projections of FY2012/13 expenditures as part of the mid-year report.

A detailed update of both revenues and expenditures will be provided in conjunction with the FY2012/13 mid-year budget update in February. In the event that either the revenue or expenditure assumptions and estimates used in the development of the FY2012/13 budget require material adjustments, staff will be prepared to present potential options and recommendations for budget adjustments, if necessary.

Conclusion

This informational item presents the Citywide revenue and expenditure results through the first three periods of fiscal year 2012/13.

Prepared by: Kimberly McKinney
Finance Officer

____

Paul Navazio
City Manager

Attachment A – All Funds Revenues and Expenditures
Attachment B – General Fund Revenues and Expenditures

ATTACHMENT A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds FY2012/13 Revenues

FY2012/13 Revenues				
	Original Budget	Adjusted Budget	Year-To-Date Actuals	%
General Fund	37,997,212	37,997,212	1,933,051	5.09%
Special Revenue	9,078,135	9,078,135	1,385,139	15.26%
Debt Service	6,358,819	6,358,819	1,279,597	20.12%
Capital Projects	20,280,457	20,280,457	570,974	2.82%
Enterprise Funds	50,893,105	50,893,105	7,162,196	14.07%
Internal Service	12,123,572	12,123,572	3,071,866	25.34%
Redevelopment	1,100,000	1,100,000	25,041	2.28%
Agency	5,100,933	5,100,933	202	0.00%
Total All Funds	142,932,232	142,932,232	15,428,065	10.79%

- All Funds revenues through the first quarter of 2012/13 are $15.43 million, or 10.79% of the adjusted budget. General Fund revenues are $1.93 million, or 5.1% of the adjusted budget, with many of t he City's major tax revenues yet to be collected.
- Revenues in the Capital Projects funds include anticipated internal transfers to cover deficits within certain capital funds; these internal transfers will occur toward the end of the fiscal year, as actual results become known. The Measure E fund is also included in this category, and sales tax revenues associated with Measure E have not yet been received.
- Agency funds are primarily pass-through special assessment funds. The revenues are received with the City's property tax distributions in January and May.

Table 2 – All Funds 2012/13 Expenditures by Fund

FY2012/13 Expenditures				
	Original Budget	Adjusted Budget	Year-To-Date Actuals	%
General Fund	38,151,825	38,169,825	7,522,579	19.71%
Special Revenue	8,714,252	8,714,252	2,784,178	31.95%
Debt Service	6,352,337	6,352,337	1,285,938	20.24%
Capital Projects	22,116,316	22,116,316	4,122,638	18.64%
Enterprise Funds	46,963,380	46,963,380	5,465,531	11.64%
Internal Service	12,854,859	12,854,859	3,560,115	27.69%
Redevelopment	835,225	835,225	56,918	6.81%
Agency	5,409,011	5,409,011	4,275,940	79.05%
Total All Funds	141,397,205	141,415,205	29,073,838	20.56%

- Through the first quarter of FY2012/13, All Funds expenditures (not including encumbrances) totaled $29.1 million, or 20.56% of the adjusted budget. General Fund expenditures totaled $7.52 million, or 19.7% of the adjusted budget.
- Operating expenditures appear to be tracking within budget for all categories.
- Special Revenue funds reflect expenditures of 31.2% of budget, due primarily to federally grant funded capital projects incurring expenditures during construction season.
- Internal Service funds reflect expenditures of 27.7% of revenues due mostly to up-front payments made for insurance premiums out of the Self Insurance Fund.
- Agency Funds reflect expenditures of 79% of budget due to the timing of debt service payments made for the respective bond issues; many of these funds have payments due in September each year.

Table 3 – All Funds Expenditures by Department

FY2012/13 Expenditures				
	Original Budget	Adjusted Budget	Year-To-Date Actuals	%
Administration	12,789,251	12,789,251	3,642,301	28.48%
Capital Improvements	26,949,981	27,349,981	4,437,850	16.23%
Community Development	7,650,601	7,650,601	1,505,916	19.68%
Fire	9,525,204	9,525,204	2,367,023	24.85%
Library	1,395,547	1,395,547	321,907	23.07%
Non-Departmental	38,776,583	38,376,583	8,090,511	21.08%
Police	15,121,021	15,139,021	3,502,235	23.13%
Public Works	27,086,786	27,086,786	4,737,664	17.49%
Recreation	2,102,231	2,102,231	468,430	22.28%
Total All Funds	141,397,205	141,415,205	29,073,838	20.56%

- As of the end of the first quarter of fiscal year 2012/13, all departments appear to be tracking closely to budget.

ATTACHMENT B

GENERAL FUND REVENUES AND EXPENDITURES

Table 1 – General Fund Revenues

FY2012/13 General Fund Revenues				
	Original Budget	Adjusted Budget	Year-To-Date Actuals	%
Property Tax	8,565,392	8,565,392	-	0.00%
Sales Tax	15,864,275	15,864,275	-	0.00%
Other Taxes	888,414	888,414	122,059	13.74%
Franchise Fees	1,921,220	1,921,220	115,380	6.01%
Licenses/Permits	1,219,349	1,219,349	335,355	27.50%
Fines and Penalties	127,677	127,677	42,150	33.01%
Service Charges	524,615	524,615	122,659	23.38%
Motor Vehicle In Lieu	3,818,795	3,818,795	-	0.00%
Intergovernmental	237,039	237,039	34,289	14.47%
Lease/Interest Income	210,984	210,984	91,918	43.57%
Miscellaneous	4,481,074	4,481,074	1,069,240	23.86%
Transfers	138,378	138,378	-	0.00%
Total General Fund	37,997,212	37,997,212	1,933,050	5.09%

- The City will not receive the first installment of property tax payments until January 2013. Information received from Yolo County indicates that the total assessed value decreased by 1.3% from the prior year; the FY2012/13 budget assumed a 2.7% decline.
- Sales Tax payments received through the month of September related to the prior fiscal year; due to the timing lag in receipt of payments, no revenues are recorded through the first three periods. Information received from the City's sales tax consultant indicate that budgeted revenues remain reasonable and will be closely monitored throughout the year.
- The majority of Motor Vehicle In Lieu revenues are received in conjunction with the City's property tax revenues, which do not get distributed until January and May.

