300 First Street
Woodland, CA 95695

City of Woodland

Meeting Agenda

City Council

Tuesday, November 18, 2014 **6:00 PM** **Council Chambers**

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY
NOVEMBER 18, 2014
6:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS-PUBLIC COMMENT

This is 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.

14-466 SUBJECT: Long Range Calendar

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

Attachments: Council Long Range Calendar

F. COMMITTEE REPORTS

14-424 SUBJECT: Planning Commission Meeting Minutes

Recommendation for Action: Staff recommends that the City Council receive the October 2, 2014 Planning Commission Minutes that were approved on November 6, 2014.

Attachments: 10_02_14 Meeting Minutes

G. PRESENTATIONS

1. 14-460 SUBJECT: Proclamation of Appreciation for Donald Beal

Recommendation for Action: Staff recommends that the City Council recognize Donald Beal for his many years of dedicated, unwavering service to the City of Woodland.

Attachments: Resolution-Proclamation of Appreciation - Beal

H. CONSENT CALENDAR

2. 14-452 SUBJECT: Public Safety Department (Police and Fire) Quarterly Status Report for the period of July 2014 through September 2014.

Recommendation for Action: Staff recommends that the City Council accept the Public Safety Department Quarterly Status Report for July 2014 through September 2014.

Attachments: Qtrly Report - Jul-Sept 2014

3. 14-455 SUBJECT: Treasurer's Investment Report Quarter Ending September 30, 2014

Recommendation for Action: Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2014.

Attachments: Q1 FY 2015 11.18.2014

4. 14-436 SUBJECT: Planning Consultant Services for the Prudler Subdivision Project

Recommendation for Action: Staff recommends that the City Council approve the attached Resolution and the planning services contract with Raney Planning & Management (Raney) for the amount of $64,260 to provide professional planning services for the Prudler Subdivision project.

Attachments: Resolution Authorizing Contract with Raney Planning and Management

Raney Contract for Services

5. 14-443 SUBJECT: Waste Pollution Control Facility Mechanical Screens Replacement - Phase 2, Reappropriate $951,881 from CIP #14-02 (Water Pollution Asset Replacement Project) to CIP #15-18 (Mechanical Screens Replacement - Ph 2) and Award Construction Contract for CIP #15-18 to MISCO Water in the amount of $738,951 with a 10% contingency amount of $73,895

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ authorizing the City Manager to reappropriate $951,881 from the Water Pollution Asset Replacement Project (CIP #14-02) to the Mechanical Screens Replacement - Phase 2 Project (CIP #15-18) and to award the construction contract for CIP #15-18 in the amount of $738,951 to MISCO Water with a 10% contingency amount of $73,895.

Attachments: BandscreenResolution

6. 14-459 SUBJECT: Approval of Policy and Procedure Manual for Management of the City's Affordable Housing Loan Portfolio

Recommendation for Action: Staff recommends that the City Council approve the attached Policy and Procedure Manual for Management of the Affordable Housing Loan Portfolio.

Attachments: Policy+Procedure Manual 18Nov14

Housing Loan Portfolio 18Nov14

CC Reso 6102 Short Sale Policy 6Nov12

7. 14-464 SUBJECT: Revisions to the Crime Prevention Specialist and the Police Youth Services Counselor Job Descriptions and Police Youth Services Counselor from the Mid Management Professional Association (MMPA) to the Woodland Employees' Association.

Recommendation for Action: Staff recommends that the City Council adopt the revisions to the Crime Prevention Specialist and the Police Youth Services Counselor Job Descriptions and approve moving the Police Youth Services Counselor from the Mid Management Professional Association (MMPA) to the Woodland Police Employees' Association (WPEA).

Attachments: Polcie Youth Services Counselor final.doc

Crime Prevention Specialist final_2014.doc

I. REPORTS OF THE CITY MANAGER

8. 14-401 SUBJECT: Purchase of Six Replacement Police Patrol Vehicles

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the purchase of six (6) Ford Interceptor Utility vehicles for Police patrol operations under State of California contract number 1-12-23-14.

Attachments: Folsom Ford Quote

Resolution

1-12-23-14_Supplement_1

9. 14-457 SUBJECT: Options for Replacing Existing Police Department Armored Vehicle

Recommendation for Action: Staff recommends that the City Council provide direction on options for replacing the existing Brigadier armored vehicle.

Attachments: CA Govs OES 1033 Program Equip List

10. 14-453 SUBJECT: City Council Input on Funding Priorities for 2015 - 2019 Community Development Block Grant Consolidated Plan

Recommendation for Action: Staff recommends that the City Council receive a staff report on the process and outreach efforts for the 2015-2019 Community Development Block Grant (CDBG) Consolidated Plan and provide staff with initial comments on the high priority areas (needs) for the upcoming Consolidated Plan.

Attachments: 2010-14 ConPlan CD Needs Table

11. 14-449 SUBJECT: Approval of $163,250 Loan for Mutual Housing California's Spring Lake Multi-Family Affordable Housing Project

Recommendation for Action: Staff recommends that the City Council take the following actions.
1. Adopt a Resolution No.______, approving a $163,250 non-interest bearing loan with a 55-year term funded through the Spring Lake Affordable Housing Fund for Mutual Housing California's Spring Lake affordable multi-family housing project; and
2. Authorize the City Manager to execute any and all documents needed for the City to carry out the project.

Attachments: CC Reso 2nd Loan 18Nov14

Sound Wall Loan Request 19Aug14

Loan Agreement 18Nov14

Promissory Note 18Nov14

12. 14-439 SUBJECT: FY2014/15 Quarterly Budget Update

Recommendation for Action: Staff recommends the City Council receive this informational report that represents the quarterly budget update - including unaudited FY2013/14 year-end results as well as revenues and expenditures through the first quarter of FY2014/15. No Council action is required.

Attachments: Attachment A - Q4

Attachment B - Q1

J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Regular Meeting of the City of Woodland scheduled for November 18, 2014 was posted on November 14, 2014 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.

Legislation Details (With Text)

File #:	14-466 **Version:** 1	**Name:**	Long Range Calendar
Type:	Report of the City Manager	**Status:**	Agenda Ready
File created:	11/14/2014	**In control:**	City Council
On agenda:	11/18/2014	**Final action:**	
Title:	SUBJECT: Long Range Calendar Recommendation for Action: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	Council Long Range Calendar		

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014
SUBJECT: Long Range Calendar

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

Ana Gonzalez, City Clerk - (530) 661-5806, ana.gonzalez@cityofwoodland.org

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 items.

Prepared by: Ana Gonzalez, City Clerk

Paul Navazio, City Manager

Attachment

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

DECEMBER 2nd REGULAR MEETING REPORTS DUE 11/18

Committee Reports
Planning Commission Meeting Minutes of November 6, 2014

Consent Calendar

Conflict of Interest Code
Tree City USA Certification
Waste Management Rate Adjustment
City Hall Annex Lease

Public Hearing
Amendment to the Beeghly Development Agreement – 1st Reading

Regular Calendar
Consider City Code Amendments to Chapter 1, Article 2, City Council Procedures
WUAC Update of Committee Structure and Charge

DECEMBER 16th REGULAR MEETING REPORTS DUE 12/2

Consent Calendar
Award Construction Contract for West Transmission Main, CIP 12-05
Resolution Certifying Results of November 4, 2014 Special Election
Authorize to bid Water Main Replacement Project, CIP 09-23
Approve Design Contract with XXXX for new ASR Wells #29 and #30, CIP 15-02
Approval of Agreement with Browns Corner LLC
Final Acceptance and NOC for 2014 Road Maintenance Project, CIP #14-14
Final Acceptance and NOC for Southwest Tank Acceptance, CIP 08-33
Approve Contract Amendment with MBK Engineers for the LCCFS, CIP 09-15
Approve Contract Amendment with Wood Rodgets for the LCCFS, CIP 09-15
Approve Amendment to Spring Lake Nexus Study
Beeghly DA Amendment and Approval of Final Map # 4853 – 2nd Reading

Public Hearing
Cal West

Regular Calendar
Consideration of Local Tobacco License (Fee/Program)
Solar Project PPA

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:
County food waste composting proposal
Purchase Contract – Recycled Water
Council Direction on Preferred General Plan Land Use Scenario

FUTURE STUDY SESSIONS (TBD):
Lower Cache Creek Flood Control Feasibility Study
Update Economic Development Strategic Plan
Budget Workshop – Long-range Planning (Spring)

Updated 11/14/14

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Details (With Text)

File #:	14-424	Version: 1	Name:		
Type:	Committee Report		Status:	Agenda Ready	
File created:	10/15/2014		In control:	City Council	
On agenda:	11/18/2014		Final action:		

Title: SUBJECT: Planning Commission Meeting Minutes

Recommendation for Action: Staff recommends that the City Council receive the October 2, 2014 Planning Commission Minutes that were approved on November 6, 2014.

Sponsors:

Indexes:

Code sections:

Attachments: 10_02_14 Meeting Minutes

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014
SUBJECT: Planning Commission Meeting Minutes

Recommendation for Action : Staff recommends that the City Council receive the October 2, 2014 Planning Commission Minutes that were approved on November 6, 2014.

Staff Contact

Angela Weeks, Administrative Secretary - 530-661-5960,
angela.weeks@cityofwoodland.org

Prepared by: Angela Weeks, Administrative Secretary, Community Development

Paul Navazio, City Manager

Attachments: October 2, 2014 Minutes

City of Woodland Planning Commission
c/o Community Development Department
300 First Street
Woodland, CA 95695

530-661-5820

City of Woodland

Meeting Minutes
Planning Commission

Thursday, October 2, 2014 | **6:30 PM** | **Council Chambers**

A. Call to Order

Meeting was called to order at 6:30 pm
Staff Present:
Cindy Norris, Principal Planner
Erika Bumgardner, Associate Planner
James Beggs, Planning Intern

B. Roll Call

Present 5:
Commissioner Chris Holt, Commissioner John Murphy, Commissioner Patricia Murray, Commissioner Kirby Wells and Commissioner Seth Wurzel.

Absent 2:
Commissioner Marco Lizarraga and Commissioner Fred Lopez.

C. Approval of Minutes

14-375 SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meetings of August 21, 2014.

Attachments: 8_21_14 Meeting Minutes.pdf

A motion was made by Murphy, seconded by Wells, that they be approved. The motion carried by the following vote:
Ayes: Chris Holt, Patricia Murray and Seth Wurzel.

