

**CITY OF WOODLAND
300 FIRST STREET
WOODLAND, CALIFORNIA**

**JOINT REGULAR CITY COUNCIL /
WOODLAND FINANCE AUTHORITY /
SUCCESSOR AGENCY MEETING**

MAY 7, 2013

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 Minutes of the Commission on Aging Meetings of November 8, 2012, January 10, 2013, February 14, 2013 and March 14, 2013

- F.2 Receive the Minutes of the Parks & Recreation Commission Meetings of November 26, 2012, January 28, 2013, February 25, 2013 and March 25, 2013

G. PRESENTATIONS

1. Proclamation Declaring May 6-12, 2013 as Woodland Chamber Singers Week
Recommendation: that the City Council adopt a proclamation declaring May 6-12, 2013 as Woodland Chamber Singers Week
2. Proclamation of Recognition of and Appreciation for National Police Week
Recommendation: that the City Council proclaim May 12-18, 2013 as National Police Week and Wednesday, May 15, 2013 as Peace Officers' Memorial Day
3. Older Americans Month Proclamation
Recommendation: that the City Council adopt a Proclamation declaring May 2013 as Older Americans Month
4. Public Works Week May 19-25, 2013
Recommendation: that the City Council proclaim May 19-25, 2013 as "Public Works Week" and present the proclamation to the Public Works representative

H. CONSENT CALENDAR

5. Safe Routes to School Improvement Project, CIP 13-06; Appropriate Funding, Approve Plans and Specifications, Authorize Bid Advertisement and Authorize the City Manager to Execute the Construction Contract
Recommendation: that the City Council appropriate \$193,000 of Road Development funds for FY2013, approve the plans and specifications, authorize bid advertisement, and authorize the City Manager to execute the construction contract with the lowest, responsive, responsible bidder if bids are within 110% of the \$520,000 engineer's estimate.

6. Adopt and Approve a New Principal Utilities Civil Engineer Job Description
Recommendation: approve and adopt the new Principal Utilities Civil Engineer job description
7. Delete the Technology Services Manager, Information Systems Administrator, Information Systems Specialist, and Information Systems Technician I/II job descriptions and adopt and approve the following new job descriptions Information Technology Manager, Senior Applications Analyst, Senior Systems Analyst, Information Technology Analyst, Information Technology Technician I/II, GIS Analyst, GIS Technician I/II
Recommendation: that the City Council delete the Technology Services Manager, Information Systems Administrator, Information Systems Specialist, and Information Systems Technician I/II job descriptions and adopt and approve the following new job descriptions Information Technology Manager, Senior Applications Analyst, Senior Systems Analyst, Information Technology Analyst, Information Technology Technician I/II, GIS Analyst, GIS Technician I/II.
8. Release Regional Water Treatment Facilities Sites for Woodland Davis Clean Water Agency From City's 2002 Lease Revenue Bonds
Recommendation: that the City Council 1) adopt Resolution No. ____ authorizing the execution and delivery of Amendment No. 1 to the Site Lease and Facilities Lease; and that 2) Woodland Financing Authority adopt Resolution No. ____ authorizing the execution and delivery of Amendment No. 1 to the Site Lease and Facilities Lease. These actions remove encumbrances from the Regional Water Treatment Site parcels and facilitate transfer of the parcels to the Woodland Davis Clean Water Agency
9. I T E M P U L L E D
10. Approve Amendment to Agreement with Best Best & Krieger (BB&K) for City Attorney Services
Recommendation: that the City Council approve amendment to Agreement with BB&K to provide legal services for the City of Woodland replacing Andrew J. Morris with K. Ueda as City Attorney and authorizing the City Manager to execute the amendment
11. Council Long Range Calendar
Recommendation: Informational Item

I. PUBLIC HEARINGS

12. Public Hearing and Adopt Resolution of Vacation for Excess Land on Oak Avenue and Sixth Street
Recommendation: that the City Council 1) hold a public hearing and 2) adopt Resolution No. _____, a Resolution of Vacation

J. REPORTS OF THE CITY MANAGER

13. Development Impact Fee Deferral Program Extension
Recommendation: that the City Council that the City Council introduce, waive first reading and read by title only Ordinance No. _____ amending Woodland Municipal Code section 6B-110 to extend the City's temporary development impact fee deferral program for an additional two years as described herein.
14. City of Woodland Community Facilities District No. 2004-1 (Spring Lake) - Subordinate Special Tax Bonds, Series 2013A
Recommendation: that the City Council approve Resolution No. _____ authorizing the execution and delivery of a bond issuance agreement; authorizing the issuance of subordinate special tax bonds, and approving certain other actions related thereto. The proceeds of these bonds will be used to reimburse first release property owners for oversizing infrastructure within the Spring Lake Specific Plan.

K. SUCCESSOR AGENCY REGULAR REPORTS

15. Authorize the City Manager to Execute an Amendment to the CalHFA HELP loan No. HELP—020201-02
Recommendation: that the City Council authorize the City Manager to execute an Amendment to the California Housing Finance Agency (CalHFA) Housing Enabled by Local Partnerships (HELP) loan No. HELP—020201-02 by and between the Woodland Successor Agency and CalHFA

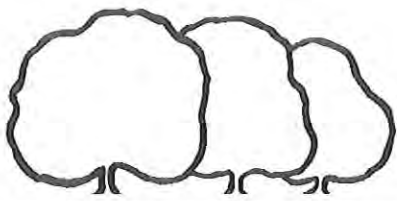
L. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint City Council/Woodland Finance Authority/ Successor Agency meeting of the City of Woodland scheduled for Tuesday, May 7, 2013 was posted on May 3, 2013 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

F.1

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Commission on Aging Minutes: November 2012; and January,
February, and March 2013

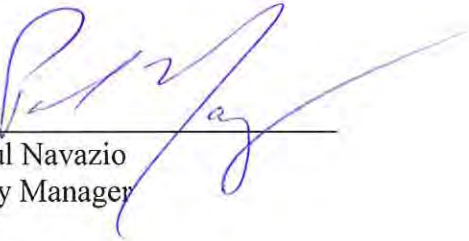
Report in Brief

Commission on Aging meeting minutes for November 8, 2012 (there was no meeting in December); January 10, 2013, February 14, 2013, and March 14, 2013 are attached for information only.

Recommendation for Action

No action is required, informational report only.

Prepared by: Christine Engel
Recreation Manager



Paul Navazio
City Manager

Attachments



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Regular Meeting Minutes

November 8, 2012

A. Call to Order

Meeting convened at 3:04 p.m. at the Community & Senior Center, 2001 East Street, Woodland, California; Chair Garman presiding.

B. Roll Call

Commissioners Present: Garman, Campbell, Wright, and Talkington

Absent: Overholt

Staff: Haynie, Bain, and Engel

C. Pledge of Allegiance

D. Communications-Public Comment (None)

E. Communication-Commission/Staff Statements and Requests

Commissioner Talkington informed the Commission that the White Cane Dinner was sold out with 250 attendees. Outa Sight's holiday potluck is on December 4, 11-2 p.m. Commissioner Garman was contacted by Sandra for the Yolo County Transportation Summit. Bain stated that Jan Bello from SCI is in need of volunteers for November 15th Thanksgiving Dinner. Commissioner Garman and Wright volunteered to help serve at the event which starts at 5:30 p.m. Commissioner Campbell informed Bain that the Tree Light Tours are scheduled for December 18, 19 and 20.

F. Minutes and Staff Report

Commissioner Campbell made the motion to accept the minutes as written; Commissioner Wright seconded the motion. Motion carried 4-0.

G. Committee Reports (None)

H. Correspondence (None)

I. Presentations (None)

J. Consent Calendar

J.1 Speaker Series

The next Speaker will be Joann Hatchett PA on January 23, 2013, 10-11:30 a.m. Bain stated that the information will be in the December Senior Gram, press release to the Daily Democrat, flyers, and posted on the web page. Commissioner Campbell said that the Care Car breakfast is on November 26th and would take flyer to the breakfast. Commissioner Garman will make contact with Commissioner Overholt concerning the topic for the April 2013 Speaker.



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

J.2 Timeline for Work Plan

Commission discussed contacting Dawn Calciano, Conservation Coordinator to have a table at the May 29, 2013 on e-waste, composting and water conservation. Yolo County also offers free hazardous material disposal service to seniors once a month.

J.3 Draft Thank You Letter to Kiwanis-Karen Wright

Commissioners signed the Letter to Kiwanis and Commissioner Wright will take it Commissioner Overholt to sign, then mail the letter to Kiwanis.

K. Report of the Staff

K.1 Senior Center Report-Kris Bain

Senior Center Inc. will be funding the "Teens Helping Seniors" program for summer 2013. SCI felt that this was an important program for both seniors and teens.

K.2 March 1, 2013 Event-Christine Engel

Engel reported that planning for the event was on schedule. Request is in to Care Car to extend their hours on March 1st and to have drop off and pick up sites on Main Street and the Community & Senior Center. WC&SC event will be 4-7 p.m. and Downtown Art Show is 5-9 p.m. senior's artwork will be displayed downtown for one month. Care Car \$2 coupons sale will be advertised in the Senior Gram.

L. Business Items for Next Meeting

M. Next Meeting Date January 10, 2013

N. Adjourn

Commissioner Campbell made the motion to adjourn the meeting at 4:12 p.m., Commissioner Wright seconded the motion, and motion carried 4-0.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Regular Meeting Minutes

January 10, 2013

A. Call to Order

Meeting convened at 3:04 p.m. at the Community & Senior Center, 2001 East Street, Woodland, California; Chair Garman presiding.

B. Roll Call

Commissioners Present:	Garman, Campbell, Overholt, and Talkington
Absent:	Wright
Staff:	Haynie, Bain, and Engel

C. Pledge of Allegiance

D. Communications-Public Comment (None)

E. Communication-Commission/Staff Statements and Requests

Cal Fresh/Medical training information was supplied by Commissioner Overholt. Commissioner Campbell reported that the Important Document flyers given to Care Car riders. Commissioner Talkington will meet with Commissioner Wright first week in February to solidify plans and meet with Kelly Hutchison to make sure not to duplicate efforts for the resource fair. Bain requested to be included in these meetings. Commissioner Talkington also spoke with Sylvina Frausto for Hispanic Resources at the Resource Fair. Commissioner Campbell reported that the Care Car Christmas Lights went well; they had three vans full every night. In today's paper was an advertisement to purchase Care Car coupons. Commissioner Campbell will not be able to attend the next meeting.

F. Minutes and Staff Report

Commissioner Talkington made the motion to accept the minutes as written; Commissioner Campbell seconded the motion. Motion carried 4-0.

G. Committee Reports

Resource Fair

Commissioner Talkington will provide an update at the next meeting.

H. Correspondence (None)

I. Presentations (None)

J. Consent Calendar

J.1 Speaker Series

Commissioner Talkington will get electronic copies of handouts for Important Document Workshop. Bain will try to get information out to some of the churches. Haynie will put flyer up at Leisureville. Next Speaker series in June will feature Teens Helping Seniors and Handi Helpers.



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

K. Report of the Staff

K.1 Senior Center Report-Kris Bain

Senior Center Inc. discount on Member rate for Affordable Adventures, Woodland Senior Outreach is at the Senior Center 12-1 p.m., bi-monthly and averages 30 attendees. A Companion on a Journey Workshop was presented by Vitas Hospice to explain choices in Hospice Care.

Commissioner Talkington made the motion to accept the staff report as written; Commissioner Campbell seconded the motion. Motion carried 4/0.

K.2 March 1, 2013 Event-Christine Engel

Engel reported that Banners had been ordered and marketing of the event was on schedule. Art is due next week for the Friday Art Walk. Confirmed wine pour at the Art Show, Life History will do readings, will create separate flyers for ReXpo and Art Show, the WAVE will be filming both events.

L. Business Items for Next Meeting

Speaker Series
Resource Fair
ReXpo
Teens Helping Seniors-Tringali
Facilities Update-Senior Issues

M. Next Meeting Date February 14, 2013

N. Adjourn

Commissioner Campbell made the motion to adjourn the meeting at 4:03 p.m., Commissioner Garman seconded the motion, and motion carried 4-0.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Regular Meeting Minutes

February 14, 2013

A. Call to Order

Meeting convened at 3:04 p.m. at the Community & Senior Center, 2001 East Street, Woodland, California; Chair Garman presiding.

B. Roll Call

Commissioners Present:

Garman, Campbell, Overholt, Wright, and Talkington

Absent:

Staff:

Haynie, Bain, and Tringali

C. Pledge of Allegiance

D. Communications-Public Comment (None)

E. Communication-Commission/Staff Statements and Requests

F. Minutes and Staff Report

Commissioner Overholt made the motion to accept the minutes with change "Commissioner Overholt will get electronic copies of handouts for Important Documents Workshop."; not Commissioner Talkington; Commissioner Talkington seconded the motion. Motion carried 3-0. (Commissioner Wright and Commissioner Campbell arrived at 3:30 p.m.)

G. Committee Reports

Resource Fair

Commissioner Talkington and Commissioner Wright met and gathered information for vendors interested in attending the Resource Fair. Commission discussed timelines for invitations (March) and personal calls to confirm attendance (April). Kelly Hutchison and Michael from the YMCA Fitness Center were present to discuss the Resource Fair and the YMCA's participation. Parks & Recreation programs held in C court will be moved for this date only, to accommodate speakers planned for 10:30, 11:30, and 12:30. Discussed signage, gym set up, advertisements, the YMCA will attend the March 14, 2013 COA meeting to finalize these arrangements.

H. Correspondence (None)

I. Presentations (None)

J. Consent Calendar

J.1 Speaker Series

Discussed next Speaker date as March 20th, this will be a follow up for the Important Documents, to discuss quality of life issues. Press Release will be sent to both the Daily Democrat and the Davis Enterprise, save the date in March Senior Gram. This topic will be offered twice a year. Next topic was discussed, Medicare Changes possibly in June.



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

K. Report of the Staff

K.1 Senior Center Report-Kris Bain

Bain reported that students from Woodland Community College were offering Smart Phone presentation to help seniors program and use their smart phones.

K.2 March 1, 2013 Event-Kris Bain

Banners are up at the Charles Brooks Swim Center, Pioneer High School and the Community & Senior Center. Two wineries will be pouring at the Art Show; Care Car has agreed to transport participants to both the Community & Senior Center and to Main Street.

K.3 Teens Helping Seniors-Dallas Tringali

Tringali explained the program to the Commissioners, stating that the job description will be released soon. Applicant deadline is March 27, 2013 and staff should be hired by end of April. Sign ups for seniors who would like help will start in May. Program runs June 10-August 16.

L. Business Items for Next Meeting

Speaker Series
Resource Fair
ReXpo
Facilities Update-Senior Issues

M. Next Meeting Date March 14, 2013

N. Adjourn

Commissioner Campbell made the motion to adjourn the meeting at 4:03 p.m., Commissioner Talkington seconded the motion, and motion carried 5-0.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

Regular Meeting Minutes

March 14, 2013

A. Call to Order

Meeting convened at 3:05 p.m. at the Community & Senior Center, 2001 East Street, Woodland, California; Chair Garman presiding.

B. Roll Call

Commissioners Present:

Garman, Wright, and Talkington

Absent:

Campbell, Overholt

Staff:

Haynie, Bain, and Engel

C. Pledge of Allegiance

D. Communications-Public Comment (None)

E. Communication-Commission/Staff Statements and Requests

Include on October Agenda "Council Update", on November Agenda "Approve Council Update", report to Council in January 2014. YMCA needs to attend the April COA meeting to finalize details for Resource Fair. May 7th is the Council Meeting to have Older American month proclamation.

F. Minutes and Staff Report

Commissioner Garman requests the last name of Michael to be included in the February minutes.

G. Committee Reports

May 29, 2013, 10-1 p.m., Resource Fair

Commissioner Wright worked on flyer for resource agencies, will be updating mailing list, will send emails on Sunday. Commissioner Garman will draft press release for Resource Fair. Haynie will provide map of Gym for layout for Resource Fair. YMCA will have a Fun Walk that will start 9:00 a.m. Need someone to photograph event.

H. Correspondence (None)

I. Presentations (None)

J. Consent Calendar

J.1 Timeline for Work Plan

Change Work Plan report date to Year End, next report to Council will be in January 2014. Report draft will be on COA agenda in October. Finalized report will be approved at the November COA meeting. In September Commissioners will start updating the Apartment List and have the final ready for distribution in January 2014. Commissioner Talkington made the motion to accept the change in date of the Work Plan and the Apartment List, Commissioner Wright seconded the motion. Motion carried 3/0.



Commission on Aging

Woodland Community & Senior Center, 2001 East Street, Woodland, CA 95776

J.2 Speaker Series

Legal and Financial Planners is schedule for March 26, 2013. Important Document 2.0 is scheduled for April 17, 2013 in Meeting Room 1 at 10 a.m. Bain and Commissioner Garman will handle press releases. Commissioner Talkington made the motion to approve the speaker series updates; Commissioner Wright seconded the motion. Motion carried 3/0.

J.3 May Council Presentation

COA will aim for the May 7th Council Meeting for the Proclamation of May as older Americans month.

K. Report of the Staff

K.1 Senior Center Report-Kris Bain

June 26, 2013 City of Woodland and HICAP will present ABC of Medicare. Elderly Nutrition receives coupons for the Farmer Market and these will be handed out to participants.

K.2 March 1, 2013 Event-Christine Engel

Artists were pleased with the turnout for the Art Show and quite a few sold their art. Staff estimates that about 500 people attended the ReXpo. Save the date for next year's ReXpo/Art Show first Friday in March, 2014.

L. Business Items for Next Meeting

Resource Fair

Facilities Update-Senior Issues

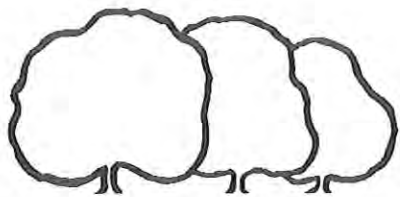
M. Next Meeting Date April 11, 2013

N. Adjourn

Commissioner Wright made the motion to adjourn the meeting at 4:06 p.m., Commissioner Talkington seconded the motion, and motion carried 3-0.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

F.2

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Parks & Recreation Commission Minutes for November 2012; and
January, February, and March 2013

Report in Brief

Parks & Recreation Commission meeting minutes for November 26, 2012, January 28, 2013, February 25, 2013, and March 25, 2013 are provided for information only (there was no meeting in December 2012).

Recommendation for Action

No action is required, informational report only.

Prepared by: Christine Engel
Recreation Manager

Paul Navazio
City Manager

Attachments



Parks & Recreation Commission
Woodland Community & Senior Center
2001 East Street, Woodland, CA 95776

Commission Meeting Minutes November 26, 2012

A. Call to Order

Meeting convened at 6:33 p.m. at the City Council Chamber, 300 First Street, Woodland, California by Commissioner Romero.

B. Roll Call

Present: Romero, Stephens, Salinas, Groom, 2 Vacant

Absent: Fernandez,

Staff: Engel, Haynie

C. Pledge of Allegiance

D. Communication-Public Comment

Engel informed the Commission that the Friday, November 30, 2012, Tree Lighting ceremony may be moved to December 7, 2012 if it rains on November 30th. City Hall tree ceremony will begin at 5:30 p.m. and the ceremony at Heritage Plaza will begin at 6:00 p.m.

E. Communications-Commission/Staff Statements and Requests

Commissioner Romero stated that he attended the Woodland Boxing Gym over the Holiday.

F. Minutes of September 24, 2012

Commissioner Salinas made motion to accept the September 24, 2012 minutes as written; Commissioner Stephens seconded the motion. Motion carried 4-0.

G. Committee Reports

Commissioner Salinas reported that a meeting was held with the soccer groups. Meeting went well with each group agreeing to collaborate with each other and to work on better communication between the groups. Staff reports that communication between the groups has improved.

H. Presentations-(None)

I. Consent Calendar

I.1 Tree City USA Recertification

Engel informed that Commission that no action is needed on this item. Item may have gone to Council in November. Stephens suggested that the City apply for the recertification earlier in the year. Stephens also suggested that in the City consider applying for the "Growth Award".



Parks & Recreation Commission
Woodland Community & Senior Center
2001 East Street, Woodland, CA 95776

I.2 Work Plan

Commissioner Groom stated that Commission should not delay this any longer; assuming there is a quorum at the next meeting; whoever is present should move forward with this topic. The Commissioners need to remember that items on work plan constitute work that the Commissioners do; Commission does not create work for City staff. The Commission can ask the City staff if they have projects on which Commission can assist and items can be added to the Work Plan. Commissioner Groom reviewed the current Work Plan stating that "Develop Dave Douglass Field Use Guidelines", has been completed. Commission discussed evaluating the needs of the City's boxing program and also reevaluating the City's street tree list. It was decided to wait for Commissioner Fernandez before finalizing the current plan.

J. Communications Written-Staff Reports

J.1 Recreation Division Report-Christine Engel

Engel reported that the annual Father/Daughter Dance was a sellout. New class "Toddler Time", this class was designed like a parent group which will be a feeder program into the other programs offered. First months enrollment was 16 (or 32 counting both child and adult). Commissioner requested Supervisors to attend future meetings to give the Commission a better understanding of programs and services offered through Parks & Recreation. Engel will arrange with Sanders a schedule for Supervisors to attend the Commission meeting and present an overview of their individual responsibilities. Engel updated the Commission on the removal of the house at the Community & Senior Center. The house will either be used as a training exercise for the Fire Department or be moved by the grandson of the previous owner.

J.2 Parks Report/Street/Tree Report-Christine Engel

The deck project for Charles Brook Swim Center is scheduled for Fall/Winter 2013 along with Clark Field renovations. The electricians are completing their electrical work at the new storage facility located on the north side of third base.

Commissioner Salinas made the motion to accept the consent calendar; Commissioner Stephens seconded the motion. Motion carried 4/0.

Business Items for Next Meeting: *Clark Field Update, Annual Plan-Work Plan, Supervisor Overview of Program*

Next Meeting Date: January 28, 2013 6:30 p.m.

Adjourn: meeting adjourned at 6:53 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department



Commission Meeting Minutes January 28, 2013

A. Call to Order

Meeting convened at 6:33 p.m. at the City Council Chamber, 300 First Street, Woodland, California by Commissioner Salinas.

B. Roll Call

Present: Romero, Stephens, Salinas, Fernandez, 3 Vacant

Absent:

Staff: Engel, Haynie, Sanders, Schroeder,

C. Pledge of Allegiance

D. Communication-Public Comment

E. Communications-Commission/Staff Statements and Requests

Commissioner Fernandez informed the Commission that he and Vice Mayor Stallard received a tour of the Community & Senior Center from Engel. Commissioner Fernandez suggested that if the other Commissioners had not toured the facility that they do so, or if they had to do it again. Engel stated the City is updating the General Plan and at the February 5th City Council meeting there will be a General Plan update session. Engel stated that Langston "Jack" Jackson passed away; Mr. Jackson had been a vital part of the Night Hoops Drop-In Program. Mr. Jackson will leave a hole in the Department and will be missed by past and present participants of the program. Commissioners will be needed as Ambassadors for the Department at the March 1st ReXpo event.

F. Minutes of September 24, 2012

Commissioner Fernandez made motion to accept the November 26, 2012 minutes as written; Commissioner Stephens seconded the motion. Motion carried 4-0.

G. Committee Reports (None)

H. Presentations

H.1 Shelia Groom Appreciation Presentation

Engel and Sanders presented Shelia Groom with an Appreciation Plaque from the Parks & Recreation Department for her years of service on the Park & Recreation Commission. Engel appreciated Ms. Groom for her organizational skills and her ability to keep the Commission on track for their goals. Sanders will miss Ms. Groom; she was the eyes and ears in Springlake. Ms. Groom was pleased that she was allowed to serve on the Commission. Commissioner Salinas stated that he and Ms. Groom started on the Commission at the same time. The work that Ms. Groom put into the Work Plan and that process will be used by the Commission for years to come.



H.2 Supervisor Westley Schroeder Overview of Programs

Schroeder explained to the Commission that he was in charge of Urban Forestry. He stated that his responsibilities included maintenance of all the sports fields including the Sports Park and the L&L Parks, Pioneer and Jack Slaven Parks (with one full time employee). In the Tree Division there are two permanent staff with 15,000 trees and a budget of \$36,600.00 for maintenance. Currently the City is on a seven year tree maintenance cycle. Commissioner Fernandez complimented Schroeder and Sanders for their hard work with the budget constraints. Commissioner Romero asked how many staff Schroeder supervised. Sanders responded that there were two employees for the General Fund parks and two for the L&L parks which includes the Sports Park in addition to multiple temporary staff (and that staffing levels vary depending on the time of year).

H.3 Project Update Freeman Park, Clark Field, and Charles Brooks Swim Center

Michael Karoly, Senior Civil Engineer has been managing the Parks project since the Parks Division moved to PW. Freeman Park is the fourth stage of the Parks Irrigation System Grant which will allow staff to control the irrigation to the park remotely. In addition there will be a concrete path to replace the decomposed granite path, new picnic tables, and benches. The Park will need to be closed from July until the project is completed. Replacement of the Clark Field backstop will increase the height and length of the fencing. This will help to keep the balls in the field and out of the neighborhood. The project will begin in October 2013 at the end of the baseball season. Staff met with the user groups to discuss the project. The project should be completed in January 2014. Engel informed the Commission that the neighbors had been sent an invitation to the meeting. Karoly updated the Commission on the replaster project at the Charles Brooks Swim Center. This project will also focus on the deck and coping. In addition ADA issues will be evaluated (access and sloping of the pool). The project will begin in mid-August. Staff has been working with the user groups to determine the best time for the pool project.

I. Consent Calendar

I.1 Arbor Day

Commissioner Stephens made the motion for staff to move forward with a Council Communication proclaiming March 9, 2013 as Arbor Day in the City of Woodland; Commissioner Fernandez seconded the motion. Motion carried 4/0.

I.2 Work Plan

Item 3 of the Work Plan, National Bike Month Event was discussed and will be added to the work plan. Commissioner Fernandez will take the lead and supply Haynie with language before the next Commission meeting. Item 4 Boxing Facility Needs Assessment will not be added to the Work Plan but addressed by the Ad Hoc committee with a report to the Commission. Item 5 Re-Examine Street Tree Master List will be added to the Work Plan with Commissioner Stephens taking the lead and drafting language.



I.3 Roster and Terms

Commissioner Salinas is the new Chair per the change to the Parks & Recreation Commission where the Vice Chair moves into the Chair position after a year as Vice Chair. Commissioner Fernandez will take over as Vice Chair.

- Facilities Committee- Fernandez
- Budget & Finance- Salinas, Romero
- Child, Youth & Playground-Romero, Stephens
- Community/Senior Center/Sports Park- Salinas, Fernandez
- Urban Forest-Romero, Stephens
- Ad Hoc- Salinas, Romero
- Liaisons- Baseball, Romero; Soccer, Salinas; Swimming, Stephens

Commissioner Romero made the motion to accept the changes to the committees and Vice Chair; Commissioner Stephens seconded the motion. Motion carried 4/0.

J. Communications Written-Staff Reports

J.1 Recreation Division Report-Christine Engel

Engel asked if the Commission had any questions for her concerning the Recreation report. Commissioner Salinas stated that the Recreation report was very informative and that he appreciated the new format. Staff is currently working on summer programs though the report covers November and December. Commissioner Romero asked who updated the department's Facebook page. Commissioner Romero felt that the page was informative and well done. Engel informed that Commission that Haynie and her staff is in charge of the Facebook page. Commissioner Fernandez asked if there was anything the Commission could do to help promote the programs. Engel stated if there are organizations that Commissioners have contact with, it would be appreciated if the March 1 event information was shared with them. Engel stated that the March 1st event is the main focus for showcasing the summer programs and that the senior art show will also be occurring at the same time and will have wine tasting.

J.2 Parks Report/Street/Tree Report-Rob Sanders

Commissioner Salinas asked Sanders about Arbor Day then asked for the Parks report. Sanders informed the Commission that he had met with Sport-X concerning the turf. Sport-X recommended that deep grooming at the Sports Park will need to be done twice a year. This will extend the life of the fields. Commissioner Fernandez asked how long this will extend the life of the field. Sanders responded that this should insure that the fields will last the full ten years. The cost will be \$10,000-\$12,000 per year.

J.3 Clark Field Update-Rob Sanders

Sanders commended the electrical staff on updates to the electrical system at Clark Field. Commissioner Salinas asked if staff had been publishing the amazing work that staff has been doing for the facilities. Sanders responded that it would be better to publish these improvements once they are completed. Staff is planning to have events at the facilities after the completion of the projects.