Table 2 – General Fund Expenditures by Department

FY2012/13 General Fund Expenditures				
	Original Budget	Adjusted Budget	Year-To-Date Actuals	%
Administration	2,463,256	2,463,256	474,520	19.26%
Community Development	2,282,389	2,282,389	522,251	22.88%
Recreation	1,712,544	1,712,544	371,866	21.71%
Police	14,641,953	14,641,953	3,309,715	22.60%
Fire	8,367,083	8,367,083	2,090,056	24.98%
Library	1,175,246	1,175,246	280,015	23.83%
Public Works	2,290,835	2,290,835	467,240	20.40%
Non-Departmental	5,236,519	5,236,519	6,916	0.13%
Total General Fund	38,169,825	38,169,825	7,522,579	19.71%

- After the first quarter of FY2012/13, all departments appear to be tracking in line with the adjusted budget amounts.
- Non-Departmental expenditures consist primarily of the transfer of Measure E sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery operations. Because no Measure E revenues have been received, no transfers have been recorded to date. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required.

Table 3 – General Fund Expenditures by Category

FY2012/13 General Fund Expenditures				
	Original Budget	Adjusted Budget	Year-To-Date Actuals	%
Personnel	22,916,568	22,916,568	5,678,872	24.78%
Supplies & Services	5,294,029	5,294,029	791,610	14.95%
Education & Training	151,577	151,577	16,535	10.91%
Debt Service	210,140	210,140	-	0.00%
Capital Expenditures	26,743	26,743	-	0.00%
Non-Discretionary	4,557,623	4,557,623	1,035,562	22.72%
Operating Transfers	5,013,145	5,013,145	-	0.00%
Total General Fund	38,169,825	38,169,825	7,522,579	19.71%

- Through the first quarter of FY2012/13, General Fund expenditures (not including encumbrances) total $7.52 million, or 19.7% of the adjusted budget.
- Personnel costs are trending to be on target with budget, at 24.8% through the first quarter.
- Operating Transfers consist primarily of the transfer of Measure E sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery operations. Because no Measure E revenues have been received, no transfers have been recorded to date. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required.

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2012

SUBJECT: Adopt Resolution of Intention to Approve CalPERS 2% at 60 Retirement Formula for Miscellaneous Members

Recommendation for Action

Staff recommends that the City Council

1) adopt a Resolution of Intention approving an amendment to the contract between the Board of Administration, California Public Employees' Retirement System (CalPERS) and the City of Woodland to provide miscellaneous members a different level of benefit Section 21353; and
2) (2% at 60 retirement formula) and Section 20037 (three year final compensation) to the existing PERS contract for miscellaneous members hired after the effective date of the provision; 2) authorize the City Clerk to sign a Certification of Compliance with Government Code Sections 7507 and 20475 and to sign a Certification of Governing Body's action.

Fiscal Impact

Government Code Section 7507 requires that the future annual costs or benefit change of the proposed contract be made available at a public meeting at least two weeks prior to the adoption of the final Ordinance. This council report meets the requirements of Government Code Section 7507.

Decreases in the employer rate will occur over time as employees are hired into the Second Tier. Because of the timing of actuarial studies and related contribution rate calculations, no savings will appear in the rates until July 2015. Depending upon the mix of employees on the new tier versus employees on the first tier, the rate savings will vary, but could reach as much as 4% when the mix of first and second tier employees are equal.

Report in Brief

Recent negotiations with the miscellaneous employees bargaining units and miscellaneous employees represented in the Woodland Professional Police Employees Association bargaining unit have resulted in an agreement to establish a second tier pension plan for future miscellaneous employees. As the miscellaneous employees with individual employment agreements in Senior Management are covered by the same Public Employees Retirement System (PERS) contract for miscellaneous members, this second tier pension plan would also apply to future miscellaneous employees in Senior Management.

Background

The retirement formula for current miscellaneous ("first tier") employees covered by the existing PERS contract is 2.7% at 55 with the highest 12 months of compensation.

- In October 2011, the City approved a Memorandum of Understanding (MOU) for the Woodland Mid-Management Association with section 6.1.9 requesting the City to implement a second tier retirement system for newly hired employees consisting of the 2% @ 60 retirement formula with a 36 month final compensation provision.
- In November 2011, the City approved an MOU side letter of agreement for the Woodland Professional Police Employees Association (WPPEA). The side letter includes the establishment of a second tier pension plan for future police miscellaneous employees with the retirement formula and final compensation period to be determined by the other miscellaneous bargaining units.
- On October 4, 2012, the Woodland City Employees' Association (WCEA) signed an MOU side letter of agreement requesting the City to implement a second tier retirement system for newly hired employees consisting of the 2% @ 60 retirement formula with a 36 month final compensation provision.
- The employees in the Confidential unit have agreed to a second tier pension plan for future miscellaneous employees with the retirement formula and final compensation period to be determined by the other miscellaneous bargaining units.
- The miscellaneous employees with individual employment agreements in Senior Management are covered by the same Public Employees Retirement System (PERS) contract for miscellaneous members, therefore this second tier pension plan would also apply to future miscellaneous employees in Senior Management.

As it relates to Public Safety employees, the City and sworn police employees had previously agreed to a lower, second-tier retirement benefit for all new hires, and have already completed implementation of this PERS contract amendment, effective June 1, 2012.

The recommended actions requested of the City Council related to implementing the second-tier (2@60%) retirement benefit formula for new non-safety employees complements the changes in public pension benefits enacted by the Governor as part of the legislative pension reform package (AB340). While the new state law mandates lower-tiered pension formulas for all new miscellaneous (2% @ 62) and public safety (2% / 2.5%/ 2.7% @ 57) employees, the new state pension formulas will apply only to new hires are who are not currently covered by CalPERS retirement plans. Any new hires who are already within the CalPERS system are not subject to the new lower state-mandated formulas, but rather would be eligible for continued pension benefits based on the formulas which the new employer had in place prior to January 1, 2013.