D. Directors Report

E. Public Comment

F. Communications

G. Subcommittee Reports

H. Public Hearing

14-390 Blue Note Brewing Company Conditional Use Permit (CUP); Request for a CUP to allow a craft beer micro-brewery and tasting room including on- and off-site alcohol sales from the brewery and limited special events at 707 Main Street, Unit 201 in the Central Business District, Downtown Specific Plan, Area A2.

Location: The brewery will be located at 707 Main Street, Unit 201, with primary access off of Dead Cat Alley.

Applicant/Owner: David Towne

Environmental Report: Categorical Exemption - Class 3, Conversion of Small Structure

APN: 005-224-007-000

Project Planner: Erika Bumgardner, Associate Planner
James Beggs, Planning Intern

Staff Recommendation: Recommend Planning Commission Approval with Conditions

Attachments: Att 1_Ex A and B_Planning Commission Resolution, Conditions of Approval, Site and Floor Plans
Att 2_Article_21_Special_Provisions.docx
Att 3_General Application Form and Project Justification Statement.pdf

A motion was made by Holt, seconded by Wells, that the Conditional Use Permit (CUP) be approved. The motion was carried by the following vote:
Ayes: John Murphy, Patricia Murray and Seth Wurzel.

I. New Business

14-395 MEMORANDUM
TO: Members of the Woodland Planning Commission

FROM: Cindy A. Norris, Principal Planner

SUBJECT: Public Art Proposal for the Comfort Suites Hotel, located at 2080 Freeway Drive

DATE: October 2, 2014

RECOMMENDATION:
Staff recommends that the Planning Commission review and approve the public art mural proposal from Comfort Suites

Attachments: Hotel Mural.pdf
N S Elev with mural and color note.pdf
Photos of the site 9.22.14.pdf
Artist Information.pdf
Artists statement.pdf

A motion was made by Wells, seconded by Murray, to approve the public art proposal for Comfort Suites and requires that a second art panel be added in order to equally balance the art application to the south elevation, and that the final design shall be brought back to the Planning Commission as an Informational Item prior to installation. The motion carried by the following vote:
Ayes: Chris Holt, John Murphy and Seth Wurzel.

14-402 TO: Members of the Woodland Planning Commission

FROM: Cindy A. Norris, Principal Planner

SUBJECT: Proclaim October, 2014 as Community Planning Month

DATE: October 2, 2014

RECOMMENDATION: Staff recommends that the Planning Commission review the attached Report to the City Council proclaiming October 2014 as Community Planning Month.

Attachments: Oct 7 CC report.pdf
COMMUNITY PLANNING MONTH PROCLAMATION (2).pdf

A motion was made by Wurzel, seconded by Holt, to inform the City Council that the Planning Commission endorses & supports the proclamation to designate October as Community Planning month. The motion carried by the following vote:
Ayes: John Murphy, Patricia Murray and Kerby Wells.

J. Old Business

K. Adjournment

The meeting was adjourned at 7:20 pm

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.

Legislation Details (With Text)

1.

File #:	14-460	Version: 1	Name:		
Type:	Presentation		Status:	Agenda Ready	
File created:	11/10/2014		In control:	City Council	
On agenda:	11/18/2014		Final action:		
Title:	SUBJECT: Proclamation of Appreciation for Donald Beal				
	Recommendation for Action: Staff recommends that the City Council recognize Donald Beal for his many years of dedicated, unwavering service to the City of Woodland.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Resolution-Proclamation of Appreciation - Beal				

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014
SUBJECT: Proclamation of Appreciation for Donald Beal

Recommendation for Action : Staff recommends that the City Council recognize Donald Beal for his many years of dedicated, unwavering service to the City of Woodland.

Staff Contact

Dan Bellini, Chief - 661-7834, dan.bellini@cityofwoodland.org

Background

Donald Beal was first hired by the Woodland Police Department in February 1984 as a Reserve Officer. In September that same year, he was appointed to a full-time Police Officer position at the age of 19, the youngest officer ever hired at the Police Department. Don attended and graduated from the Sacramento Police Department Academy, and started his career in the Patrol Division. He worked as a Detective in the Investigations Division, and worked in the Traffic Division as a motorcycle officer and supervisor. He was the DARE officer from1998 to 2000. He was appointed to Corporal in August 2000; promoted to Sergeant in August 2001, and promoted to Lieutenant in November 2011.

Don has been the K-9 Commander, the Commander of the Bike Team, and Commander of Weaponless Defense. He has received his P.O.S.T. Basic, Intermediate, Advanced, Supervisory and Management certifications. Don is a certified Academy instructor and has more than 2,200 hours of training for various classes and certifications, too numerous to list.

He has been a dirt bike safety instructor and coach with the Motorcycle Safety Foundation teaching at-risk youth to ride off-road motorcycles. He volunteers his time to the Woodland Senior Center and is a driver of the Community Care Car, chauffeuring seniors to their appointments.

Donald Beal will be retiring from the City of Woodland Police Department November 21, 2014.

Conclusion

Staff recommends the City Council recognize and honor Don Beal with a Proclamation of Appreciation for the commitment and devoted service he has given to the Woodland Community and the Woodland Police Department for over 30 years.

Prepared by: Bonnie Sylva, Administrative Secretary

Reviewed by: Dan Bellini, Chief

Paul Navazio, City Manager

Attachment: City of Woodland Proclamation of Appreciation Honoring Lieutenant Donald Beal

CITY OF WOODLAND PROCLAMATION OF APPRECIATION
HONORING LIEUTENANT DONALD BEAL

WHEREAS, Don Beal is retiring from the Woodland Police Department after 30 years of service having performed with merit and dedication to duty, loyalty, and professional courtesy; and

WHEREAS, Don Beal was born in San Mateo, CA and raised in Woodland; attended Woodland schools and graduated from Woodland High School; attended and graduated from the Sacramento Police Department Academy; he is the son of the late Yolo County Sheriff Department Sergeant Dick Beal and Charlotte Beal, long-time Woodland residents; he is married to JoAnn and has two sons, Daniel and Austin; and

WHEREAS, Don Beal began his career as a Reserve Police Officer with the Woodland Police Department in February 1984; in September 1984, at the age of 19, he was appointed to a full-time Police Officer position; he started his career in the Patrol Division; has worked in the Investigations Division and Traffic Division, both as a motorcycle officer and supervisor of the Traffic unit; he was the DARE officer from 1998 to 2000; he was appointed to Corporal in August 2000; promoted to Sergeant in August 2001; and promoted to Lieutenant in November 2011; and

WHEREAS, Don Beal has been the K-9 Commander, the Commander of the Bike Team, and Commander of Weaponless Defense; he has received his P.O.S.T. Basic, Intermediate, Advanced, Supervisory and Management certifications; he is a certified Academy instructor and has approximately 2,200 hours of training for various classes and certifications ; and

WHEREAS, Don Beal has been a dirt bike safety instructor and coach with the Motorcycle Safety Foundation teaching at-risk youth to ride off-road motorcycles; he volunteers his time to the Woodland Senior Center and is a driver of the Community Care car, chauffeuring seniors to their appointments.

NOW THEREFORE, be it resolved the City Council of the City of Woodland hereby adopts this Proclamation of Appreciation honoring Donald Beal for outstanding service to both the City of Woodland and the Woodland Police Department and extends its best wishes for a rewarding and successful future.

PASSED AND ADOPTED this 18th day of November, 2014

____
Tom Stallard, Mayor

__________________________________ William Marble, Mayor Pro-Tem	__________________________________ Jim Hilliard, Council Member
__________________________________ Sean Denny, Council Member	__________________________________ Angel Barajas, Council Member

Legislation Details (With Text)

2.

File #:	14-452 Version: 1	Name:	
Type:	Consent Item(s)	Status:	Agenda Ready
File created:	11/4/2014	In control:	City Council
On agenda:	11/18/2014	Final action:	

Title: SUBJECT: Public Safety Department (Police and Fire) Quarterly Status Report for the period of July 2014 through September 2014.

Recommendation for Action: Staff recommends that the City Council accept the Public Safety Department Quarterly Status Report for July 2014 through September 2014.

Sponsors:

Indexes:

Code sections:

Attachments: Qtrly Report - Jul-Sept 2014

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014

SUBJECT: Public Safety Department (Police and Fire) Quarterly Status Report for the period of July 2014 through September 2014.

Recommendation for Action : Staff recommends that the City Council accept the Public Safety Department Quarterly Status Report for July 2014 through September 2014.

Background

- The Public Safety Department Quarterly Status Report includes a summary of all activity within the Department (Police and Fire). In lieu of providing comprehensive monthly status reports to the City council and Department Heads via e-mail communication, the City Council now receives Status Reports on a quarterly basis via agenda packet.

Prepared by: Bonnie Sylva, Administrative Secretary

Reviewed by: Dan Bellini, Chief of Public Safety

Paul Navazio, City Manager

Attachments: Public Safety Quarterly Report (July-Sept. 2014)

PUBLIC SAFETY DEPARTMENT

Quarterly Report

DATE: **November 4, 2014**

SUBJECT: QUARTERLY REPORT FOR JULY-SEPTEMBER 2014

POLICE:

PATROL AND INVESTIGATIONS SIGNIFICANT CASES:

***JULY**:*

▪ *July 11:* suspect arrested for using someone else's identity to purchase a vehicle in Roseville. The male suspect came to Woodland and attempted to open a line of credit in the victim's name. The case was forwarded to Investigations to determine if there was evidence of past, and/or ongoing, identity theft and other crimes. Detective Ruiz obtained a search warrant for the suspect's vehicle which yielded additional evidence related to the crime as well as similar crimes committed by the suspect, and an accomplice, in Sacramento. Because of the complexity of the crime, Detective Ruiz worked with the DA's office to secure prosecution in Yolo County for the crimes committed in Sacramento.

▪ *July 14:* report of a tractor-trailer stolen while the owner was in the trailer. Officers located the vehicle southbound on I-5 north of County Road 102, traveling at a slow rate of speed and pursued the vehicle on I-5 with assistance from CHP. Spike strips were deployed and damaged the tires. The pursuit ended southbound I-5 at the Hwy. 99 on-ramp when the suspect, later identified as a 29-year-old, female Sacramento resident, drove the vehicle into the gravel. She resisted arrest at which time a Woodland K-9 was utilized to apprehend the suspect. She was booked for carjacking, stealing a vehicle, resisting officers, and fleeing from officers.

▪ *July 14:* robbery at College Drive-In Cleaners. Officers contacted the store clerk who reported a man entered the store and ordered her to empty the cash register. The victim reported the suspect motioned towards his waistline as if he had a weapon, although none was seen.