Parks & Recreation Commission

Woodland Community & Senior Center
2001 East Street, Woodland, CA 95776

J.4 Review Sports Park Cost Analysis

Engel informed the Commission that during the last budget process, it was assumed that a fee analysis for the adult softball program would be conducted (and fees adjusted accordingly) prior to the next fiscal year. However, staff conducted a more extensive fee analysis that evaluated the fees for all users of the Sport's Park. Tournament has 40% of the use; the balance of use is split almost equal between Soccer and the City's Adult Softball program. The fields are used every available weekend for tournaments. Engel stated that staff is trying to determine if the correct fees are being charged. Conservative staff costs, field usage, fees collected, either by field fees and/or field rental fee were used in the calculations. Currently the loss is \$20 per hour and does not address any turf replacement fees. Staff looked at other multi use facilities and found that Mather is the most similar to the City's Sports Park and the best facility to compare with. Mather charges \$60 per hour for their residents for field rentals; we currently charge youth groups \$15 per hour. Mather only charges rental fees, no player fees. We will no longer charge groups player fees and charge the rental fee only. We do not see changing the \$15 per hour rate that we charge youth groups. Mather charges \$700 per day per field for non-resident tournaments and \$560 for residents; we currently charge \$250 for resident and \$300 for non-resident per field per day. We are proposing to charge \$400 for residents and \$500 for non-resident tournaments per field per day. We need an additional \$25 per hour just for field replacement cost (however, we are not proposing to increase the fees to cover the entire replacement cost). That assumes that we had been charging the correct fees for the past five years. We are also evaluating fencing the entire Sports Park, this will allow for a gate fee to be charged. This will also help to eliminate unpermitted use of the fields. Commissioner Stephens asked if Mather collected a replacement fee. Engel responded that she assumed that fee was included in their fees. A replacement fee will be included in the new fees and the revenue will be tracked separately. Fees would go into effect January 2014 since we have already entered into agreements with tournament users.

J.5 Fourth of July Celebration

Engel requested the Commission plan and implement the 4th of July bike parade. She stated that she assumed Bayside Church would continue to help with the decoration table. Commissioner Fernandez said he would take the lead on the Bike Parade and the other commissioners will assist as needed. The time commitment on the 4th of July would be from 6:30-10:30 a.m.

Business Items for Next Meeting: *Clark Field Update, Annual Plan-Work Plan, Supervisor Overview of Program*

Next Meeting Date: February 25, 2013 6:30 p.m.

Adjourn: meeting adjourned at 7:40 p.m.

Respectfully submitted,

Cathy Haynie, Administrative Secretary
Parks & Recreation Department

Parks & Recreation Commission Minutes

Monday, February 25, 2013

City Hall – 300 First Street – 2nd Floor Council Chambers

Open Session

The Parks & Recreation Commission meeting was called to order by Chair Jesse Salinas at 6:40 p.m. on Monday, February 25, 2013 at the Woodland City Hall Council Chambers.

Roll Call

Commission Members Present: Chair Jesse Salinas
Commissioner Joe Romero
Commissioner Nathan Stephens

Commission Member Absent: Vice Chair Enrique Fernandez

Staff Present: Recreation Superintendent Christine Engel
Public Works Superintendent Rob Sanders
P&R Administrative Secretary Cathy Haynie

Pledge of Allegiance

Communications-Public Comment (None)

Communications-Commission/Staff Statements and Requests

Engel informed the Commission of the article in the Daily Democrat by Vice Mayor Stallard "My kingdom for a soccer field" Article highlighted the responsibilities of the staff and how well they work together to salvage the responsibilities with the loss of staff. Engel explained that the organizational chart for Recreation that shows the responsibilities of each staff member. This will help the Commission to better understand what Recreation manages, during the

coming months when the supervisors attend the Commission meetings to explain their areas of responsibility. The next item that Engel presented was the ReXpo ad that the WAVE put together. Engel thanked Carli Allen and Randy Russell from the WAVE for their efforts along with Chair Jesse Salinas for a video production for the March 1 "ReXpo" event.

Communications-Committee Reports

Presentations

Recreation Supervisor Dallas Tringali informed the Commission that he starting working for the Parks & Recreation Department in 2006 as a Coordinator. Currently Tringali is in charge of Youth Recreation and Contract Recreation. Tringali highlighted some of the programs being offered. Tringali is the organizer of the Guide with Daily Democrat who publishes the guides at no cost to the department.

Consent Calendar (Items)

Adopt Minutes of the Commission Meeting of January 28, 2013

Action: Stephens Moved/Romero Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Stephens, Romero

Noes:

Work Plan-Update National Bike Month

Item moved to next meeting.

Reports of the Staff

Recreation Report

Haynie handed out a few items to you, a new brochure on the Community & Senior Center and the Summer Guide. Haynie spent a great deal of time working on the facility brochure with Yvette Smith. Staff should be commended for efforts on these publications. The Summer Guide is organizing by Tringali with input from

the other Supervisor and Haynie and her staff. Since the last Commission meeting there has been vandalism of the concession trailer. First the tires were removed, and then a short time later the whole under carriage of the trailer was removed. The vendor is working with his insurance to have these items replaced and is still able to operate.

Action: Received

Parks Report

Sanders and Engel have been busy with budget. One of the items Sanders has requested is a five foot fence that will run on the west side of the Sport Complex at a cost of \$40,000. This fence will help in the ability of collecting gate fees and keep participants from running into the parking lot to retrieve balls. The fence should also help against unpermitted use of the facility. Klenhard Field update of irrigation and field.

Clark Field

The project is still moving forward.

Action: Received

Adjourn 7:10 p.m.

Action: Stephens Moved/Romero Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Stephens, Romero

Noes:

Parks & Recreation Commission Minutes

Monday, March 25, 2013

City Hall – 300 First Street – 2nd Floor Council Chambers

Open Session

The Parks & Recreation Commission meeting was called to order by Chair Jesse Salinas at 6:30 p.m. on Monday, March 25, 2013 at the Woodland City Hall Council Chambers.

Roll Call

Commission Members Present: Chair Jesse Salinas

Vice Chair Enrique Fernandez

Commissioner Joe Romero

Commissioner Nathan Stephens

Commission Member Absent:

Staff Present:

Recreation Superintendent Christine Engel

Public Works Superintendent Rob Sanders

P&R Administrative Secretary Cathy Haynie

PW Park Supervisor David Stewart

Pledge of Allegiance

Communications-Public Comment (None)

Communications-Commission/Staff Statements and Requests

Chair Salinas announced that on Wednesday, April 3, 2013 there was going to be a Woodland Health Fair at 137 N. Cottonwood with free activities and promoting a healthy life style. Chair Salinas would like to invite the public to attend this event. Contact Ana Enriquez at 530-666-8749 for additional information.

Communications-Committee Reports

Commissioner Fernandez and Commissioner Salinas met with Christine Engel and Maria Tubbutt to discuss the 4th of July Bike Parade. Discussed who to get for judges and volunteer. Trimmed down categories and scheduled additional meeting. Ed Shelly and the Historic Woodland Downtowners Business Association will be assisting with the Bike Parade.

Presentations

PW Park Supervisor Dave Stewart explained to the Commission that he started with the City as a Pool Technician in 2004 and became a supervisor in 2006. Stewart supervises the Charles Brooks Swim Center, Woodland Historic Cemetery, Landscape Contract Management, and the water feature at Jack Slaven Park with one full time Pool Technician Randy Davidson. Stewart explained that he depends on temps and volunteers to assist with completing necessary work. Commissioner Salinas asked if Stewart knew how many people used Slaven Park, because it seems busy every weekend. Commissioner Fernandez asked about the volunteers for the Cemetery and whether Stewart solicited volunteer's or if they came to him. Stewart responded that in the past Rotary, Boy Scouts and Church groups have volunteered for a day of clean up. Commissioner Romero asked if there were any issues with the water feature at Slaven Park. Stewart responded that there were protections built into the system that shuts down if the water quality is not good. The water feature will be operating from April 1st – October 31, 10 a.m. - 8 p.m. Engel stated that the Department was receiving a lot of requests from volunteer groups looking for projects in Woodland. Currently there are more requests than projects. Staff is currently working with Starbucks, Woodland Christian School, church groups and I Care from Davis.

Consent Calendar (Items)

Adopt Minutes of the Commission Meeting of February 25, 2013

Action: Stephens Moved/Fernandez Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Stephens, Romero, Fernandez

Noes:

Work Plan-Update

This item pulled from consent to discuss, will bring back to consent at next meeting. Commission discussed adding status information, where appropriate, in the document. Need to add target dates for reports back to Commission for number 3 and 4, and add "Modify as needed". Commissioners to think on other items to add to the work plan for next meeting. Adopt the work plan with updates

Action: Romero Moved/Stephens Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Stephens, Romero, Fernandez

Noes:

Reports of the Commission

Update National Bike Month-Enrique

Commissioner Fernandez will update the goals with at least one City wide event that would engage the public. Commissioner Salinas pledges to ride 160 miles on his bike for the month of May.

Update Street Tree List-Stephens

Commissioner Stephens continues to do research on the plan and will add December 2013 as the target date for the plan.

Reports of the Staff

Recreation Report

Commissioner Salinas thought the ReXpo was a huge success and a really special event. Commissioner Fernandez informed Engel that her staff is amazing and did wonderful job on a great event for the community. Engel stated that since the event, 346 new participants from 236 new households registered for programs. During the event over \$10,000.00 in registration revenue was collected. Engel said that she had to agree with the Commission that she worked with an amazing group of people. Commissioner Salinas said that after the event he had people from the County tell him what a great event the ReXpo was.

Action: Received

Parks Report

Commissioner Fernandez asked when the fence around the Sports Park would be installed. Sanders responded that the fence funding was part of the current budget process and not approved yet. Engel stated that the fencing around the Sports Park would also benefit the user groups, giving them the ability to charge gate fees. As soon as the funding is approved staff will start the project.

Arbor Day was successful and kudos to Westley Schroeder and his staff. The Urban Forest work group currently has 600 work orders open. The large amount of work orders is a result of only having two employees assigned to the work group.

Action: Received

Clark Field

The project is still moving forward.

Action: Received

Adjourn 7:03 p.m.

Action: Fernandez Moved/Romero Seconded:

Motion carried by the following roll call vote:

Ayes: Salinas, Stephens, Romero, Fernandez

Noes:

**CITY OF WOODLAND
300 FIRST STREET
WOODLAND, CALIFORNIA**

**JOINT REGULAR CITY COUNCIL/
WOODLAND FINANCE AUTHORITY/
SUCCESSOR AGENCY MEETING**

MAY 7, 2013

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 Minutes of the Commission on Aging Meetings of November 8, 2012, January 10, 2013, February 14, 2013 and March 14, 2013

- F.2 Receive the Minutes of the Parks & Recreation Commission Meetings of November 26, 2012, January 28, 2013, February 25, 2013 and March 25, 2013

G. PRESENTATIONS

1. Proclamation Declaring May 6-12, 2013 as Woodland Chamber Singers Week
Recommendation: that the City Council adopt a proclamation declaring May 6-12, 2013 as Woodland Chamber Singers Week
2. Proclamation of Recognition of and Appreciation for National Police Week
Recommendation: that the City Council proclaim May 12-18, 2013 as National Police Week and Wednesday, May 15, 2013 as Peace Officers' Memorial Day
3. Older Americans Month Proclamation
Recommendation: that the City Council adopt a Proclamation declaring May 2013 as Older Americans Month
4. Public Works Week May 19-25, 2013
Recommendation: that the City Council proclaim May 19-25, 2013 as "Public Works Week" and present the proclamation to the Public Works representative

H. CONSENT CALENDAR

5. Safe Routes to School Improvement Project, CIP 13-06; Appropriate Funding, Approve Plans and Specifications, Authorize Bid Advertisement and Authorize the City Manager to Execute the Construction Contract
Recommendation: that the City Council appropriate \$193,000 of Road Development funds for FY2013, approve the plans and specifications, authorize bid advertisement, and authorize the City Manager to execute the construction contract with the lowest, responsive, responsible bidder if bids are within 110% of the \$520,000 engineer's estimate.

6. Adopt and Approve a New Principal Utilities Civil Engineer Job Description
Recommendation: approve and adopt the new Principal Utilities Civil Engineer job description
7. Delete the Technology Services Manager, Information Systems Administrator, Information Systems Specialist, and Information Systems Technician I/II job descriptions and adopt and approve the following new job descriptions Information Technology Manager, Senior Applications Analyst, Senior Systems Analyst, Information Technology Analyst, Information Technology Technician I/II, GIS Analyst, GIS Technician I/II
Recommendation: that the City Council delete the Technology Services Manager, Information Systems Administrator, Information Systems Specialist, and Information Systems Technician I/II job descriptions and adopt and approve the following new job descriptions Information Technology Manager, Senior Applications Analyst, Senior Systems Analyst, Information Technology Analyst, Information Technology Technician I/II, GIS Analyst, GIS Technician I/II.
8. Release Regional Water Treatment Facilities Sites for Woodland Davis Clean Water Agency From City's 2002 Lease Revenue Bonds
Recommendation: that the City Council 1) adopt Resolution No. _____ authorizing the execution and delivery of Amendment No. 1 to the Site Lease and Facilities Lease; and that 2) Woodland Financing Authority adopt Resolution No. _____ authorizing the execution and delivery of Amendment No. 1 to the Site Lease and Facilities Lease. These actions remove encumbrances from the Regional Water Treatment Site parcels and facilitate transfer of the parcels to the Woodland Davis Clean Water Agency
9. ITEM PULLED
10. Approve Amendment to Agreement with Best Best & Krieger (BB&K) for City Attorney Services
Recommendation: that the City Council approve amendment to Agreement with BB&K to provide legal services for the City of Woodland replacing Andrew J. Morris with K. Ueda as City Attorney and authorizing the City Manager to execute the amendment
11. Council Long Range Calendar
Recommendation: Informational Item

I. PUBLIC HEARINGS

12. Public Hearing and Adopt Resolution of Vacation for Excess Land on Oak Avenue and Sixth Street
Recommendation: that the City Council 1) hold a public hearing and 2) adopt Resolution No. _____, a Resolution of Vacation

J. REPORTS OF THE CITY MANAGER

13. Development Impact Fee Deferral Program Extension
Recommendation: that the City Council that the City Council introduce, waive first reading and read by title only Ordinance No. _____ amending Woodland Municipal Code section 6B-110 to extend the City's temporary development impact fee deferral program for an additional two years as described herein.
14. City of Woodland Community Facilities District No. 2004-1 (Spring Lake) - Subordinate Special Tax Bonds, Series 2013A
Recommendation: that the City Council approve Resolution No. _____ authorizing the execution and delivery of a bond issuance agreement; authorizing the issuance of subordinate special tax bonds, and approving certain other actions related thereto. The proceeds of these bonds will be used to reimburse first release property owners for oversizing infrastructure within the Spring Lake Specific Plan.

K. SUCCESSOR AGENCY REGULAR REPORTS

15. Authorize the City Manager to Execute an Amendment to the CalHFA HELP loan No. HELP—020201-02
Recommendation: that the City Council authorize the City Manager to execute an Amendment to the California Housing Finance Agency (CalHFA) Housing Enabled by Local Partnerships (HELP) loan No. HELP—020201-02 by and between the Woodland Successor Agency and CalHFA

L. ADJOURN

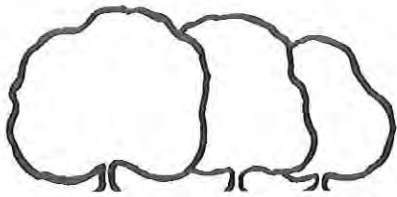
I declare under penalty of perjury that the foregoing Agenda for the Joint City Council/Woodland Finance Authority/ Successor Agency meeting of the City of Woodland scheduled for Tuesday, May 7, 2013 was posted on May 3, 2013 in the outside display case at City Hall, 300 First Street, Woodland, CA, and 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

1.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Proclamation Declaring May 6-12, 2013 as Woodland Chamber Singers Week

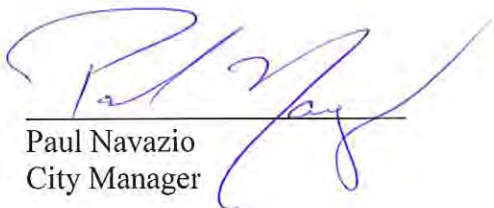
Recommendation for Action

Staff recommends that the City Council adopt a Proclamation declaring May 6-12, 2013 as Woodland Chamber Singers Week.

Background

Staff has received a request from Ruth Miller, Woodland Chamber Singers board member to adopt a Proclamation declaring May 6-12, 2013 as Woodland Chamber Singers Week. Jan Arnold and Ruth Miller from the Woodland Chambers Singers will be present to receive the Proclamation.

Prepared by: Ana Gonzalez
City Clerk


Paul Navazio
City Manager

Attachment

PROCLAMATION
WOODLAND CHAMBER SINGERS WEEK
MAY 6-12, 2013

WHEREAS, the Woodland Chamber Singers is a community-based, non-profit chorus dedicated to promoting choral singing in Woodland, Yolo County, and beyond; and

WHEREAS, for over 35 years Woodland Chamber Singers have delighted the community with the gift of quality choral music; and

WHEREAS, under the direction of Artistic Director Lenore Turner-Heinson and accompanied by Lori Jarvey, the chorus of 70 singers will present their 2013 Spring Concert, "Resound! Oh Voices of Spring" on Saturday, May 11, and Sunday, May 12; and

WHEREAS, the Chamber Singers are a growing singing family, with over one-third of the chorus comprised of related pairs of singers: mothers or fathers and sons or daughters; brothers and sisters; husbands and wives; grandparents and grandchildren; and life partners; and

WHEREAS, the Woodland Chamber Singers have been honored with an invitation to sing in Carnegie Hall as a showcase choir in the 2014 New York Choral Festival, and fundraising is well underway for the trip to New York;

NOW, THEREFORE, BE IT RESOLVED that the week of May 6-12, 2013 be proclaimed WOODLAND CHAMBER SINGERS WEEK in the City of Woodland in honor of their spring concerts, their invitation to Carnegie Hall, and their promotion of quality choral music in Woodland and beyond.

Dated this 7th day of May, 2013.

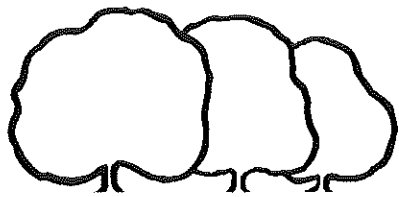
Marlin H. Davies, Mayor

Tom Stallard, Vice Mayor

William L. Marble, Council Member

Jim Hilliard, Council Member

Sean Denny, Council Member



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

2.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Proclamation of Recognition of and Appreciation for National Police Week

Recommendation for Action

The City Council is asked to approve and proclaim May 12-18, 2013 as National Police Week, and Wednesday, May 15, 2013, as Peace Officers' Memorial Day in Woodland to honor the men and women whose diligence and professionalism keep our community and citizens safe.

Staff recommends the City Council proclaim May 12-18, 2013 as National Police Week, and Wednesday, May 15, 2013, as Peace Officers' Memorial Day.

Fiscal Impact

This action has no fiscal impact.

Background

In 1962, President John F. Kennedy signed Public Law 87-726 designating May 15 each year as Peace Officers' Memorial Day, in honor of the Federal, State, and Municipal officers who have been killed or disabled in the line of duty; and the week in which May 15 occurs as National Police Week, in recognition of the service given by the men and women who, night and day, stand guard in our midst to protect us through enforcement of our laws. The law was amended by the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322, signed by President Bill Clinton, directing that the flag of the United States be displayed at half-staff on all government buildings on May 15 each year. While the actual dates change from year to year, National Police Week is always the calendar week beginning on a Sunday, which includes May 15.

Though enacted in 1962, it was not until May 15, 1982, that the first National Peace Officers' Memorial Day service was held. The Joint Resolution was enacted in recognition of the police officers of our country who work devotedly and selflessly on behalf of the people of the United States, regardless of the peril to themselves. These officers safeguard the lives and property of their fellow Americans by the enforcement of our laws. By their patriotic service and dedicated efforts, these men and women deserve, and have earned, the gratitude of the Nation.

Recommendation for Action

Staff recommends that the City Council issue a Proclamation declaring May 12-18, 2013, as National Police Week, and Wednesday, May 15, 2013, as Peace Officers' Memorial Day.

Prepared by: Bonnie Sylva
Administrative Secretary

Approved by: Dan Bellini
Chief of Police



Paul Navazio
City Manager

Attachment: Proclamation of Recognition and Appreciation of National Police Week

CITY OF WOODLAND PROCLAMATION OF RECOGNITION OF AND APPRECIATION FOR NATIONAL POLICE WEEK

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day and the week in which May 15 occurs as National Police Week; and

WHEREAS, the members of the Woodland Police Department play an essential role in safeguarding the rights and freedoms of the community of Woodland; and

WHEREAS, it is important that the all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, protecting them against violence and disorder; and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Woodland Police Department unceasingly provide a vital public service; and

NOW THEREFORE, be it resolved the City Council of the City of Woodland hereby adopts this Proclamation of Recognition and Appreciation and calls upon all citizens of Woodland and upon all patriotic, civic, and educational organizations to observe the week of May 12-18, 2013, as National Police Week with observances in which all of our citizens may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities have provided a dedicated service to their community. In so doing, they have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens. The City Council further calls upon citizens of Woodland to observe May 15, 2013, as Peace Officers' Memorial Day in honor of those law enforcement officers, who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and let us recognize and offer our respect to the survivors of our fallen heroes.

PASSED AND ADOPTED this 7th day of May, 2013

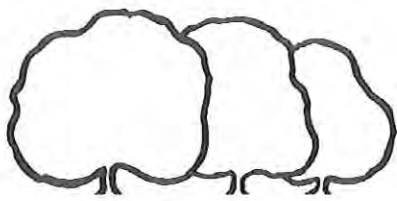
Marlin "Skip" Davies, Mayor

Tom Stallard, Vice Mayor

William L. Marble, Council Member

Sean Denny, Council Member

Jim Hilliard, Council Member



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

3.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Older Americans Month Proclamation

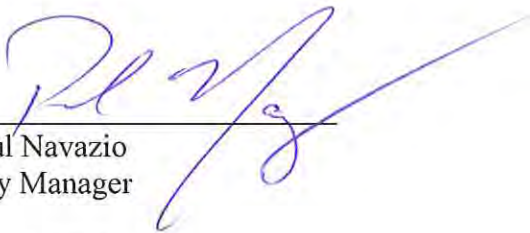
Recommendation for Action

Staff recommends that the City Council adopt a Proclamation declaring May 2013 as Older Americans Month.

Background

In 1965, the President of the United States designated the month of May as Older Americans Month. May is a time to recognize and celebrate the contributions that older persons provide to our community. It has been a tradition for the City Council to issue a proclamation honoring older Americans during May of each year.

Prepared by: Christine Engel
Recreation Manager



Paul Navazio
City Manager

Attachment

Proclamation

Older Americans Month

Whereas, in recognition of the national community in which we live, and in tribute to the elders of our families who represent the strength of our nation, the US Administration on Aging has selected as this year's theme, "Unleash the Power of Age" and

Whereas, Woodland is home to more than 6,700 citizens aged 60 years and older; and

Whereas, Woodland Senior Center is committed to valuing all individuals and recognizing their ongoing life achievements; and

Whereas, the older adults in Woodland play an important role by continuing to contribute experience, knowledge, wisdom, and accomplishments; and

Whereas, our older adults are active community members involved in volunteering, mentorship, arts and culture, and civic engagement; and

Whereas, recognizing the successes of community elders encourages their ongoing participation and further accomplishments; and

Whereas, our community can provide opportunities to allow older citizens to continue to flourish by:

- Emphasizing the importance of elders and their leadership by publicly recognizing their continued achievements
- Presenting opportunities for older Americans to share their wisdom, experience, and skills
- Recognizing older adults as a valuable asset in strengthening American communities

Now therefore, that the City Council of the City of Woodland California do hereby proclaim May 2013 to be Older Americans Month. The Woodland City Council urges every citizen to take time this month to recognize older adults and the people who serve and support them as powerful and vital citizens who greatly contribute to the community.

Dated this 7th day of May, 2013

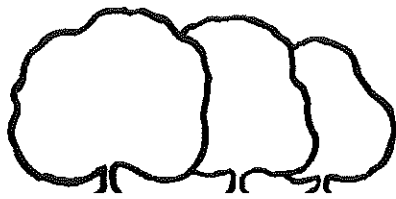
Tom Stallard, Vice-Mayor

William Marble, Council Member

Jim Hilliard, Council Member

Sean Denny, Council Member

Marlin "Skip" Davies, Mayor



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

4.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Public Works Week May 19-25, 2013

Report in Brief

Staff recommends that the City Council proclaim May 19-25, 2013 as "Public Works Week" and present the proclamation to the Public Works representative.

Background

National Public Works Week is sponsored by the American Public Works Association (APWA) with the support of many co-sponsoring agencies. This year's theme is "Because of Public Works..."

Discussion

The mission of the Department is *"To provide and maintain public works infrastructure, related facilities and services, in a cost effective manner to meet the current and projected needs of the City."*

This is no easy challenge, given the growth of the city, reductions in resources, the aging of the infrastructure, and the increasingly restrictive regulatory environment in which we operate. Over the past year we have received and responded to almost 15,000 calls for service, or an average of more than 55 requests every day. Our employees provide a wide variety of services to the community including:

- public health and safety through the water, sewer, and storm drain systems operations and maintenance;
- a full service, tertiary sewage treatment plant and laboratory;
- road system operations and maintenance;
- street lighting, traffic signals;
- street signs and road markings;
- urban forestry and tree maintenance;
- environmental resource management;
- solid waste collection, reduction, and recycling;

- park maintenance; and
- fleet and facilities management, operations, and maintenance.

It is our commitment to provide these services in an efficient and cost-effective manner. This is particularly difficult in light of the continued reduction in resources and the increasing growth and demand for services. However, one of the outstanding benefits of working for Public Works is that our sole focus is making people's life less difficult; and we feel we're very fortunate to have consistently meaningful work that's worth doing.

Our department will be working during Public Works Week to convey to both the community and to our own staff a greater understanding of Public Works and how our services affect the City of Woodland.

Recommendation for Action

Staff recommends that the City Council proclaim May 19-25, 2013 as "Public Works Week" and present the proclamation to the Public Works representative.

Prepared by: Johanna Currie
Senior Management Analyst

Reviewed by: Gregor Meyer
Public Works Director



Paul Navazio
City Manager

Attachment: Proclamation

PROCLAMATION PUBLIC WORKS WEEK 2013

WHEREAS, Public Works' services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, public infrastructure such as water systems, sewers, streets, traffic signals, street lights, parks and a wastewater treatment facility are operated, and maintained by the Public Works Department, providing services enjoyed and demanded by our community on a 24/7 basis; and

WHEREAS, programs such as fleet & facilities maintenance, water conservation, and waste reduction/recycling are administered by Public Works' professionals; and

WHEREAS, the services and facilities provided by our Public Works Department contribute to the health, safety, and comfort of our community members, and to the beauty and cleanliness of our City; and

WHEREAS, the quality, effectiveness, and maintenance of our infrastructure and programs are vitally dependent upon the expertise and dedicated efforts of Public Works' employees; and

WHEREAS, the efficiency of these Public Works' employees is influenced by the community's attitude, support, and understanding of the work they perform.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Woodland does hereby proclaim the week of May 19-25, 2013 as **PUBLIC WORKS WEEK** in Woodland, and calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public works services and to recognize the contributions that the Public Works employees make everyday to our health, safety, and comfort.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Woodland to be affixed.

DATED: May 7, 2013



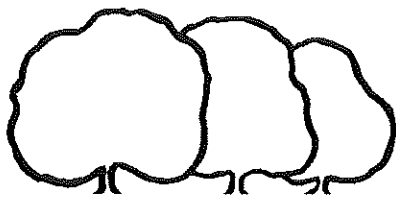
MARLIN H. "SKIP" DAVIES, Mayor

TOM STALLARD, Vice-Mayor

WILLIAM L. MARBLE, Council Member

JIM HILLIARD, Council Member

SEAN DENNY, Council Member



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

5.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Safe Routes to School Improvement Project, CIP 13-06; Appropriate Funding, Approve Plans and Specifications, Authorize Bid Advertisement and Authorize the City Manager to Execute the Construction Contract

Recommendation for Action

Staff recommends that the City Council appropriate \$193,000 of Road Development funds for FY2013, approve the plans and specifications, authorize bid advertisement, and authorize the City Manager to execute the construction contract with the lowest, responsive, responsible bidder if bids are within 110% of the \$520,000 engineer's estimate.

Fiscal Impact

With this Council action, the overall project budget would be \$650,000, with \$450,000 Safe Routes to School grant funding and \$200,000 Road Development matching fund as required by the grant. On October 16, 2012, Council added the project to the 2013 Capital Budget and appropriated \$450,000 of State Safe Routes to School grant funding and \$7,000 of Road Development funding to the project with the expectation that the remaining funding needed for the project would be a future request.