As such, the proposed contract amendment would implement a lower, second-tier retirement benefit for new non-safety employees hired by the City of Woodland after January 1, 2013 who are currently covered under an existing CalPERS retirement plan. Absent implementation of this contract amendment, such employees would still be eligible for the city's current 2.7@55 miscellaneous plan benefit. Only new hires who are not currently covered under an existing CalPERS retirement plan would fall under the lower-state mandated pension plan, effective January 1, 2013

Discussion

As outlined in the MOU and side letters, future miscellaneous employees ("second tier") would be covered by a 2% at 60 retirement formula with the 3 year final compensation provision. To amend the PERS contract, PERS requires that a series of procedures be followed in order to amend the contract between PERS and the City which provides for pension benefits to City employees.

- Effective on January 1, 2009, Government Code Section 7507 requires that the City secure the services of an Actuary to provide a statement of the actuarial impact upon future annual costs (or savings) of proposed changes in pension benefits, and that said costs or savings be made public at a public meeting held at least two weeks prior to the actual adoption of the changes by Ordinance.

- A Resolution of Intention must be approved by the City Council, and an Ordinance approving the amendment of the City's contract with PERS for Miscellaneous employees that would allow the implementation of the 2% @ 60 benefit formula must be introduced for first reading and given its second reading and adoption not less than two weeks later.

- Authorization for the City Clerk to provide a Certification of Governing Body's Action and Certification of Compliance with Government Code section 7507 are also required.

Government Code Section 20475 (a part of the California Public Employees' Retirement Law) allows the City to offer different retirement benefit formulas within the same group to newly hired employees as long as several criteria are met, including:

The contract amendment applies uniformly with respect to all newly hired members within the Miscellaneous covered classifications.

A member shall be subject to the contract as amended only if, after the effective date of the contract amendment, the member either: (1) receives service credit for the first time within a classification, or (2) the member returns to service within a classification following termination of membership as provided for in subdivision (b) of Section 20340 unless the member has redeposited or elects prior to 90 days after returning to service to redeposit contributions pursuant to Section 20750, in which case the member shall not be subject to the contract amendment.

PERS requires that proposed benefit contract amendments be made public at a public meeting at least twenty (20) days prior to the adoption of the final Ordinance. Therefore, the final ordinance to approve this change will be scheduled for adoption no later than the December 4, 2012 City Council meeting.

The City Council may adopt an urgency measure by a four-fifths vote to protect the public health, welfare and safety. Upon adoption, the proposed urgency ordinance will take effect immediately. Without this urgency ordinance, the City's fiscal health and welfare would be at risk due to an increased burden on the City's General Fund to pay the employer share of the current enhanced 2.7% at 55 retirement formula and would reduce the City's ability to provide services in order to protect to the public. Due to the critical timing of Council actions and requirements of agency actions to amend a CalPERS contract, this is the City's only opportunity to amend the CalPERS contract and have all actions completed by the end of this calendar year.

Conclusion

Staff recommends that the City Council adopt a Resolution of Intention to add a second tier pension plan (2% at 60 retirement formula with the 3 year final compensation provision) to the existing PERS contract for miscellaneous members hired after the effective date of the provision and authorize the City Clerk to sign a Certification of Compliance with Government Code Sections 7507 and 20475 and to sign a Certification of Governing Body's action.

Prepared by: Amy Buck
Human Resources Manager

____

Paul Navazio
City Manager

Resolution of Intention to Approve CalPERS Contract Amendment for Miscellaneous Employees
Certification of Compliance with Government Code Sections 7507
Certification of Compliance with Government Code Sections 20475
Certification of Governing Body's Action
CalPERS Actuarial Valuation for 2%@60 formula and 3 year final compensation

RESOLUTION OF INTENTION

TO APPROVE AN AMENDMENT TO CONTRACT

BETWEEN THE

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

AND THE

CITY COUNCIL
CITY OF WOODLAND

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 20475 (Different Level of Benefits). Section 21353 (2% @ 60 Full formula) and Section 20037 (Three-Year Final Compensation) are applicable to local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By:______________________________
Presiding Officer

____
Title

____
Date adopted and approved

CalPERS

EXHIBIT

California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
City Council
City of Woodland

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective September 1, 1946, and witnessed August 5, 1946, and as amended effective January 1, 1956, June 1, 1960, April 1, 1963, August 1, 1964, November 1, 1968, July 1, 1973, October 4, 1973, May 1, 1974, January 1, 1977, February 1, 1979, September 1, 1979, January 1, 1980, October 1, 1980, July 1, 1991, July 31, 1992, January 1, 1993, June 6, 1993, July 5, 1996, June 30, 1997, July 23, 1998, December 4, 1998, March 21, 2001, June 26, 2001, December 1, 2003, April 1, 2005, May 17, 2005, March 1, 2006, June 1, 2006, September 1, 2010 and June 1, 2012 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

A. Paragraphs 1 through 16 are hereby stricken from said contract as executed effective June 1, 2012, and hereby replaced by the following paragraphs numbered 1 through 17 inclusive:

1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members entering membership in the miscellaneous classification on or prior to the effective date of this amendment to contract and age 60 for local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract; age 50 for local fire members and for those local police members entering membership in the police classification on or prior to June 1, 2012 and age 55 for local police members entering membership for the first time in the police classification after June 1, 2012.

2. Public Agency shall participate in the Public Employees' Retirement System from and after September 1, 1946 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorneys fees that may arise as a result of any of the following:

   (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.

   (b) Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than existing retirement benefits, provisions or formulas.

   (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.

(d) Public Agency's election to file for bankruptcy under Chapter 9 (commencing with section 901) of Title 11 of the United States Bankruptcy Code and/or Public Agency's election to reject this Contract with the CalPERS Board of Administration pursuant to section 365, of Title 11, of the United States Bankruptcy Code or any similar provision of law.

(e) Public Agency's election to assign this Contract without the prior written consent of the CalPERS' Board of Administration.

(f) The termination of this Contract either voluntarily by request of Public Agency or involuntarily pursuant to the Public Employees' Retirement Law.

(g) Changes sponsored by Public Agency in existing retirement benefits, provisions or formulas made as a result of amendments, additions or deletions to California statute or to the California Constitution.

4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:

   a. Local Fire Fighters (herein referred to as local safety members);

   b. Local Police Officers (herein referred to as local safety members);

   c. Employees other than local safety members (herein referred to as local miscellaneous members).