▪ *July 18:* attempted robbery at Jack in the Box on East Main Street. Officers contacted a store employee who reported a man entered the store and told the clerk to open the cash register and empty it. The suspect said he was going to pull out a gun if he did not receive the money; however, no gun was seen. The victim did not give any money to the suspect. Officers checked the surrounding area but were unable to locate the suspect.

▪ *July 19:* robbery at Jimboy's Taco on West Court Street. Officers spoke with Jimboy's employees who reported an adult Hispanic male entered the restaurant and demanded the money from the cash register. The suspect threatened to pull out a gun if they did not follow his demands. The employees complied, and no firearm was brandished. The suspect fled the restaurant with an undisclosed amount of cash.

These robberies were part of a series of similar robberies that had occurred within the week. Detectives identified the suspect through tips from citizens. On July 22, an officer contacted a subject on a bicycle near La Superior Market who matched the description of the suspect. The officer arrested him and detectives took over the case. At the time of arrest, the suspect had a plastic replica handgun and fake beard disguise.

▪ *July 23:* Detective Pelle arrested a transient for failing to register as a sex offender. Based upon numerous contacts by patrol officers, it was revealed he had been in Woodland since May 2014 and had never registered with our department.

▪ *July 31:* officers were in the area of In-Shape Fitness to look for suspects from a robbery that occurred the night before. While near In-Shape Fitness, officers observed a juvenile wearing the same sweatshirt as one of the suspects. Officers located the subject behind In-Shape Fitness Center; a second juvenile was with him. As the officer drove toward the two suspects, he interrupted a robbery in progress on the same victim from July 30. The first suspect saw the officer, and both suspects started running. The officer caught up with the juveniles and detained them. One of them admitted to assaulting the victim during the robbery on July 30, but he refused to identify any other involved parties. The victim on scene positively identified the first suspect as the one who threatened him with a knife in the first robbery. The victim said the same suspect threatened to stab him during the second robbery on July 31 if the victim didn't give the suspect all of his property. The victim said the second suspect threatened to shoot him; the suspect pulled out his waistband and motioned as if he had a gun. The second suspect had five warrants for his arrest, and both suspects were booked on two counts of robbery. The phone taken during the first robbery was recovered and positively identified by the victim.

AUGUST:

▪ *August 3*: dispatch received a 911 call from a 59-year-old Woodland resident on Knollwood Drive stating she had just shot her husband, a 60-year-old Woodland resident, with a .22 caliber handgun. Officers were informed the suspect had placed the handgun into a drawer in the kitchen. When officers arrived at the residence, the suspect was standing on the front porch. She was cooperative and taken into custody. Officers located the husband and noted he was still breathing, but his breathing was labored. Officers asked for medical personnel, who were staged nearby, to begin treating the husband. An air ambulance was requested and a landing zone was being prepped at Woodland Memorial Hospital, but the air ambulance was canceled when medical personnel could not find any signs of life. The victim was pronounced dead at the scene. The suspect was transported to WPD where she was interviewed by detectives before being transported to the jail and booked for violation of Penal Code §187(a), related to domestic violence under Penal Code §13700.

▪ *August 6:* an officer attempted to make a traffic stop on a vehicle near Riverside Drive and Sonoma Way; the driver made a U-turn and drove head-on toward the officer. The officer veered off the road trying to avoid a collision. The officer's patrol car struck a garbage toter and a parked car. The suspect fled the area in his vehicle. DMV records led the California Highway Patrol to contact the suspect at his home in Robbins, CA. The suspect was arrested for felony evading arrest in a motor vehicle. The officer was treated for minor injuries and released.

▪ *August 18*: officers were dispatched to an apartment complex on Elliot Street for a disturbance of a man screaming in the apartment complex. According to the reporting party, the man was yelling references to "the four horsemen of death" and threatening to "kill someone." Officers contacted a 53-year-old male Woodland resident at the apartment complex. The suspect displayed a knife and threatened the officers. Officers attempted to negotiate with the suspect asking him to drop the knife. The suspect then charged at one of the officers with the knife and the officer, fearing for his life, used deadly force to stop the suspect. The suspect was immediately transported by ambulance but was pronounced dead before arriving at the hospital. The investigation was turned over to Davis PD.

▪ *August 26:* possible trespassing incident at Hotel Woodland. A tenant in the hotel reported a male subject was uninvited and refusing to leave the tenant's room. Officers knocked on the hotel room door, the subject opened the door, and immediately slammed it. Officers knocked again and ordered the man to open it. The man opened the door and brandished a double-edged dagger at the officers. Officers ordered the suspect to drop the knife. The suspect hesitated several seconds before complying. After detaining him, the suspect told officers he wanted to commit suicide, so he was detained on a 72-hour mental health evaluation.

▪ In late August, Detective Ford began investigating a child molest case and, from that investigation, two additional cases were generated involving the same suspect with separate child molest victims (all family members) from 2004-2005. Detective Ford scheduled three Multi-Disciplinary Interviews for the victims.

SEPTEMBER:

▪ *September 6*: report of an unconscious subject lying on the grass at Freeman Park. The reporting party told police the victim, who is his brother, had been in a fight the night before. The victim, a 55-year-old male, was immediately transported to the UC Davis Medical Center to be treated for life-threatening injuries. The fight was between four transient adult males. Both the victim and the primary reporting party had been involved in the fight with two other subjects. As of the latest report, the victim was still in critical condition at the UC Davis Medical Center.

▪ *September 8:* fight near the Woodland Library where an adult male transient victim sustained non-life-threatening injuries. Because of information developed earlier in the morning identifying him as one of the suspects from the Freeman Park fight on September 6, officers contacted a 39-year-old Woodland male transient; he was arrested. The second suspect from the Freeman Park fight was identified as an 18-year-old male that was also arrested. The victim in the fight near the library was transported to the UC Davis Medical Center to be treated for his injuries. The suspect in this fight was identified as a 31-year-old male, and he was arrested for the battery. Weapons were not used in either fight. The motivation for both fights is unknown.

▪ *September 18*: a 13-year-old female Woodland resident was walking in the downtown area on her way to school and was approached by an adult male. The suspect had a brief conversation with the victim, and he offered her money in exchange for sexual favors. As the victim tried to walk away, the suspect grabbed her and forcefully pulled her several feet in the direction of an alley. The victim was able to break free from the suspect's grasp and run to safety. She was not injured. Officers obtained surveillance video from a nearby business and located a subject matching the description. The suspect was identified as a 65-year-old Woodland resident. The victim positively identified the subject as the suspect. The suspect was arrested and booked for kidnapping with the intent to commit rape, annoying/molesting a child, solicitation/prostitution, and possession of drug paraphernalia.

▪ *September 20:* stabbing at All Stars Sports Bar located on Main Street. Officers located a 39-year-old male victim who had a stab wound to the abdomen and a 43-year-old male victim with a stab wound to the neck. The victims were transported by ambulance to UCD Med Center for non-life-threatening injuries. The suspect, a 33-year-old male Marysville resident, was arrested at the scene and booked on two counts of assault with a deadly weapon.

▪ *September 21:* report of a shooting in the area of Donnelly Circle. Dispatch advised that a black Acura was seen speeding away from the area after five shots were heard and several juveniles were seen running from the basketball courts. Officers searched the area but only located three spent shell casings near Lemen Avenue, just south of the basketball courts. The casings were .40 caliber Smith and Wesson. No suspects or victims were located, and no injured victims were reported from local hospitals. The Yolo County GTF was notified for information only.

▪ *September 30:* report of a suspicious subject in the area of Elm Street and Clover Street. Officers located the subject hiding in some bushes between two homes. The subject was detained. The suspect's backpack was located nearby where the suspect had discarded it. The backpack contained a 9mm handgun and several rounds of ammunition. The suspect was arrested and booked for felon in possession of a firearm, felon in possession of ammunition, and violation of probation.

A total of 194 transients were arrested for violations ranging from violation of the City's no camping ordinance, drunk in public, narcotic violations, recyclable thefts, and warrants.

POP Projects:
There were 17 new POP Projects opened, and there are still 8 open.

Special Enforcement Team (SET):
S.E.T. had the following activity: contact with 71 PRCS subjects, 5 parolees, and 44 probationers not on PRCS. They made 43 felony arrests and 1 misdemeanor arrest. They conducted 76 home searches and 7 vehicle searches.

School Resource Officers (SRO):
The SROs had the following activity: 467 consensual contacts. Of those contacts, 8 were for fighting, 6 for gang activity, 6 for drugs, 7 for truancy, and 1 for vandalism. They made 4 arrests, issued 10 citations, and took 7 juveniles to the hospital for psychological evaluations.

Statistical Report:

CRIME				**Calendar Year 2014**	
Category	**July**	**Aug.**	**Sept.**	**Reported to CA DOJ**	**Percent change from last year**
Homicide	0	1	0	3	200%
Rape	1	4	3	13	-7%
Robbery	11	8	3	45	22%
Aggravated Assaults	26	16	17	177	14%
Simple Assaults	31	25	36	250	4%
Burglary	41	34	36	336	-7%
Larceny/Thefts	117	87	99	842	-10%
Auto Theft	29	27	37	204	44%
Arson	2	1	1	23	-23%
TOTAL	**258**	**203**	**232**	**1893**	

WORKLOAD

Calls for Service	**July**	**Aug.**	**Sept.**	**TOTAL**
Priority 1	132	120	111	**363**
Priority 2	1946	1983	1835	**5764**
Priority 3	148	270	201	**619**
Other calls for service	3688	2373	3649	**9710**
TOTAL	**5914**	**4746**	**5796**	**16456**
Response Times				
Priority 1	8:34	6:41	8:34	
Priority 2	10:04	10:04	9:13	
Priority 3	28:19	30:03	30:03	
Reports				
Online Reports/Coplogics	24	12	7	**43**
Mail-in Reports (MLRs)	113	97	108	**318**
Other case numbers issued	571	566	538	**1675**
TOTAL	708	675	653	**2036**
Warrants				
Felony	375	372	378	**1125**
Misdemeanor	1169	1207	1258	**3634**
TOTAL	**1544**	**1579**	**1636**	**4759**
Graffiti	**45**	**170**	**48**	**263**
290 Registrant Activity	**July**	**Aug.**	**Sept.**	
Total registrants	108	108	107	
Other Information				
Total transient registrants	10	12	10	
290 PC violation warrants issued	1	0	1	
Not compliant w/annual update	1	0	0	