The engineer's estimate of construction costs is \$520,000. The difference between the total project budget and the engineers estimate is the amount budgeted for design, construction contingency and construction management. Upon Council approval, \$193,000 of Road Development funding will be appropriated to the project to complete the project budget.

The Road Development fund had an accumulated deficit of ~\$3.2 million at the beginning of FY 2013. This is one of the funds where we have cancelled or postponed most projects within the 10-year capital improvement plan to allow anticipated revenues to reduce and ultimately eliminate the accumulated deficit. Although we have a positive variance in year to date revenue to this fund, our expenditures to complete on-going capital projects continue to put strain on this fund.

SUBJECT:

Safe Routes to School Improvement Project, CIP 13-06; Appropriate Funding, Approve Plans and Specifications, Authorize Bid Advertisement and Authorize the City Manager to Execute the Construction Contract

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ITEM: 5

In addition to the increases in safety related to this project, the Gum/Matmor signal was identified as a CEQA mitigation for the Huntington Square development project that is currently under construction. This project is expected to generate approximately \$850,000 in road development fees at completion (expected by the spring of 2014 or earlier). If not for this grant, the City would have had to pay \$340,000 to complete this project using only road development funding. The inclusion of the Gum/Matmor signal in the Safe Routes to School project allows the City to reduce the overall Road Development fund obligation by approximately \$140,000. This project is being moved forward into this fiscal year because grant funding is available.

We believe it is prudent to move forward with the required funding this fiscal year since this project is a CEQA mitigation requirement and building the project now will ultimately have less impact to the road development fee fund.

Background

The Safe Routes to School Program is intended to reduce traffic and improve air quality near schools by increasing the number of children who walk or bicycle to school. These goals are obtained by funding projects that improve pedestrian visibility and promote walking and bicycling.

In January 2012, City staff contacted all schools eligible for funding through the State Safe Routes to School program to request assistance with surveys identifying why children did not walk or bike to school. Staff met with participating schools and site specific issues were identified. After the project concepts created by City staff were reviewed and approved by school officials, site councils, the District Transportation Department and the Woodland Police Department, a grant application was submitted. The City was awarded \$450,000 in Safe Routes to School grant funding for this project based upon the collaborative effort and support demonstrated in the grant application.

The proposed improvements will improve visibility of pedestrians and bicyclists and raise awareness of vehicles traveling near schools. Students walking and biking to school will reduce traffic, improve air quality and promote healthy lifestyles. The proposed project improvements include driver speed feedback signs, signing and striping improvements surrounding schools, intersection improvements, crossing improvements, and a new traffic signal at East Gum Avenue and Matmor Road. See attached list of school sites and improvements.

Discussion

Safe Routes to School projects are very disruptive to school areas and, as such, staff aims to complete all construction during the school district summer break. To meet this schedule, staff is requesting that Council authorize the City Manager to execute the construction contract.

Upon Council authorization, the project bids will be solicited with an approximate bid opening date of late May and construction start just after the end of the school year in Mid June

SUBJECT:

Safe Routes to School Improvement Project, CIP 13-06; Appropriate Funding, Approve Plans and Specifications, Authorize Bid Advertisement and Authorize the City Manager to Execute the Construction Contract

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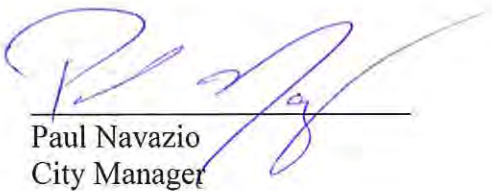
Conclusion

Staff recommends that the City Council appropriate \$193,000 of Road Development funds for FY2013, approve the plans and specifications, authorize bid advertisement, and authorize the City Manager to execute the construction contract with the lowest, responsive, responsible bidder if bids are within 110% of the \$520,000 engineer's estimate.

Prepared by: Katie Wurzel
Transportation Engineer

Reviewed by: Brent Meyer
City Engineer

Reviewed by: Nicholas J. Ponticello
Community Development Director



Paul Navazio
City Manager

Attachments: Proposed Project Improvements

The proposed Safe Routes to School project improvements are as follows:

Tafoya Elementary School

- Driver feedback signs on Gum Ave at lighted crosswalk
- Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Zamora Elementary School

- Driver feedback signs on El Dorado at lighted crosswalk
- New high visibility crosswalk at Woodside/Cottonwood
- Improvements to the fencing on the walk path access to the rear of the school.
- Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Freeman Elementary School

- Driver feedback signs on West Street approaching the school and one approaching the lighted crosswalk on Woodland Avenue.
- New crossing median at the intersection of Plane and West streets to prevent u-turns and drop-offs in the intersection.
- Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Prairie Elementary School

- Driver feedback signs on Matmor Road at lighted crosswalk
- Traffic signal at Gum/Matmor
- Upgrade signs at lighted crosswalk to signs with LED borders
- Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Maxwell Elementary School

- Driver feedback signs on Ashley at lighted crosswalk
- Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Dingle Elementary School

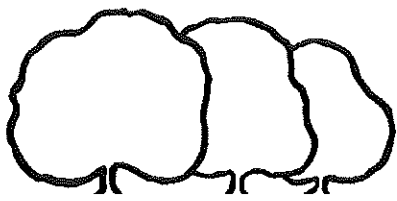
- Driver feedback signs on College at lighted crosswalk
- Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Douglass Middle School

- Lighted crosswalk on Third at Hays
- Signage and striping improvements as needed to clarify drop-off areas, no parking areas and to increase pedestrian visibility.

Example Speed Feedback Sign





City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

6.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Adopt and Approve a new Principal Utilities Civil Engineer Job Description

Recommendation for Action

Staff recommends that the City Council approve and adopt the new Principal Utilities Civil Engineer job description.

Fiscal Impact

The proposed revisions to the job description do not result in any salary changes; therefore, there is no fiscal impact.

Report in Brief

Recent changes in the Community Development Department have identified a need for a Principal Civil Engineer with specific expertise in Utility engineering. This agenda item recommends the establishment of a new Principal Utilities Civil Engineer classification.

Background

The City's Engineering Department consists of two Principal Civil Engineers. These Principal Civil Engineers are responsible for a wide variety of projects, reports, government codes, supervision of staff, etc. While the general job description has been effective in the past, the need to have a specialized Principal Utility Civil Engineer has been identified. The recent retirement of one of the Principal Civil Engineer prompted a review of the entire position and Utility engineering structure.

Changes to the job description include the additional essential job functions "related to utilities, water supply, water distribution, water treatment, wastewater treatment, storm water, flood and wastewater collection structures and facilities." Other changes include the addition of "two (2) years of experience specifically related to water supply, water distribution, water treatment, wastewater treatment, storm water, flood and wastewater collection." Some essential job functions

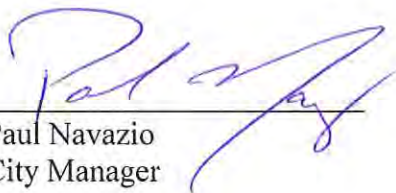
that focused on other areas of Civil Engineering, such as transportation and capitol development were removed.

These above changes are incorporated into the Experience requirement as well. This includes specific experience related to water supply, water distribution, water treatment, wastewater treatment, storm water, flood and wastewater collection, as well as quantifying supervisory experience. To facilitate recruitment, a minimum of two (2) years of supervisory experience, rather than stating "significant supervisory responsibilities".

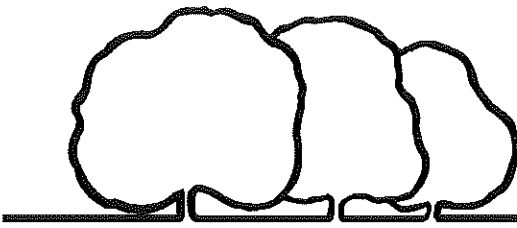
Conclusion

Staff recommends that the City Council approve and adopt the new Principal Utilities Civil Engineer job description.

Prepared by: Sheila McShane
Human Resources Manager


Paul Navazio
City Manager

Attachment: Principal Utilities Civil Engineer



City of Woodland

PRINCIPAL UTILITIES CIVIL ENGINEER

DEFINITION

To manage or participate in a variety of professional civil engineering work in the operation, design, construction, maintenance and repairs of structures and facilities for the City's water supply, water distribution, storm water, flood, water treatment, wastewater treatment and wastewater collections activities and to coordinate activities with other divisions or departments.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Engineer or designee. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff. Also provides management and supervision of consultant contracts. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLE OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Conduct and implement the most complex and technical engineering studies and projects related to, utilities, water supply, water distribution, water treatment, wastewater treatment, storm water, flood and wastewater collection structures and facilities projects. Research, analyze and make recommendations regarding major technical methodologies, practices and problems; research and prepare reports recommending the improvement of services and measures to improve efficiency of operations. May serve as the City Engineer, when assigned. Plan, develop, and oversee work of staff involved in activities related to assigned areas of responsibility. Evaluate operations and activities of assigned areas of responsibility; determine priorities; develop short and long range plans; implement improvements and modifications; prepare various reports on operations and activities. Participate in budget preparation and administration for assigned areas of responsibility. Oversee the selection and management of consultant contracts related to assigned areas of responsibility. Manage and/or participate in the preparation of complex engineering studies and reports related to assigned areas of responsibility; oversee coordination of assigned areas of responsibility activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers. Provide staff support to a variety of City boards, City Council, commissions, committees, and industry specific boards, including making presentations and ascertaining direction, when appropriate, for implementation of approved recommendations.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints. Build and maintain positive working relationships with co-workers, City employees, other public agencies, and the public using principles of good customer service. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS:

Interpret and apply relevant codes, ordinances, rules, and regulations. Ensure compliance with CEQA, the Public Contract Code, and all applicable State, Federal, and local regulations codes, and standards related to assigned areas of responsibility. Stamp plans for in-house design work related to assigned areas of responsibility. Check plans for accuracy, suitability, and completeness; and direct revisions. Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analysis. Manage development of infrastructure master plans. Prepare, write and present general correspondence, technical reports, statistical reports and Council Communications. Supervise, train, mentor and evaluate assigned staff. Serve as staff to a variety of City, County, regional and outside commissions, boards and committees as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of professional engineering related to assigned function, which may include utilities, water, water treatment, wastewater, storm water, flood etc. . Applicable local, State, Federal rules, regulations, codes, rules, laws, ordinances, policies, and standards. Methods, materials and techniques used in planning, design, construction, and maintenance/operations, and rehabilitation of a variety of water, treatment plants, waste/sewers/storm facilities and wastewater collection sites. Municipal utility service management, operation and maintenance practices, and principles. Modern office procedures and standard computer equipment, software and specialized engineering software related to specific department operations. Principles and practices of research analysis and management. Budget preparation and expenditure control. Principles and practices of public sector contract administration and capital project management. Principles and practices of management, supervision, leadership, motivation, team building and conflict resolution.

Skill to:

Plan, coordinate and prioritize a variety of programs and projects. Analyze complex technical and administrative methodologies, practices and problems, evaluate alternatives, and implement creative and sound alternatives. Manage, direct, coordinate, and evaluate the work of professional and technical personnel. Prepare and present clear, concise, and competent reports, both orally and in writing. Establish and

maintain effective working relationships with those contacted in the performance of duties.

Ability to:

Train and evaluate the performance of assigned staff. Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Prepare comprehensive narrative and statistical reports. Maintain a variety of reports and files related to assigned activities. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned software.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university with major coursework in civil engineering.

Experience:

Five (5) years of increasingly responsible and varied civil engineering experience including significant supervisory responsibilities with at least Two (2) years' experience specifically related to water supply, water distribution, water treatment, wastewater treatment, storm water, flood and wastewater collection. .

License or Certificate:

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California and possession of a valid California Driver's License, required upon hire.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

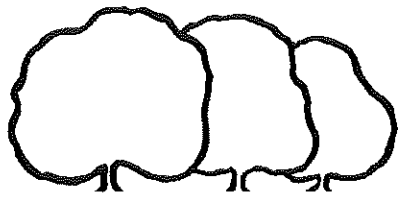
Light Work: Exerting in excess of 20 pounds of force occasionally, 20 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify Similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

7.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Adopt and approve the following revised job classification and job descriptions for the City Information Technology positions new job descriptions Information Technology Manager, Senior Applications Analyst, Senior Systems Analyst, Information Technology Analyst, Information Technology Technician I/II, GIS Analyst, GIS Technician I/II

Recommendation for Action

Staff recommends that Council adopt and approve the following revised job classification and job descriptions for the City Information Technology positions new job descriptions Information Technology Manager, Senior Applications Analyst, Senior Systems Analyst, Information Technology Analyst, Information Technology Technician I/II, GIS Analyst, GIS Technician I/II.

Fiscal Impact

The creation of these new job descriptions will trigger a salary survey to determine appropriate level of compensation. A salary survey, consisting of our benchmark agencies is underway and the results will be presented to the City Council once it is completed. To the extent needed, any budgetary impacts resulting from the the new job classifications will be addressed via the FY 13/14 Budget.

Report in Brief

Current Technology Services job descriptions are broad. They do not accurately reflect the required talent to perform duties in today's rapidly evolving technology field. Updating the job classifications will drastically improve our need to recruit specialized candidates for the Information Technology area of expertise.

Background

The Technology Services job descriptions were last updated in December 2004. Since then technology and how we use it has changed dramatically. The need for specialization in hardware, software, telecommunications and Geographic Information Systems (GIS) has continued to grow. New products require a different skill set. For example, the City no longer utilizes a "Unix" platform, and instead, the current platform is "Linux".

Addition, for the Past 15 years the City contracted with Yolo County for telephone services which is now provided and supported internally by the Technology Services Division. As budgets continue to attenuate

SUBJECT:

Adopt and approve the following revised job classification and job descriptions for the City Information Technology positions new job descriptions Information Technology Manager, Senior Applications Analyst, Senior Systems Analyst, Information Technology Analyst, Information Technology Technician I/II, GIS Analyst, GIS Technician I/II

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everyone is looking to do more with less and the common solution is leveraging technology. The growing dependency on technology requires more specialized staff to support the ever increasing number of systems. Ten years ago Technology Services Division supported roughly ten servers and today that number is well over a hundred. With the proliferation of devices like smartphones and tablets, Technology Services has needed to adapt systems and security to meet our growing customer's needs.

Recently, there have been three resignations in the Technology Services Division. Human Resources worked with the Technology Service Division, to review the division's organizational structure and developed these job descriptions that more accurately reflect the needs of the City. These job descriptions were reviewed by both the Woodland City Employee Association (WCEA), and Mid Management Professional Association (MMPA), and should result in a larger candidate pool. This review included: 1) reviewing job specifications; 2) providing some flexibility in the qualifications, i.e. providing "or equivalent" for certain certificates; and 3) changing the job title to more accurately reflect the actual duties to create a larger pool.

The City has embraced more technology in order to continue to provide the most cost effective services, however these services require increased support. Software applications which require regular maintenance, support, and upgrades such as CityWorks, Tyler/Eden, Active Networks, and other software packages that are extensively utilized throughout the city. These systems save the City an immeasurable amount of time and resources but without ongoing support they can hinder efficiency. A group within Technology Services has been created to focus solely on supporting our enterprise applications. Unfortunately the two people dedicated to that group have resigned.

Our GIS staff supports Engineering, Public Works and Planning's needs. The rapid rate in which our GIS systems have advanced allowed other departments like Police and Fire to reap the benefits. Public Safety now heavily relies on GIS. As this technology continues to evolve, the need for specialized and trained employees in these areas are necessary for continue success. One of our GIS specialized subject matter experts has also resigned.

The Technology Services Manager job description has been replaced with the Information Technology Manager. This position now supports the infrastructure and enterprise services. The Information Systems Administrator position has been split into Senior Systems Analyst and Senior Application Analyst. The Senior System Analyst will be also responsible for the growing infrastructure and citywide services whereas the Senior Application Analyst will be responsible for the enterprise applications and databases. These job descriptions recognize the need for specialization and assists the city develop a larger candidate pool. Additionally, the job descriptions allow for growth within the department.

The Information Systems Specialist is being replaced with the following job titles, GIS Analyst, and Information Technology Analyst. On October 2012, and the City conducted a recruitment for an Info System Specialist, without a successful candidate. A candidate from that recruitment was hired into an entry level position. Lastly the Information System Technician III has been replaced by the Information Technology Technician III and the GIS Technician III.

In addition all job descriptions require documentation of processes. This duty was not included in prior descriptions, and needs to be included for continued business continuity. Human Resources updated the ADA compliance language in the all of the job descriptions.

Discussion

SUBJECT:

Adopt and approve the following revised job classification and job descriptions for the City
Information Technology positions new job descriptions Information Technology Manager, Senior
Applications Analyst, Senior Systems Analyst, Information Technology Analyst, Information
Technology Technician I/II, GIS Analyst, GIS Technician I/II

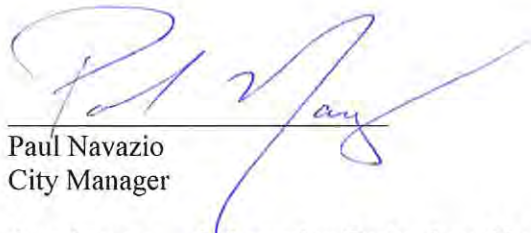
PAGE: 3**ITEM: 7.**

The Technology Service Division has three current vacancies due to resignations. In a division of just five the need to review the job descriptions and attract the right candidates is apparent. These job descriptions will allow the City to recruit for the specialized skills needed in this department.

Conclusion

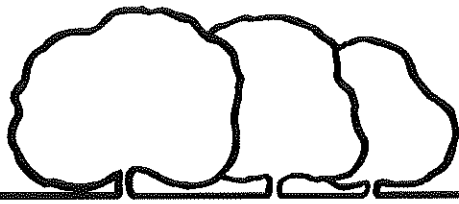
Staff recommends that the City delete the Technology Services Manager, Information Systems Administrator, Information Systems Specialist, and Information Systems Technician I/II job descriptions and adopt and approve the following new job descriptions Information Technology Manager, Senior Applications Analyst, Senior Systems Analyst, Information Technology Analyst, Information Technology Technician I/II, GIS Analyst, GIS Technician I/II.

Prepared by: Sheila McShane
Human Resources Manager



Paul Navazio
City Manager

Attachment: Information Technology Manager Job Description
Senior Systems Analyst Job Description
Senior Applications Analyst Job Description
Information Technology Analyst Job Description
Information Technology Technician III Job Description
GIS Analyst Job Description
GIS Technician Job Description



City of Woodland

INFORMATION TECHNOLOGY MANAGER

DEFINITION

To plan, organize, and manage all Information Technology functions for the City. Under general direction, to plan, organize, manage, and supervise the efforts of the Information Technology Division; develop and administer the division budget; and to perform a variety of professional, technical, and systems programming and/or network administration duties involving the design, development, testing, implementation, maintenance, and support of the software and hardware infrastructure and connectivity capability between different platforms that manage information technology resources and/or support the execution of automated applications; to provide Tier 3 technical assistance and training to IT support personnel and City users; to work with vendors to resolve hardware and software issues, and perform software and hardware upgrades; to participate in the maintenance and security of City web services; and to perform related work as required. Advise City departments, the City Manager, and City Council on all areas related to Technology Services design, acquisition, maintenance, and support.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager or his/her designee. Responsibilities include the direct or indirect supervision of professional, technical, and clerical personnel. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Manage the design, acquisition, implementation, operation and maintenance of all technology systems and services within the City's technology infrastructure, including voice and data communications, networking components, computer hardware and software, operating systems, database and Geographic Information Systems, Internet-based services (including web site and e-Commerce functionality), and audio/video systems. Configure, troubleshoot and perform maintenance on server and disk storage systems, firewalls, switches, and related equipment. Develop and implement a disaster recovery plan. Identify and manage Citywide and/or large scale network needs through workload forecasting, response time evaluation, LAN/WAN throughput analysis. Define, design and implement LAN/WAN connectivity solutions to meet departmental and citywide business needs. Manage users and groups, e-mail accounts, logon scripts, group policies, and

access permissions. Monitor server logs and performance data, and configure servers and networks to maximize performance. Provide technical support, leadership and training for IT staff and other users. Conduct comprehensive feasibility studies, business process analyses and detailed technical designs. Develop and monitor Citywide security programs; implement and monitor security tools. Collaborate with City departments to develop and implement a comprehensive, long range strategic technology plan for the City. Establish processes, procedures, standards and priorities for Technology Services projects, resources, and acquisitions.. Evaluate and recommend vendor hardware and software products for purchase; coordinate problem resolution with outside vendors and outside consultants; track and document software product licensing agreements; manages maintenance contracts. Plan, organize, and supervise the activities of Information Technology Division staff. Participate in the development and administration of the division budget. Participate in management and IT Committee meetings and work with department managers and staff to resolve policy, procedural, or operational issues. Respond to IT related inquiries from outside agencies regarding City activities. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS:

Administer contracts with external service providers. Develop project plans, define project scope and timeline, identifies potential risks, develops contingency plans, provide cost estimates, identify resource needs, tracks project progress, reviews milestones, resolve issues and conflicts, monitor and manages change, and prepare and present status reports to management. Promote safety in the workplace. Ensure City-wide adherence to security and data confidentiality guidelines. Serve in a stand-by status after regular working hours and respond to emergency call-outs as needed. Make independent decisions on actions to be taken during a call-back. Identify, coordinate and provide information technology training to city staff to improve operational business processes. Builds and maintain positive working relationships with city staff and the public using good customer service principles. Monitor personnel to ensure their use of good customer service principles. Prepare and deliver professional reports, correspondence and memoranda as required. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices, trends and terminology (including communications and computer system operations, administration, maintenance and networking). Operation and maintenance of technology components including switches, routers, firewalls, servers, ,Storage Area Networks, (SAN's) computers, workstations, terminals, printers, monitors, hard drives, video cards, memory, modems and related software such as operating systems, relational databases, word processing, spreadsheet, Internet browsers and utilities. Principles,

procedures, practices, and techniques related to complex data processing operations in a networked computing environment. Methodology for business process analysis, systems analysis and design, project management/implementation and software development/maintenance. System implementation, administration and maintenance of client-server hardware, network operating systems, communication devices, Internet capabilities and wireless technology. Principles, practices and techniques related to database management, geography/cartography and GIS application/design. Knowledge of network routing and switching protocols, and network file systems, Active Directory, Group Policy, Microsoft SQL database servers, File, Print, and Application servers. Infrastructure services including but not limited to Domain Authentication, DNS, WINS, DHCP, SMTP, Distributed File System, VSS, Web servers, FTP Microsoft Exchange servers, traffic analysis, and SPAM firewalls. Implementation and maintenance of Internet capabilities through web page development, programming languages, graphics programs, and other utilities. Operation and configuration of video conferencing, video and sound systems, projectors and other equipment used for presentation capabilities. Principles and practices of business administration, organization, planning and budgeting. Basic principles and practices of governmental accounting and auditing procedures along with their application to municipal operations. Research, business letter writing and basic report preparation. Safe work practices. Job planning, prioritizing and scheduling. Supervisory and personnel management duties and responsibilities.

Skill to:

Plan, organize, design, and evaluate technology services and activities. Analyze situations, identify problems, reason logically and creatively, make decisions, and take appropriate action. Prepare accurate correspondence, reports, maps, diagrams, graphs, charts, exhibits, displays and other descriptive material. Supervise, train, plan, organize, schedule, assign, review and evaluate the work of assigned staff to most effectively meet the needs of the City. Collect, organize and analyze data. Develop cooperative relations with other City departments, businesses, and the general public. Lead and/or participate in the City's continuous improvement efforts to ensure high value for customers served at minimum cost. Prepare and maintain complete files, records and documentation of work performed.

Ability to:

Select, train, motivate and evaluate staff, troubleshoot complex technical problems. Plan, organize, supervise, and evaluate the activities of the Information Technology division. Manage the operation and maintenance of a wide variety of technology systems. Communicate effectively, both orally and in writing. Learn the functions of various City departments and divisions. Establish and maintain cooperative working relationships with those contacted in the performance of required duties. Organize and prioritize work, and meet critical time deadlines. Participate in the preparation and administration of assigned budgets. Prepare and maintain complete files, records and documentation of work performed. Perform duties independently and with minimal supervision.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

Bachelor's Degree from an accredited college or university with major course work in computer science, information technology or a closely related field. Master's Degree or advanced technical certification desired.

Experience:

Seven (7) years of increasingly responsible experience in governmental or private sector operations, including responsibility for complex and sophisticated technology operations, to include, networking, design, programming and systems development, including a minimum of three (3) years in a supervisory capacity.

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:



SENIOR SYSTEMS ANALYST

DEFINITION

To perform the daily administration of computer and/or communication systems within the City's information systems infrastructure. To assist with the implementation, administration, monitoring and support of information technology systems including the wide area and local area network infrastructure, physical and virtual server and desktop systems, and disk storage systems. To perform advanced desktop computer configuration and support; to serve as primary interface between users and vendors regarding technical issues; provides direct administrative and technical support to the division manager; to support technical infrastructure procurement process; plans, schedules, assigns and reviews the work of assigned technical support staff in the Information Technology Division of the Department of Administrative Services; performs highly responsible, professional, and complex technical work; to manage the portion of the Information Technology Division budget for end-user hardware, peripherals, and desktop software applications; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Information Technology Manager. Responsibilities include direct or indirect supervision of lower level clerical and technical positions. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS:

Administer assigned information systems. Perform daily system administration tasks such as configuring user access, reviewing system logs, conducting backup/recovery processes, and testing disaster recovery procedures. Investigate issues with system operation, troubleshoot errors, research corrective approaches, and implement changes as needed to maintain systems in optimum working order. Assist with configuration, troubleshooting and maintenance of server and storage area network, physical and virtual systems, and network equipment. Provides Tier2 technical support of the City's technology infrastructure. Participate with planning and coordination of the technology infrastructure procurement process; evaluate and recommend various hardware and software products for purchase; work with outside vendors and consultants. Monitor and maintain telecommunication activities including telephone switching systems, telephone carrier services. Ensure appropriate balance between established system architectures and customer functional needs. Design, plan, and implement new system installations and existing system upgrades. Develop budget input for projects, obtain approval as needed from higher authorities, and coordinate implementation with customers and

other service providers. Create and manage work plans, schedules, and status reports. Perform data collection and produce reports or other products as needed to keep management abreast of system/project status. Prepare and deliver presentations to customers, department representatives, management, elected officials, or the general public on information systems issues. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS:

Administer contracts with external service providers and act as contractor liaison. Work with vendors to ensure system operability/functionality and to ensure success of system implementations. Monitor time and cost expenditures and recommend contract changes as necessary. Participate in the development and implementation of the City's information technology goals, objectives, policies, and priorities. Maintain fundamental understanding of technology, practices and trends, including system development and administration. Assist in assessing the strategic direction of information technology and in developing strategic plans for use of new technology. Understands principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures. Promote safety in the workplace, ensure adherence to security and data confidentiality guidelines, and provide input on operational processes and procedures. Implements principles and procedures of public safety environment application support. Serve in a stand-by status after regular working hours and respond to emergency call-outs as needed to maintain system operations. Make independent decisions on actions to be taken during a call-back and on when to involve other support personnel. Perform general office duties, conduct data entry, prepare and file routine reports and correspondence. May act as Information Technology Manager, as assigned Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices, trends, and terminology; including computer system operations, administration, maintenance, and networking. Operation and maintenance of computer components including servers, Storage Area Networks (SAN's), computers, workstations, terminals, printers, monitors, hard drives, video cards, memory, modems, telephone systems systems and related software such as operating systems (Linux and Windows), VMWare, databases, word processing, spreadsheet, Internet browsers and utilities. Principles, procedures, practices, and techniques related to complex data processing operations in a networked computing environment. Approaches to systems analysis/design, project management/implementation, and software development/maintenance. Advanced principles and practices of local and wide area networks, including the implementation, system administration, and maintenance of client-server hardware, network operating systems, voice and data communication devices, infrastructure components, Internet capabilities, and wireless technology. Principles, practices and techniques related to database management, design. Implementation and maintenance of Internet capabilities through web page development software, programming languages, graphics programs, or other utilities. Operation and configuration of video conferencing, video

and sound systems, projectors, and other equipment used for presentation capabilities. Standard testing and troubleshooting techniques. Principles and practices of project management. Research techniques and procedures; business letter writing and basic report preparation. Safe work practices. Job planning, prioritizing, and scheduling techniques. Supervisory and personnel management duties and responsibilities.