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

   a. **PERSONS HIRED ON OR AFTER OCTOBER 4, 1973, WHO ARE EMPLOYED AS "SLEEPERS" IN THE FIRE DEPARTMENT.**

6. Prior to January 1, 1975, those members who were hired by Public Agency on a temporary and/or seasonal basis not to exceed 6 months were excluded from PERS membership by contract. Government Code Section 20336 superseded this contract provision by providing that any such temporary and/or seasonal employees are excluded from PERS membership subsequent to January 1, 1975. Legislation repealed and replaced said Section with Government Code Section 20305 effective July 1, 1994.

7. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member in employment before and not on or after December 1, 2003 shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).

8. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member in employment on or after December 1, 2003 and not entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract shall be determined in accordance with Section 21354.5 of said Retirement Law (2.7% at age 55 Full).

9. The percentage of final compensation to be provided for each year of credited current service as a local miscellaneous member entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract shall be determined in accordance with Section 21353 of said Retirement Law (2% at age 60 Full).

10. The percentage of final compensation to be provided for each year of credited prior and current service as a local fire member and for those local police members entering membership in the police classification on or prior to June 1, 2012 shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full).

11. The percentage of final compensation to be provided for each year of credited current service as a local police member entering membership for the first time in the police classification after June 1, 2012 shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full).

12. Public Agency elected and elects to be subject to the following optional provisions:

    a. Section 21222.1 (One-Time 5% Increase - 1970). Legislation repealed said Section effective January 1, 1980.

    b. Section 21222.2 (One-Time 5% Increase - 1971). Legislation repealed said Section effective January 1, 1980.

    c. Section 20965 (Credit for Unused Sick Leave).

    d. Section 21319 (One-Time 15% Increase for Local Miscellaneous Members Who Retired or Died Prior to July 1, 1971). Legislation repealed said Section effective January 1, 2002.

e. Section 20020.1 ("Local Police Officer" shall include employees of a police department who were employed to perform identification or communication duties on August 4, 1972 and who elected to be local safety members within six months of January 1, 1977). Legislation repealed said Section effective January 1, 1985.

f. Section 21325 (One-Time 3% to 15% Increase For Local Miscellaenous Members Who Retired or Died Prior to January 1, 1974). Legislation repealed said Section effective January 1, 2002.

g. Section 21326 (One-Time 1% to 7% Increase For Local Miscellaenous Members Who Retired or Died Prior to July 1, 1974). Legislation repealed said Section effective January 1, 2002.

h. Section 21327 (One-Time Increase For Local Miscellaenous Members Who Retired or Died Prior to January 1, 1975). Legislation repealed said Section effective January 1, 2002.

i. Section 20042 (One-Year Final Compensation) for local fire members, local police members entering membership on or prior to June 1, 2012 and for those local miscellaneous members entering membership on or prior to the effective date of this amendment to contract.

j. Section 20903 (Two Years Additional Service Credit).

k. Section 21024 (Military Service Credit as Public Service).

l. Section 21574 (Fourth Level of 1959 Survivor Benefits).

m. Section 21583 (Additional Opportunity to Elect 1959 Survivor Benefits) for local police members only.

n. Section 21023.5 (Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service).

o. Section 20516 (Employees Sharing Cost of Additional Benefits):

Section 21362.2 (3% @ 50 Full formula) and Section 21363.1 (3% @ 55 Full formula). From and after April 1, 2005 the police employees of Public Agency shall be assessed an additional 4% of their compensation for a total contribution rate of 13% pursuant to Government Code Section 20516.

Section 21362.2 (3% @ 50 Full formula). From and after June 1, 2006 the fire employees of Public Agency shall be assessed an additional 4% of their compensation for a total contribution rate of 13% pursuant to Government Code Section 20516.

p. Section 21548 (Pre-Retirement Option 2W Death Benefit) for local safety members only.

q. Section 20475 (Different Level of Benefits). Section 21363.1 (3% @ 55 Full formula) and Section 20037 (Three-Year Final Compensation) are applicable to local police members entering membership for the first time in the police classification after June 1, 2012.

Section 21353 (2% @ 60 Full formula) and Section 20037 (Three-Year Final Compensation) are applicable to local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract.

13. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on January 1, 1977. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.

14. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.

15. Public Agency shall also contribute to said Retirement System as follows:

a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members and local safety members.

b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.

c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.

16. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

17. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _______________, ______.

BOARD OF ADMINISTRATION PUBLIC EMPLOYEES' RETIREMENT SYSTEM	CITY COUNCIL CITY OF WOODLAND
BY_______________________________ KAREN DE FRANK, CHIEF CUSTOMER ACCOUNT SERVICES DIVISION PUBLIC EMPLOYEES' RETIREMENT SYSTEM	BY_______________________________ PRESIDING OFFICER
	_______________________________ Witness Date
	Attest: _______________________________ Clerk

CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM
Actuarial and Employer Services Branch
Public Agency Contract Services
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (225-7377)

CERTIFICATION OF COMPLIANCE WITH GOVERNMENT CODE SECTION 7507

I hereby certify that in accordance with Section 7507 of the Government Code the future annual costs as determined by the System Actuary for the increase/change in retirement benefit(s) have been made public at a public meeting of the City Council of the City of Woodland on November 6, 2012 which is two weeks prior to the adoption of the Resolution/Ordinance.

Adoption of the retirement benefit increase/change will not be placed on the consent calendar.

____
Clerk/Secretary

____
Title

Date ______________________

CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM
Actuarial and Employer Services Branch
Public Agency Contract Services
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (225-7377)

**CERTIFICATION OF COMPLIANCE WITH
GOVERNMENT CODE SECTION 20475**

I hereby certify that the City Council of the City of Woodland has fully discharged all of the obligation imposed by Chapter 10 (commencing with Section 3500) of Division 4 of Title 1, Government Code.

By: ______________________________
Mayor

____
Witness

____
Date

CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM
Actuarial and Employer Services Branch
Public Agency Contract Services
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (225-7377)

CERTIFICATION OF GOVERNING BODY'S ACTION

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City Council of the City of Woodland on November 6, 2012.