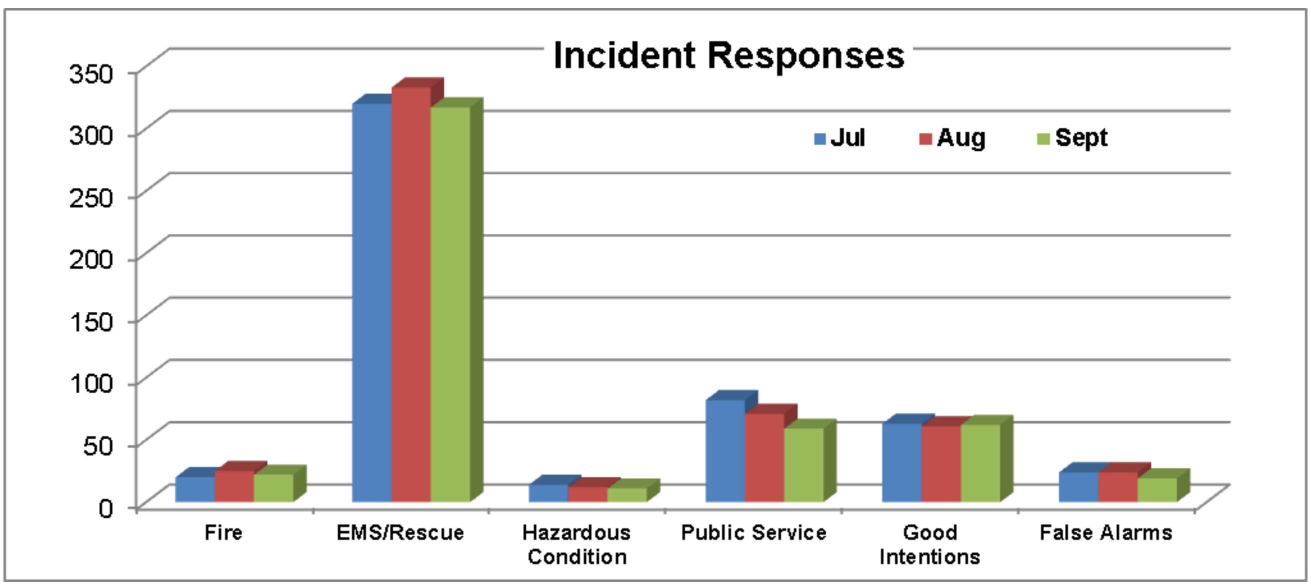
Personnel		
July-Sept.	Budgeted	Filled
Sworn	60	61
Non-sworn (FTE)	14	14
Non-sworn (PT/Temp.)	3	3
Total	74	75

Volunteer/Chaplain Hours (quarter total)	**234**

FIRE:

The Quarterly Status Report includes a wide variety of information in an effort to better inform the public and the City Council.

	Jul	Aug	Sept
Total Incident Responses			
Fire	20	25	22
EMS/Rescue	320	333	317
Hazardous Condition	14	12	11
Public Service	82	71	59
Good Intentions	63	61	62
False Alarms	24	24	19
TOTAL	**523**	**526**	**490**
Mutual/Auto-Aid	22	23	19
Concurrent Incidents	160	191	0
Fire Prevention			
Engine Company Inspections	160	10	41
Inspections	162	154	164
Plan Reviews	18	25	30
TOTAL	**340**	**189**	**235**
Code Enforcement Hours	2.0	6.5	2.0
Fire Investigation Hours	2	0	6.5
Public Education Events			
Fire Prevention	1	1	5
Engine Company	0	4	6
TOTAL	**1**	**5**	**11**



Concurrent Incidents:
These are incidents that come in simultaneously where apparatus and companies (a crew consisting of a Fire Captain, Engineer, and Firefighter) are either all committed to the same incident, or committed to separate incidents at the same time called **concurrent incidents.** The breakdown of concurrent incidents is shown below:

# of Companies committed simultaneously	Jul	Aug	Sept
2 companies	86	103	93
3 companies	48	65	47
4 companies	22	14	19
5 companies	3	5	5
6+ companies	1	4	1
TOTAL	**160**	**191**	**165**
% of Total Incident Responses	**30.59%**	**36.31%**	**33.67%**

Response Time Average for initial fire engine on-scene (in minutes)

Call Type	Jul	Aug	Sept
Fire	5:38	5:44	5:18
EMS	4:13	4:13	4:07

Automatic or Mutual Aid:
Automatic aid is provided to another agency through formal agreement and occurs automatically on significant events without any special request. Mutual aid occurs when fire departments provide help to one another upon special request when a significant event(s) (large incident or multiple small incidents) take place. Every fire agency in Yolo County is a signatory to this agreement.

	Jul	Aug	Sept
Aid Received	6	12	6
Aid Given	16	11	13
TOTAL	**22**	**23**	**19**

Highlights:

July	• All companies attended EMS training on YEMSA Updates & King Tube. • WFD hosted 3 days of Multi-Agency Hazmat training at Agriform.
August	• All companies attended EMS training on Chest Trauma. • All companies completed Annual Wildland Refresher Training in preparation for Strike Team deployments.
September	• All companies attended EMS State Skills Testing. • All companies competed in challenges during the Consortium-sponsored Firefighter Olympics.

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Details (With Text) 3.

File #:	14-455	Version: 1	Name:		
Type:	Consent Item(s)		Status:	Agenda Ready	
File created:	11/5/2014		In control:	City Council	
On agenda:	11/18/2014		Final action:		
Title:	SUBJECT: Treasurer's Investment Report Quarter Ending September 30, 2014				

Recommendation for Action: Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2014.

Sponsors:

Indexes:

Code sections:

Attachments: Q1 FY 2015 11.18.pdf

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014

SUBJECT: Treasurer's Investment Report Quarter Ending September 30, 2014

Recommendation for Action : Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2014.

Staff Contact

Adam Devlin, Senior Accountant - (530) 661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact

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

Background

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

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

Discussion

In determining placements of investments, safety is the number one priority which is followed by liquidity and finally yield on investments.

The City Investment Policy has established a benchmark equal to the 90-day U.S. Treasury bill which for the quarter ending September 2014 was 0.02%. The yield on the Local Agency Investment Fund (LAIF) balances for the quarter ending September 2014 was 0.24%. The average yield on the City of Woodland's investments as of September 30, 2014 was 1.00%. As a result, the City has therefore met its goal of obtaining a rate of return greater than the established U.S. Treasury benchmark. Due to the protracted low-interest rate environment, longer-term investment options (up to or greater than 12 months) have been limited. However, as the interest rate climate improves, staff anticipates being more proactive in managing the City's pooled cash so as to increase yield and generate additional interest earnings while, at the same time, ensuring that the portfolio's primary goal of ensuring safety and liquidity is preserved.

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

Conclusion

Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2014.

Prepared by: Adam Devlin
Senior Accountant

Reviewed by: Kimberly McKinney
Finance Officer/Treasurer

Paul Navazio, City Manager

CITY OF WOODLAND
INVESTMENT REPORT

September-14

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT		AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)		50,000,000.00	90.9%
TRANS bond proceeds		0.00	0.0%
FHLB Bonds		5,000,000.00	9.1%
FFCP Bonds		0.00	0.0%
FNMA		0.00	0.0%
Freddie Mac		0.00	0.0%
	TOTAL	**55,000,000.00**	100.0%

PORTFOLIO

	Interest	*Amount*
LAIF		**50,000,000.00**
TRANS bond proceeds		**0.00**
	SUBTOTAL	**50,000,000.00**

	Maturity Date	*Interest*	*Call Date*	*PAR Amount*	*Purchase Price*
Federal Home Loan Bond	6/26/2019	1.00	Qtrly begin 12/26/2014	**5,000,000**	**5,000,000**
Total Investments				**5,000,000.00**	
Total of LAIF Funds & Investments Detail				**55,000,000.00**	
Check Total (Should be zero)				-	

CITY OF WOODLAND
INVESTMENT REPORT

CASH ACCOUNTS as of 9/30/14

Bank Accounts with U.S. Bank	$13,614,469.84
Petty Cash	***$3,290.00***
Cash with Fiscal Agent	*$7,088,381.72*

INTEREST SUMMARY

Prior Quarters Interest Earned - Investments	$0.00
Prior Quarters Interest Earned - LAIF	$0.00
Total Interest Received	$0.00
Interest Received from July 1, 2014 to September 30, 2014	$27,580.14
Total Fiscal Year-to-Date Interest Received	**$27,580.14**

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

CITY OF WOODLAND
INVESTMENT REPORT

Current Market Value
5,013,770.00
5,013,770.00

CITY OF WOODLAND
ACTIVITY REPORT

DATE	DESCRIPTION	DEBIT	CREDIT	DEBITS
LAIF	**TREASURER**			
07/01/14	Month Beginning Balance			**50,000,000.00**
07/15/14	Quarterly Interest	27,580.14		**50,027,580.14**
07/17/14	Withdrew fr LAIF		27,580.14	**50,000,000.00**
		27,580.14	27,580.14	**50,000,000.00**

TRANS bond proceeds in Guaranteed Investment Contract

Bonds and Other Investments

07/01/14	BEGINNING BALANCE	**5,000,000.00**
09/30/14	Month End Balance	**5,000,000.00**

END OF MONTH TOTAL DEBITS	**55,000,000.00**
Check Total (Should be Zero)	-

Transactions w/LAIF	2
Purchase of New Bonds	0
Bonds Called	0
Purchase of New CD	0
CD Matured	0
Bonds Sold	0
Bonds Matured	0