Skill to:

Administer a wide variety of computer systems hardware and software. Analyze systems data and situations, identify problems, reason logically and creatively, make decisions, and take appropriate action. Troubleshoot hardware and software problems and make appropriate modifications and repairs. Prepare accurate correspondence, reports, maps, diagrams, graphs, charts, exhibits, displays and other descriptive material. Supervise, train, plan, organize, schedule, assign, review and evaluate the work of assigned staff to most effectively meet the needs of the City. Respond appropriately, effectively and promptly to the needs of internal and external customers using principles of good customer service. Collect, organize and analyze data. Conduct any data entry functions accurately and timely. Develop cooperative public relations with other City departments, businesses, and the general public.

Ability to:

Operate and maintain a wide variety of computer systems hardware and software. Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with coworkers and those contacted in the performance of required duties. Learn the functions of various City departments and divisions. Perform duties independently and with minimal supervision. Organize and prioritize work, and meet critical time deadlines. Clear communication and provide good customer service to users. Prepares and maintains complete files, records and documentation of work performed. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Education & Experience

Bachelor's degree (or the equivalent of 120 completed semester units) from an accredited college or university with a major coursework in computer science, information technology, or a closely related field. Possession of specialized computer/technical related certificates may be substituted for some required college education. Plus 2 years experience in a similar position similar to an IT Analyst.

OR

Associate's degree (or the equivalent of 60 completed semester units) from an accredited college or university with a major coursework in computer science, information technology, or a closely related field. Possession of specialized computer/technical related certificates may be substituted for some required college education. Plus 5 years experience in a similar position similar to an IT Analyst.

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:



SENIOR APPLICATION ANALYST

DEFINITION

To perform a variety of duties related to the integration, administration, upgrade, testing and support of enterprise and departmental software applications and databases; to assist with relational database systems installation, administration, and support; to build and support interfaces and data export and import routines between applications; to identify database and application needs and solutions; to manage software projects; to act as an advisor to user departments in order to maintain existing databases and develop future database applications; to support end-users in the use of client and server applications; to write custom reports; to provide administrative and technical support to the Information Technology Manager; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Information Technology Manager. Responsibilities include direct or indirect supervision of lower level clerical and technical positions. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS:

Administer assigned information systems. . Install, configure, and maintain SQL server, including capacity planning, installation and configuration of SQL management tool and client uses. Investigate issues with applications systems operation, troubleshoot errors, research corrective approaches, and implement changes as needed to maintain systems in optimum working order. Provide technical expertise in solving customers' operational information systems requirements. Perform technical and functional troubleshooting and on-call support; installs and tests upgrades and system patches; track problems and requests for system enhancements and upgrades and resolve problems as they occur. Serve as a liaison between the City and software vendors; serve as point of contact for City staff for any assigned software projects. Conducts systems analysis; develops business and technical requirements; designs functional and technical specifications; tests applications. Performs configuration, modification, testing and implementation of vendor software; develops, coordinates and implements plans to test business and functional processes during system development and quality assurance testing. Develop budget input for projects, obtain approval as needed from higher authorities, and coordinate implementation with customers and other service providers. Create and manage work plans, schedules, and status reports. Perform data collection and produce reports or other products as needed to keep management abreast of system/project status. Prepare and deliver presentations to

customers, department representatives, management, elected officials, or the general public on information systems issues. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public..

OTHER JOB FUNCTIONS:

Administer contracts with external service providers and act as contractor liaison. Work with vendors to ensure system operability/functionality and to ensure success of system implementations. Monitor time and cost expenditures and recommend contract changes as necessary. Participate in the development and implementation of the City's information technology goals, objectives, policies, and priorities. Maintain fundamental understanding of technology, practices and trends, including system development and administration. Assist in assessing the strategic direction of information technology and in developing strategic plans for use of new technology. Understands principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures. Promote safety in the workplace, ensure adherence to security and data confidentiality guidelines, and provide input on operational processes and procedures. Promotes principles and procedures of public safety environment application support. Serve in a stand-by status after regular working hours and respond to emergency call-outs as needed to maintain system operations. Make independent decisions on actions to be taken during a call-back and on when to involve other support personnel. Perform general office duties, conduct data entry, prepare and file routine reports and correspondence. May act as Information Technology Manager, as assigned Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices, trends, and terminology; including computer system operations, administration, maintenance, and networking. Operation and maintenance of computer components including servers, Storage Area Networks, (SAN's), computers, workstations, terminals, printers, monitors, hard drives, video cards, memory, modems, and related software such as operating systems (Linux and Windows), VMWare, databases, word processing, spreadsheet, Internet browsers and utilities. Principles, procedures, practices, and techniques related to complex data processing operations in a networked computing environment. Approaches to systems analysis/design, project management/implementation, and software development/maintenance. Advanced principles and practices of local and wide area networks, including the implementation, system administration, and maintenance of client-server hardware, network operating systems, data communication devices, infrastructure components, Internet capabilities, and wireless technology. Principles, practices and techniques related to database management, geography and cartography, and GIS application and design. Implementation and maintenance of Internet capabilities through web page development software, programming languages, graphics programs, or other utilities. Operation and configuration of video conferencing, video and sound systems, projectors, and other equipment used for presentation capabilities. Standard testing and troubleshooting techniques. Principles and practices of project management. Research techniques and procedures; business letter writing

and basic report preparation. Safe work practices. Job planning, prioritizing, and scheduling techniques. Supervisory and personnel management duties and responsibilities.

Skill to:

Administer a wide variety of computer systems hardware and software. Analyze systems data and situations, identify problems, reason logically and creatively, make decisions, and take appropriate action. Complete data import and export routines and report writing applications. Develop web-based applications and intergrate databases integration. Troubleshoot software problems and make appropriate modifications and repairs. Prepare accurate correspondence, reports, maps, diagrams, graphs, charts, exhibits, displays and other descriptive material. Supervise, train, plan, organize, schedule, assign, review and evaluate the work of assigned staff to most effectively meet the needs of the City. Respond appropriately, effectively and promptly to the needs of internal and external customers using principles of good customer service. Collect, organize and analyze data. Conduct any data entry functions accurately and timely. Develop cooperative public relations with other City departments, businesses, and the general public.

Ability to:

Analyze requirements and procedures to determine the technical data base requirements of applications analysts and users. Optimize existing data access and availability. Operate and maintain a wide variety of computer systems hardware and software. Communicate effectively, both orally and in writing. Provide technical expertise and knowledge in the design, implementation, and maintenance of database management systems. Establish and maintain effective work relationships with coworkers and those contacted in the performance of required duties. Learn the functions of various City departments and divisions. Perform duties independently and with minimal supervision. Organize and prioritize work, and meet critical time deadlines. Clear communication and provide good customer service to users. Prepares and maintains complete files, records and documentation of work performed. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Education & Experience:

Bachelor's degree (or the equivalent of 120 completed semester units) from an accredited college or university with a major coursework in computer science, information technology, or a closely related field. Possession of specialized computer/technical related certificates may be substituted for some required college education. Plus 2 years experience in a position similar to an IT Analyst.

OR

Associate's degree (or the equivalent of 60 completed semester units) from an accredited college or university with a major coursework in computer science, information technology, or a closely related field. Possession of specialized computer/technical related certificates may be substituted for some required college education. Plus 5 years experience in a similar position similar to an IT Analyst.

MCSA: SQL Server certification or equivalent is highly desirable

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:



INFORMATION TECHNOLOGY ANALYST

DEFINITION

Under general supervision, perform a variety of technical duties in support of the City's information technology division; assist in the maintenance and administration of the day-to-day operations of the City-wide network; to provide technical and non-technical support for computer equipment and related network; provide training and technical assistance to users as needed; to provide operational support of the computer network and computer system; to troubleshoot hardware and software problems; installs hardware equipment and software applications; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Senior Analyst or his/her designee. Responsibilities may include the indirect supervision of lower level clerical and technical positions.

Systems Analyst:

The Systems Analyst focus will be in the core hardware and software used by the city to conduct daily business. This includes deployment of new hardware and software require to keep the core network and services online and running smoothly.

Application Analyst:

The Application Analyst focus will be on specialty applications used by the city to conduct daily business. This includes deployment of new systems, testing upgrading and training. Analysis of current business processes and proposing solutions to improve those processes using technology, as well as creating reports as needed for various departments.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTION:

Operate and maintain network computer systems, data communication devices, cabling systems, and software applications. Troubleshoot technical problems reported, including software, hardware, communication, or network-related problems with end users; independently resolves routine problems. Provide maintenance support and repairs on computer systems and network servers; install operating system upgrades; configure system software; monitor, hardware and software performance; maintain a

current backup of all system information; build. Review, plan, install, and maintain network hardware and operating system software on computer network.. Perform routine system administration tasks as needed to respond to customer needs, such as configuring user access, configuring printer/workstation settings on the network, and recovering files from backup. Implement minor system upgrades and modifications. Test programs to ensure correct operations and no adverse impact affects programs or systems. Integrate and configure systems as needed. • Maintain records, including a complete and current inventory of all computer equipment, data communication equipment and software versions. Research and evaluate various hardware and software technologies; assist with analysis and recommendation of hardware/software solutions. Respond to Help Desk requests from City staff and prioritize response. Perform other duties as assigned. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS:

Promote and maintain safety in the workplace. Ensure adherence to security and data confidentiality guidelines, and provide input on operational processes and procedures. Serve in a stand-by status after regular working hours and respond to emergency call-outs. Perform general office duties; conduct data entry, prepare and file routine reports and correspondence. Consult with the Information Technology Manager regarding all City standards on computer systems. Prepare and assist in presentations to City Council, miscellaneous committees, and local interest groups. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices trends, and terminology; including computer system operations, maintenance, and networking. Operation and maintenance of computer components including servers, computers, workstations, terminals, printers, monitors, hard drives, video cards, memory, modems, and related software such as operating systems (Linux and Windows), databases, word processing, spreadsheet, Internet browsers and utilities. Principles and practices of local and wide area networks, including the implementation and maintenance of client-server hardware, network operating systems, data communication devices, infrastructure components, Internet capabilities, and wireless technology. Principles, practices and techniques related to database management. Implementation and maintenance of Internet capabilities through web page development software, programming languages, graphics programs, or other utilities. Operation and configuration of video conferencing, video and sound systems, projectors, and other equipment used for presentation capabilities. Standard testing and troubleshooting techniques. Research techniques and procedures; business letter writing and basic report preparation. Safe work practices. Job planning, prioritizing, and scheduling techniques.

Skill to:

Troubleshoot hardware and software problems and make minor modifications and repairs. Prepare accurate correspondence, reports, diagrams, graphs, charts, exhibits, displays and other descriptive material. Train and monitor departmental staff in the operation of existing or new systems including explaining concepts to non-technical users. Collect, organize and analyze data. Conduct any data entry functions accurately and timely. Provide technology resources to improve business processes.

Ability to:

Operate and maintain a wide variety of computer systems hardware and software. Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with coworkers and those contacted in the performance of required duties. Work with minimal supervision. Meet the physical requirements necessary to safely and effectively perform the assigned duties. Prepares and maintains complete files, records and documentation of work performed.

MINIMUM EDUCATION AND EXPERIENCE:**Education & Experience:**

Associate's degree (or the equivalent of 60 completed semester units) from an accredited college or university with major course work in computer science, information technology, or a closely related field. Possession of specialized certificates in computer networking or related disciplines may be substituted for some or all required college education. Plus 2 years experience in a position similar to an IT Technician II.

OR

High School Diploma or equivalent. Plus 4 years experience in a similar position.

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:



INFORMATION TECHNOLOGY TECHNICIAN I / II

DEFINITION

To support and maintain various computer hardware and software systems for the City.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Information Technology Manager.. The Information Technology Technician I is an entry level position and will perform basic and routine tasks to assist the Information Technology Division. The Information Technology Technician II is a journey level position and will perform more responsible and technical assignments for the Division. Responsibilities may include the indirect supervision of lower level clerical and technical positions.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Perform troubleshooting, testing and minor repairs for computer hardware and software; operate and maintain networking or audio/video equipment; implement and maintain Internet capabilities. Perform routine system administration tasks as needed to respond to customer needs, such as configuring user access, configuring printer/workstation settings on the network, changing backup media, and recovering files from backup. Manage the City's small computer inventory. Perform data collection and produce reports, or other products. Assist with the implementation of system upgrades and modifications. Test programs to ensure correct operations and no adverse impact affects programs or systems. Integrate and configure systems as needed. Advise and assist in the selection and purchase of computer hardware and software. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS:

Promote and maintain safety in the work place. Ensure adherence to security and data confidentiality guidelines, and provide input on operational processes and procedures. Serve in a stand-by status after regular working hours and respond to emergency call-outs. Perform general office duties; conduct data entry, prepare and file routine reports and correspondence. Consult with the Senior Systems Analyst regarding all City standards on computer systems. Prepare and assist in presentations to City Council, miscellaneous committees, and local interest groups. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices and trends; including computer system operations, maintenance, and networking. Operation and maintenance of small computer components including computers, workstations, terminals, printers, monitors, hard drives, video cards, memory, modems, and related software such as operating systems (Windows), databases, word processing, spreadsheet, Internet browsers and utilities. Basic principles and practices of local and wide area networks, voice communications, Internet technology, and database management. Implementation and maintenance of Internet capabilities through web page development software, programming languages, graphics programs, or other utilities. Operation and configuration of video conferencing, video and sound systems, projectors, and other equipment used for presentation capabilities. Standard testing techniques. Research techniques and procedure.; Business letter writing and basic report preparation. Safe work practices. Job planning, prioritizing and scheduling techniques.

Skill to:

Troubleshoot hardware and software problems and make minor modifications and repairs. Prepare accurate correspondence, reports, graphs, charts, and other descriptive material. Train and monitor departmental staff in the operation of existing or new applications or systems including explaining concepts to non-technical users. Collect, organize and analyze data. Conduct any data entry functions accurately and timely.

Ability to:

Operate and maintain a wide variety of computer systems hardware and software. Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with coworkers and those contacted in the performance of required duties. Work with minimal supervision. Communication clearly and provide good customer service to users. Prepares and maintains complete files, records and documentation of work performed. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Technician I

Education:

- Equivalent to the completion of the twelfth grade, including or supplemented with course work in computer technology or a related field.

Expereince One (1) year of experience performing tasks comparable to those of a computer technician, programmer or analyst, preferably in a large organization or municipal government.

Technician II

Education:

In addition, requires college level course work in computer programming, systems analysis, networking or a related field.

Experience:

Technician II – A minimum of one year of experience as a Technician I.

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:



GIS ANALYST

DEFINITION

To perform a variety of technical duties in support of the City's information technology division; to assist in the maintenance and administration of the day-to-day operations of the Cities Geographic Information Systems (GIS) functions.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Senior Applications Analyst or his/her designee. Responsibilities may include the indirect supervision of lower level clerical and technical positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTION:

Design, develop, maintain, administer, modify and troubleshoot the enterprise geodatabase architecture. Design, develop, maintain, administer, modify and troubleshoot geoprocesses for collecting, integrating, collating, and verifying geospatial data for use within the enterprise geodatabase architecture fabric. Maintain, administer, modify and troubleshoot the web mapping presence, including internal and external web mapping applications. Provide support for ArcIMS and ArcGIS Server. Create, configure, publish and manage ArcGIS Server image, map and data services. Complete GIS web mapping application development project management activities to include defining requirements, estimating resources, testing, and documentation, and fostering adoption. Serve as support for geodatabases, mapping applications, mapping functionality, usage, security, access and availability; database security access and availability. Perform data collection and produce reports, maps, or other products. Implement minor system upgrades and modifications. Test programs to ensure correct operations and no adverse impact affects programs or systems. Integrate and configure systems as needed. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS:

Promote and maintain safety in the workplace. Ensure adherence to security and data confidentiality guidelines, and provide input on operational processes and procedures.. Provide on-site GIS support for emergency response drills and incidents. Perform general office duties; conduct data entry, prepare and file routine reports and correspondence. Consult with the Information Technology Manager regarding all City

standards on computer systems. Prepare and assist in presentations to City Council, miscellaneous committees, and local interest groups. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices trends, and terminology; including computer system operations, maintenance. GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis. ESRI or similar remote sensing/GIS software, such as ArcView, ArcEdit, and ArcInfo. Digitizing and data manipulation procedures for geographic information systems... Principles, practices and techniques related to database management, geography and cartography, and GIS application and design Standard testing and troubleshooting techniques. Research techniques and procedures; business letter writing and basic report preparation. Safe work practices. Job planning, prioritizing, and scheduling techniques.

Skill to:

Prepare accurate correspondence, reports, maps, diagrams, graphs, charts, exhibits, displays and other descriptive material. Use graphic instructions such as blueprints, layouts, or other visual aids. Train and monitor departmental staff in the operation of existing or new systems including explaining concepts to non-technical users. Collect, organize and analyze data. Conduct any data entry functions accurately and timely. Present facts clearly and accurately in graphic form.

Ability to:

Become familiar with industry-specific terminology and symbology (such as water and wastewater or planning and zoning). Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with coworkers and those contacted in the performance of required duties. Work with minimal supervision. Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints, and engineering plans. Travel across rough, uneven, or rocky surfaces when conducting field inspections. Prepare and maintains complete files, records and documentation of work performed.. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

Associate's degree (or the equivalent of 60 completed semester units) from an accredited college or university with major course work in computer science, Geography, or a closely related field. Possession of specialized certificates in GIS related disciplines may be substituted for some or all required college education.

Experience:

Three years of experience performing duties of a GIS Technician for a large organization or municipal government.

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50pounds of force occasionally, and/or in, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:



GIS TECHNICIAN I / II

DEFINITION

Under general supervision, perform a variety of technical duties in support of the City's information technology division; assist in the maintenance and administration of the day-to-day operations of the City's Geographical Information Systems (GIS) functions.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the GIS Analyst or his/her designee. The GIS Technician I is an entry level position and will perform basic and routine tasks to assist the Information Technology Division. The GIS Technology Technician II is a journey level position and will perform more responsible and technical assignments for the Division. Responsibilities may include the indirect supervision of lower level clerical and technical positions.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Prepare and produce detailed maps and other graphic representations using cartographic techniques to represent spatial data. Code and digitize maps and geographical feature data into various GIS layers. Enter, update, and maintain data layers, and attribute data pertaining to specific features. Conduct mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of the data. Collect location information using a global positioning satellite receiver. Download collected data as necessary. Operate peripheral devices such as plotters, printers, digital cameras, and scanners. Maintain knowledge of current and emerging GIS practices and procedures, standard languages, coding methods, project management methods, operational procedures, software and hardware technologies. Document systems processes such as technical documents, flow charts, database diagrams, and schematic diagrams. Facilitate training and assist users in the capabilities and proper use of GIS enterprise applications software. Ensure projects provide value to the organization and public, are in alignment with the organizational structure, are fiscally responsible, have appropriate stakeholder involvement, include clear and attainable scopes, deliverables and timelines, and are well executed and managed. Assist with the implementation of system upgrades and modifications. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public,

OTHER JOB FUNCTIONS:

Promote and maintain safety in the work place. Ensure adherence to security and data confidentiality guidelines, and provide input on operational processes and procedures. Perform general office duties; conduct data entry, prepare and file routine reports and correspondence. Consult with the Information Technology Manager regarding all City standards on computer systems. Prepare and assist in presentations to City Council, miscellaneous committees, and local interest groups. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices and trends; including computer system operations, maintenance, and networking. Operation and GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis. Esri/ESRI or similar remote sensing/ GIS software, such as ArcView, ArcEdit, and ArcInfo. Digitizing and data manipulation procedures for geographic information systems. Standard testing techniques. Research techniques and procedures; business letter writing and basic report preparation. Safe work practices. Job planning, prioritizing and scheduling techniques.

Skill to:

Prepare accurate correspondence, reports, graphs, charts, and other descriptive material. Use graphic instructions such as blueprints, layouts, or other visual aids. Train and monitor departmental staff in the operation of existing or new applications or systems including explaining concepts to non-technical users. Collect, organize and analyze data. Conduct any data entry functions accurately and timely. Present facts clearly and accurately in graphic form.

Ability to:

Become familiar with industry-specific terminology and symbology (such as water and wastewater or planning and zoning). Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with coworkers and those contacted in the performance of required duties. Work with minimal supervision. Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints, and engineering plans. Travel across rough, uneven, or rocky surfaces when conducting field inspections. Prepares and maintains complete files, records and documentation of work performed. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

Technician I - Equivalent to the completion of the twelfth grade, including or supplemented with course work in computer technology or a geography related field.

Technician II – Additionally requires college level course work in GIS.

Experience:

Technician I –One (1) year of experience performing tasks comparable to those of a GIS technician, programmer or analyst, preferably in a large organization or municipal government. Experience using GIS software such as ESRI Products, is a desirable.

Technician II – A minimum of one (1) year of experience as a GIS Technician I. Experience using GIS software such as ESRI Products, is desirable.

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

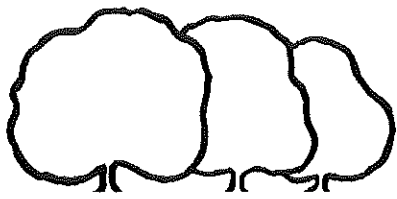
Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

8.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Release Regional Water Treatment Facilities Sites for Woodland
Davis Clean Water Agency From City's 2002 Lease Revenue Bonds

Recommendation for Action

Staff recommends that 1) City Council adopt Resolution No. _____ authorizing the execution and delivery of Amendment No. 1 to the Site Lease and Facilities Lease; and that 2) Woodland Financing Authority adopt Resolution No. _____ authorizing the execution and delivery of Amendment No. 1 to the Site Lease and Facilities Lease. These actions remove encumbrances from the Regional Water Treatment Site parcels and facilitate transfer of the parcels to the Woodland Davis Clean Water Agency.

Fiscal Impact:

The Woodland Davis Clean Water Agency (Agency) and the City of Woodland will enter into a Purchase and Sale Agreement for the Agency's acquisition of the parcel(s) at fair market price based on a professional appraisal. The purchase price will be assigned to the cities of Woodland and Davis according to the cost-sharing formula laid out in the Joint Powers Agreement for the Agency. The City's cost will be assigned to the capital project for surface water financed by water enterprise funds. The value of the land is estimated to be about \$1,800/acre. The regional water treatment facility site is 33 acres and an additional 40 acres will be available for the Agency to purchase for associated facilities.

Report in Brief:

In 2002, the City and the Woodland Finance Authority (Authority) issued Lease Revenue Bonds to finance capital improvements to the City's wastewater collection and treatment system. The financing package included lease agreements between the City and the Authority securing the bonds with lease payments for City-owned properties and facilities. Two sites totaling 73 acres within the leased property have been identified for use as a regional water treatment plant and associated facilities to be built by the Joint Powers Authority of the Agency. The acreage that will remain under the lease is approximately 1,300 acres. To support the timely acquisition of a viable site for the regional water treatment facility, staff requests the City and the Authority amend the lease agreements authorizing release of the two parcels for the surface water treatment facilities from the Site Lease and Facility Lease for the 2002 Lease Revenue Bonds.

Background:

The Authority, financed improvements to the City's wastewater collection and treatment system with the issuance of Lease Revenue Bonds (Refunding and 2002 Capital Projects) in the original principal amount of \$33,215,000.

The bond package included a Site Lease wherein the City leased city-owned property including the 485 acre wastewater treatment plant and the adjacent 890-acre parcel currently used by Pacific Coast Producers (PCP) to the Authority. Concurrently, the City and Authority entered into a Facilities Lease wherein the Authority leased the property and facilities to the City for the purpose of securing payments for the bonds.

Seventy-three (73) acres of the property included in the lease agreements have been identified for construction of a regional water treatment plant and associated facilities to be built by the joint powers authority of the Agency. City staff recommends removing 73 acres as shown on the attached map from the lease agreements in order to sell the unencumbered property to the Agency for its public purposes.

Discussion:

The Facilities Lease and the Site Lease provide for the release and substitution of property encumbered by the documents upon the satisfaction of certain conditions. The property that is substituted for the original property must be equal to or greater than the remaining amount of Lease Payments to be made under the Facilities Lease as determined by a professional appraisal with respect to the real property and a proper assessment of the wastewater improvements remaining encumbered under the lease. Additionally, the leased assets under the Facilities Lease have the same or similar essential governmental purpose and have the same or greater useful life as the facilities being replaced. Finally, the provisions of the Facilities Lease require that the property is not encumbered by any other lien or that there has not been a default. At this time, the City has complied with all of the conditions of the Facilities Lease. The City has had an appraisal of the real property conducted and has conducted a valuation of the wastewater improvements that are the subject matter of the Facilities Lease. The valuation and appraisal show that the value of the land and improvements to be the subject of the amended Facilities Lease will be in excess of \$40 million. The remaining Lease Payments under the Facilities Lease are approximately \$20 million. The facilities have the same governmental purpose and the same useful life, and there has not been a default under the Facilities Lease.

If the Council and the Authority Board adopt the resolutions approving execution of the amendment to the Facilities Lease and the Site Lease, the documents will be delivered to the municipal bond insurance company, Syncora Finance Group as successor to XL Capital Assurance Inc, for its approval. Upon receipt of approval, the amendments to the documents will be recorded and the 73 acres may be conveyed to the Agency.

The 40-acre site identified for transfer to the Agency consists of abandoned aerated lagoons used by Pacific Coast Producer's (PCP) predecessor for processing tomato waste. The current lease

agreement between the City and PCP allows the removal of up to 60 acres of the leased property without penalty, and transfer of the site will not affect PCP operations. PCP is aware of and concurs with the proposed property transfer.

Public Contact:

Posting of the City Council and Woodland Finance Authority agendas, and regularly scheduled public Agency Board meetings.

Recommendation for Action

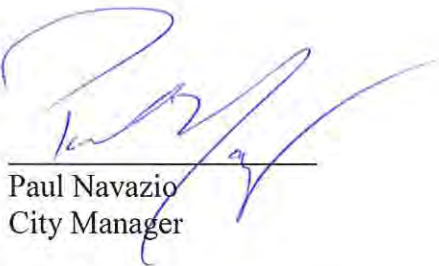
Staff recommends the following actions:

1) City Council adopt Resolution No. _____ authorizing the execution and delivery of Amendment No. 1 to the Site Lease and Facilities Lease; and that 2) Woodland Financing Authority adopt Resolution No. _____ authorizing the execution and delivery of Amendment No. 1 to the Site Lease and Facilities Lease. These actions remove encumbrances from the Regional Water Treatment Site parcels and facilitate transfer of the parcels to the Woodland Davis Clean Water Agency.

Prepared by: Liz Houck
Senior Engineering Assistant

Reviewed by: Kimberly McKinney
Finance Officer

Reviewed by: Nicholas J. Ponticello
Community Development Director



Paul Navazio
City Manager

Attachments

1. Resolution No. _____; A Resolution of the Woodland Finance Authority Authorizing the Execution and Delivery of Amendment No. 1 to Site Lease and Facilities Lease by and between the Woodland Finance Authority and the City of Woodland
2. Resolution No. _____; A Resolution of the City Council of the City of Woodland Authorizing the Execution and Delivery of Amendment No. 1 to Site Lease and Facilities Lease
3. Amendment 1 Site Lease and Facilities by and between Woodland Finance Authority and City of Woodland

RESOLUTION NO. _____

**A RESOLUTION OF THE WOODLAND FINANCE
AUTHORITY AUTHORIZING THE EXECUTION AND
DELIVERY OF AMENDMENT NO. 1 TO SITE LEASE
AND FACILITIES LEASE**

WHEREAS, the Woodland Finance Authority (the “Authority”) is a joint exercise of powers authority formed pursuant to a Joint Exercise of Powers Agreement by and between the City of Woodland (the “City”) and the Redevelopment Agency of Woodland and is authorized under said Agreement and under the laws of the State of California to finance the acquisition and construction of public capital improvements for the City; and

WHEREAS, the Authority has caused to be delivered its \$33,215,000 Woodland Financing Authority Lease Revenue Bonds (Refunding and 2002 Capital Projects) (the “Bonds”) for the purpose of providing funds to enable the City to finance the costs of construction of improvements to its citywide wastewater collection and treatment system (the “Project”) which Bonds are payable from lease payments to be paid to the Authority by the City pursuant to a facilities lease dated as of December 1, 2002, relating to the Project (the “Facilities Lease”); and

WHEREAS, the City and Authority entered into, concurrently with the Facilities Lease, a Site Lease, whereby the Authority leased the Leased Property from the City; and

WHEREAS, the City Council has determined to release approximately 73 acres (the “Released Property”) from the Leased Property for transfer to the Woodland-Davis Clean Water Agency under the Facilities Lease, all for the orderly management of City property; and

WHEREAS, the City and Authority will release and substitute the Leased Property pursuant to the Facilities Lease.

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the Board of the Woodland Financing Authority as follows:

Section 1. Findings and Determinations. The Board of the Authority finds and determines that the above recitals are true and correct and that the value of the remaining Leased Property under the Facilities Lease will be equal to or in excess of the remaining lease payments to be made under the Facilities Lease.