____
Clerk/Secretary

____
Title

California Public Employees' Retirement System
Actuarial Office
P.O. Box 942709
Sacramento, CA 95812-1494
TTY: (877) 249-7442
CalPERS (888) 225-7377 phone • (916) 795-2744 fax
www.calpers.ca.gov

October 11, 2012

CALPERS ID: 3497730642
Employer Name: CITY OF WOODLAND
Rate Plan: MISCELLANEOUS PLAN

Re: New different level of benefits Second Tier within a Non-pooled Plan (Section 20475: Different Level of Benefits Provided for New Employees); Sections 21353 and 20037: 2%@60 Formula and Three-Year Final Compensation

Dear Requestor:

As requested, employer contribution rate information on your proposed second tier follows.

If you are aware of others interested in this information (i.e. payroll staff, county court employees, port districts, etc.), please inform them.

The information is based on the June 30, 2010 annual valuation and is good until June 30, 2013. Note, however, that your rate after June 30, 2013 could change substantially. If your agency has not taken action to amend its contract by June 30, 2013, **you must contact the Retirement Contract Services Unit for an updated cost analysis.**

If the employee contribution rate changes, that change would take place immediately. There will be no immediate employer contribution rate impact from this amendment. Ultimately, though, your employer normal cost will decrease. If the mix of active member entry ages were the same for both the current continuing first tier employees and the new second tier employees, the decrease in the employer rate would be 4.0% and the decrease in the employee contribution rate would be 1%.

The employer rate reduction will occur gradually, beginning on July 1, 2015, if there are second tier employees hired on or before June 30, 2013. For fiscal years 2015/2016 and beyond, the projected annual amount of rate reduction you can expect from introducing a second tier is approximately equal to the ratio of your second tier annual payroll to your total plan annual payroll two and a half years earlier. For example if 1/10 of your Miscellaneous Plan members were in second tier on June 30, 2013 and the ultimate expected normal cost decrease was 4.0%, the cumulative rate reduction you can expect by the 2015/2016 fiscal year would be 1/10 x 4.0% = 0.40%.

To initiate an amendment to the contract, please follow the Contract Amendment Request process on MyCalPERS with our Retirement Contract Services Unit, indicating your wish to contract for Section 20475 (Different Level of Benefits) and identifying the group(s) to which the benefit reduction applies.

In sections 20463 (b) and (c), the California Public Employees' Retirement Law requires the governing body of a public agency within five days of receipt of the contract amendment cost analysis, to provide each employee organization with a copy of the analysis. If this cost analysis was requested by an employee organization, the employee organization is also required within five days of receipt of the analysis, to provide a copy of the analysis to the public agency.

If you have questions, please call (888) CalPERS (225-7377).

MAY SHUANG YU, ASA, MAAA
Senior Pension Actuary, CalPERS

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM
8

TO: THE HONORABLE MAYOR
AND MEMBERS OF CITY COUNCIL

DATE: November 6, 2012

SUBJECT: City Council Priority Goals – 2012-2014
Follow-up from Retreat / Study Sessions

Recommendation for Action:

Staff recommends that the City Council receive this informational staff report summarizing the City Council's Priority Goals for 2012-14, as discussed and refined through a series of Council study sessions held in August and September.

This report also serves as a foundation for the development of:

a) specific work plans for focusing City resources in support of stated Council goals, as well as
b) performance indicators aimed at assessing progress toward achieving over-arching city and community outcomes.

Fiscal Impact

This is an informational report and – as such – the recommendation included in this report does not result in any specific fiscal impact to the City. However, the establishment of City Council goals for the 2012-2014 Council term will directly influence allocation of available City resources as well as provide direction on pursuing targeted opportunities for additional funding in areas that directly advance City Council goals.

Report In Brief

Soon after their official seating, the current City Council participated in a series of study sessions specifically focused on establishing priority goals for 2012-2014. This goal-setting discussion was effectively set in motion by Mayor Davies, wherein in his inauguration address he offered six overall goals for the Council to focus on during his two-year term as mayor. The City Council largely endorsed the goals set forth by Mayor Davis, and worked collaboratively through the two study sessions to refine and expand on these initial goals with respect to overall objectives, strategies and specific action items.

Framework for Integrating Goals and Priorities

As stated in our staff reports for each of the study session, establishing clear and explicit City Council goals and priorities for the next two years is important in several respects:

1) The goals to be set by the Council will form the basis for assessing progress made in addressing the most important issues facing the City and community.

2) Clearly articulated Council priorities will also assist in ensuring that the City's limited resources are focused on those initiatives and programs that contribute most directly to the outcomes envisioned in advancing city priorities.

3) Finally, when these goals are effectively integrated into the City's overall work plan, consistent with available resources, they then form the basis for expectations and accountability for the Council, City management team, and staff.