Account	Current Balance			Current Balance		Int Earned Current Month
East-Main Assessment District						
Series 2001 RDM FD issue						
Reserve Account	$992,482.43			$992,482.43	Cash Mgmt-1st Am Treasury	2.93
Refunding Bonds	$0.00			$0.00	Cash Mgmt-1st Am Treasury	0.00
1992 Wastewater						
reserve fund	$6.13		AIG-Notes, Mortgages, etc	$6.13	Cash Management-Fidelity	0.00
interest fund	$0.00			$0.00	Cash Management-Fidelity	0.00
Revenue Fund	$0.81			0.81	Cash Management-Fidelity	0.81
interest fund	$0.00			0.00	Cash Management-Fidelity	0.00
Reserve fund	$937,531.29			$937,531.29	Cash Management-Fidelity	23.89
CFD - Gibson Ranch						
94-1						
Spc tax debt svc	$0.00			$0.00	Cash Mgmt-1st Am Treasury	0.00
reserve acct	$0.00			$0.00	Cash Mgmt-1st Am Treasury	0.00
Spc tax debt svc	$0.00			$0.00	Cash Mgmt-1st Am Treasury	0.00
Series 2001 Acct	$0.00			$0.00	Cash Mgmt-1st Am Treasury	0.00
2004 Refunding spc tax	$0.00			$0.00	Cash Mgmt-1st Am Treasury	0.00
2004 Refunding spc tax	$0.00			$0.00	Cash Mgmt-1st Am Treasury	0.00
2004 refund spc tax rsv	$0.00			$0.00	Cash Mgmt-1st Am Treasury	0.00
2004 Subordinate (Incl Reserve)	$226,795.00			$226,795.00	Cash Mgmt-1st Am Treasury	0.00
Spring Lake 2013						
Reserve Fund	$2,179,492.94			$2,179,492.94	Cash Mgmt-1st Am Prime Obligation	11.15
Revenue Anticipation Notes						
Cap Projects/Revenue Bonds 2005	$0.00	$0.00	Cash Mgmt-1st Am Treasury			0.00
reserve acct.	$2.36		Cash Mgmt-1st Am Treasury	$2.36	FSA Capital Mgmt Svcs LLC	0.00
Interest acct	$0.00			$0.00	Cash Mgmt-1st Am Prime Obligation	
revenue acct.						
Water Revenue Bonds 2011						
revenue acct.	$68.72			$68.72	US Bank Mmkt 5 -Ct	1.22
Interest acct.	$0.00			$0.00		
reserve acct.	$1,324,577.50			$1,324,577.50	US Bank Mmkt 5 -Ct	33.75
proceeds acct	$0.00			$0.00	US Bank Mmkt 5 -Ct	0.00
ARRA 2011						
Principal and Interest account	$236,879.85			$236,879.85	US Bank Mmkt 5 -Ct	0.61
Reserve fund	$59,032.67			$59,032.67	US Bank Mmkt 5 -Ct	0.24
Bond Anticipation Notes						
2007 RDA TABS						
Tax Revenue Fund	$399,255.14			$399,255.14	Cash Mgmt - lst Am Treasury Oblig	10.17
Interest Account	$2.01			$2.01	Cash Mgmt - lst Am Treasury Oblig	0.00
Principal Account	$1.82			$1.82	Cash Mgmt - lst Am Treasury Oblig	0.00
reserve account - 2007 A	$483,145.05			$483,145.05	Cash Mgmt - lst Am Treasury Oblig	12.31
reserve account - 2007 B	$110,903.50			$110,903.50	Cash Mgmt - lst Am Treasury Oblig	2.83
CDBG Account						
Savings Account	$138,204.50	$138,204.50	Bank of America - Quarterly Bank Statement			0.00
Checking account	$0.00	$0.00	Bank of America - Monthly Bank Statement			
TOTAL	$7,088,381.72					
Check Summary Total (Should be zero)	$0.00					

CITY OF WOODLAND
CITY TREASURER
GOVERNMENT-BACKED AGENCIES
MATURITIES BY DATE 9/30/2014

Jun-14				
6/26/2019	FHLB	FHLB @ 1.00D		5,000,000.00
			TOTAL	**5,000,000.00**
	All Investments Total			**5,000,000.00**
	Check Difference(Should be ze			-

Legislation Details (With Text)

4.

File #:	14-436	Version: 1	Name:	
Type:	Consent Item(s)		Status:	Agenda Ready
File created:	10/28/2014		In control:	City Council
On agenda:	11/18/2014		Final action:	

Title: SUBJECT: Planning Consultant Services for the Prudler Subdivision Project

Recommendation for Action: Staff recommends that the City Council approve the attached Resolution and the planning services contract with Raney Planning & Management (Raney) for the amount of $64,260 to provide professional planning services for the Prudler Subdivision project.

Sponsors:

Indexes:

Code sections:

Attachments: Resolution Authorizing Contract with Raney Planning and Management
Raney Contract for Services

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014
SUBJECT: Planning Consultant Services for the Prudler Subdivision Project

Recommendation for Action : Staff recommends that the City Council approve the attached Resolution and the planning services contract with Raney Planning & Management (Raney) for the amount of $64,260 to provide professional planning services for the Prudler Subdivision project.

Staff Contact

Paul L. Hanson, AICP, Senior Planner, 530-661-5814, paul.hanson@cityofwoodland.org

Fiscal Impact

There is no impact to the General Fund or any other City fund. Contract services will be paid from an established advance funding account that the developer has deposited funds into specifically to pay for planning services for this project.

Discussion

The proposed Prudler Tentative Map is located at the northeast corner of East Street and Sports Park Drive/County Road 24A (APN 041-070-42). The site is bordered by County Fair Mall to the north, land designated Low Density Residential (LDR) currently under construction to the east, single-family residential on the other side of East Street to the west, and Sports Park Drive/County Road 24A and the Woodland Community and Senior Center and Woodland Sports Park to the south. The project site consists of 38.01 acres of vacant land and the project proposes the construction of approximately 186 detached single-family homes and a 1.4-acre park.

The City's Planning Division of Community Development has received an application for entitlement of the project, which includes a General Plan Amendment, Zoning Ordinance Amendment, Tentative Subdivision Map, and required environmental evaluation. In order to process the application in a timely manner given current workload, staff is seeking outside professional planning services to assist with the review of the project and preparation of the project's Initial Study and Focused Environmental Impact Report (EIR).

Raney Planning & Management has been selected from a Quality Based Selection list of consultants that was developed as a result of a Request for Qualifications (RFQ) process that was carried out this past April 2013. Raney has been selected due to their extensive experience in the industry, their knowledge of the City's planning processes, and their experience & work with many other Spring Lake development projects for the City of Woodland. In addition, Raney has previously worked with City staff on two previous project concepts on this specific site in the following capacity: prepared the Initial Study for the "Four Seasons Senior Housing" project and the Initial Study for the Prudler subdivision project.

Raney has provided the City with a scope of services for $64,260. Staff is requesting approval of the contract to complete the analysis of the Prudler project. In accordance with the City's procurement policy, staff is requesting City Council approval for this contract as it exceeds the $50,000 approval authority of the City Manager. All contract expenses will be paid for by the developer and will not have any impact to General Fund or any other City fund.

Conclusion

Staff recommends that the City Council approve the resolution and the attached planning services contract with Raney Planning & Management in the amount of $64,260 to provide professional planning services for the Prudler Subdivision project.

Prepared by: Paul L Hanson, AICP, Senior Planner

Reviewed by; Cindy Norris, Principal Planner

Reviewed by: Ken Hiatt, Community Development Director

Paul Navazio, City Manager

Attachment(s): Resolution
Draft Contract

RESOLUTION NO.__________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH RANEY PLANNING & MANAGEMENT, INC. IN THE AMOUNT NOT TO EXCEED SIXTY-FOUR THOUSAND TWO HUNDRED SIXTY DOLLARS

WHEREAS, the City of Woodland strives to process planning applications in a timely manner and contracts with planning firms to assist city staff; and

WHEREAS, Raney Planning & Management, Inc., is a professional land use, environmental, and municipal planning consulting corporation; and

WHEREAS, Raney Planning & Management, Inc. was selected from a Quality Based Selection list of consultants that was developed as a result of a Request for Qualifications (RFQ) process; and

WHEREAS, the proposed planning contract in the amount of Sixty Four Thousand Two Hundred Sixty Dollars ($64,260) is to process the Prudler Tentative Subdivision Map, General Plan Amendment and Rezone; and

WHEREAS, the funds to support this contract are provided by the project applicant.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. That the City Council hereby authorizes the City Manager to execute a contract with Raney Planning & Management, Inc. in the amount not to exceed Sixty-four Thousand Two Hundred Sixty dollars. The City Manager and City Attorney are hereby authorized to make clarifying and conforming changes to the contract if necessary.

PASSED AND ADOPTED by the City Council this 18th day of November 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Tom Stallard, Mayor

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

ATTEST:

____
Ana Gonzalez, City Clerk

CITY OF WOODLAND
PROFESSIONAL SERVICES AGREEMENT
FOR
PLANNING CONSULTANT SERVICES

This Agreement is entered into this _______ day of **November 2014** by and between the City of Woodland, a California municipal corporation ("City"), and **Raney Planning & Management** ("Consultant").

RECITALS

A. Consultant desires to perform and assume responsibility for the provision of professional planning consultant services and for the preparation of the environmental document for the **Prudler Tentative Subdivision Map** required by the City on the terms and conditions set forth in this Agreement.

B. Consultant has presented a proposal for such services to the City, dated **October 20, 2014**, (attached hereto and incorporated herein as Exhibit "A") and is duly licensed, qualified and experienced to perform those services.

C. Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research.

D. City desires to engage Consultant to render such services as set forth in this Agreement.

AGREEMENT

1. SCOPE OF SERVICES.

1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services and incidental and customary work necessary to fully and adequately supply the necessary professional planning consultant services ("Services"). The Services are more particularly described in Exhibit "A."

2. SCHEDULE OF SERVICES.

2.1 Schedule of Services. The Services of Consultant are to commence upon execution of this Agreement by the City and shall be undertaken and completed in a prompt and timely manner, pursuant to the schedule outlined in the Scope of Work, more particularly described in Exhibit "A."

2.2 Extension of Time. Consultant may, for good cause, request extensions of time to perform the Services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Agreement.

3. FEES AND PAYMENTS.

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "A". The total compensation shall not exceed **SIXTY FOUR THOUSAND TWO HUNDRED SIXTY DOLLARS ($64,260)** without City's prior written approval. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon. The maximum interest rate paid on any overdue invoices owed to the Consultant shall be 0.833% per month or 10% per year.

3.3 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

4. CHANGES.

4.1 The Parties may, from time to time, request changes in the scope of the Services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant's compensation and/or changes in the schedule must be authorized in advance by the City in writing. Mutually agreed changes shall be incorporated in written amendments to the Agreement.

5. RESPONSIBILITIES OF CONSULTANT.

5.1 Independent Contractor; Control and Payment of Subordinates. Consultant enters into this Agreement as an independent contractor and not as an employee of the City. Consultant shall have no power or authority by this Agreement to bind the City in any respect. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.

5.2 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

5.3 Project Manager. The Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Agreement.

The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Consultant or replaced with the written approval of the City which shall not be unreasonably withheld.

5.4 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City staff, consultants and other staff at all reasonable times. City agrees to work closely with Consultant's staff in the performance of Services and shall be available to Consultant's staff at all reasonable times.

5.5 Warranty. Consultant agrees and represents that it is qualified to properly provide the Services set forth in Exhibit "A" in a manner which is consistent with the generally accepted standards of Consultant's profession. Consultant further represents and agrees that it will perform said Services in a legally adequate manner in conformance with applicable federal, state and local laws and guidelines.