Section 2. Approval of Amendments. The Board of the Authority hereby approves the Amendment No. 1 to Site Lease and Facilities Lease in the form on file with the Secretary, together with such additions thereto and changes therein as Counsel to the City shall deem necessary, desirable or appropriate, the execution of which by the Chair,

the Vice-Chair, the Executive Director, the Director of Finance shall be conclusive evidence of the approval of any such additions and changes.

Section 3. Official Actions. The Chair, the Vice-Chair, the Executive Director, the Director of Finance, and the Secretary, and the and any and all other officers of the Authority are hereby authorized and directed, for and in the name and on behalf of the Authority, to do any and all things and take any and all actions other documents, which they, or any of them, may deem necessary or advisable in order to consummate the transactions as described herein.

Section 4. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

ADOPTED this ____ day of _____, 2013.

Paul Navazio, Administrator

Ana Gonzalez, Secretary

APPROVED AS TO FORM:

Andrew Morris, Counsel

STATE OF CALIFORNIA)
COUNTY OF YOLO) SS
CITY OF WOODLAND)

I, _____, Secretary of the Woodland Financing Authority, do hereby certify that the foregoing Resolution No. _____ was duly passed and adopted at a special meeting of the Woodland Authority on the ____ day of _____, 2013 by the following vote, to wit:

AYES:	COUNCIL MEMBERS:	[INSERT]
NOES:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	NONE
ABSTAIN:	COUNCIL MEMBERS:	NONE

AUTHORITY SECRETARY

CERTIFICATION

I, _____, Secretary of the Woodland Financing Authority do hereby certify that the foregoing resolution was adopted by the Woodland Financing Authority at a special meeting thereof held on the ____ day of _____, 2013, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAINED:

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF WOODLAND AUTHORIZING THE EXECUTION AND
DELIVERY OF AMENDMENT NO. 1 TO SITE LEASE AND
FACILITIES LEASE**

WHEREAS, the Woodland Financing Authority (the "Authority") is a joint exercise of powers authority formed pursuant to a Joint Exercise of Powers Agreement by and between the City of Woodland (the "City") and the Redevelopment Agency of the City of Woodland and is authorized under said Agreement and under the laws of the State of California to finance the acquisition and construction of public capital improvements for the City; and

WHEREAS, the Authority has caused to be delivered its \$33,215,000 Woodland Financing Authority Lease Revenue Bonds (Refunding and 2002 Capital Projects) (the "Bonds") for the purpose of providing funds to enable the City to finance the construction of improvements to its citywide wastewater collection and treatment system (the "Project") which Bonds are payable from lease payments to be paid to the Authority by the City pursuant to a Facilities Lease dated as of December 1, 2002 relating to the Project (the "Facilities Lease"); and

WHEREAS, the City and Authority entered into, concurrently with the Facilities Lease, a Site Lease, whereby the Authority leased the Leased Property from the City; and

WHEREAS, the City Council has previously taken action to approve the release of a portion of the Leased Property, which release was not completed, and now wishes to release an alternate portion of the Leased Premises; and

WHEREAS, the City Council has determined to release approximately 73 acres (the "Released Property") from the Leased Property for transfer to the Woodland-Davis Clean Water Agency under the Facilities Lease, all for the orderly management of City property; and

WHEREAS, the City and Authority will release and substitute the Leased Property pursuant to the Facilities Lease.

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the City Council of the City of Woodland as follows:

Section 1. Findings and Determinations. The City Council finds and determines that the above recitals are true and correct and that the value of real property together with an assessment of value of improvements constituting the waste water collection and treatment system, and the original fair rental value of the Leased Property to be released (the "Released Property") is approximately \$34,000,000. The fair rental value of the property to be substituted (the "Substitute Property") and valuation of improvements based upon a technical memorandum estimating value dated February 8, 2013, is in excess of \$40,000,000, which is greater than the remaining Lease Payments.

Section 2. Approval of Amendments. The City Council hereby approves the Amendment No. 1 to Site Lease and Facilities Lease in substantially the respective form on file with the City Clerk, together with such additions thereto and changes therein as Bond Counsel shall deem necessary, desirable or appropriate, the execution of which by the Mayor, the Mayor Pro Tem, the City Manager or the Director of Finance shall be conclusive evidence of the approval of any such additions and changes. The Mayor, the Mayor Pro Tem, the City Manager or the Director of Finance is hereby authorized and directed to execute, and the City Clerk is hereby authorized and directed to attest and affix the seal of the City to, the final forms of each of the above-mentioned documents for and in the name and on behalf of the City.

Section 3. Official Actions. The Mayor, the Mayor Pro Tem, the City Manager, the Director of Finance, the City Clerk and any and all other officers of the City are hereby authorized and directed, for and in the name and on behalf of the City, to do any and all things and take any and all actions other documents, which they, or any of them, may deem necessary or advisable in order to consummate the transactions as described herein.

[Balance of this page intentionally left blank]

Section 4. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

ADOPTED this _____ day of _____, 2013.

Marlin H. Davies
MAYOR

ATTEST:

Ana Gonzalez
CITY CLERK

APPROVED AS TO FORM:

Andrew Morris
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF YOLO) SS
CITY OF WOODLAND)

I, _____, City Clerk of the City of Woodland, California, do hereby certify that the foregoing Resolution No. _____ was duly passed and adopted at a regular meeting of the Woodland City Council on the ____ day of _____, 2013 by the following vote, to wit:

AYES:	COUNCIL MEMBERS:	[INSERT]
NOES:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	NONE
ABSTAIN:	COUNCIL MEMBERS:	NONE

CITY CLERK

CERTIFICATION

I, _____, City Clerk of the City of Woodland do hereby certify that the foregoing resolution was adopted by the City Council of the City of Woodland at a regular meeting thereof held on the ____ day of _____, 2013, by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAINED:

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

Best Best & Krieger LLP
3390 University Avenue, 5th Floor
Riverside, California 92501
Attention: Kim A. Byrens, Esq.

(Space above for Recorder's Use)

AMENDMENT NO. 1 TO
SITE LEASE AND FACILITIES LEASE

Dated as of _____, 2013

by and between

WOODLAND FINANCING AUTHORITY

and

CITY OF WOODLAND

(Exempt from filing fee pursuant to
Government Code Section 6103)

**AMENDMENT NO. 1 TO
SITE LEASE AND FACILITIES LEASE**

THIS AMENDMENT NO. 1 TO SITE LEASE AND FACILITIES LEASE, made as of _____, 2013, is entered into by and between WOODLAND FINANCING AUTHORITY, a joint powers authority organized and existing under the laws of the State of California, as lessor (the "Authority") and the CITY OF WOODLAND, a municipal corporation, duly organized and existing under and by virtue of the laws of said state, as lessee (the "City").

W I T N E S S E T H

WHEREAS, the City and the Authority have previously entered into a Site Lease dated as of December 1, 2002 (the "Site Lease"), recorded as Document No. 2002 05536700 in the Official Records of the Yolo County Recorder's Office, under which the City leased to the Authority the property set forth therein and described in Exhibit A thereto (the "Leased Property"); and

WHEREAS, concurrently with the execution of the Site Lease, the Authority leased the Leased Property to the City pursuant to an unrecorded Facilities Lease, dated as of December 1, 2002, for the purpose of securing payments made with respect to the \$33,215,000 Woodland Financing Authority Lease Revenue Bonds (Refunding and 2002 Capital Projects) (the "Bonds"); and

WHEREAS, a portion of the Leased Property will be transferred to the Woodland-Davis Clean Water Agency; and

WHEREAS, the City has determined that it is in its best interests to amend the Site Lease and Facilities Lease to release the Released Property, described herein from provisions of the Facilities Lease and substitute the Released Property with the property shown in Exhibit A attached hereto and by this reference herein incorporated; and

WHEREAS, Section 3.04 of the Facilities Lease provides for the substitution of property under the Facilities Lease upon the satisfaction of certain conditions; and

NOW, THEREFORE, in consideration of the above premises and of the mutual covenants hereinafter contained and for other good and valuable consideration, the parties hereto agree as follows:

ARTICLE I

DEFINITIONS AND EXHIBITS

Section 1.1 Definitions. Unless the context otherwise requires, capitalized terms used herein shall have the meanings given to such terms in the Facilities Lease.

ARTICLE II

REPRESENTATIONS, OF THE DISTRICT

Section 2.1 Representations of the City. The City represents, covenants and warrants to the Authority as follows:

(a) Due Organization and Existence. The City is a duly organized and validly existing municipal corporation under the laws of the State of California.

(b) No Default. No Event of Default has occurred under the Facilities Lease and no event has occurred which, with the passing of time or the giving of notice, would constitute an Event of Default under the Facilities Lease.

ARTICLE III

AMENDMENT TO SITE LEASE AND FACILITIES LEASE

Section 3.1 Amendment to Leased Premises Description. The Site Lease and Facilities Lease are hereby amended by releasing all of the Released Property described in Exhibit A of each respective agreement and revising said exhibit with the description of property described in Exhibit A hereto.

ARTICLE IV

MISCELLANEOUS

Section 4.1 Severability. In the event any provision of this Amendment No. 1 to Site Lease and Facilities Lease shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

Section 4.2 Execution in Counterparts. This Amendment No. 1 to Site Lease and Facilities Lease may be executed in several counterparts, each of which shall be original and all of which shall constitute but one and the same instrument.

Section 4.3 Applicable Law. This Amendment No. 1 to Site Lease and Facilities Lease shall be governed and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the Authority has caused this Amendment No. 1 to Site Lease and Facilities Lease to be executed in its corporate name by its duly authorized officer and sealed with its corporate seal; and the City has caused this Lease to be executed in its name by its duly authorized officers, as of the date first above written.

CITY OF WOODLAND, as Lessee

By: _____
Paul Navazio, City Manager

(S E A L)

Attest:

Ana Gonzalez, City Clerk

WOODLAND FINANCING AUTHORITY,
as Lessor

By: _____
Executive Director

Attest:

Secretary

STATE OF CALIFORNIA)
) ss
COUNTY OF YOLO)

On _____, 2013, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

STATE OF CALIFORNIA)
) ss
COUNTY OF YOLO)

On _____, 2013, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

EXHIBIT A

SUBSTITUTE PROPERTY

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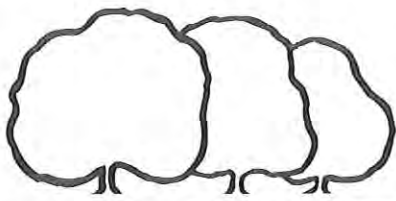
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City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

10.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Approve Amendment to Agreement with Best Best & Krieger
(BB&K) for City Attorney Services

Recommendation

Staff recommends that the City Council approve amendment to Agreement with BB&K to provide legal services for the City of Woodland replacing Andrew J. Morris with Kara K. Ueda as City Attorney and authorizing the City Manager to execute the amendment.

Background

The City's existing agreement with BB&K for City Attorney services was entered into in 2008, following a 9-month RFP and selection process. Since that time, Andrew J. Morris has been serving as City Attorney, under the terms of the contract with BB&K. The recommended amendment to the BB&K contract effectively designates Kara K. Ueda as the City Attorney on a going-forward basis. All other terms and conditions continue in full force and effect.

Prepared by: Ana Gonzalez
City Clerk


Paul Navazio
City Manager

Attachment: Amendment to Agreement with BB&K

**FIRST AMENDMENT TO AGREEMENT TO PROVIDE
LEGAL SERVICES TO THE CITY OF WOODLAND**

This First Amendment to Agreement to Provide Legal Services to the City of Woodland ("First Amendment") is made as of the 8th day of May, 2013, by and between the City of Woodland, a California municipal corporation ("City") and Best Best & Krieger LLP, a limited liability partnership engaged in the practice of law ("BB&K").

Section 1. The first sentence of the second paragraph of Section 2 of the Agreement shall be amended to replace "Kara K. Ueda" for "Andrew J. Morris" and to state, "Kara K. Ueda of BB&K shall be the individual designated as City Attorney and shall be responsible for the performance of services under this Agreement and the supervision of services performed by other members of BB&K."

Section 2. Except as expressly amended in Section 1 above, all other terms and provisions of the Agreement shall continue on in full force and effect.

IN WITNESS WHEREOF, the City and BB&K have executed this Agreement as of the date first written above.

CITY OF WOODLAND

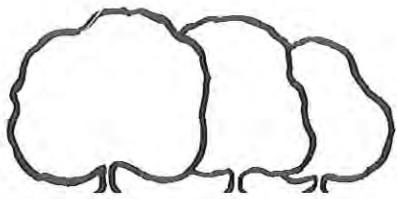
BEST BEST & KRIEGER LLP

By: _____
Paul Navazio, City Manager

By: _____
Edward J. Quinn, Office Managing Partner

Attest:

By _____
Ana B. Gonzalez, City Clerk



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

11.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Long Range Calendar

Recommendation for Action

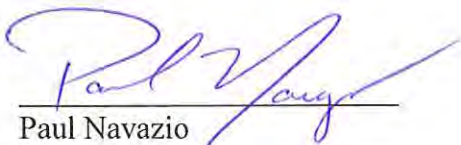
Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

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, May 21, 2013	Reports due 5/7	Regular Meeting
National Public Works Week		
CDBG Annual Action Plan – Public Hearing		
Amend Home Occupation Ordinance to Comply with California Homemade Food Act		
Development Fee Deferral Extension – 2 nd Reading		
Presentation of FY2013/14 Proposed Budget		
Approval of Plan, Documents and Authorization for Surface Water Project Financing		
State Theater Update		
Intent to Levy – Lighting and Landscape District		
CVRA Subcommittee Report – Recommendation to Council		
Long Range Calendar		

Tuesday, June 4, 2013	Reports due 5/21	Regular Meeting
Housing Element Update		
Discussion on Proposed FY2013/14 Budget		
Sewer Rate Study/Prop 218 Notices (tentative)		
Downtown Subcommittee – Report to Council		
Approve Contract Extension with Woodland Access Visual Enterprises (WAVE)		

Tuesday, June 11, 2013	Reports due 5/21	Joint Council/PC Meeting
Kickoff Workshop – General Plan/Land Use Alternatives		

Tuesday, June 18, 2013	Reports due 6/4	Regular Meeting
Tennis Program Contract		
Purchase and Sale Agreement for Old Wastewater Treatment Plant		
Set Public Hearing on Waste Management Liens		
Adopt FY2013/14 Budget		

Tuesday, July 2, 2013	Reports due 6/18	Regular Meeting
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Consideration of Flouride Treatment for City's Water Supply Future
Public Hearing on Waste Management Liens

Tuesday, July 16, 2013	RECESS	Regular Meeting
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Tuesday, August 6, 2013	RECESS	Regular Meeting
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Tuesday, August 20, 2013	Reports due 8/6	Regular Meeting
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Prop 218 Public Hearing – Sewer Rates

WOODLAND GENERAL PLAN UPDATE – UPCOMING EVENTS

2013

Sep 17	City Council #4 (adopt Housing Element) (submit to HCD no later than 10/18)
Oct 10	Combined CC#5/PC#6 (preferred land use plan; policy development)
Oct 15	Combined CC#6/PC#7 (preferred land use plan; policy development) (if needed)

2014

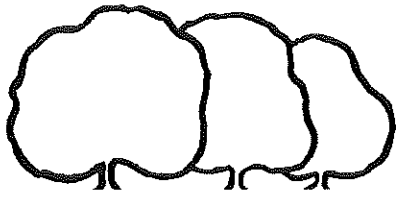
Jun	City Council #7 and 8 (hearings and adoption)
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FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:

WDCWA Joint Intake Schedule - Consider and Approve Construction – (Apr)
Regional Parksites Analysis Status Report – TBD
Weed Abatement Ordinance
Verizon Cell Tower Communication License Agreement

FUTURE STUDY SESSIONS (TBD):

City Council Goals/Progress Report
Street/Sidewalk Annual Status Report
Climate Action Plan
Update Economic Development Strategic Plan



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

12.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Public Hearing and Adopt Resolution of Vacation for Excess Land
on Oak Avenue & Sixth Street

Recommendation for Action

Staff recommends that the Council (1) hold a public hearing and (2) adopt Resolution No. _____, a Resolution of Vacation.

Fiscal Impact

There is no cost to the city budget associated with this recommendation. There may be some savings to the city budget due to reduced maintenance costs.

Report in Brief

This is a continuation of the vacation of public right-of-way requested by the State of California Administrative Office of the Courts at back of the proposed sidewalk along Sixth Street and Oak Avenue. On April 2, 2013, The City Council approved Resolution No. 6123, a Resolution of Intention to Vacate, and set a public hearing date of May 7, 2013 to discuss the proposed vacation.

At the request of the State of California Administrative Office of the Courts, the Development Engineering Division of the Community Development Department is continuing with proceedings for this vacation. The Courts will be developing two parcels east of Sixth Street to the north and south of Oak Avenue to accommodate parking for their new courthouse located a few blocks to the north.

Current conditions at this location include only curb and gutter, with existing City right-of-way extending up to 23 feet from back of curb. After installing the required public infrastructure, there will be additional right-of-way at the back of the proposed sidewalk. The excess right-of-way will fall within a private landscape area. The City wishes to abandon the excess right-of-way, with the

exception of a maintaining a public utility easement over the land to be vacated for existing utilities and any possibility of future utilities with future development.

Background

The State of California Administrative Office of the Courts purchased the land to build parking lots for their new courthouse. City review of the project determined the required public improvements that will be installed along the frontage of the parking lots to include sidewalk and a park strip. The land held in right-of-way by the City is in excess of the agreed upon improvements, therefore, the City is proposing to vacate this right-of-way.

Discussion

The purpose of the recommended action is to clear up property boundaries with the State of California. By vacating and subsequently deeding excess right-of-way, the City clarifies the responsibility and liability associated with the land. It is in the City's best interest to transfer ownership of unnecessary land to the State.

Commission/Committee Recommendation

The Planning Commission, at its March 21, 2013 meeting, made a finding that the proposed vacation is consistent with the General Plan. This Resolution of Intention to Vacate is pursuant to Chapter 3 of the Public Streets, Highways and Service Easements Law.

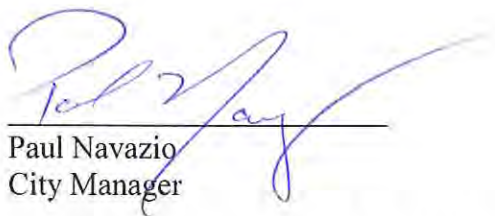
Conclusion

Staff recommends that the Council (1) hold a public hearing and (2) adopt Resolution No._____, a Resolution of Vacation.

Prepared by: Lolly Weichel
Development Engineering

Reviewed by: Brent Meyer
Principal Civil Engineer

Reviewed by: Nicholas J. Ponticello
Community Development Director



Paul Navazio
City Manager

Attachments: Resolution, Legal Description & Location Map

RESOLUTION NO. _____

**RESOLUTION VACATING EXCESS PUBLIC RIGHT-OF-WAY PURSUANT TO THE
PROVISIONS OF THE PUBLIC STREETS, HIGHWAYS, AND SERVICE EASEMENT
VACATION LAW**

WHEREAS, on April 2, 2013, the City Council adopted Resolution No. 6123, a Resolution of Intention to Vacate Excess Right-of-Way, and ordered that the hearing on the proposed vacation be set for the 7th day of May, 2013, in the City Council Chambers of the City Council, at City Hall, 300 First Street, Woodland, California; and

WHEREAS, a copy of Resolution No. 6123 has been posted on the Directory in the Lobby of City Hall at least two weeks in advance of the hearing; and

WHEREAS, notice of the date, hour and place of hearing of the proposed vacation was published for at least two successive weeks prior to the hearing; and

WHEREAS, at least two weeks before the day set for the hearing at least three notices of vacation were conspicuously posted along the line of the portion of public service easement not more than 300 feet apart; and

WHEREAS, the hearing described above has been conducted, and this Council having heard and considered all oral, documentary and other evidence presented, hereby finds, determines and orders as follows:

BE IT RESOLVED by the City Council of the City of Woodland, a political subdivision of the State of California, that this Council hereby finds as follows:

- a. That vacation of the excess public right-of-way would be consistent with, and not violative of, the General Plan and all elements and components thereof of the City of Woodland;
- b. That the excess right-of-way is unnecessary for present or prospective public use; and
- c. The public interest will be served by the herein vacation.
- d. The City will maintain a public utility easement for existing and future utilities.

BE IT FURTHER RESOLVED AND ORDERED that the following described public right-of-way is hereby vacated:

North Parcel

All that certain real property situated in the State of California, County of Yolo, City of Woodland, described as follows:

Beginning at the southeast corner of Parcel 1, as said Parcel is shown on Parcel Map No. 3898,

filed November 6, 1991 in Book 10 of Parcel Maps at Page 7, Yolo County Records;

thence South 00° 32' 02" West 17.25 feet;

thence North 88° 37' 10" West 125.70 feet;

thence North 44° 03' 26" West 19.17 feet;

thence parallel with the west line of Parcel 1 North 00° 32' 02" East 259.87 feet;

thence South 89° 59' 36" East 4.15 feet to the northwest corner of Parcel 1;

thence along the boundary of Parcel 1 the following three courses:

1. South 00° 32' 02" West 239.07 feet;

2. South 44° 39' 27" East 28.19 feet;

3. South 89° 50' 57" East 115.00 feet to the point of beginning.

Reserving therefrom an easement for public utilities.

Containing 3,377 square feet or 0.078 acres, more or less.

South Parcel

All that certain real property situated in the State of California, County of Yolo, City of Woodland, described as follows:

Beginning at a point on the south line of Oak Avenue (80 feet wide), from which the east line of

Sixth Street (60 feet wide) bears North 89° 50' 57" West 1.35 feet;

thence North 45° 54' 49" East 17.28 feet;

thence South 88° 41' 37" East 112.35 feet;

thence South 00° 32' 02" West 9.79 feet to the north line of Oak Avenue;

thence along said north line North 89° 50' 57" West 124.65 feet to the point of beginning.

Reserving therefrom an easement for public utilities.

Containing 1,302 square feet or 0.030 acres, more or less.

BE IT FINALLY RESOLVED AND ORDERED that the City Clerk of the City of Woodland shall cause a certified copy of this Resolution of Vacation, attested by the Clerk under seal, to be recorded in the Office of the Recorder of the County of Yolo.

On a motion by Councilmember _____, seconded by Councilmember _____, the foregoing Resolution was passed and adopted by the City Council of the City of Woodland, State of California, this 7th day of May, 2013, by the following vote, to wit:

DATED:

AYES: Councilmembers

NOES: Councilmembers

ABSENT: Councilmembers

ABSTAINED: Councilmembers

MARLIN DAVIES, MAYOR

ATTEST:

ANA GONZALEZ, CITY CLERK

Descriptions

**Yolo County Superior Courthouse Offsite Parking
January, 2013**

North Parcel

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thence South 89° 59' 36" East 4.15 feet to the northwest corner of Parcel 1;

thence along the boundary of Parcel 1 the following three courses:

1. South 00° 32' 02" West 239.07 feet;
2. South 44° 39' 27" East 28.19 feet;
3. South 89° 50' 57" East 115.00 feet to the point of beginning.

Containing 3,377 square feet or 0.078 acres, more or less.

South Parcel

All that certain real property situated in the State of California, County of Yolo, City of Woodland, described as follows:

Beginning at a point on the south line of Oak Avenue (80 feet wide), from which the east line of Sixth Street (60 feet wide) bears North 89° 50' 57" West 1.35 feet;

thence North 45° 54' 49" East 17.28 feet;

thence South 88° 41' 37" East 112.35 feet;

thence South 00° 32' 02" West 9.79 feet to the north line of Oak Avenue;

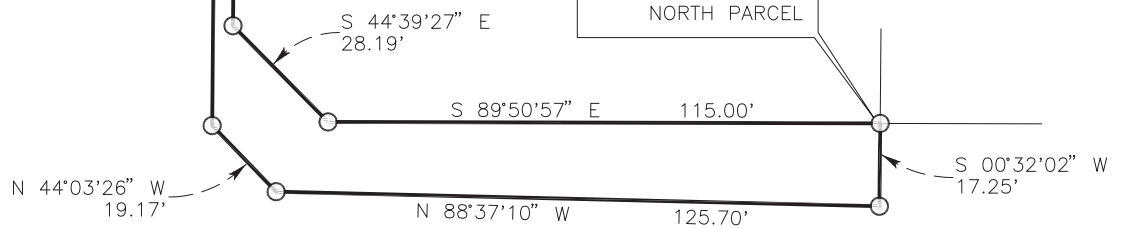
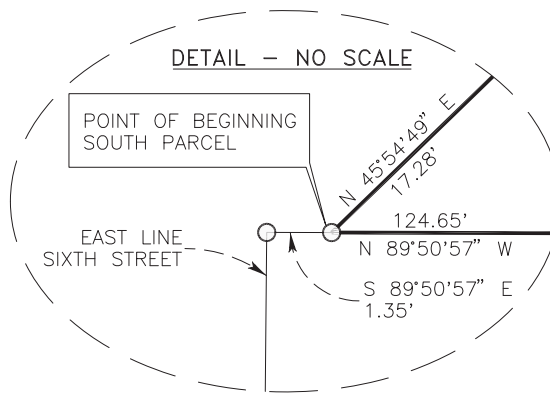
thence along said north line North 89° 50' 57" West 124.65 feet to the point of beginning.

Containing 1,302 square feet or 0.030 acres, more or less.

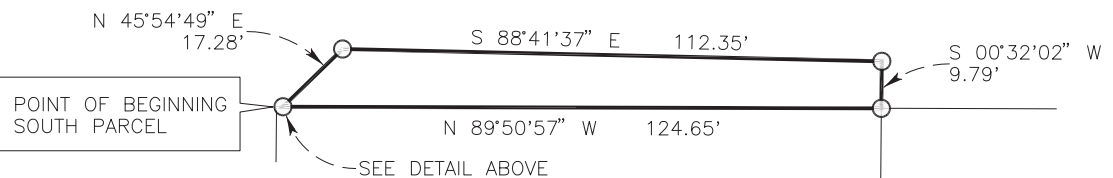


SIXTH STREET

PARCEL 1
10 PK 7



OAK AVENUE

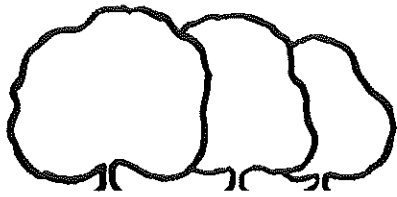


FRAME SURVEYING & MAPPING
609 A STREET DAVIS, CA 95616
530.756.8584 (v&f) jhframe@dcn.org
2111-001A

RIGHT-OF-WAY VACATION
YOLO SUPERIOR COURTHOUSE OFFSITE PARKING
CITY OF WOODLAND, YOLO COUNTY, CALIFORNIA
JANUARY, 2013 SHEET 3 OF 3 SCALE: 1"= 40'



Right-of-Way Vacation
Courthouse Parking Lots
February 28, 2013



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

13.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: Development Impact Fee Deferral Program Extension

Recommendation for Action

Staff recommends that the City Council introduce, waive first reading and read by title only Ordinance No. _____ amending Woodland Municipal Code section 6B-110 to extend the City's temporary development impact fee deferral program for an additional two years as described herein.

Fiscal Impact

The fiscal impact to the City would be a potential net loss of interest earnings for each residential lot that is approved. There would be no fiscal impact for non-residential projects as the City would collect interest for each approved project that also takes advantage of the City's fee deferral program.

Report in Brief

On December 16, 2008, The City of Woodland adopted an Urgency Ordinance adding section 6B-110 to the City of Woodland Municipal Code allowing for the deferral of certain impact fees for market-rate residential and non-residential projects. The construction of new residential and non-residential development continues to be hindered by the downturn in the economic and financial market, making it difficult if not impossible for several developers within the City to obtain financing to cover the initial costs of development. In light of the continued down economy, the City Council approved a two (2) year extension to the program in May 2011. The current ordinance is set to sunset on June 30, 2013. The ordinance allowing for a fee deferral program can only be extended by City Council action.

Several developers have recently expressed interest in the Development Impact Fee Deferral Program. In addition, staff believes that this program should be kept in place for an extended amount of time as an incentive for developers/homebuilders to consider building in Woodland as the economy begins to recover.

Staff recommends that the City Council adopt an ordinance amending Woodland Municipal Code section 6B-110 to extend the City's temporary development impact fee deferral program for an additional two years.

Background

The City met with Spring Lake developers/homebuilders throughout the 2007 and 2008 fiscal years to address issues associated with residential development and the impact that current market conditions had on new construction. Additionally, during that two-year span, some commercial developers also expressed that they were experiencing financial constraints due to the current state of the U.S. economy. Consequently, several developers/homebuilders requested that the City of Woodland implement a fee deferral program to provide some relief with the cost of new construction.