Conclusion

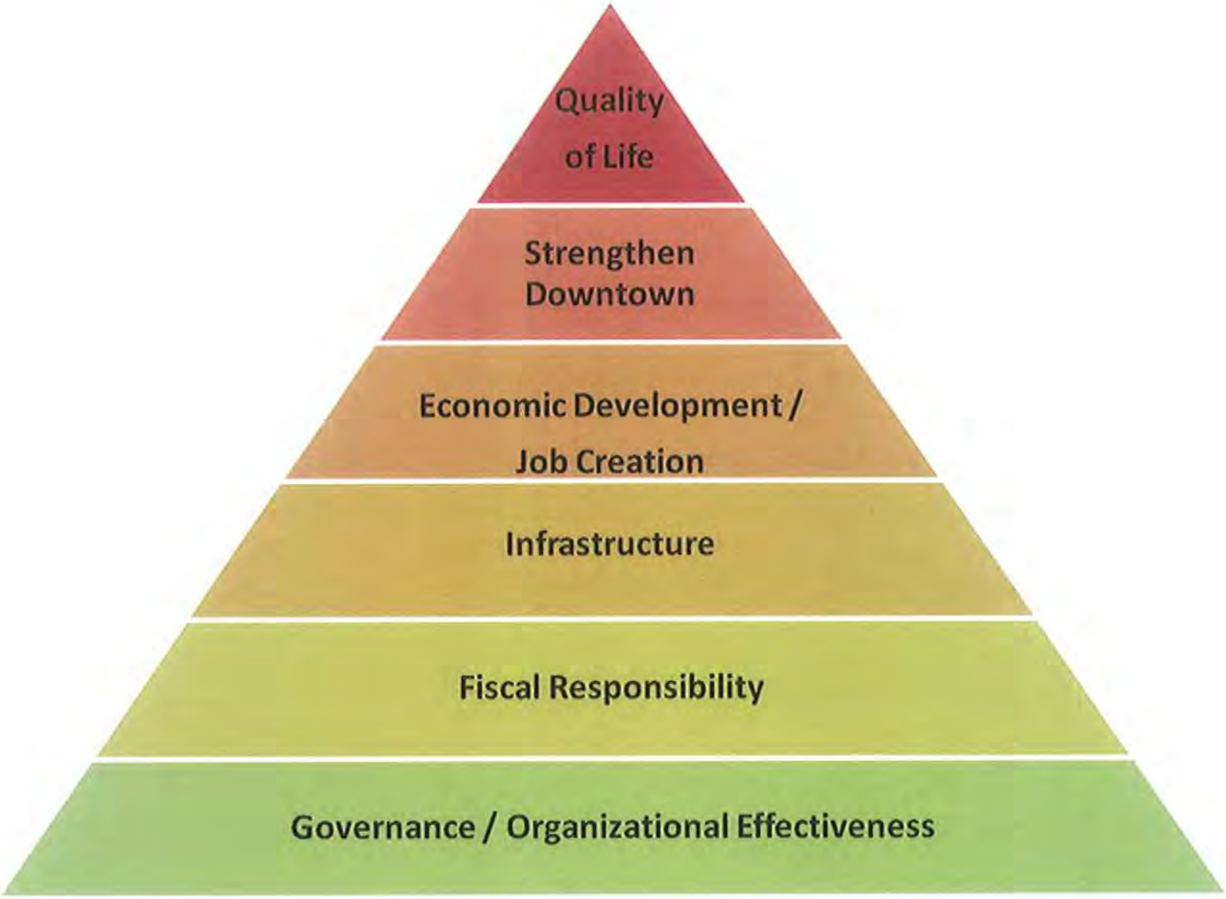
Staff applauds the Council's deliberate effort to establish goals and priorities for the 2012-14 Council session. We look forward not only to focusing our resources toward advancing the goals, strategies and priority initiatives, be we also commit to building the organizational capacity critical to success as well as developing the necessary management tools to track and demonstrate progress and efficacy of our efforts.

Paul Navazio
City Manager

Attachments

1) Summary of City Council Goals
    a. Major City Council Goal Areas
    b. Priority Goal Objectives and Strategies
2) Framework for Establishing Goals and Priorities
    a. Foundation for Performance Management
    b. City Council Goal Templates

MAJOR GOAL AREAS



Major Goal Areas	Sub-Categories
Quality of Life	*Health & Safety,* *Arts, Culture & Recreation* *Environmental Sustainability*
Strengthen Downtown	*Streetscapes, Lighting & Signage* *Special Events / Civic Activities* *Historic Preservation*
Economic Development / Job Creation	*Employment & Jobs* *Business Climate* *Business Retention / Attraction*
Infrastructure	*Water, Sewer and Storm Drain* *Streets, Roads, Sidewalks and Bike Paths* *Parks & Urban Forest* *City Facilities*
Fiscal Responsibility	*Balanced-Budget, Financial Planning* *Capital / Debt, Treasury & Cash Management* *Unfunded Liabilities, Fiscal Policies*
Governance / Organizational Effectiveness	*Engagement, Collaboration, Transparency* *Public Information, Customer Service, Technology* *Performance Management, Accountability* *Labor-Management Relations, Succession Planning*

CITY COUNCIL PRIORITY GOALS
Goal Statement / Objectives

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

CITY COUNCIL PRIORITY GOALS

Goal Strategies

QUALITY OF LIFE

Strategies

- Ensure appropriate staffing and resource support of public safety departments, programs and initiatives
- Expand Crime Prevention and Neighborhood Watch and Community Emergency Response Teams (CERT)
- Identify opportunities to restore funding to expand recreation programs and library services
- Ensure adequate funding to maintain parks, streetscapes, and other community amenities
- Promote bicycle and pedestrian friendly infrastructure: downtown, community, and safe-routes to school
- Identify opportunities to achieve city-wide conservation goals for use of energy, water, and other natural resources
- Work collaboratively with WJUSD and WCC to support enhanced educational opportunities and academic achievement goals
- Promote expanded community events in neighborhood parks

STRENGTHEN DOWNTOWN

Strategies

- Establish Downtown Committee / Task Force
- Update Downtown Specific Plan - focus on refinement/modifications
- Improve Live/Work Balance in the Downtown district
- Seek to leverage remaining Redevelopment Assets and Financing tools for targeted projects
- Increase number and frequency of Special Events and Community Activities throughout the downtown
- Explore opportunities for creating vibrant downtown beyond "9-5" business day

ECONOMIC DEVELOPMENT / JOB CREATION

Strategies

- Update General Plan
- Comprehensive Review of City Codes and Regulations
- Implement and Promote Business-Friendly Culture - "Open for Business"
- Develop Plan to Mitigate Flood Issues in City's Industrial Area
- Collaborate with Local and Regional Agencies/Organizations to Market and Promote Targeted Business Opportunities: Cities/County/UCD/Chamber/Business Associates
- Establish Economic Development Committee and Inter-disciplinary Economic Development Team

INFRASTRUCTURE

Strategies

- Implement WDCWA Surface Water Project
- Process Improvements at Wastewater Treatment Facility
- Explore opportunities for Regional Wastewater Treatment
- Update comprehensive Street and Sidewalk maintenance program and related funding mechanism
- Identify means to increase funding for maintenance of parks and urban forest
- Expand bicycle and pedestrian -friendly infrastructure in support of active lifestyle and environmental quality
- Complete Kentucky Avenue Reconstruction Project
- Address flood issues in Industrial Area
- Management Plan for addressing State/Federal storm water regulations

FISCAL RESPONSIBILITY

Strategies

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

GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS

Strategies

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

Framework for Establishing Goals and Priorities
(Foundation of Performance Management)

Goal Areas: *What are the major policy areas for which goals and priorities are to be set?*
(i.e. Fiscal Responsibility, Economic Development, Strengthen Downtown, etc.)