5.6 Interest in Contract. Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder.

Consultant shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this agreement, City determines and notifies Consultant in writing that Consultant's duties under this agreement warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

6. INSURANCE.

6.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section.

6.2 Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

6.2.1 Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least $1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

6.2.2 Automobile Liability: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of $1,000,000 each accident.

6.2.3 Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than $1,000,000 per accident for bodily injury and disease.

6.2.4 Professional Liability: Professional Liability insurance for errors and omissions with minimum limits of $1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

6.2.5 Contractors Pollution Liability: Contractors Pollution Liability Insurance covering all of the contractor's operations to include onsite and offsite coverage for bodily injury (including death and mental anguish), property damage, defense costs and cleanup costs with minimum limits of $5 million per loss and $10 million total all losses. Non-owned disposal site coverage shall be provided if handling, storing or generating hazardous materials or any material/substance otherwise regulated under environmental laws/regulations.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

If the Professional Liability limits are included with the Contractors Pollution Liability limits on a combined form, the combined limit must be at least equal to the sum of the limits required on both policies.

6.3 Endorsements.

6.3.1 The policy or policies of insurance required by Sections 6.2.1 Commercial General Liability and 6.2.2 Automobile Liability and 6.2.5 Contractor's Pollution Liability shall be endorsed to provide the following:

6.3.1.1 Additional Insured: The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

6.3.1.2 Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.

6.3.1.3 Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

6.3.1.4 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.1.5 Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

6.3.1.6 Applicability: That the coverage provided therein shall apply to the obligations assumed by the Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

6.3.2 The policy or policies of insurance required by Section 6.2.3 Workers' Compensation shall be endorsed, as follows:

6.3.2.1 Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

6.3.2.2 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.3 The policy or policies of insurance required by Section 6.2.4 Professional Liability shall be endorsed, as follows:

6.3.3.1 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6.5 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.6 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

6.7 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

6.8 Insurance for Subconsultants. All subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured to the subconsultant's policies.

7. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.

7.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse or sublicense any and all copyrights, designs and other intellectual property embodied in plans, specifications, studies, drawings, estimates and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data").

Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City.

Consultant shall provide electronic copies of the finished products in the original software format at the conclusion of the respective phases of work. Complex documents such as reports that utilize more than one type of software shall also be provided in a common format such as Adobe Acrobat (*.pdf). Files of construction drawings shall be provided in a current version of AutoCAD.

City shall not be limited in any way in its use or modification of the Documents and Data at any time, provided that any such use or modification not within the purposes intended by this Agreement shall be at City's sole risk.

7.2 Confidentiality. All Documents & Data are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

8. ACCOUNTING RECORDS.

8.1 Maintenance and Inspection. Consultant shall maintain and make available for inspection by the City and its auditor's accurate records of all its costs, disbursements and receipts with respect to any work under this Agreement. Such inspections may be made during regular office hours at any time until one (1) year after the final payments under this Agreement are made to the Consultant.

9. SUBCONTRACTING.

9.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

10. TERMINATION OF AGREEMENT.

10.1 Grounds for Termination. City may, by written notice to Consultant, terminate all or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

10.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

10.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

11. GENERAL PROVISIONS.

11.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

City:	**Consultant:**
City Of Woodland 300 First Street Woodland, CA 95695 Attn: Paul Hanson, AICP, Senior Planner,	Raney Planning & Management 1501 Sports Drive Sacramento, CA 95834. Attn: Cindy Gnos, AICP

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

11.2 Indemnification. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to the negligence, recklessness or willful misconduct of Consultant, its officials, officers, employees, agents, subcontractors and subconsultants, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses except such loss or damage which was caused by the active negligence, sole negligence, or willful misconduct of the City.

Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its elected officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against City or its elected officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse City and its elected officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its elected officials, officers, employees, agents or volunteers.

11.3 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules, regulations and ordinances in any manner affecting the performance of the Project or the Services, including without limitation City business license requirements and all Cal/OSHA requirements, and shall give all notices required by law.

11.4 Prohibited Interests. Consultant covenants that neither it, nor any of its employees, agents, contractors or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Agreement, nor any other interest which would conflict in any manner or degree with the performance of the Services hereunder.

11.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are subject to the Prevailing Wage Laws, Consultant agrees to fully comply with such Prevailing Wage Laws.

11.6 Equal Opportunity Employment. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

11.7 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

11.8 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to reasonable attorneys' fees and all other costs of such action.

11.9 Assignment or Transfer. Consultant shall not assign or transfer any interest in this Agreement whether by assignment or novation, without the prior written consent of the City, which will not be unreasonably withheld. Provided, however, that claims for money due or to become due Consultant from the City under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer, whether voluntary or involuntary, shall be furnished promptly to the City.

11.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

11.11 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

11.12 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

11.13 Entire Agreement. This Agreement constitutes the entire agreement between the Parties relative to the Services specified herein. There are no understandings, agreements, conditions, representations, warranties or promises with respect to this Agreement, except those contained in or referred to in the writing.

11.14 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County.

11.15 Time of Essence. Time is of the essence for each and every provision of this Agreement.

11.16 Interpretation. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.

11.17 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

11.18 Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right and authority to make this Agreement and bind each respective Party.

11.19 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

11.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF WOODLAND

By: ____________________________

Ken Hiatt
Community Development Director

Date:___________________________

Raney Planning & Management

By: ____________________________

Cindy L Gnos, AICP
Vice President

Date:___________________________

Attest:

By: ____________________________

Paul L. Hanson, AICP,
Senior Planner

Date:___________________________

EXHIBIT "A"
CONSULTANT PROPOSAL

Legislation Details (With Text)

5.

File #:	14-443	Version: 1	Name:		
Type:	Consent Item(s)		Status:	Agenda Ready	
File created:	10/30/2014		In control:	City Council	
On agenda:	11/18/2014		Final action:		

Title: SUBJECT: Waste Pollution Control Facility Mechanical Screens Replacement - Phase 2, Reappropriate $951,881 from CIP #14-02 (Water Pollution Asset Replacement Project) to CIP #15-18 (Mechanical Screens Replacement - Ph 2) and Award Construction Contract for CIP #15-18 to MISCO Water in the amount of $738,951 with a 10% contingency amount of $73,895

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ authorizing the City Manager to reappropriate $951,881 from the Water Pollution Asset Replacement Project (CIP #14-02) to the Mechanical Screens Replacement - Phase 2 Project (CIP #15-18) and to award the construction contract for CIP #15-18 in the amount of $738,951 to MISCO Water with a 10% contingency amount of $73,895.

Sponsors:

Indexes:

Code sections:

Attachments: BandscreenResolution

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014

SUBJECT: Waste Pollution Control Facility Mechanical Screens Replacement - Phase 2, Reappropriate $951,881 from CIP #14-02 (Water Pollution Asset Replacement Project) to CIP #15-18 (Mechanical Screens Replacement - Ph 2) and Award Construction Contract for CIP #15-18 to MISCO Water in the amount of $738,951 with a 10% contingency amount of $73,895

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ authorizing the City Manager to reappropriate $951,881 from the Water Pollution Asset Replacement Project (CIP #14-02) to the Mechanical Screens Replacement - Phase 2 Project (CIP #15-18) and to award the construction contract for CIP #15-18 in the amount of $738,951 to MISCO Water with a 10% contingency amount of $73,895.

Staff Contact

Chris Fong, Associate Civil Engineer - (530) 661-5972, chris.fong@cityofwoodland.org

Fiscal Impact

The City's Water Pollution Asset Replacement Project (CIP #14-02) is funded in the Capital Budget in the amount of $1,115,000 through FY2015 with an additional $3,125,000 planned for future year improvements. There are multiple projects included in CIP #14-02 which include (a) replacing the existing bar screen with a new bar screen system that is compatible with the existing equipment at the Water Pollution Control Facility (WPCF) headworks for removal of non-organic material, (b) coating exposed steel surfaces of the clarifiers, and (c) replacing various pieces of mechanical equipment over the next four years. Funding is available through the Sewer Enterprise fund as a result of a Clean Water State Revolving Fund (SRF) loan package approved by Council July 1, 2014. The reappropriation of funds from CIP #14-02 to CIP #15-18 allows the City to properly track the use of sewer funds for loan reporting purposes. The difference between the total project budget for CIP #15-18 and the contract award amount is the amount budgeted for engineering design, SCADA programming, construction management and contingency.

Background

The Capital Budget and Sewer Rate increase have identified multiple projects to maintain the WPCF rated capacity, to meet present and future regulatory requirements, and maintain the sewer collection system. In order to reduce the financing costs for implementation of three of the projects, the City has received SRF funding for three distinct project phases. Phase 1 included the aeration project which is currently under construction, Phase 2 includes mechanical screens replacement, and Phase 3 includes large diameter sewer repair and biosolids handling.

The Phase 2 construction contract is now ready for award. The City Council authorized sole sourcing of the mechanical screen replacement on February 18, 2014 via Resolution No. 6204. The screens are located at the headworks of the WPFC and are located within an existing concrete structure. The replacement screens need to be provided by the same manufacturer as the original in order to properly fit within the existing structure. Excerpt from Resolution No. 6204 from the Council Communication on February 18, 2014 regarding the mechanical screens replacement project: "Based on the unavailing nature of competitive bidding in this case and Public Contract Code Section 3400(c)(2) & (3), the City concludes that it is in the best interests of the city to purchase the JWC 3mm screens from MISCO Water, and to contract with MISCO Water for the installation of the JWC 3mm screens."

Staff undertook considerable research of various options for the procurement of the band screen replacement and has concluded that as the authorized representative of JWC Environmental in Northern California, MISCO Water, is the only source that can provide and install the JWC 3 mm screens that would be functionally linked to the existing equipment being used for the waste treatment system at the WPCF. With authorization to award the contract, staff anticipates construction beginning in December 2014 and completion scheduled for late summer 2015.

City staff expects to return to Council at a later date in regards to the construction contracts for Phase 3.

Discussion

The mechanical bar screens are located at the headworks of the WPFC. The screens are at the end of their useful life and are allowing larger particles to enter the treatment process which can damage WPFC equipment and disrupt the wastewater treatment process.

In developing the sewer rates adopted by the City Council in 2013, it was assumed that a majority of the CIP projects would be ultimately financed through long term fixed-rate utility bonds. With the availability of low interest 30-year SRF financing, eligible CIP projects reduces the annual cost to the ratepayers. The Mechanical Screens - Phase 2 (CIP #15-18) project has secured SRF funding.