The construction of new residential and non-residential development has been and continues to be hindered by the downturn in the economic and financial market in recent years, making it difficult if not impossible for several developers within the City to obtain financing to cover the initial costs of development. The reduction of new residential and non-residential developments has left large tracts of land located throughout the City vacant and undeveloped. The inability of developers to construct new development within the City due to the substantial financial commitment for many projects has restricted the City's revenue through the loss of potential building permits, tax revenue and/or sales tax revenue.

Given that most development impact fees are collected by cities at building permit issuance, on August 1, 2008, in response to the downturn in the housing market, the California Legislature adopted AB 2604, which amends Government Code section 66007 effective January 1, 2009 to specifically allow local agencies to defer the collection of development impact fees for residential projects to the close of escrow.

The City of Woodland, like many other cities was asked by representatives from Centex, KB Homes, the Building Industry Association (BIA), and several commercial developers to implement a Development Impact Fee Deferral program to provide a certain level of financial relief and assist them with the cost of new construction.

In response, staff analyzed various Fee Deferral Programs implemented by other cities and counties in the Sacramento region. As a discussion item, the fee deferral concept and a summary of the analysis were presented to the City Council Spring Lake Financial Subcommittee on September 25, 2008. Both the Council Spring Lake Financial Subcommittee and represented developers/homebuilders felt a fee deferral program would be beneficial to all stakeholders. Staff was instructed to continue with a draft ordinance.

Staff proceeded to prepare a draft Ordinance that was approved by City Council on December 16, 2008 and became effective date of January 1, 2009; subsequently, in light of the continued down economy, the City Council approved a two (2) year extension to the program in May 2011.

Discussion

The City of Woodland's current Building Ordinance Chapter 6, section 6-1-2(f)(ii) states that "Facilities fees shall be paid by each applicant concurrent with the issuance of a building permit." Like the City of Woodland, most cities currently collect these fees at permit issuance; however, many cities have implemented or have revised fee deferral programs to allow developers/homebuilders to pay development impact fees at final inspection, certificate of occupancy, close of escrow, or within a defined period of time.

Ordinance/Program Major Components. Staff reviewed ordinances and programs implemented by the City of Folsom, Roseville, Elk Grove, and Lincoln. Staff also looked at Sacramento County's standing fee deferral program. In all instances, cities implemented programs that deferred "city controlled" Development Impact Fees. Cities/county introduced new or amended existing ordinances that set parameters for the program. All cities/county had the following major components in common and addressed them in their ordinance or program:

- **Length of Deferral (Maximum deferral period):** The length of the deferral period is the period from the date of issuance of the building permit in which any Deferred Fees may remain unpaid for any Residential/Non-residential development. The current deferral period allows staff to anticipate development impact fees and budget appropriately as fees are related to capital projects in the MPFP.

Current Ordinance:

1. Residential: Allows fee deferral for a maximum of 12 months and includes language that gives staff the discretion to shorten the deferral period from 6-12 months. The deferral period may be extended at the discretion of the City Council prior to the expiration of the Residential Maximum Deferral Period.
 2. Non-residential (Commercial & Industrial): Allows fee deferral for a maximum of 24 months. The deferral period may be extended at the discretion of the City Council prior to the expiration of the Non-Residential Maximum Deferral Period.
- **When Fees are Due:** Similar to length of deferral, this component of the program specifically triggers when the fees are due. Fees due are triggered by the earlier of a certain action such as a Final Inspection, Close of Escrow, Certificate of Occupancy, a date in a Fee Deferral Agreement, or the expiration of the fee deferral period.

Current Ordinance:

1. Residential: Requires that fees be due at final inspection, but no later than the maximum deferral period, whichever comes first.

2. Non-residential (Commercial & Industrial): Requires that fees be paid at a mutually agreed upon date, per the Fee Deferral Agreement, or at the request for final inspection under a building permit and/or a Certificate of Occupancy, but no later than the maximum deferral period, whichever comes first.
- Fee Amount at the Time of Payment: This component of the program states the rate(s) of fees the “applicant” would pay when fees are due.

Current Ordinance:

1. Residential: Requires that fees be paid at the rate(s) when building permits are issued.
 2. Non-residential (Commercial & Industrial): Require that fees be paid at the rate(s) when building permits are issued.
- Length of Ordinance: The City’s current ordinance is set to sunset on June 30, 2013 unless extended by City Council.
 - Security Against Deferred Fees: Various instruments such as recorded deeds of trust, liens, or final inspection can be used as leverage to ensure the payment of deferred fees.

Current Ordinance:

1. Residential: Records a lien against the property.
2. Non-residential (Commercial & Industrial): Secured by a security instrument mutually agreed upon by both City and Developer.

Discretionary Approval. From a risk assessment standpoint, staff looked into the issue discretionary approval for the program and its ramifications. Typically, a discretionary fee deferral program would trigger prevailing wages because under the California Department of Industrial Relations rules and regulations, it would be considered a loan of public funds. To comply with state law, the City would generally have several options in addressing prevailing wage: either (1) make the program non-discretionary and apply the program across the board allowing any interested party with an eligible project to request and be granted a fee deferral, (2) collect interest on deferred fees for any project with a fee deferral agreement, or (3) require prevailing wage and indemnification from developers/homebuilders.

As mentioned above, effective January 1, 2009 SB 2604 allowed for local agencies to defer fees to the close of escrow. By adopting this piece of legislation, the State eliminated the issue of prevailing wage for residential projects and allows all local agencies to implement discretionary programs. However, this still leaves non-residential projects with the issue of prevailing wage. Based on the City’s options and in order to minimize the City’s risk, the following sections were implemented:

Current Ordinance:

1. Residential: Implements eligibility criteria and approval discretion for all projects requesting a fee deferral with no interest assessed during the deferral period.
2. Non-residential (Commercial & Industrial): Implements eligibility criteria and approval discretion for all projects requesting a fee deferral; assesses interest on deferred fees equal to the annual rate of interest earned by the City of Woodland on the investment of pooled funds (LAIF rate), computed on the unpaid amount from the date of execution of the Fee Deferral Agreement to the time of payment for each project.

At the time the program was created, the levels of approval described below were not compared with other cities, but rather analyzed from a City of Woodland perspective to ensure an appropriate, efficient, and timely process:

Current Ordinance:

1. Fee Deferral Agreements are approved and executed by the Assistant City Manager or designee if the sum of Deferred Fees is less than one million dollars (\$1,000,000).
2. Fee Deferral Agreements are approved by the City Council and executed by the City Manager if the sum of Deferred Fees is equal to or exceeds one million dollars (\$1,000,000).

Eligible Fees. Prior to identifying eligible fees, Finance staff closely reviewed all development impact fees to determine what fees could be deferred without having an adverse fiscal impact. Of these fees, the Wastewater, Parks, and Fire fees were not recommended for deferral. All three (3) fee types are tied to debt service that would otherwise have to be paid with the City's General Fund, if deferred.

Staff identified the following Development Impact fees eligible for deferral. Deferral of these fees will not have an adverse fiscal impact on the City.

1. General City
2. Library
3. Police
4. Water
5. Roads
6. Administration
7. Storm Drain

Based on existing Council approved fees, deferral of certain development impact fees would provide the following temporary financial relief to developers. Note that the fees below include a Surface Water Impact fee that was approved and added in 2011. This fee adds \$2,742 to single family homes and adds between \$5,484 to \$17,548 to multifamily projects (fee is dependant on size building(s), amount of landscaping, water meter size, and the number of water meters needed for the

project– and not based on a per unit cost). Also please note that “other city” or infill projects do not account for storm drain. The rate for Storm Drain will vary based the proposed location of the project.

- Single Family Development Impact Fees (Spring Lake)
Current Fees: Total Fees: \$21,204; Percent Deferred: 32% or \$6,820.
- Single Family Development Impact Fees (Other City)
Current Fees: Total Fees: \$24,194 (not including Storm Drain); Percent Deferred: 28% or \$6,843.
- Downtown Single Family Development Impact Fees
Current Fees: Total Fees: \$22,753; Percent Deferred: 24% or \$5,402.
- High-Density Single Family (Spring Lake)
Current Fees: Total Fees: \$17,360; Percent Deferred: 29% or \$5,018.
- High-Density Single Family (Other City)
Current Fees: Total Fees: \$19,850 (not including Storm Drain); Percent Deferred: 25% or \$5,036.
- Age-restricted Single Family (Spring Lake)
Current Fees: \$11,947; Percent Deferred: 20% or \$2,430.
- Age-restricted Single Family (Other City)
Current Fees: Total Fees: \$13,741 (not including Storm Drain); Percent Deferred: 18% or \$2,444.
- Multifamily Development Impact Fees (Spring Lake)
Current Fees: Total Fees: \$14,597; Percent Deferred: 14% or \$2,008.
- Multifamily Development Impact Fees (Other City)
Current Fees: Total Fees: \$17,087 (not including Storm Drain); Percent Deferred: 12% or \$2,026.
- Age Restricted Multifamily Development Impact Fees (Spring Lake)
Current Fees: Total Fees: \$7,821; Percent Deferred: 18% or \$1,445.
- Age Restricted Multifamily Development Impact Fees (Other City)
Current Fees: Total Fees: \$9,615 (not including Storm Drain); Percent Deferred: 15% or \$1,459.

- **Non-residential Development Impact Fees:** All development impact fees are based the square footage of a project. The rate per square foot will vary depending whether the project is retail, service, office, downtown retail, or industrial. The rate for Storm Drain will also vary based proposed location of the project.

Spring Lake Infrastructure Fees (SLIF). Previously, staff also looked at Spring Lake Infrastructure Fees (SLIF) to determine whether or not they were deferrable. Based on Finance staff review, it was determined that most developers/homebuilders were already using fee credits to pay for SLIF fees and therefore deferring these fees would not encourage development. Remaining SLIF fees that developers/homebuilders are required to pay, but are not fee-creditable are the Parks SLIF and Administration SLIF. In considering these fees, it was determined that deferring these fees was not feasible as they are tied to projects and staff salaries.

Commission/Committee Recommendation

The City Council Spring Lake Financial Subcommittee previously recommended the original Ordinance that was approved on December 16, 2008.

Alternative Courses of Action

1. Staff recommends that the City Council waive first reading and read by title only Ordinance No. ____ amending Woodland Municipal Code section 6B-110 to extend the City's temporary development impact fee deferral program for an additional two years as described herein.
2. Request that staff make changes to the proposed ordinance.
3. Cease further consideration of a proposed development impact fee deferral program and continue to collect fees at building permit issuance.

Conclusion

Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Evis Morales
Management Analyst

Reviewed by: Nicholas J. Ponticello
CDD Director



Paul Navazio
City Manager

Attachment: Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND, CALIFORNIA, AMENDING SECTION 6B-110 OF
THE WOODLAND MUNICIPAL CODE RELATING TO THE DEFERRAL
OF CERTAIN DEVELOPMENT IMPACT FEES**

WHEREAS, the City of Woodland ("City") requires the payment of various development impact fees to help address the impacts of new development; and

WHEREAS, the City recognizes that the payment of fees represents a substantial financial commitment for many projects; and

WHEREAS, the construction of new residential and non-residential development has been severely hindered by the continued economic downturn, making it difficult if not impossible for several developers within the City to obtain financing to cover the initial costs of development; and

WHEREAS, the reduction of new residential and non-residential developments has left large tracts of land located throughout the City vacant and undeveloped; and

WHEREAS, the inability of developers to construct new development within the City due to the substantial financial commitment for many projects has restricted the City's revenue through the loss of potential *ad valorem* tax revenue and/or sales tax revenue; and

WHEREAS, in an effort to spurn development and associated City revenues, the City Council adopted Ordinance No. 1528 permitting developers to defer development impact fees for certain projects; and

WHEREAS, Ordinance No. 1528 will sunset on June 30, 2013 unless extended; and

WHEREAS, the economic difficulties that necessitated the adoption of Ordinance No. 1528 continue to negatively impact projects and are expected to continue to do so in the foreseeable future; and

WHEREAS, to ensure the continued development of residential and non-residential projects and the receipt of accompanying tax revenue, the City Council wishes to extend Ordinance No. 1528 for an additional two years.

NOW, THEREFORE, the City Council of the City of Woodland does hereby ordain as follows:

Section 1. Purpose. The purpose of this Ordinance is to amend Section 6B-110 of the Woodland Municipal Code to extend the City's temporary development impact fee deferral program for an additional two years.

Section 2. Authority. The City Council enacts this Ordinance under the authority granted to cities by Article XI, Section 7 of the California Constitution.

Section 3. CEQA. The adoption of this Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), which provides that CEQA only applies to projects which have the potential for causing a significant effect on the environment. Where it can be determined that the proposed project will not have a significant adverse effect on the environment, the project is not subject to CEQA. This Ordinance would temporarily extend a program to allow for the deferral of certain development impact fees and does not propose nor authorize any action that would have the potential to cause a significant adverse effect on the environment. Furthermore, this Ordinance explicitly requires that a project must have completed all environmental compliance requirements in order to be eligible for the deferral of certain development impact fees. Thus, it can be established with certainty that this Ordinance will not have a significant adverse effect on the environment and is therefore not subject to CEQA. Pursuant to the foregoing, a Notice of Exemption has been prepared and completed in accordance with CEQA.

Section 4. Amendment. Section 6B-110 of the Woodland Municipal Code is amended to read in full as follows:

Sec. 6B-110. Expiration. This chapter shall remain in effect until June 30, 2015, and shall thereafter be automatically repealed and of no further force and effect. The City Council may, at its sole discretion, extend the fee deferral program at any time prior to the expiration date set forth herein.

Section 5. Severability. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. This City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

Section 6. Effective Date and Publication. The City Clerk shall certify to the adoption of this Ordinance, and the City Clerk shall cause this Ordinance to be posted or published as prescribed by law. This Ordinance shall take effect thirty (30) days following its adoption.

PASSED AND ADOPTED this _____ day of _____, 2013 by the following
vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

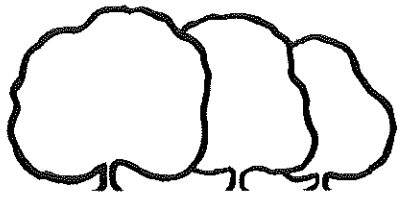
Marlin H. "Skip" Davies
Mayor

ATTEST:

Ana Gonzalez
City Clerk

APPROVED AS TO FORM:

Andrew Morris
City Attorney



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

14.

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 7, 2013

SUBJECT: City of Woodland Community Facilities District No. 2004-1
(Spring Lake) - Subordinate Special Tax Bonds, Series 2013A

Recommendation for Action

Staff recommends that the City Council approve Resolution No. _____ authorizing the execution and delivery of a bond issuance agreement; authorizing the issuance of subordinate special tax bonds, and approving certain other actions related thereto. The proceeds of these bonds will be used to reimburse first release property owners for oversizing infrastructure within the Spring Lake Specific Plan.

Fiscal Impact

There is no direct impact to the General Fund of the City. However, the issuance of these bonds will help to reimburse first round developers for oversizing of public infrastructure and should help spur development.

Background

In 2012 the City, along with consultants, designed a private placement bond program to allow certain developments within the District to move forward on land sales and to further development within the District. In late 2012, Mr. Bill Zech of Access Land Company, LLC ("developer") approached the City about being the first landowner to utilize this program.

Discussion

Pursuant to the Fiscal Agent Agreement from the 2004 bonds, the City cannot issue a second series of bonds until at least 700 permits and a third series of bonds until 1,400 permits have been issued for the construction of single-family dwelling units. The City has certain developers interested in moving forward on development and wish to finance a part of their required infrastructure through this private placement program. The City can certainly accommodate a second series now since more than 700 permits have been issued. However, an issuance now would prevent the City from providing financing to any other developers until 1,400 permits are issued. The subordinate private placement bond program gets around these restrictions all together since these bonds would not be

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on parity with or equal to the 2004 bonds but rather subordinate. In addition, as will be discussed at a future meeting, the financing team is preparing documents for a refinancing of the 2004 bonds that will eliminate any future unit requirements.

The subject property is currently owned by Access Land Company, LLC and there is a merchant builder interested in purchasing their property. The property is slated for development of a 67-unit R-8 project. The land sale is currently slated to close on June 5, 2013. The intent is to have Access Land Company, LLC or their designees purchase and own the bonds structured as 30-year debt escalating at 2.00% per year to keep pace with the annual growth in special taxes. The interest rate on the bonds is set at 7.00% which would be consistent with a non-rated subordinate land secured transaction in the current market. The City has yet to approve the final map for this development and it is anticipated that the map will be brought to the City Council for approval in June.

Below is a table of the maximum special taxes to spin off the property, the debt service on the bonds and the debt service coverage by the Maximum Special Taxes:

City of Woodland CFD No. 2004-1 (Spring Lake) Subordinate Special Tax Bonds, Series 2013 A Access Land Company, LLC (67-Unit, R-8 Project)					
[1]	[2]	[3]	[4]	[5]	[6]
Bond Year	Maximum Special Tax	# of Units	Available Special Tax Revenue	Net Bond Year Debt Service	Debt Service Coverage
2013	1,640.32				
2014	1,673.13	67	112,099.47	101,844.71	1.101
2015	1,706.59	67	114,341.46	103,934.70	1.100
2016	1,740.72	67	116,628.29	103,934.70	1.122
2017	1,775.54	67	118,960.85	103,934.70	1.145
2018	1,811.05	67	121,340.07	103,934.70	1.167
2019	1,847.27	67	123,766.87	105,534.70	1.173
2020	1,884.21	67	126,242.21	107,822.70	1.171
2021	1,921.90	67	128,767.05	110,042.70	1.170
2022	1,960.33	67	131,342.39	112,387.70	1.169
2023	1,999.54	67	133,969.24	114,836.70	1.167
2024	2,039.53	67	136,648.63	117,268.70	1.165
2025	2,080.32	67	139,381.60	119,769.70	1.164
2026	2,121.93	67	142,169.23	122,218.70	1.163
2027	2,164.37	67	145,012.62	124,901.70	1.161
2028	2,207.65	67	147,912.87	127,483.70	1.160
2029	2,251.81	67	150,871.13	130,150.70	1.159
2030	2,296.84	67	153,888.55	132,874.70	1.158
2031	2,342.78	67	156,966.32	135,727.70	1.156
2032	2,389.64	67	160,105.65	138,574.70	1.155
2033	2,437.43	67	163,307.76	141,487.70	1.154
2034	2,486.18	67	166,573.91	144,431.70	1.153
2035	2,535.90	67	169,905.39	147,471.70	1.152
2036	2,586.62	67	173,303.50	150,565.70	1.151
2037	2,638.35	67	176,769.57	153,671.70	1.150
2038	2,691.12	67	180,304.96	156,947.70	1.149
2039	2,744.94	67	183,911.06	160,237.70	1.148
2040	2,799.84	67	187,589.28	163,592.70	1.147
2041	2,855.84	67	191,341.07	166,956.70	1.146
2042	2,912.95	67	195,167.89	170,473.70	1.145
2043	2,971.21	67	199,071.25	23,343.70	8.528
Totals			4,547,660.13	3,796,359.01	
Notes					
[1] Bond Year Ending September 5 Each Year					
[2] Escalated at 2.00% Per Year					
[3] Projected Number of Units to be Developed					
[4] [2] * [3]					
[5] Net Debt Service (Net of Capitalized Interest and Reserve Fund Earnings at 1.00%)					
[6] [4] / [5]					

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In keeping with the policies established by the private placement bond program, the bonds will have a reserve fund to cover debt service in the event of delinquencies, capitalized interest sufficient to cover the interest due from the closing date of June 5, 2013 through and including September 5, 2013 and a minimum debt service coverage of 1.10 times. The capitalized interest is required since the City will not be able to place the special taxes on the tax roll until August of this year. These bonds are subordinate to bonds issued for the District in 2004, and as such, are second in line to receive the special tax revenues each year. The City will continue to receive the special taxes each year as collected by the County and will first pay debt service on the 2004 bonds in full with interest due each March 1 and September 1 and principal due each September 1. The private placement bonds will pay principal and interest annually on September 5 after the full payment of debt service on the 2004 bonds.

In order to accommodate the land sale and also the timing for final map approval by the City Council, the developer has agreed to escrow the proceeds of the bonds until the final map is approved. At the closing of the land sale the developer will deposit \$35,500 with the City to pay the costs of issuing the bonds. In addition, the proceeds of the bonds will be held in trust and only released upon final map approval. Should something happen to the land sale or the final map not be approved, the proceeds of the bonds in the full amount of \$1,506,300 will be returned to the developer/purchaser and the sale cancelled. Should the final map receive approval, the developer will be reimbursed for their costs of issuance deposit, capitalized interest will be funded on the bonds and a reserve fund established and held in trust by the City. The net proceeds will be used to reimburse first release developers for the oversizing of public infrastructure.

Below is a copy of the sources and uses of funds for the bonds:

City of Woodland CFD No. 2004-1 (Spring Lake) Subordinate Special Tax Bonds, Series 2013 A Sources and Uses of Funds			
Sources of Funds			
Par Amount of Bonds	1,506,300.00		
Plus: Accrued Interest	-		
Less: (OID) / Plus: OIP	-		
Less: Underwriter's Discount	-		
Net Proceeds		1,506,300.00	
Total Sources		1,506,300.00	
Uses of Funds			
Project Fund Deposit	1,292,096.33		
Less: Interest Earnings	-		
Net Funds		1,292,096.33	
Capitalized Interest Fund	28,073.67		
Less: Interest Earnings	-		
Less: Reserve Fund Earnings	-		
Net Funds		28,073.67	
Reserve Fund		150,630.00	
Costs of Issuance		35,500.00	
Total Uses		1,506,300.00	
Rounding Adjustment		-	
Run Date	May 1, 2013		
Run Time	5:37 PM		

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On the next page is a table showing the interest rates and debt service on the proposed bonds:

City of Woodland CFD No. 2004-1 (Spring Lake) Subordinate Special Tax Bonds, Series 2013 A Gross Debt Service Schedule				
Date	Principal	Rate	Interest	Annual Debt Service
06/05/13				
09/05/14		-	131,801.25	131,801.25
09/05/15		-	105,441.00	105,441.00
09/05/16		-	105,441.00	105,441.00
09/05/17		-	105,441.00	105,441.00
09/05/18		-	105,441.00	105,441.00
09/05/19	1,600.00	7.000	105,441.00	107,041.00
09/05/20	4,000.00	7.000	105,329.00	109,329.00
09/05/21	6,500.00	7.000	105,049.00	111,549.00
09/05/22	9,300.00	7.000	104,594.00	113,894.00
09/05/23	12,400.00	7.000	103,943.00	116,343.00
09/05/24	15,700.00	7.000	103,075.00	118,775.00
09/05/25	19,300.00	7.000	101,976.00	121,276.00
09/05/26	23,100.00	7.000	100,625.00	123,725.00
09/05/27	27,400.00	7.000	99,008.00	126,408.00
09/05/28	31,900.00	7.000	97,090.00	128,990.00
09/05/29	36,800.00	7.000	94,857.00	131,657.00
09/05/30	42,100.00	7.000	92,281.00	134,381.00
09/05/31	47,900.00	7.000	89,334.00	137,234.00
09/05/32	54,100.00	7.000	85,981.00	140,081.00
09/05/33	60,800.00	7.000	82,194.00	142,994.00
09/05/34	68,000.00	7.000	77,938.00	145,938.00
09/05/35	75,800.00	7.000	73,178.00	148,978.00
09/05/36	84,200.00	7.000	67,872.00	152,072.00
09/05/37	93,200.00	7.000	61,978.00	155,178.00
09/05/38	103,000.00	7.000	55,454.00	158,454.00
09/05/39	113,500.00	7.000	48,244.00	161,744.00
09/05/40	124,800.00	7.000	40,299.00	165,099.00
09/05/41	136,900.00	7.000	31,563.00	168,463.00
09/05/42	150,000.00	7.000	21,980.00	171,980.00
09/05/43	164,000.00	7.000	11,480.00	175,480.00
Total	1,506,300.00		2,514,328.25	4,020,628.25

The developer, or their designees, will own these bonds until such time as the City can enter the public market to fund new money for the District as well as take out this and any other private placement bonds outstanding or until enough of these private placement bonds can be pooled together to make a public issuance cost effective.

The financing team consists of:

Bond Counsel: Kronick, Moskovitz, Tiedemann & Girard
Financial Advisor: Del Rio Advisors, LLC

The schedule, should the Council bless the issuance, would be to complete all documentation shortly after the meeting and close the transaction on Wednesday June 5th.

The following legal document related to the financing has been prepared in substantially final form and attached for Council review:

- Bond Issuance Agreement

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Conclusion

Staff recommends the City Council approve Resolution No. _____ authorizing the execution and delivery of a bond issuance agreement; authorizing the issuance of subordinate special tax bonds, and approving certain other actions related thereto.

Prepared by: Kimberly McKinney
Finance Officer


Paul Navazio
City Manager

Attachments

**CITY OF WOODLAND
COMMUNITY FACILITIES DISTRICT NO. 2004-1
(SPRING LAKE)**

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE EXECUTION AND DELIVERY OF A BOND ISSUANCE
AGREEMENT; AUTHORIZING THE ISSUANCE OF SUBORDINATE SPECIAL TAX
BONDS; AND APPROVING CERTAIN OTHER ACTIONS RELATED THERETO**

WHEREAS, by Resolution No. 4559, adopted on June 22, 2004, the City Council of the City of Woodland (the "City") established the City's Community Facilities District No. 2004-1 (Spring Lake) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982 (Chapter 2.5, Part 1, Division 2, Title 5 (commencing with Section 53311) of the California Government Code) (the "Act"), for the purpose of providing for the financing of the construction and acquisition of certain public capital facilities described in the Resolution of Formation;

WHEREAS, on June 22, 2004, the qualified electors of the CFD authorized the City Council to levy special taxes upon the land within the CFD and to issue bonds in the principal amount of not to exceed \$112,500,000 (the "Bonds"), secured by the special taxes, pursuant to the terms of the Act;

WHEREAS, the City previously issued \$33,050,000 of its Community Facilities District No. 2004-1 (Spring Lake) Special Tax Bonds, Series 2004, which the City intends to refund by issuing its Community Facilities District No. 2004-1 (Spring Lake) Special Tax Refunding Bonds, Series 2013 (the "2013 Bonds"), pursuant to a Fiscal Agent Agreement dated May 1, 2013 (the "Fiscal Agent Agreement"), between the City and U.S. Bank National Association;

WHEREAS, the City Council has determined to issue bonds that will be subordinate to the 2013 Bonds and any other bonds issued pursuant to the Fiscal Agent Agreement, to be designated as Community Facilities District No. 2004-1 (Spring Lake) Subordinate Special Tax Bonds, Series 2013A (the "Subordinate Bonds") for the purpose of financing the payment of the cost of acquiring certain public improvements for the City that were constructed or acquired by property owners in the CFD;

WHEREAS, the Bond Issuance Agreement of the City, pursuant to which the City will issue the Subordinate Bonds, which is incorporated herein by reference, has been presented to the City Council for its review and approval;

WHEREAS, it appears to the City Council that the authorization, approval, execution, and delivery of the Bond Issuance Agreement and the agreements and documents contemplated thereby or incidental thereto and the issuance, sale, and delivery of the Subordinate Bonds in accordance with the Bond Issuance Agreement are desirable and in the best interests of the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland, that:

Section 1. Recitals. The foregoing recitals are true and correct and the City Council so finds and determines.

Section 2 Authorization of Officers to Execute and Deliver the Bond Issuance Agreement. The City Council hereby authorizes the Mayor, the City Manager, the Finance Officer, and their designees (the "Designated Officers"), and each of them individually, for and in the name of the and on behalf of the City, to approve, execute, and deliver the Bond Issuance Agreement, in substantially the form presented to the City Council at this meeting, which agreement is hereby approved, with such changes, insertions, revisions, corrections, or amendments as shall be approved by the officer or officers executing the agreement for the City Council. The execution of the foregoing by a Designated Officer or Officers shall constitute conclusive evidence of such officer's or officers' and the City Council's approval of any such changes, insertions, revisions, corrections, or amendments to the form of the agreement presented to the City Council at this meeting. The date, respective principal amounts of each maturity, the interest rates, interest payment dates, denominations, forms, registration privileges, place or places of payment, terms of redemption, and other terms of the Subordinate Bonds, shall be as provided in the Bond Issuance Agreement as finally executed.

Section 3. Authorization to Issue Bonds. The City Council hereby authorizes the issuance of the Subordinate Bonds in accordance with the terms of the Bond Issuance Agreement as finally executed.

Section 4. Authorization of Sale. The City Council hereby authorizes the sale, at a price equal to their principal amount, of not to exceed \$1,506,300 principal amount of Subordinate Bonds, bearing interest at 7.00% per annum, to the buyers designated by Access Land Company, LLC.