Goal Statements: *What outcomes are we hoping to accomplish in each Goal Area?*
(i.e. Fiscal Stability – Achieve a structurally balanced-budget where current service-levels can be sustained over time with recurring revenues, while maintaining prudent reserves and adequately funding long-term infrastructure maintenance and replacement needs.)

Strategies: *How are we hoping to achieve the desired outcomes?*

Projects / Initiatives – *What specific projects or initiatives need to be undertaken in order to implement each strategy and achieve the outcomes envisioned within each goal area?*

Projects/Initiatives can be further organized as follows:
Short-Term (<12 months)
Medium-Term (12 – 24 months)
Long-Term (< 24 months)

As well as:
Policy Initiatives – General Plan, Climate Action Plan, Zoning Ordinance Update
Priority Projects – Surface Water Project, State Theater, Downtown Streetscape
Program/Process Improvements – Permit Streamlining, EMS Response Time, etc.

Performance Indicators: *What metrics will be used to assess the extent to which the outcomes within each goal area are achieved?*

SAMPLE

GOAL AREA: **MAINTAIN QUALITY OF LIFE**

Goal Statement / Objective(s) - ***What are we trying to accomplish?***
Maintain and enhance Woodland's quality of life by ensuring the highest level of public safety, promoting wide range of parks and recreational facilities and activities, and provision of exceptional public services, consistent with community expectations.

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

- A Ensure appropriate staffing and resource support of public safety departments, programs and initiatives
- B Expand Crime Prevention and Neighborhood Watch and Community Emergency Response Teams (CERT)
- C Identify opportunities to restore funding to expand recreation programs and library services
- D Ensure adequate funding to maintain parks, street-scapes, and other community amenities
- E Promote bicycle and pedestrian friendly infrastructure: downtown, community, and safe-routes to school
- F Identify opportunities to achieve city-wide conservation goals for use of energy, water, and other natural resources
- G Work collaboratively with WJUSD and WCC to support enhanced educational opportunities and academic achievement goals
- H Promote expanded community events in neighborhood parks

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

* Implement Youth Gang Reduction, Intervention, Prevention (YGRIP) Initiative
* Explore opportunities for expanded shared services for fire services
* Complete upgrades to Brooks Aquatics Center
* Adopt/Implement Community-supported Climate Action Plan and related green house gas reduction targets
* Identify opportunities to implement cost-effective renewable energy projects
* Implement improvements to Clark Field

Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

Part I Crimes
Clearance Rates _____ %

Park Acreage _______ per capita ________
_______ # of Participant Hours for City Recreation Programs
_______ # of Participant Hours for Senior Programs

Conservation Targets:
Water _________
Energy ________
Vehicle Miles Traveled ________

Greenhouse Gas Reduction Targets: (CAP)
Baseline ________
% Reduction Achieved _______

SAMPLE

GOAL AREA: **STRENGTHEN DOWNTOWN**

Goal Statement / Objective(s) - *What are we trying to accomplish?*
Revitalize the Downtown district as the Heart of the City, and center of civic activity, by enhancing mix of residential and commercial activity, while preserving its historic and cultural resources and small-town character.

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

A Establish Downtown Committee / Task Force
B Update Downtown Specific Plan - focus on refinement/modifications
C Improve Live/Work Balance in the Downtown district
D Seek to leverage remaining Redevelopment Assets and Financing tools for targeted projects
E Increase number and frequency of Special Events and Community Activities throughout the downtown
F Explore opportunities for creating vibrant downtown beyond "9-5" business day.

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

* Construction of Downtown Multi-plex Theater and mixed-use project
* Renovation of State Theater
* Courthouse Project
* Main Street Beautification Project
* Downtown Street Lighting and Signage Upgrade
* Develop Downtown 'gateway" project
* Improve access and availability of downtown parking
* Targeted improvements/upgrades to alleys for circulation and activity

Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

Assessed Valuation $________ (Downtown)
Sales Tax $_________ (Downtown)

Vacancy Rates: Office _________%
Retail _________%

Business Licenses ________ (Downtown)
Gross Receipts ________ (Downtown)

Parking Utilization Rate _______%

Housing Units ___________

Bldg Permits Issued ________

Special Events ____________

Businesses Open After (___pm) ____________

SAMPLE

GOAL AREA: ECONOMIC DEVELOPMENT / JOBS

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

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

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

- A Update General Plan
- B Comprehensive Review of City Codes and Regulations
- C Implement and Promote Business-Friendly Culture - "Open for Business"
- D Develop Plan to Mitigate Flood Issues in City's Industrial Area
- E Collaborate with Local and Regional Agencies/Organizations to Market and Promote Targeted Business opportunities: Cities/County/UCD/Chamber/Business Associates
- F Establish Economic Development Committee and Inter-disciplinary Economic Development Team

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

* Implement Master Tax-Sharing Agreement with Yolo County
* Complete Lower-Cache Creek Flood Study and Implementation Plan
* Gateway II Project
* Upgrade and siting of Auto-Dealerships
* Implement On-line Permitting Process
* Enhance collaboration with YCVB to promote Woodland and destination site tourism
* Improve Infrastructure / Industrial Area
    - Capital Infrastructure
    - Technology
    - Amenities

Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

Assessed Valuation $______ Per capita $______
Sales Tax $__________ Per Capita $ ______

Employment ____________ Business Licenses ________
Median Income ____________ Gross Receipts ________

Vacancy Rates: Industrial __________ % Housing Units ___________
Commercial ________ % Median Price ___________

Value of Building Permits Issued Affordability Index __________

SAMPLE

GOAL AREA: **INFRASTRUCTURE**

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

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

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

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

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

* Implement WDCWA Surface Water Project
* Process Improvements at Wastewater Treatment Facility
* Explore opportunities for Regional Wastewater Treatment
* Update comprehensive Street and Sidewalk maintenance program and related funding mechanism
* Identify means to increase funding for maintenance of parks and urban forest
* Expand Bicycle and Pedestrian -friendly infrastructure in support of active lifestyle and environmental quality
* Complete Kentucky Avenue Reconstruction Project
* Address flood issues in Industrial Area
* Management Plan for addressing State/Federal storm water regulations

Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

Roadway Condition Index (PCI) Citywide _______ Collector _________ Resident ________
Funding Levels
Parks $______ per Acre
Sidewalk Maint. $______ /year Funded % ______
Water Quality ________ Water Reliability ________
Watewater Discharge ________
Storm Drain Reliability ________
Miles of Bike Lanes__________
Bike Paths _________

SAMPLE

GOAL AREA: **FISCAL RESPONSIBILITY**

Goal Statement / Objective(s) - ***What are we trying to accomplish?***
Maintain structurally-balanced budget where current services can be sustained with ongoing, recurring revenues, while maintaining prudent reserves, adequately funding infrastructure maintenance and replacement needs, and addressing long-term unfunded liabilities and debt obligations.