The City recently met with MISCO Water and confirmed the price, scope and SRF requirements of the mechanical screens replacement project. The City also met with and discussed this project with the Council Infrastructure Subcommittee on October 24, 2014.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____ authorizing the City Manager to reappropriate $951,881 from the Water Pollution Asset Replacement Project (CIP #14-02) to the Mechanical Screens Replacement - Phase 2 Project (CIP #15-18) and to award the construction contract for CIP #15-18 in the amount of $738,951 to MISCO Water with a 10% contingency amount of $73,895.

Prepared by: Chris Fong, Associate Civil Engineer

Reviewed by: Brent Meyer, City Engineer

Ken Hiatt, Community Development Director

Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND FOR THE REAPPROPRIATION OF $951,881 FROM CIP #14-02 (WATER POLLUTION ASSET REPLACEMENT PROJECT) TO CIP #15-18 (MECHANICAL SCREENS REPLACEMENT – PHASE 2) AND APPROVING AN AGREEMENT WITH MISCO WATER FOR REPLACMENT OF THE EXISTING BAR SCREENS WITH FINE MECHANICAL SCREENS AT THE HEADWORKS OF WATER POLLUTION CONTROL FACILITY (WPCF)

WHEREAS, the City Council approved the FY 2014/15 – FY 2017-18 capital budget on June 17, 2014.

WHEREAS, the City Council appropriated $1,115,000 for CIP #14-02 (Water Pollution Asset Replacement Project) through FY2015 with additional funding of $3,125,000 planned through FY 2018;

WHEREAS, the City of Woodland wishes to reappropriate $951,881 from CIP #14-02 to CIP #15-18 (Mechanical Screens Replacement – Phase 2)

WHEREAS, the City Council authorized staff to sole source award the replacement of the screens at the headworks of the WPCF by Resolution No. 6204 on February 18, 2014.; and

WHEREAS, the City of Woodland wishes to enter into a construction contract with MICSO Water for the replacement of the bar screens at the WPCF ("Agreement"); and

WHEREAS, the City Council wishes to approve the Agreement and take other steps as necessary to effectuate the Project

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby reappropriates $951,881 from CIP #14-02 (Water Pollution Asset Replacement Project) to CIP #15-18 (Mechanical Screens Replacement – Phase 2);

Section 2. The City Council approves the Agreement with MISCO Water for $738,951. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 3. The City Council hereby authorizes a construction contingency of $73,895.

Section 4. A copy of the Agreement and Amendment are available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this ________ day of ___________ 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

City of Woodland

Legislation Details (With Text)

6.

File #:	14-459 Version: 1	Name:	
Type:	Consent Item(s)	Status:	Agenda Ready
File created:	11/7/2014	In control:	City Council
On agenda:	11/18/2014	Final action:	
Title:	SUBJECT: Approval of Policy and Procedure Manual for Management of the City's Affordable Housing Loan Portfolio Recommendation for Action: Staff recommends that the City Council approve the attached Policy and Procedure Manual for Management of the Affordable Housing Loan Portfolio.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	Policy+Procedure Manual 18Nov14 Housing Loan Portfolio 18Nov14 CC Reso 6102 Short Sale Policy 6Nov12		

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014

SUBJECT: Approval of Policy and Procedure Manual for Management of the City's Affordable Housing Loan Portfolio

Recommendation for Action : Staff recommends that the City Council approve the attached Policy and Procedure Manual for Management of the Affordable Housing Loan Portfolio.

Staff Contact

Dan Sokolow, Senior Planner - (530) 661-5927, dan.sokolow@cityofwoodland.org

Fiscal Impact

There is no impact to the General Fund.

Background

The City Council at its July 15, 2014 meeting reviewed a draft of the Policy and Procedure Manual for Management of the Affordable Housing Portfolio. The policy and procedure manual was prepared in response to one of the four recommendation from the May 23, 2014 Yolo County Grand Jury report (*City of Woodland, A Real Estate Lender*). The Grand Jury provided the following recommendation for the preparation of a policy and procedure manual.

R2. The Grand Jury recommends that the City of Woodland direct the Community Services Department, the current agency administering the City's loan portfolio, to develop a policy and procedure manual for real estate loans, identifying who is required to manage loans and how, and on whose authority, a loan can be modified. This policy and procedure manual should be completed by January 31, 2015.

Discussion

The policy and procedure manual covers 16 different areas for the management of the City's affordable housing portfolio including the key areas of *Tracking of Assets, Affordable Housing Monitoring, and* (loan) *Modifications* . Staff expanded the number of areas covered in the manual and enhanced existing ones to address Councilmember comments at the July 15 City Council meeting that the draft manual was not sufficiently comprehensive.

Public Contact

Posting of the City Council agenda.

Conclusion

Staff recommends that the City Council approve the attached Policy and Procedure Manual for Management of the Affordable Housing Loan Portfolio.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
CSD Director

Paul Navazio, City Manager

Attachments:
1. Policy and Procedure Manual for Management of the Affordable Housing Loan Portfolio
2. Policy and Procedure Manual attachment - Affordable Housing Portfolio
3. Policy and Procedure Manual attachment - City Council Resolution 6102 (Short Sale Policy)

CITY OF WOODLAND
Community Services Department
Policy and Procedure Manual for
Management of Affordable Housing Loan Portfolio

Dated November 18, 2014

Summary

The City of Woodland has a lengthy history of providing financial support for affordable housing projects and programs that result in safe and decent housing. This is consistent with the goals, policies, and programs contained in the Woodland General Plan (2013-2021 Housing Element Update). Over the years the City has provided loan assistance for multi-family projects, first time homebuyers, and owner-occupied rehabilitations. Funding sources have included HOME, BEGIN, CalHome, CDBG, Redevelopment Tax Increment, and the Spring Lake Off-Site Affordable Housing Fees.

As a lender the City has a responsibility to manage its affordable housing loan portfolio in a manner consistent with the requirements of the funding sources, to ensure that the City and borrowers fulfill their obligations, and to assure the public that portfolio management activities ultimately benefit the Woodland community. Repaid housing loans represent assets that the City can use to provide additional housing opportunities in the Woodland community. To facilitate the efficient, effective, and equitable management of the City's affordable housing loan portfolio, the City has prepared this manual to cover key policies and procedures.

Assigned Staff for Affordable Housing Loan Portfolio Management

The City Manager or his or her designee shall assign a City staff member the duties of managing the City's affordable housing loan portfolio. In general, these duties should be assigned to an employee who works on affordable housing programs/projects, the Community Development Block Grant program, or related areas.

Annual Report to the City Council

The City Council shall receive an annual report on the affordable housing loan portfolio. The report shall include an updated housing loan portfolio (inventory) that details the value and status of each loan.

Maintenance of Loan Documents: Paper and Electronic Copies

Loan documents which shall include but not be limited to loan agreements, promissory notes, deeds of trust, and regulatory agreements shall be filed in an organized and accessible manner. For owner occupied borrowers, the files for loan documents shall include a label identifying the address and name of the borrower at a minimum. Where possible, the files should include original documents. Copies of the documents shall be scanned and saved to an appropriate and accessible location on the City's internal computer network.

Retirements and Foreclosures

When loans are retired or a property with a City loan goes through foreclosure, the following procedures shall be completed.

1. A short memorandum shall be prepared to summarize the payoff or foreclosures, and a copy of memorandum shall be added to the loan documents file established for the borrower.
2. The borrower's file shall be maintained for a minimum of five years before it is purged.
3. Electronic copies of loan documents shall be removed from the electronic database after a loan retirement or property foreclosure.
4. The Finance Department is notified of the loan retirement or foreclosure and the appropriate documentation provided to Finance.

Maintenance of Loan Underwriting Files

The loan underwriting files for owner-occupied loans shall be updated on a regular basis to include annual or semi-annual homeowner insurance information, owner-occupancy certifications, annual property tax payment verifications, ongoing correspondence, loan subordination requests, and other relevant information.

Defaults/Foreclosures

Upon receiving a notice of default the City shall contact the borrower and provide assistance by referring the borrower to non-profit organizations that assist borrowers at risk of foreclosure. In the event of a default, the City shall determine whether any portion of the City's loan(s) is recoverable and then file the appropriate claim.

Tracking of Assets

The City shall maintain an inventory of its affordable housing loans and update the inventory as changes occur to the inventory such as retirements, foreclosures, and modifications. The inventory shall contain the following information.

1. Property address
2. Borrower name
3. Assessor parcel number
4. Source of funds for loan
5. Principal amount of loan
6. Start date of loan
7. Loan term
8. Interest rate
9. Affordable housing monitoring requirements where applicable
10. Other information that may be necessary for management of the City's loan portfolio.

Affordable Housing Monitoring

The majority of the housing loans require the City to complete affordable housing monitoring of the housing units or projects on annual basis. Depending on the source of loan funds, the monitoring may require the inspection of units and tenant files, the review of a development project's financial statements, and reporting to the State or Federal government. Other development projects may only require "desk" monitoring that involves the review of affordable housing certifications and other related information. For owner-occupied loans to purchase or rehabilitate a home, the City shall obtain signed annual occupancy-occupancy certifications from property owners. The City's affordable housing monitoring responsibilities are summarized on the attached affordable housing inventory.

Insurance Monitoring

The City shall ensure that property insurance is current for all housing loans and file the current insurance certificates in the borrowers' loan underwriting files. The City shall monitor insurance cancellations. When a cancellation occurs the City shall contact the borrower and request reinstatement of the insurance coverage.

Property Tax Monitoring

The City on an annual basis shall monitor the timely payment of property taxes by owner-occupied borrowers. The monitoring general should occur in May after the second property tax payment is due and may be accomplished by accessing property tax payment information available from the Yolo County Assessor's website.

Modifications
Amendments to a housing loan agreement which may involve changes to the interest rate, duration of loan, and other terms shall be approved by the City Council unless the existing loan agreement provides other mechanisms for approval of a modification.

Short Sales
The City Manager is authorized to approve a short sale request of a City affordable housing loan for an owner-occupied borrower subject to the provisions of City Council Resolution 6102 approved on November 6, 2012. A short sale request for a City affordable housing loan provided for an affordable housing project requires approval of the City Council unless the loan agreement and related documents state otherwise.

Subordination Requests (for Refinancing of Principal Loan)
Loan subordination requests are reviewed by the City staff member assigned the duties of managing the City's affordable housing loan portfolio. In mast cases the conditions for approval of a loan subordination are governed by the requirements of the loan funding source and include the following.

1. The new principal loan shall be for a fixed term and interest rate.
2. The terms of the new principal loan must result in a reduced interest rate and monthly payment for the borrower.
3. The term of the new principal loan must be for as long as the remaining years on the City loan(s) or longer.
4. The borrower shall not receive any cash out of the refinance.