Section 5. Retention of Bond Counsel. Kronick, Moskovitz, Tiedemann & Girard, a Professional Corporation, is hereby appointed bond counsel to the City for the issuance and sale of the Subordinate Bonds. The City Manager and the Finance Officer are each hereby authorized and directed to execute and deliver an agreement for services with that firm in the form submitted to this meeting.

Section 6. General Authorization. The City Council hereby authorizes and directs the Designated Officers, and each of them individually, for and in the name of and on behalf of the City Council, to do any and all things and to execute and deliver any and all documents that they may deem necessary or advisable in order to complete the sale, issuance, and delivery of the Subordinate Bonds and otherwise to carry out, give effect to, and comply with the terms and intent of this resolution. All actions heretofore taken by such officers and agents that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved in all respects.

Section 8. Effective Date. This resolution shall take effect immediately upon its passage.

APPROVED, PASSED AND ADOPTED on _____, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk of the City of Woodland

BOND ISSUANCE AGREEMENT

made by the

CITY OF WOODLAND

Dated _____ 1, 2013

Relating to the

**\$1,506,300
CITY OF WOODLAND
COMMUNITY FACILITIES DISTRICT NO. 2004-1 (SPRING LAKE)
SUBORDINATE SPECIAL TAX BONDS
SERIES 2013A**

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BOND ISSUANCE AGREEMENT

This BOND ISSUANCE AGREEMENT (the "Agreement"), dated _____ 1, 2013, is made by the CITY OF WOODLAND (the "City"), a municipal corporation duly organized and existing under and by virtue of the Constitution and laws of the State of California, for the benefit of the owners from time to time of the bonds issued hereunder.

RECITALS

1. The City Council of the City (the "City Council") on June 22, 2004, duly adopted its Resolution No. 4559 (i) establishing the City's Community Facilities District No. 2004-1 (Spring Lake) (the "CFD") for the purpose of providing for the financing of certain services and the financing of the design, construction, and acquisition of certain public facilities in and for the CFD and (ii) determining the necessity to incur a bonded indebtedness in the amount of \$112,500,000 with respect to the CFD.

2. On June 22, 2004, the qualified electors of the CFD authorized the City Council to levy special taxes upon the land within the CFD and to issue bonds in the principal amount of not to exceed \$112,500,000 (the "Bonds"), secured by the special taxes.

3. The City now is fully authorized pursuant to the Mello-Roos Community Facilities Act of 1982 (Sections 53311 et seq. of the Government Code of the State of California, as amended) (the "Law") to issue the Bonds.

4. The City has determined to enter into this Agreement in order to provide for the execution and delivery of Bonds (the "Subordinate Bonds") that will be subordinate to the Bonds issued pursuant to the Fiscal Agent Agreement dated May 1, 2013, between U.S. Bank National Association and the City, to establish and declare the terms and conditions upon which the Subordinate Bonds shall be issued and secured and to secure the payment of the principal thereof and interest thereon.

5. The City has found and determined that all acts, conditions and things required by law to exist, to have happened and to have been performed precedent to and in connection with the execution and entering into of this Agreement do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the parties hereto are now duly authorized to execute and enter into this Agreement.

AGREEMENT

In order to secure the payment of the Subordinate Bonds and the performance and observance by the City of all the covenants, agreements and conditions herein and in the Subordinate Bonds contained, the City hereby agrees and covenants with the owners from time to time of the Subordinate Bonds, as follows:

ARTICLE I DEFINITIONS AND GENERAL PROVISIONS

Section 1.1. Definitions. Unless the context otherwise requires, the terms defined in this Section 1.1 shall, for all purposes hereof and of any amendment hereof or supplement hereto and of the Subordinate Bonds and of any certificate, opinion, request or other document mentioned herein or therein, have the meanings defined herein, the following definitions to be equally applicable to both the singular and plural forms of any of the terms defined herein:

Administrative Expenses means any or all of the following: the fees and expenses of any fiscal agent or trustee (including any fees or expenses of its counsel) employed in connection with any Bonds, and the expenses of the City carrying out its duties with respect to the CFD and the Bonds, including, but not limited to, costs of levying and collecting the Special Taxes, the fees and expenses of legal counsel, charges levied by the County Auditor's Office, Tax Collector's Office, and/or Treasurer's Office, costs related to annexing property into the CFD, costs related to property owner inquiries regarding the Special Taxes, amounts needed to pay rebate to the federal government with respect to the Bonds, costs associated with complying with any continuing disclosure requirements for the Bonds and the Special Taxes, and all other costs and expenses of the City in any way related to the establishment or administration of the CFD.

Agreement means this agreement made by the City.

Annual Debt Service means for each Bond Year the aggregate amount of principal and interest becoming due and payable on the Subordinate Bonds.

Bonds means all of the bonds issued by the City that are payable from the Special Taxes

Bond Year means the period ending on September 5 of each year with the first Bond Year ending on September 5, 2013, and the last Bond Year ending on the date on which the Subordinate Bonds are no longer outstanding.

Business Day means any day of the week other than a Saturday or a Sunday or a day on which banks in the State are not required or authorized to remain closed and on which the New York Stock Exchange is open for business.

CFD means the City's Community Facilities District No. 2004-1 (Spring Lake), a community facilities district duly established within the geographical jurisdiction of the City pursuant to the Law.

City means the City of Woodland.

City Council means the City Council of the City.

Code means the Internal Revenue Code of 1986, as the same shall be hereafter amended, and any regulations heretofore issued or that shall be hereafter issued by the United States Department of the Treasury thereunder.

Community Facilities Fund means the fund by that name established pursuant to Section 7.4 (Allocation of Net Special Taxes) of the Fiscal Agent Agreement.

County means the County of Yolo, State of California.

Event of Default means any of the events specified in Section 5.1 (Events of Default).

Fiscal Agent means U.S. Bank National Association, a national banking association duly organized under the laws of the United States of America, or its successor as Fiscal Agent.

Fiscal Agent Agreement means the Fiscal Agent Agreement dated May 1, 2013, between the Fiscal Agent and the City, as originally executed or as it may from time to time be supplemented or amended by any Supplemental Fiscal Agent Agreement delivered pursuant to the provisions thereof.

Landowner means the owner of the real property that constitutes the Parkview Project (Tentative Map #5004).

Law means the Mello-Roos Community Facilities Act of 1982 (Sections 53311 et seq. of the Government Code of the State of California, as amended), as now in effect and as it may from time to time hereafter be amended or supplemented.

Maximum Annual Debt Service shall mean the greatest amount of principal and interest becoming due and payable on the Subordinate Bonds in any Bond Year including the Bond Year in which the calculation is made or any subsequent Bond Year.

Net Special Taxes means the Special Taxes less, in each Fiscal Year, Administrative Expenses up to the sum of \$25,000 increased by 2% each year after Fiscal Year 2012-13.

Opinion of Counsel means a written opinion of counsel experienced in the field of law relating to municipal bonds, appointed and paid by the City.

Owner means the person in whose name any Subordinate Bond shall be registered.

Payment Date means September 5 of each year. The first Payment Date shall be September 5, 2014.

Rate and Method of Apportionment means the rate, method of apportionment, and manner of collection of the Special Taxes included as Exhibit B to the Resolution of Formation.

Record Date means the 1st day of the month preceding any Payment Date. The first Record Date shall be September 1, 2014.

Resolution of Formation means Resolution No. 4559 adopted by the City Council on June 22, 2004, establishing the CFD, as the same may be amended from time to time in accordance with the Law.

SLIF Credits mean the credits towards the building permit Spring Lake Infrastructure Fees in the amount of the Reimbursement Amount as defined in Section 2.2 (Application of Proceeds of the Subordinate Bonds).

Special Taxes means the special taxes authorized to be levied and collected annually on property in the CFD.

State means the State of California.

Series 2013A Subordinate Bond Reserve Fund means the fund by that name established pursuant to Section 3.4 (Establishment and Application of Series 2013A Subordinate Bond Reserve Fund).

Series 2013A Subordinate Bond Reserve Requirement means, as of any date of calculation, the least of (i) Maximum Annual Debt Service as of such date, (ii) 125% of average Annual Debt Service on the Subordinate Bonds as of such date and (iii) 10% of the original principal amount of the Subordinate Bonds.

Subordinate Bonds means the City of Woodland Community Facilities District No. 2004-1 (Spring Lake) Subordinate Special Tax Bonds, Series 2013A, issued hereunder.

Tax Certificate means the Tax Certificate concerning certain matters pertaining to the use of proceeds of the Subordinate Bonds, executed and delivered by the City on the date of issuance of the Subordinate Bond, including all exhibits attached thereto, as such certificate may from time to time be modified or supplemented in accordance with the terms thereof.

Taxable Property means all property described by the definition of the term "Taxable Property" in the Rate and Method of Apportionment.

Section 1.2. Effect of Headings and Table of Contents. The headings or titles of the several Articles and Sections hereof, and any table of contents appended to copies hereof, shall be solely for convenience of reference and shall not affect the meaning, construction, or effect of this Agreement.

Section 1.3. Successors and Assigns. Whenever in this Agreement the City is named or referred to, such reference shall be deemed to include the successors or assigns thereof, and all the covenants and agreements in this Agreement contained by or on behalf of the City shall bind and inure to the benefit of the respective successors and assigns thereof whether so expressed or not.

Section 1.4. Benefits of Agreement. Nothing in this Agreement or in the Subordinate Bonds expressed or implied is intended or shall be construed to give to any person other than the City, the Landowner, and the Owners of the Subordinate Bonds, any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenant, condition or provision therein or herein contained; and all such covenants, conditions and provisions are and shall be held to be for the sole and exclusive benefit of the City, the Landowner, and the Owners of the Subordinate Bonds.

Section 1.5. Payments/Actions Otherwise Scheduled on Non-Business Days.

Except as specifically set forth in a Supplemental Agreement, any payments or transfers that would otherwise become due on any day that is not a Business Day shall become due or shall be made on the next succeeding Business Day. When any other action is provided for herein to be done on a day named or within a specified time period and the day named or the last day of the specified period falls on a day other than a Business Day, such action may be performed on the next succeeding Business Day with the same effect as though performed on the appointed day or within the specified period.

Section 1.6. No Personal Liability for Debt Service. No member of the City Council, officer, agent, or employee of the City shall be individually or personally liable for the payment of the principal of or interest on the Subordinate Bonds or be subject to any personal liability or accountability by reason of the issuance thereof; but nothing herein contained shall relieve any such Council member, officer, agent, or employee of the City from the performance of any official duty provided by law or by this Agreement.

Section 1.7. Separability Clause. If any one or more of the provisions contained in this Agreement or in the Subordinate Bonds shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions contained in this Agreement and such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. The City hereby declares that it would have adopted this Agreement and each and every other section, paragraph, sentence, clause, or phrase hereof and authorized the issuance of the Subordinate Bonds pursuant thereto irrespective of the fact that any one or more sections, paragraphs, sentences, clauses, or phrases of this Agreement may be held illegal, invalid, or unenforceable.

Section 1.8. Governing Law. This Agreement shall be construed and governed in accordance with the laws of the State.

Section 1.9 Notices. Unless otherwise specified herein, all notices, statements, orders, requests or other communications hereunder shall be in writing and shall be sufficiently given and served upon the City if delivered personally or if mailed by United States registered or certified mail, return receipt requested, postage prepaid, or if given by fax, electronically, or other means of written communication and confirmed by mail to:

City of Woodland
300 First Street
Woodland, CA 95695
Attn: Finance Director

**ARTICLE II
THE SUBORDINATE BONDS**

Section 2.1 Authorization and Title. The City hereby authorizes the issuance of bonds in the aggregate principal amount of \$1,506,300. The title of the Subordinate Bonds shall be "City of Woodland Community Facilities District No. 2004-1 (Spring Lake) Subordinate

Special Tax Bonds, Series 2013A.” If and when the City Council approves all final maps for the Parkview Project (Tentative Subdivision Map #5004), the City shall execute and deliver the Subordinate Bonds to the Owners and shall concurrently transfer the SLIF Credits to the Landowner.

Section 2.2 Application of Proceeds of the Subordinate Bonds. The City shall deposit \$1,292,096.33 (the “Reimbursement Amount”) of the purchase price of the Subordinate Bonds into an account established and maintained by the City for the purpose of paying reimbursements owed by the City to property owners in the CFD. The City shall deposit \$150,630.00 into the Series 2013A Subordinate Bond Reserve Fund created pursuant to Section 3.4 hereof, which is held by the City. The City shall deposit \$35,500.00 of the purchase price of the Subordinate Bonds into an account established and maintained by the City for the purpose of paying or reimbursing costs of issuance of the Subordinate Bonds. The City shall deposit \$28,073.67 of the purchase price of the Subordinate Bonds into a subaccount established and maintained by the City in the Community Facilities Fund for the purpose of paying a portion of the interest due on the Subordinate Bonds on September 5, 2014.

Section 2.3 Terms and Form of Bonds. (A) Form and Registration. The Subordinate Bonds shall be issued in the form of fully-registered installment bonds in substantially the form attached hereto as Exhibit A.

(B) Date; Interest Accrual; Interest Rates; Payments. The Subordinate Bonds shall be dated their date of delivery, shall bear interest from their date to September 5, 2043, at the rate of 7.00% per annum. The City shall pay installments of principal and interest on the Subordinate Bonds in the following amounts on the following dates:

Date (September 5)	Principal	Interest	Total
2014		\$131,801.25	\$131,801.25
2015		105,441.00	105,441.00
2016		105,441.00	105,441.00
2017		105,441.00	105,441.00
2018		105,441.00	105,441.00
2019	\$1,600.00	105,441.00	107,041.00
2020	4,000.00	105,329.00	109,329.00
2021	6,500.00	105,049.00	111,549.00
2022	9,300.00	104,594.00	113,894.00
2023	12,400.00	103,943.00	116,343.00
2024	15,700.00	103,075.00	118,775.00
2025	19,300.00	101,976.00	121,276.00
2026	23,100.00	100,625.00	123,725.00
2027	27,400.00	99,008.00	126,408.00
2028	31,900.00	97,090.00	128,990.00
2029	36,800.00	94,857.00	131,657.00
2030	42,100.00	92,281.00	134,381.00
2031	47,900.00	89,334.00	137,234.00
2032	54,100.00	85,981.00	140,081.00

Date (September 5)	Principal	Interest	Total
2033	60,800.00	82,194.00	142,994.00
2034	68,000.00	77,938.00	145,938.00
2035	75,800.00	73,178.00	148,978.00
2036	84,200.00	67,872.00	152,072.00
2037	93,200.00	61,978.00	155,178.00
2038	103,000.00	55,454.00	158,454.00
2039	113,500.00	48,244.00	161,744.00
2040	124,800.00	40,299.00	165,099.00
2041	136,900.00	31,563.00	168,463.00
2042	150,000.00	21,980.00	171,980.00
2043	164,000.00	11,480.00	175,480.00

Interest on the Subordinate Bonds shall be calculated on the basis of a 360-day year comprising twelve 30-day months.

(C) Principal and Interest Payments. The City shall pay each principal and interest installment on the Subordinate Bonds in lawful money of the United States of America on each Payment Date by wire transfer to the Owners thereof as of the close of business on the Record Date.

(D) Optional Redemption. The City may redeem the Subordinate Bonds on any date at a redemption price of the unpaid principal amount thereof plus interest accrued thereon to the date specified for redemption, without premium.

(E) Cessation of Interest Accrual. Interest on any portion of the principal of the Subordinate Bonds shall cease to accrue on the Payment Date of such portion, provided that there has been irrevocably deposited with the City an amount sufficient to pay such principal, plus interest accrued thereon to such date. The Owners shall not be entitled to any other payment. Upon payment of all the principal and interest installments on the Subordinate Bonds, the Subordinate Bonds shall no longer be Outstanding and entitled to the benefits of this Agreement, except for the payment of the principal of and interest on such Bonds from moneys held by the City for such payment.

(F) Unclaimed Monies. Any money held by the City for the payment of the principal of or interest on the Subordinate Bonds and remaining unclaimed for two (2) years after all of the principal of the Subordinate Bonds has become due and payable shall be retained in the Community Facilities Fund and may be expended by the City for any purpose of the CFD.

Section 2.4 Execution of Bonds. The Subordinate Bonds shall be signed by the manual or facsimile signature of the Mayor or any member of the City Council and the City Clerk or his or her designee, provided that at least one such signature shall be manual.

In case any of the officers who shall have signed or countersigned the Subordinate Bonds shall cease to be such officer or officers of the City before the Subordinate Bonds so signed or countersigned shall have been delivered by the City, the Subordinate Bonds may nevertheless be

delivered and, upon such delivery, shall be as binding upon the City as though those who signed and countersigned the same had continued to be such officers of the City. The Subordinate Bonds may be signed and countersigned on behalf of the City by such persons as at the actual date of execution of the Subordinate Bonds shall be the proper officers of the City although at the nominal date of the Subordinate Bonds any such person shall not have been such officer of the City.

Section 2.5 Transfer of Bonds. The Subordinate Bonds may, in accordance with their terms, be transferred upon the books required to be kept pursuant to the provisions of Section 2.6 (Bond Register) hereof by the person in whose name it is registered, in person or by the duly authorized attorney of such person, upon surrender of the Subordinate Bonds to the City for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the City.

Whenever a Subordinate Bond shall be surrendered for transfer, the designated City officials shall execute (as provided in Section 2.4 (Execution of Bonds) hereof) and deliver a new Subordinate Bond. The City shall require the payment by the Owner requesting any such transfer of any tax or other governmental charge required to be paid with respect to such transfer.

No transfer of the Subordinate Bonds shall be required to be made by the City during the period from the close of business on the Record Date next preceding any Payment Date to and including such Payment Date.

Section 2.6 Bond Register. The City will keep or cause to be kept a record of the registration and transfer of the Subordinate Bonds. Upon presentation for such purpose, the City shall, under such reasonable regulations as it may prescribe, register or transfer or cause to be registered or transferred, on the record, the Subordinate Bonds as hereinbefore provided.

Section 2.7 Validity of Bonds. The recital contained in the Subordinate Bonds that they are regularly issued pursuant to the Law shall be conclusive evidence of their validity and of compliance with the provisions of the Law in their issuance.

ARTICLE III PAYMENT OF THE SUBORDINATE BONDS

Section 3.1. Liability of City Limited to Special Taxes. Notwithstanding anything in this Agreement or in the Subordinate Bonds contained, the City shall not be required to advance any moneys derived from any source other than the Special Taxes and other assets pledged hereunder for any of the purposes mentioned in this Agreement, whether for the payment of the principal or Redemption Price of or interest on the Subordinate Bonds or for any other purpose of this Agreement.

Section 3.2 Pledge of Net Special Taxes. Subject only to the provisions of this Agreement permitting the application thereof for the purposes and on the terms and conditions set forth herein, all of the Net Special Taxes deposited in the Community Facilities Fund and all amounts held in the Series 2013A Subordinate Bond Reserve Fund are hereby pledged to secure the payment of the principal of and interest on the Subordinate Bonds in accordance with their

terms and the provisions of this Agreement. This pledge of Net Special Taxes shall be subordinate to the pledge of the Net Special Taxes made by the City in the Fiscal Agent Agreement but on parity with any additional such subordinate pledge of the Net Special Taxes made by the City. The pledge of Net Special Taxes made herein shall be irrevocable until the Subordinate Bonds are no longer Outstanding.

Section 3.3. Application of Net Special Taxes. On each Payment Date, the City shall withdraw Net Special Taxes from the Community Facilities Fund the amounts necessary and apply them, in the following order of priority, (1) to pay the principal and interest installments due on the Subordinate Bonds on that date and (2) to deposit in the Bond Reserve Fund the amount required to restore the balance in the Series 2013A Subordinate Bond Reserve Fund to an amount equal to the Bond Reserve Requirement.

Section 3.4. Establishment and Application of Series 2013A Subordinate Bond Reserve Fund. The City shall establish and maintain a separate fund designated as the "Series 2013A Subordinate Bond Reserve Fund." All amounts in the Series 2013A Subordinate Bond Reserve Fund shall be used and withdrawn by the City, as hereinafter provided, solely for the purpose of making up any deficiency in the amount available in the Community Facilities Fund to pay debt service on the Subordinate Bonds. Any amounts in the Series 2013A Subordinate Bond Reserve Fund in excess of the Series 2013A Subordinate Bond Reserve Requirement shall be transferred by the City on September 6 of each year for deposit into the Community Facilities Fund.

ARTICLE IV COVENANTS OF THE CITY

Section 4.1 Levy and Collection of the Special Taxes; Maintenance of Net Special Taxes.

(A) **Levy and Collection of the Special Taxes.** The City covenants that, so long as the Subordinate Bonds are Outstanding, and subject to the maximum rates of Special Taxes that it is authorized to levy on Taxable Property, it will annually levy and make provision for the collection of the Special Taxes in amounts that will be sufficient, after making reasonable allowances for contingencies and errors in the estimates, to yield proceeds equal to the amounts required for compliance with the agreements, conditions, covenants, and terms contained herein, and that in any event will be sufficient (1) to pay the current debt service on and to accumulate funds to pay future debt service on the Bonds as they become due and payable, (2) to replenish the any debt service reserve fund for the Bonds to its required amount, (3) to cure any delinquencies in the payment of the principal of or interest on the Bonds that have occurred in the prior Fiscal Year or are expected to occur in the Fiscal Year in which the tax will be collected, and (4) to pay all current Administrative Expenses as they become due and payable. The Special Taxes shall be collected in the same manner as ordinary ad valorem property taxes are collected and, except as otherwise provided in Section 4.4 (**Covenant to Foreclose**) and in the Law, shall be subject to the same penalties and the same procedure, sale, and lien priority in case of delinquency as is provided for ad valorem property taxes.

(B) Maintenance of Net Special Taxes. The City covenants and agrees to not consent to or conduct proceedings with respect to a reduction in the Special Taxes that may be levied in the CFD below an amount, for any Fiscal Year, equal to 110% of Annual Debt Service due and payable with respect to the Bonds in the Bond Year ending on the September 5 immediately following such Fiscal Year, plus 100% of the City's reasonable estimate of Administrative Expenses for such Fiscal Year; provided, however, that the City may at any time reduce the Net Special Taxes to the extent that the amount of Special Taxes that would result from levying the Special Taxes at such maximum amounts would result in an amount of Special Taxes in excess of the amount required to comply with such covenant.

Section 4.2. Punctual Payment and Performance. The City will punctually pay or cause to be paid the principal and interest installment to become due in respect of the Subordinate Bonds, in strict conformity with the terms of the Subordinate Bonds and of this Agreement, according to the true intent and meaning thereof, but in each case only out of Net Special Taxes as provided in this Agreement. The City will faithfully observe and perform all of the conditions, covenants, and terms contained herein and in the Subordinate Bonds required to be observed and performed by it.

Section 4.3. Limits on Special Tax Waivers and Bond Tenders. The City covenants not to exercise its rights under the Law to waive delinquency and redemption penalties related to or to declare an amnesty program with respect to such delinquency and redemption penalties related to the Special Taxes if to do so would materially and adversely affect the interests of the Owners of the Subordinate Bonds. The City further covenants not to permit the tender of the Subordinate Bonds in payment of any Special Taxes except upon receipt of a certificate of an independent certified public accountant that to accept such tender will not result in the City's having insufficient Special Tax revenues to pay the principal and interest installment on the Subordinate Bonds that are due following such tender.

Section 4.4. Covenant to Foreclose. (A) Annual Review. If at any time the payment to the City by Yolo County of the Special Taxes levied by the City is not subject to the "Alternative Method of Distribution of Tax Levies and Collections and of Tax Sale Proceeds," being Revenue and Taxation Code section 4701-4717 (the "Teeter Plan"), the City will annually review the public records of Yolo County relating to the collection of the Special Taxes in order to determine, by a date not later than August 1 of each year, the amount of Special Taxes collected and the amount thereof delinquent in the prior Fiscal Year.

(B) Individual Delinquencies. If the Teeter Plan is not in effect with respect to the Special Taxes and the City determines on the basis of such review that the Special Tax with respect to any single parcel of Taxable Property is delinquent by more than two thousand five hundred dollars (\$2,500), then the City shall send a notice of delinquency and a demand for immediate payment thereof to the owner of the parcel by August 15. If the delinquency is not cured by November 1, the City will institute, prosecute, and pursue foreclosure proceedings to judgment and sale in order to enforce the lien of the delinquent installments of Special Taxes against such property owner's parcel(s).

(C) Aggregate Delinquencies or Concentration of Ownership. If the Teeter Plan is not in effect with respect to the Special Taxes and (1) the City determines on the basis of such review

that the amount of Special Taxes received was less than ninety-five per cent (95%) of the amount of Special Taxes levied in the Fiscal Year or (2) there were ten (10) or fewer owners of Taxable Property, then, by September 5, the City shall send a notice of delinquency and a demand for immediate payment thereof to each owner of a parcel with respect to which the Special Tax is delinquent. If a delinquency with respect to a parcel is not cured by November 1, the City will institute, prosecute, and pursue foreclosure proceedings to judgment and sale in order to enforce the lien of the delinquent installments of Special Taxes against the parcel.

Section 4.5. Preservation of Rights of Owners. The City, subject to the provisions of this Agreement, shall at all times, to the extent permitted by law, defend, preserve, and protect the pledge of Net Special Taxes and other assets and all the rights of the Owners under this Agreement against all claims and demands of all persons whomsoever.

Section 4.6. Waiver of Laws. The City will not at any time insist upon or plead in any manner whatsoever, or claim or take the benefit or advantage of, any stay or extension law now or at any time hereafter in force that may affect the covenants and agreements contained in this Agreement or in the Subordinate Bonds, and all benefit or advantage of any such law or laws is hereby expressly waived by the City to the extent permitted by law.

Section 4.7 Tax Covenant. The City shall at all times do and perform all acts and things permitted by law and this Agreement that are necessary and desirable in order to assure that interest paid on the Subordinate Bonds will be excludable from gross income for federal income tax purposes and shall take no action that would result in such interest not being so excludable. Without limiting the generality of the foregoing, the City agrees to comply with the provisions of the Tax Certificate. This covenant shall survive the payment in full of the Subordinate Bonds.

Section 4.8. Accounting for Special Taxes. The City will at all times keep, or cause to be kept, proper books of record and account, prepared in accordance with generally accepted accounting principles, in which complete and accurate entries shall be made of all transactions relating to the receipt and disbursement of the Special Taxes. Such books of record and account shall be available for inspection by the Owners at reasonable hours and under reasonable circumstances.

Section 4.9 Further Assurances. The City will promptly execute and deliver or cause to be executed and delivered all such other and further instruments, documents or assurances, and promptly do or cause to be done all such other and further things, as may be necessary or reasonably required in order to further and more fully vest in the Owners all rights, interest, powers, benefits, privileges and advantages conferred or intended to be conferred upon them by this Agreement.

ARTICLE V EVENTS OF DEFAULT AND REMEDIES OF OWNERS

Section 5.1 Events of Default. The following events shall be Events of Default:

(A) default in the due and punctual payment of any installment of the principal of interest on the Subordinate Bonds when and as the same shall become due and payable; and

(B) failure by the City to observe or perform any covenant, condition, agreement or provision in this Agreement on its part to be observed or performed, other than as referred to in subsection (a) or (b) of this Section, for a period of sixty (60) days after written notice, specifying such failure and requesting that it be remedied, has been given to the City; except that, if such failure can be remedied but not within such sixty-day period and if the City has taken all action reasonably possible to remedy such failure within such sixty-day period, such failure shall not become an Event of Default for so long as the City shall diligently proceed to remedy same.

Section 5.2 Remedies of Owners. Upon the occurrence and continuance of an Event of Default, the Owners shall have the right

(A) by mandamus or other action, suit, or proceeding at law or in equity to enforce the Owners' rights against the or any of the officers or employees of the City, and to compel the City or any such officers or employees to perform and carry out their duties under the Law and the agreements and covenants with the Owners contained herein;

(B) by suit in equity to enjoin any acts or things that are unlawful or violate the rights of the Owners; or

(C) by suit in equity upon the nonpayment of the Subordinate Bonds to require the City or its officers and employees to account as the trustee of an express trust.

Section 5.3 Restoration of Positions. In case any proceedings taken by the Owners on account of any Event of Default shall have been discontinued or abandoned for any reason or shall have been determined adversely to the Owners, then in every such case the City and the Owners, subject to any determination in such proceedings, shall be restored to their former positions and rights hereunder, severally and respectively, and all rights, remedies, powers, and duties of the City and the Owners shall continue as though no such proceedings had been taken.