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

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

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

* Review and update comprehensive budget and fiscal management policies
* Review and revise labor agreements to better manage short- and long-term personnel costs
* Implement regular budget updates and ongoing refinement of long-range financial forecasts and plans
* Identify opportunities to re-allocate existing resources in support of highest priority community needs
* Implement Multi-Year Budget Process to improve financial planning and enhance organizational stability
* Undertake Comprehensive Fee Study
* Implement update to Springlake Building Unit Allocation (BUA)

Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

* General Fund Operating Surplus/Deficit
* General Fund Reserve Levels
* Long-term Liabilities — PERS $ ________ Funded Status ___%
  OPEB $ ________ Funded Status ___%
* Capital/Equipment Replacement Funds (% Funded)
  Vehicles _____ Facilities ________ Technology _______
* Maintain/Replacement Funding Status Streets
  Streets _________ Sidewalks ______ Parks ______ Urban Forest ________
* Debt Ratio: Overall Debt
  Debt Coverage Ratios
* Bond / Credit Ratings

SAMPLE

GOAL AREA: **GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS**

Goal Statement / Objective(s) - ***What are we trying to accomplish?***
Promote local government and city organization that is committed to meeting the needs of the community, encourages collaboration, civic participation, and promotes accountability and transparency in the effective delivery of services.

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

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

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

* Implement organizational changes to align resources and responsibilities for effective delivery of services
* Review City Policies and Procedures; update City Business Model
* Expand and improve customer service with aid on e-governance tools and technologies
* Improve Public Information and Outreach to engage community in City issues and activities
* Establish bi-annual community survey tool
* Conduct series of Town Hall meetings with the focus on neighborhood issues
* Develop performance-management system to promote transparency and accountability
* Implement labor/management work group

Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

* *(To Be Determined)*

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2012

SUBJECT: Long Range Calendar

Recommendation for Action

Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

Background

This calendar is being provided for planning purposes only and is intended to keep the Council apprised of upcoming agenda items and better plan for upcoming Council meetings.

Prepared by: Ana Gonzalez
City Clerk

Reviewed by: Paul Navazio
City Manager

____
Paul Navazio
City Manager

Attachment

COUNCIL LONG RANGE CALENDAR
Items subject to removal and/or rescheduling

Tuesday, November 20, 2012 — Regular Meeting

Closed Session

Minutes
Council Minutes

Committee Reports

Presentations

Consent
Landfill Siting Element Amendment
Waste Management Rate Adjustment
State Mandated Business License Fee Increase
Public Safety Quarterly Report
Yolo Housing Lease Agreement
Accept Series St. Light Ph 3 Construction Contract, CIP 09-21
Appointment of CSA Nominating Committee

Regular
Water Project Update
Love Ride, Inc. Lease Agreement for use of Dubach Park
Council Long Range Calendar
FEMA Variance 1460 Churchill Downs Avenue

Tuesday, November 27 2012 — Study Session
Storm Sewer NPDES Permit/Program
Utility Infrastructure?

Tuesday, December 4, 2012 **Regular Meeting**

Annual AB1600 Report
Measure E and Measure V Annual Report (CMO)
Sports Contract
YGRIP Coordinator Award Contract
Parkview – SL Plan Amendment; DA; Housing Element Affordable Housing Site List Amendment

Tuesday, December 18, 2012 **Regular Meeting**

Conflict of Interest Code

Tuesday, December 25, 2012 **CANCELLED**

Tuesday, January 15, 2012 **Regular Meeting**

General Plan Consultant Contract (1/2013)
Verizon Cell Tower Communication License Agreement
Downtown Parking

Tuesday, January 22, 2013 **Study Session**

Tuesday, February 5, 2012 **Regular Meeting**

Community & Senior Center House – re-use or re-location
Announce Community Service Awards Recipients

Tuesday, February 19, 2012 **Regular Meeting**

Tuesday, February 26, 2013 **Study Session**

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:

Annual Housing Element Progress Report **(Jan)**
Annual General Plan Progress Report **(Jan)**
FY 2012-13 Mid-Year Budget Update **(Feb)**
WDCWA Joint Intake Schedule - Consider and Approve Construction **– Apr 2013**
WDCWA DBO Procurement Schedule – Authorization to Proceed w/Proj Final Eng and Const – **Aug/Sep 2013**
Trina Solar Exclusive Negotiating Agreement – Ross - **TBD**
Water Meter Project Phase 3: Approve Plans & Specs; Authorize Bid Advertisement – Okupe - **TBD**
Solaria Project Status Update – Ross - **TBD**
Purchase & Sale Agreement for Old Wastewater Treatment Plant – Ross - **TBD**
Regional Parksite Analysis – Ross - **TBD**
Opera House Agreement
Woodland State Theater Mgmt Group
Purchase and Sale Agreement – Econ Dev
Discussion related to Pan Handling Ordinance (Art and Tom)
iPad for Council
Receive Streets Master Plan Update
CDD Consolidation and Relocation
Purchase and Sale Agreement for Old WWTP
Weed Abatement Ordinance
Review and Adjust Sports Park Fee Schedule

FUTURE STUDY SESSIONS (TBD):

City Council Goals/Progress Report
Street/Sidewalk Annual Status Report
Climate Action Plan
Budget Workshop **(March)**
Update Economic Development Strategic Plan
Water Project Financing
Redevelopment Bond Proceeds