Section 5.4 Rights and Remedies Cumulative. No right or remedy herein conferred upon or reserved to the Owners of the Subordinate Bonds is intended to be exclusive of any other right or remedy, and every right and remedy shall, to the extent permitted by law, be cumulative and in addition to every other right or remedy given hereunder or now or hereafter existing at law or in equity or otherwise. The assertion or employment of any right or remedy hereunder, or otherwise, shall not prevent the concurrent assertion or employment of any other appropriate right or remedy.

Section 5.5 Delay or Omission Not Waiver. No delay or omission of any Owners of the Subordinate Bonds to exercise any right or remedy accruing upon an Event of Default shall impair any such right or remedy or constitute a waiver of any such Event of Default or an acquiescence therein. Every right and remedy given by this Agreement or by law to the Owners of the Subordinate Bonds may be exercised from time to time, and as often as may be deemed expedient, by the Owners.

Section 5.6 No Acceleration. The Owners of the Subordinate Bonds have no right to declare the principal of the Subordinate Bonds immediately due and payable.

ARTICLE VI AMENDMENT OF THIS AGREEMENT

Section 6.1 Supplemental Agreements.

(A) **Majority Consent.** This Agreement and the rights and obligations of the City and the Owners of the Subordinate Bonds may be modified or amended from time to time and at any time by a Supplemental Agreement, which the City may enter into when the consent of the Owners of a majority in aggregate principal amount of the Subordinate Bonds then Outstanding shall have been filed with the City; provided that, if such modification or amendment will, by its terms, not take effect so long as any Subordinate Bonds of any particular maturity remain Outstanding, the consent of the Owners of such Subordinate Bonds shall not be required and such Subordinate Bonds shall not be deemed to be Outstanding for the purpose of any calculation of Subordinate Bonds Outstanding under this Section.

(B) **Limitations on Amendments.** No such amendment shall (1) extend the fixed maturity of any Subordinate Bond, or reduce the amount of principal thereof, or reduce the rate of interest thereon, or extend the time of payment of interest thereon, without the consent of the Owner of each Subordinate Bond so affected, or (2) reduce the aforesaid percentage of Bonds the consent of the Owners of which is required to effect any such amendment, or deprive the Owners of the Subordinate Bonds of the lien created by this Agreement on the Special Taxes and other amounts (in each case, except as expressly provided in this Agreement), without the consent of the Owners of all of the Subordinate Bonds then Outstanding.

(C) **Manner of Consent.** It shall not be necessary for the consent of the Owners of the Subordinate Bonds to approve the particular form of any Supplemental Agreement, but it shall be sufficient if such consent shall approve the substance thereof.

(D) **Notice of Amendments.** Promptly after the execution of any Supplemental Agreement pursuant to this Section, the City shall mail a notice, setting forth in general terms the substance of such Supplemental Agreement, to the Owners of the Subordinate Bonds at the addresses shown on the Bond Register. Any failure to give such notice, or any defect therein, shall not, however, in any way impair or affect the validity of any such Supplemental Agreement.

Section 6.2 Effect of Supplemental Agreement. From and after the time any Supplemental Agreement becomes effective pursuant to this Article, this Agreement shall be deemed to be modified and amended in accordance therewith, and the respective rights, duties, and obligations under this Agreement of the City and all Owners of Subordinate Bonds Outstanding shall thereafter be determined, exercised, and enforced hereunder subject in all respects to such modification and amendment, and all the terms and conditions of any such Supplemental Agreement shall be deemed to be part of the terms and conditions of this Agreement for any and all purposes.

Section 6.3 Endorsement of Bonds; Preparation of New Subordinate Bonds.

Subordinate Bonds delivered after any Supplemental Agreement becomes effective pursuant to this Article may bear a notation by endorsement or otherwise as to any amendment provided for in such Supplemental Agreement, and, in that case, upon demand of the Owner of any Subordinate Bond Outstanding at the time of such execution and presentation of his Bond for such purpose, a suitable notation shall be made on such Subordinate Bond. If the Supplemental Agreement shall so provide, new Subordinate Bonds so modified as to conform, in the opinion of the City, to any amendment contained in such Supplemental Agreement, shall be prepared and executed and, upon demand of the Owners of any Subordinate Bonds then Outstanding and upon surrender for cancellation of such Subordinate Bonds, shall be exchanged by the City, without cost to any Owner, for Subordinate Bonds then Outstanding in equal aggregate principal amounts of the same tenor and maturity.

Section 6.4 Amendment of Particular Subordinate Bonds. The provisions of this Article shall not prevent any Owner from accepting any amendment as to the particular Subordinate Bonds held by him, provided that due notation thereof is made on such Subordinate Bonds.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed by its officers duly authorized as of the date first written above.

CITY OF WOODLAND

By: _____

ATTEST:

By: _____

**EXHIBIT A
FORM OF BOND**

REGISTERED

NO. R-1

**CITY OF WOODLAND
COMMUNITY FACILITIES DISTRICT NO. 2004-1 (SPRING LAKE)
SUBORDINATE SPECIAL TAX BOND, SERIES 2013A**

Original Principal Amount

\$1,506,300

Original Issue Date

_____, 2013

The City of Woodland, a municipal corporation duly organized and existing under and pursuant to the Constitution and laws of the State of California (the "City"), for value received, hereby promises to pay (but only out of the Net Special Taxes hereinafter referred to) to _____ or registered assigns, the installments of principal and interest in the amounts and on the dates stated below:

Date (September 5)	Principal	Interest	Total
2014		\$131,801.25	\$131,801.25
2015		105,441.00	105,441.00
2016		105,441.00	105,441.00
2017		105,441.00	105,441.00
2018		105,441.00	105,441.00
2019	\$1,600.00	105,441.00	107,041.00
2020	4,000.00	105,329.00	109,329.00
2021	6,500.00	105,049.00	111,549.00
2022	9,300.00	104,594.00	113,894.00
2023	12,400.00	103,943.00	116,343.00
2024	15,700.00	103,075.00	118,775.00
2025	19,300.00	101,976.00	121,276.00
2026	23,100.00	100,625.00	123,725.00
2027	27,400.00	99,008.00	126,408.00
2028	31,900.00	97,090.00	128,990.00
2029	36,800.00	94,857.00	131,657.00
2030	42,100.00	92,281.00	134,381.00
2031	47,900.00	89,334.00	137,234.00
2032	54,100.00	85,981.00	140,081.00
2033	60,800.00	82,194.00	142,994.00
2034	68,000.00	77,938.00	145,938.00
2035	75,800.00	73,178.00	148,978.00
2036	84,200.00	67,872.00	152,072.00
2037	93,200.00	61,978.00	155,178.00
2038	103,000.00	55,454.00	158,454.00
2039	113,500.00	48,244.00	161,744.00
2040	124,800.00	40,299.00	165,099.00
2041	136,900.00	31,563.00	168,463.00
2042	150,000.00	21,980.00	171,980.00
2043	164,000.00	11,480.00	175,480.00

Interest on the unpaid principal amount of this Bond is calculated from the original issue date stated above at the rate of 7.000% per annum, on the basis of a 360-day year comprising twelve 30-day months. The principal and interest installments on this Bond shall be payable in lawful money of the United States of America by wire transfer on each payment date to the registered owner hereof (in accordance with the terms of the Bond Issuance Agreement described below).

This Bond is one of a duly authorized issue of bonds of the City and designated "City of Woodland Community Facilities District No. 2004-1 (Spring Lake) Subordinate Special Tax Bonds, Series 2013A" in the original principal amount stated above. This Bond is issued pursuant to a Bond Issuance Agreement dated _____ 1, 2013, made by the City (the "Agreement"), and in conformity with the Constitution and laws of California, including the statutory authority of the Mello-Roos Community Facilities Act of 1982 (Sections 53311 et seq. of the Government Code of the State of California, as amended) (the "Law").

Reference is hereby made to the Agreement and to the Law for a description of the terms on which the Bond is issued and to be issued and the rights of the registered owner of the Bond. All the terms of the Agreement and the Law are hereby incorporated herein and constitute a contract between the City and the registered owner from time to time of this Bond. The registered owner of this Bond, by its acceptance hereof, consents and agrees to all the provisions of the Agreement.

Principal and interest installments on the Bond (to the extent set forth in the Agreement) are payable from, and are secured by a charge and lien on, the proceeds derived by the City from certain of the special taxes imposed pursuant to the Law within the City's Community Facilities District No. 2004-1 (Spring Lake) (as more particularly defined in the Agreement, the "Net Special Taxes") and deposited in the Community Facilities Fund. The pledge of Net Special Taxes securing the Bond is subordinate to the pledge of the Net Special Taxes made by the City in the Fiscal Agent Agreement dated May 1, 2013, between U.S. Bank National Association and the City.

The Bond is a limited obligation of the City and is payable, both as to principal and interest, out of the Net Special Taxes held by the City in the Community Facilities Fund and the amounts held in the Bond Reserve Fund. The general fund of the City is not liable, and the credit or taxing power (other than as described above) of the City is not pledged, for the payment of the principal and interest installments on the Bond. The Bond is not secured by a legal or equitable pledge of, or charge, lien or encumbrance upon, any of the property of the City or any of its income or receipts, except the Net Special Taxes. No registered owner of this Bond shall ever have the right to compel any exercise of the taxing power (other than as described above) of the City to pay the principal and interest installments on this Bond.

The City may redeem this Bond on any date at a redemption price of the unpaid principal amount hereof plus interest accrued hereon to the date specified for redemption, without premium.

This Bond is transferable by the registered owner hereof, in person or by its attorney duly authorized in writing, at the offices of the City, but only in the manner, subject to the limitations and upon payment of the charges provided in the Agreement, and upon surrender and cancellation of this Bond. Upon such transfer a new fully registered Bond for the same aggregate principal amount will be issued to the transferee in exchange herefor.

The City may deem and treat the registered owner hereof as the absolute owner hereof for all purposes, and the City shall not be affected by any notice to the contrary.

It is hereby certified and recited that any and all acts, conditions, and things required to exist, to happen, and to be performed, precedent to and in the incurring of the indebtedness evidenced by this

Bond, and in the issuing of this Bond, do exist, have happened, and have been performed in due time, form and manner, as required by the Constitution and statutes of the State of California; that the total amount of indebtedness of the City, including the amount of this Bond, does not exceed any limit prescribed by the Constitution and the statutes of the State of California; and that this Bond is not in excess of the amount permitted to be issued under the Agreement.

IN WITNESS WHEREOF, the City Council of the City of Woodland has caused this Bond to be signed by the Mayor of the City and to be countersigned by the City Clerk, all as of the date stated above.

By: _____
Mayor

Countersigned:

City Clerk

ASSIGNMENT

For value received _____ hereby sell, assign and transfer unto _____ the within Bond and hereby irrevocably constitute and appoint _____ attorney, to transfer the same on the bond register of the City, with full power of substitution in the premises.

Dated: _____

NOTE: The signature to this Assignment must correspond with the name on the face of the within Bond in every particular, without alteration or enlargement or any change whatsoever.

Signature Guaranteed by:

NOTE: Signature must be guaranteed by an eligible guarantor institution (being banks, stock brokers, savings and loan associations, and credit unions with membership in and approved signature guarantee medallion programs) pursuant to Securities and Exchange Commission Rule 17A(d)15.

Social Security Number, Tax Identification Number,
or other identifying number of Assignee: _____

LEGAL OPINION

I hereby certify that the following is a true and correct copy of the legal opinion relating to the Bond described therein that was manually signed by Kronick, Moskovitz, Tiedemann & Girard and was dated the date of delivery and payment of said Bond.

Ana Gonzales, City Clerk

KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD
A Professional Corporation
400 Capitol Mall, 27th Floor
Sacramento, CA 95814

City Council
City of Woodland
300 First Street
Woodland, CA 95695

Re: *City of Woodland*
Community Facilities District No. 2004-1 (Spring Lake)
Subordinate Special Tax Bonds, Series 2013A

Dear Council Members:

We have acted as bond counsel in connection with the issuance by the City of Woodland (the "City") of \$1,506,300 aggregate principal amount of City of Woodland Community Facilities District No. 2004-1 (Spring Lake) Subordinate Special Tax Bonds, Series 2013A (the "Bonds"), under and pursuant to the provisions of the Mello-Roos Community Facilities Act of 1982 of the State of California (being §§53311 et seq., of the Government Code of the State of California), and pursuant to the provisions of the Bond Issuance Agreement dated ____ 1, 2013 (the "Agreement"), made by the City. In such capacity, we have examined such law and such certified proceedings and other documents as we have deemed necessary to render this opinion. Capitalized terms used herein have the meanings specified in the Agreement.

Regarding questions of fact material to our opinion, we have relied upon the representations of the City contained in the Agreement and in the certified proceedings and other certifications of public officials and others furnished to us without undertaking to verify the same by independent investigation.

Based upon the foregoing, we are of the opinion that, under existing law:

1. The City has duly authorized, executed and delivered the Bonds. The Bonds are valid and binding limited obligations of the City, payable solely from the proceeds of the Net Special Taxes on deposit in the Community Facilities Fund and the Series 2013A Subordinate Bond Reserve Fund to the extent specified in the Agreement.
2. The Agreement constitutes a valid and binding obligation of the City. The Agreement creates a valid lien on the Net Special Taxes and the Bond Reserve Fund for the security of the Bonds.
3. Interest on the Bonds is excludable from gross income for federal income tax purposes and is not an item of tax preference for purposes of the federal alternative minimum tax imposed on

individuals and corporations; however, such interest is taken into account in determining adjusted current earnings for the purpose of computing the alternative minimum tax imposed on certain corporations. The opinion set forth in the preceding sentence is subject to the condition that the City comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to the issuance of the Bonds in order that interest thereon be, and continue to be, excludable from gross income for federal income tax purposes. The City has covenanted to comply with all such requirements. Failure to comply with certain of such requirements may cause interest on the Bonds to be included in gross income for federal income tax purposes retroactively to the date of issuance of the Bonds.

4. Interest on the Bonds is exempt from present State of California personal income taxes.

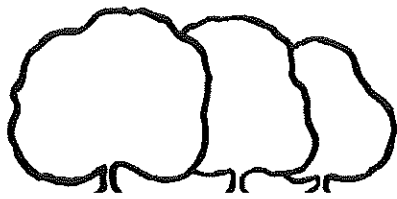
The rights of the owners of the Bonds and the enforceability of the Bonds and the Agreement are limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights generally and by equitable principles, whether considered at law or in equity.

We express no opinion regarding tax consequences arising with respect to the Bonds other than as expressly set forth herein.

This opinion is given as of the date hereof, and we assume no obligation to revise or supplement this opinion to reflect any facts or circumstances that may hereafter come to our attention or any changes in law that may hereafter occur.

Very truly yours,

KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD
A Professional Corporation



**REPORT TO SUCCESSOR AGENCY TO THE
FORMER REDEVELOPMENT AGENCY**

AGENDA ITEM

15.

TO: THE HONORABLE MAYOR,
CITY COUNCIL AND SUCCESSOR
AGENCY

DATE: May 7, 2013

SUBJECT: Authorize the City Manager to Execute an Amendment to the CalHFA
HELP loan No. HELP—020201-02

Recommendation for Action

Staff recommends that the Successor Agency to the Former Redevelopment Agency authorize the City Manager to execute an Amendment to the California Housing Finance Agency (CalHFA) Housing Enabled by Local Partnerships (HELP) loan No. HELP—020201-02 by and between the Woodland Successor Agency and CalHFA.

Council Goal

The recommendation for action successfully implements the goals of the City of Woodland Housing Element and previous Woodland Redevelopment Agency Housing Implementation Plan, specifically with regard to repayment of CA State housing assistance fund programs.

Fiscal Impact

The fiscal impact to the City is expected to remain neutral. The fiscal impact will be on the Woodland Successor Agency's Redevelopment Property Tax Trust Fund (RPTTF) as Woodland Redevelopment Agency (RDA) continues to "dissolve" and the Woodland Successor Agency (Agency) carries out the existing and future "enforceable" debt service obligations for the Agency.

The amount assumed and owed by the Woodland Successor Agency to CalHFA is approximately \$1,334,720. A partial payment of \$270,000 is proposed to be made with the use of "previous" RDA "other fund accounts" by the suggested date of June 1, 2013 and a repayment schedule to ensue once approved. The proposed repayment schedule is for an approximate amount of \$100,000 annually for the period of September 18, 2013 through September 18, 2023.

Report in Brief

The Woodland Redevelopment Agency (Woodland Successor Agency as the RDA was dissolved on February 1, 1012) CalHFA HELP loan has been in default since September 18, 2011, when the ten year loan had matured. Originally, the RDA entered into a 10-year HELP loan for the benefit of assisting non-profit housing developer, Community Housing Opportunity Corporation (CHOC), in the acquisition of the Dana and Woodland Mobile Home Parks and rehabilitation of both mobile home park (renamed “Casa Del Sol Mobile Home Park”). In December, 2011, the RDA received a letter from CalHFA indicating that the loan was in default and the payment was due in full. Since that time, city staff has been working with CalHFA staff to establish a payment schedule.

In March 2013, staff met with CalHFA and CHOC representatives to discuss possible solutions to the outstanding defaulted \$1 million loan between CHOC and the Successor Agency and defaulted \$1million loan between the Successor Agency and CalHFA. CalHFA indicated at this meeting that they would look at possible options. On March 18, 2013, staff prepared an updated proposal to CalHFA to allow the Successor Agency to enter into an extended term loan Agreement amendment. On April 9, 2013 the City/Successor Agency received a letter from CalHFA agreeing to extend the maturity date of the HELP loan from September 18, 2011 to September 18, 2023. The Amendment is conditioned upon approval by the Woodland Successor Agency Oversight Board (Oversight Board) and the California Department of Finance (DOF).

Based on the above referenced communication with CalHFA, staff recommends that the Successor Agency authorize the City Manager to execute an Amendment to the California Housing Finance Agency (CalHFA) Housing Enabled by Local Partnerships (HELP) loan No. HELP—020201-02 by and between the Woodland Successor Agency and CalHFA as detailed in the attached HELP Loan Agreement.

Background

In December 2000, the Agency and CHOC entered into a Participation Agreement providing for the acquisition and rehabilitation of the Dana and Woodland Mobile Home Parks and the Dana Motel. The Agency/CHOC Participation Agreement and the Affordable Housing Covenants originally allowed Agency financing to be subordinated only to maximum of \$2.5 million, which was later increased to \$6 million and then to \$13.5 million in 2007. Eventually, the total project cost topped \$18.3 million dollars with funding from fourteen different sources.

The final phase of the project of the Casa Del Sol Mobile Home Park was completed in the summer of 2011. It involved purchasing thirty new coaches that CHOC currently rents to low and very-low income households. The \$2.8 million financing for these coaches came from the HOME loan program that CHOC had secured from the California Department of Housing and Community Development (HCD). The funds were secured to “generate needed cash flow that would make the project solvent”, “generating additional revenue from the new pads and coaches.” The RDA Board and City Council approved the

subordination to this loan on May 3, 2011. According to CHOC, subordinating the Agency Loans would not put the Agency in a worse financial position although, given the then proposed CalHFA HELP loan extension, the loan would have to make a balloon payment of \$1.3million on September 18, 2013.

As mentioned previously, staff met with CalHFA and CHOC staff and counsel and CHOC has indicated that they will consult with CA State Dept. of Housing and Community Development (HCD), the source of funding for the senior liens that funded the Casa Del Sol project, to find a way to begin to pay down their outstanding defaulted debt to the Agency.

Discussion

On April 1, 2013, the Department of Finance (DOF) issued a letter to the Woodland Successor Agency (Agency) indicating that we are not permitted to retain our 2007 TAB Bond process or the Due Diligence Review “other fund accounts” balance of \$270,000. We requested a “meet and confer” to challenge the DOF determination. Agency staff and legal counsel met with DOF budget analysts on April 15. Staff and Agency Counsel presented them with RDA Charts of Accounts and other supporting documentation and we are optimistic that we will be permitted to retain the 2007 TAB Bond proceeds. We also shared the CalHFA HELP loan agreement and CHOC loan agreement and correspondence to demonstrate the need to pay down the now defaulted CalHFA HELP loan. The DOF staff appeared to understand our reasoning and we are hopeful that they will agree that the Agency will be able to retain the \$270,000 and make a significant contribution to reduce the debt on the HELP loan and enter into a “enforceable” loan repayment schedule that will be paid annually via the Recognized Obligation Payment Schedule established by the Agency and approved by DOF.

In the meantime, the Agency also received a letter from DOF determining that it is not permissible to list the HELP loan on the Recognized Obligation Payment Schedule (ROPS) 13-14A because we do not currently have an approved payment schedule. Based on this determination, on April 15, 2013 staff submitted a “meet and confer” request regarding the ROPS and expect to hear from DOF within 5 days of yesterday. Statutorily, DOF has 30 days from the date that a “meet and confer” is requested until the date that they are obligated to provide a final decision on the pending item. Once the referenced Amendment is approved by the Successor Agency and it’s Oversight Board, it will be turned in to DOF and they will modify the ROPS to allow for the approved payment schedule for the HELP loan. It is anticipated that the Agency will receive a determination on the 2007 Bond Proceeds and retention of the other fund accounts by no later than May, 1, 2013 and a determination for the ROPS by no later than May 14, 2013. Please see the attached DOF letters.

With the Successor Agency’s authorization for the City Manager to execute an Amendment to the California Housing Finance Agency (CalHFA) Housing Enabled by Local Partnerships (HELP) loan No. HELP—020201-02, staff will request authorization of the CalHFA HELP loan Amendment by the Woodland Successor Agency Oversight Board, followed by submittal to DOF for ultimate approval of this request. Staff will report back to the City Council on the future status of this request.

SUBJECT: Authorize the City Manager to Execute an Amendment
to the CalHFA HELP loan No. HELP—020201-02

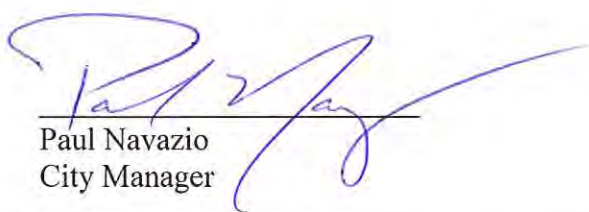
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ITEM: 15.

Conclusion

Staff recommends that the Successor Agency authorize the City Manager to execute an Amendment to the California Housing Finance Agency (CalHFA) Housing Enabled by Local Partnerships (HELP) loan No. HELP—020201-02.

Prepared by: Wendy Ross
Economic Development Mgr.

Reviewed by: Nicholas J. Ponticello
Community Development Dir.



Paul Navazio
City Manager

Attachments:

1. Proposed CalHFA HELP Loan 020201-02 Amendment
2. Successor Agency to CalHFA correspondence

CALIFORNIA HOUSING FINANCE AGENCY

AMENDMENT TO LOAN AGREEMENT

Housing Enabled by Local Partnerships

CalHFA Loan No. HELP- 020201-02

This amendment ("Amendment"), dated as of March 31, 2013 amends that certain HELP Loan Agreement (the "Agreement") made and entered into on September 18, 2001, by and between the City of Woodland Redevelopment Agency, a public body, corporate and politic (the "Borrower"), and the California Housing Finance Agency, a public instrumentality and political subdivision of the State of California (the "Agency").

RECITALS

A. The Agency made a loan (the "HELP Loan") to the Borrower for the purpose of assisting the Borrower in operating a local housing program (the "Project") as more particularly described in the Borrower's loan application to the Agency;

B. The City of Woodland is the Successor to City of Woodland RDA;

C. The agreed term of the Loan expired on September 18, 2011, and the balance of the HELP Loan became due in full on said date.

D. As of March 31, 2013, the remaining unpaid balance due on the HELP Loan is One Million Three Hundred Thirty-Four Thousand, Seven Hundred Twenty Dollars (\$1,334,720):

Principal	\$1,000,000.00
Interest	\$ 334,720.00

Interest on said sum accrues at the rate of \$83.333 per day.

E. City of Woodland, Successor to City of Woodland RDA has requested and the Agency has agreed to grant an extension of time to repay the HELP Loan balance.

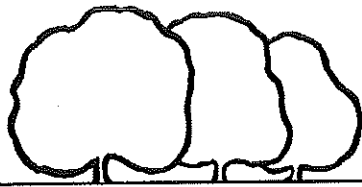
NOW, THEREFORE, in consideration of the mutual promises expressed herein, the parties hereto agree as follows:

1. Recitals. The above recitals are incorporated herein.
2. Term. The term of the Agreement and the time for Borrower to repay the entire unpaid balance of the HELP Loan is extended to September 18, 2023.
3. Other terms.
 - a. As a condition of the extension, Borrower shall make partial payments to the Agency in the following manner:
 - i. \$270,000 by June 1, 2013
 - ii. \$50,000 payment by September 18, 2013
 - iii. \$100,000 payment by September 18, 2014

- iv. \$100,000 payment by September 18, 2015
- v. \$100,000 payment by September 18, 2016
- vi. \$100,000 payment by September 18, 2017
- vii. \$100,000 payment by September 18, 2018
- viii. \$100,000 payment by September 18, 2019
- ix. \$100,000 payment by September 18, 2020
- x. \$100,000 payment by September 18, 2021
- xi. \$100,000 payment by September 18, 2022
- xii. Payment of the remaining loan balance by September 18, 2023

- b. Any additional funds that successor agency may receive from any source must be applied to the HELP loan within ten (10) business days of receipt by the City.
- c. The Amendment is conditioned upon approval by the Oversight Committee and the California Department of Finance.
- d. Except as expressly modified herein, all terms of the Agreement remain in full force and effect.

California Housing Finance Agency By: _____ Claudia Cappio Executive Director	City of Woodland, Successor to City of Woodland RDA By: _____ Paul Navazio City Manager
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City of Woodland

*Economic Development Division
530 661-5921 phone*

*300 First Street, Woodland CA 95695
530 668-1127 fax*

March 18, 2013

Denise Clark
Homeownership Special Programs Manager
California Housing Finance Agency
P.O. Box 4034
Sacramento, CA 95812

SUBJECT: Repayment Plan Proposal for CalHFA Loan No. HELP-020201-02

Dear Ms. Clark:

I am writing as a follow up to our conversation from Friday, September 28, 2012, to initiate discussion regarding a proposed repayment plan for the California Housing Finance Agency ("CalHFA") HELP loan provided to the City of Woodland Redevelopment Agency in 2001 to assist with financing the acquisition of the Dana and Woodland Mobile Home Parks.

As we discussed, the full amount of the HELP loan has been included in each Recognized Obligation Payment Schedule (ROPS) prepared by the Woodland Successor Agency to date, and thus far has been approved by the State Department of Finance (DOF) each time as a valid enforceable obligation. The property tax distributed to the Successor Agency thus far has not been sufficient to pay the amount owed on the HELP loan, and the Successor Agency does not project that the property tax to be received under the July—December 2013 ROPS will be sufficient either. The July—December 2013 ROPS (ROPS 13—14a) is under review by Department Of Finance, while the first three have been approved. Given the fact that the Successor Agency is unable to repay the HELP loan at this point, we hope to negotiate a repayment schedule that reflects the Successor Agency's ability to pay.

Contingent upon receiving approval from the Oversight Board that governs the Successor Agency's operations, the Department of Finance (Finance) and Yolo County Auditor Controller Office, the Successor Agency proposes to use the available "other funds" balance of approximately \$270,000 to make a "good faith" payment on the HELP loan. While the available "other funds" is not sufficient to fully pay off the HELP loan, it will pay down a sizable portion of the debt. To retire the balance of the loan, we propose a long term payment plan for the balance of the outstanding debt to CalHFA. If approved by Finance, the annual payments will be considered an enforceable obligation and subject to the provisions of the Recognized Obligation Payment Schedule

("ROPS"). Finance requires a debt service to be an "approved" payment plan in order to be considered a serviceable debt that would be considered an "enforceable obligation" by Finance. Beginning FY 14/15, a payment schedule of approximately \$50,000 plus interest followed by a period of 10 annual payments of approximately \$100,000 plus interest is attainable. Of course, if there is an opportunity to accelerate the loan payoff, the Successor Agency will do so.

In previous discussions, CalHFA had questions regarding engaging the Woodland Successor Agency and the validity of this Agency having "assumed the role" of the former Woodland Redevelopment Agency. Under AB 1X 26 (2011), the bill which dissolved all redevelopment agencies statewide, the Redevelopment Agency dissolved on February 1, 2012, and all assets and liabilities of the Redevelopment Agency (including the HELP loan) were transferred to the Successor Agency as a matter of law. The Successor Agency has been established specifically to assume the role of the former Redevelopment Agency, and is therefore the appropriate entity to engage with CalHFA. We are happy to discuss this with you in greater detail if you need further explanation.

Thank you for your review and consideration of the Successor Agency's repayment proposal for the HELP loan.

Sincerely,

A handwritten signature in purple ink that reads "Wendy Ross".

Wendy Ross, Economic Development Manager
(530) 661-5921, Email wendy.ross@cityofwoodland.org