All subordination requests shall be approved by the City Manager. City Council action may be required for subordination requests submitted by the owners of affordable housing projects.

Payoffs
The staff member assigned the duties of managing the City's affordable housing loan portfolio shall calculate the loan payoff and prepare the demand letter. In the staff member's absence this function may be performed by the Finance Department.

Residual Receipts
The City shall review the annual audit or related documents for affordable housing loan project loans that contain residual receipts provisions to ensure that the residual receipts calculation is done consistent with the formula established in the loan agreement or promissory note and any residual receipt generated is paid to the City in a timely manner. Only the City Council has the authority to approve a residual receipts waiver request.

Lien Releases
All lien releases for City housing loans and affordable housing regulatory agreements shall be prepared for the City Manager's signature. When possible, the title company handling the escrow shall prepare the releases(s) and provide them to the City for the City Manager's signature.

Attachments:
1. Affordable Housing Portfolio
2. City Council Resolution 6102 (Short Sale Policy)

CITY OF WOODLAND

2014 Housing Loan Portfolio

(1998 HOME FTHB Units)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Abele Street		HOME	39,259.00	23-May-02	30 yrs	3% simple	Deferred payment.
2	West Lincoln Avenue		HOME	38,305.00	2-Oct-01	30 yrs	3% simple	Deferred payment.
3	Princeton Place		HOME	40,000.00	23-Sep-01	30 yrs	3% simple	Deferred payment.
4	Squaw Valley Drive		HOME	40,000.00	30-Jul-02	30 yrs	3% simple	Deferred payment.
5	Thomas Street		HOME	39,000.00	28-Jan-02	30 yrs	3% simple	Deferred payment.
6	Van Buren Place		HOME	40,000.00	17-Jun-02	30 yrs	3% simple	Deferred payment.
7	Woodland Avenue		HOME	29,070.00	6-Feb-02	30 yrs	3% simple	Deferred payment.
8								
9								
10								

Ongoing City Responsibilities

Annual request for certification of owner-occupancy sent in April/May. Property owner returns signed certification and copy of homeowner insurance information. In May City staff verifies payment of property taxes through the Yolo County Assessor's website.

CITY OF WOODLAND

2014 Housing Loan Portfolio

(Owner-Occupied Rehabilitations)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Betty Court		CDBG	35,000.00	15-Apr-98	See note	3% simple	Deferred payment.
2	Bourn Drive		CDBG	5,312.00	20-Jul-05	15 yrs	3% simple	Deferred payment.
3	North Cleveland Street		CDBG	29,300.00	22-Jan-08	30 yrs	3% simple	Deferred payment.
4	Coloma Way		CDBG	42,906.00	22-Jan-08	30 yrs	3% simple	Deferred payment.
5	Coral Drive		CDBG	47,380.00	2-Sep-09	30 yrs	3% simple	Deferred payment.
6	Fourth Street		CDBG	36,000.00	5-Sep-01	?	3% simple	?
7	Frost Drive		CDBG	46,627.00	27-Mar-08	30 yrs	3% simple	Deferred payment.
8	Harvard Court		CDBG	10,750.00	18-Aug-10	15 yrs	3% simple	Deferred payment.
9	Inyo Place		CDBG	57,774.00	24-Feb-06	15 yrs	3% simple	Deferred payment.
10	Schuerle Street		CDBG	40,708.00	3-Aug-10	30 yrs	3% simple	Deferred payment.
11	Sixth Street		CDBG	72,549.00	23-Jan-09	30 yrs	3% simple	Deferred payment.
12	Sunrise Court		CDBG	18,500.00	29-Jul-88	30 yrs	None	Deferred payment.
13								
14								
15								

Ongoing City Responsibilities

Annual request for certification of owner-occupancy sent in April/May. Property owner returns signed certification and copy of homeowner insurance information. In May City staff verifies payment of property taxes through the Yolo County Assessor's website.

Note

Repayment deferred until sale or death, whichever occurs first.

CITY OF WOODLAND

2014 Housing Loan Portfolio

(Greenwood RDA Units)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Hecke Drive		RDA Tax Increment	47,900.00	9-May-03	45 years	None*	Deferred payment.
2	Hecke Drive		RDA Tax Increment	50,900.00	21-May-03	45 years	None*	Deferred payment.
3	Hecke Drive		RDA Tax Increment	67,400.00	9-Jun-03	45 years	None*	Deferred payment.
4	Hecke Drive		RDA Tax Increment	68,500.00	20-May-03	45 years	None*	Deferred payment.
5	Hershey Drive		RDA Tax Increment	50,900.00	25-Mar-03	45 years	None*	Deferred payment.
6	Hershey Drive		RDA Tax Increment	47,900.00	18-Apr-03	45 years	None*	Deferred payment.
7								
8								
9								
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*If during the 45-year term of the promissory note, the property is sold to a non-eligible household or maker then deferred contingent interest is paid. The deferred contigent interest is calculated at the lower of the highest rate then allowed by law or two percent (2%) over the prime interest rate announced by Wells Fargo Bak, N.A. (or any successor financial institution).

Ongoing City Responsibilities

Annual request for certification of owner-occupancy sent in April/May. Property owner returns signed certification and copy of homeowner insurance information. In May City staff verifies payment of property taxes through the Yolo County Assessor's website.

CITY OF WOODLAND
2014 Housing Loan Portfolio
(Inclusionary Units)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Boyle Place		BEGIN	30,000.00	160ct08	30 yrs	3% simple	Deferred payment.
2	Boyle Place		BMPP	29,543.00	160ct08	30 yrs	None	Deferred payment.
3	Boyle Place		CalHome	35,000.00	29-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
4	Boyle Place		BMPP	62,543.00	29-Sep-08	30 yrs	None	Deferred payment.
5	Boyle Place		HOME	75,000.00	29-Sep-08	30 yrs	3% simple	Deferred payment.
6	Boyle Place		BEGIN	30,000.00	29-Sep-08	30 yrs	3% simple	Deferred payment.
7	Boyle Place		CDBG	12,863.00	29-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
8	Briscoe Court		BMPP	118,955.79	20-Mar-07	30 yrs	None	Deferred payment.
9	California Street		HOME	9,000.00	4-Jun-13	30 yrs	3% simple	Deferred payment.
10	Campos Avenue		CalHome	35,000.00	16-Oct-08	30 yrs	SNA	Shared net appreciation, defer pay.
11	Campos Avenue		BMPP	37,171.00	16-Oct-08	30 yrs	None	Deferred payment.
12	Campos Avenue		BEGIN	30,000.00	16-Oct-08	30 yrs	3% simple	Deferred payment.
13	Campos Avenue		HOME	45,000.00	16-Oct-08	30 yrs	3% simple	Deferred payment.
14	Campos Avenue		CalHome	35,000.00	10-Jun-08	30 yrs	SNA	Shared net appreciation, defer pay.
15	Campos Avenue		HOME	30,000.00	10-Jun-08	30 yrs	3% simple	Deferred payment.
16	Campos Avenue		BEGIN	30,000.00	10-Jun-08	30 yrs	3% simple	Deferred payment.
17	Campos Avenue		BMPP	40,171.00	10-Jun-08	30 yrs	None	Deferred payment.
18	Campos Avenue		BMPP	128,955.79	20-Mar-07	30 yrs	None	Deferred payment.
19	Campos Avenue		CalHome	35,000.00	31-Jan-08	30 yrs	SNA	Shared net appreciation, defer pay.
20	Campos Avenue		BMPP	45,822.00	31-Jan-08	30 yrs	None	Deferred payment.
21	Campos Avenue		CDBG	20,000.00	31-Jan-08	30 yrs	SNA	Shared net appreciation, defer pay.
22	Campos Avenue		BMPP	108,955.79	20-Mar-07	30 yrs	None	Deferred payment.
23	Campos Avenue		RDA TI	45,000.00	26-Oct-09	30 yrs	3% simple	Deferred payment.
23	Campos Avenue		BEGIN	30,000.00	26-Oct-09	30 yrs	3% simple	Deferred payment.
25	Campos Avenue		BEGIN	30,000.00	26-Oct-09	30 yrs	3% simple	Deferred payment.
26	Cook Street		HOME	75,000.00	12-Mar-09	30 yrs	3% simple	Deferred payment.
27	Cook Street		BMPP	96,042.00	12-Mar-09	30 yrs	None	Deferred payment.
28	Hawkins Court		BMPP	57,042.00	24-Sep-08	30 yrs	None	Deferred payment.
29	Hawkins Court		HOME	70,000.00	24-Sep-08	30 yrs	3% simple	Deferred payment.
30	Hoffman Street		HOME	75,000.00	30-Apr-12	30 yrs	3% simple	Deferred payment.
31	Holland Way		CalHome	35,000.00	21-Nov-07	30 yrs	SNA	Shared net appreciation, defer pay.
32	Holland Way		BMPP	69,832.00	21-Nov-07	30 yrs	None	Deferred payment.

CITY OF WOODLAND
2014 Housing Loan Portfolio
(Inclusionary Units)

33	Holland Way		CDBG	25,000.00	26-Nov-07	30 yrs	SNA	Shared net appreciation, defer pay.
34	Holland Way		BMPP	118,955.79	20-Mar-07	30 yrs	None	Deferred payment.
35	Jones Street		HOME	25,682.00	10-Aug-11	30 yrs	3% simple	Deferred payment.
36	Liberty Lane		BEGIN	30,000.00	10-Jul-06	30 yrs	3% simple	Deferred payment.
37	Liberty Lane		BMPP	88,355.00	10-Jul-06	30 yrs	None	Deferred payment.
38	Liberty Lane		BEGIN	30,000.00	30-Oct-06	30 yrs	3% simple	Deferred payment.
39	Liberty Lane		BMPP	88,355.00	30-Oct-06	30 yrs	None	Deferred payment.
40	Liberty Lane		BEGIN	30,000.00	10-Jul-06	30 yrs	3% simple	Deferred payment.
41	Liberty Lane		BMPP	109,536.00	10-Jul-06	30 yrs	None	Deferred payment.
42	Liberty Lane		BEGIN	30,000.00	12-Jul-06	30 yrs	3% simple	Deferred payment.
43	Liberty Lane		BMPP	109,536.00	12-Jul-06	30 yrs	None	Deferred payment.
44	Liberty Lane		BEGIN	30,000.00	7-Jul-06	30 yrs	3% simple	Deferred payment.
45	Liberty Lane		BMPP	103,036.00	7-Jul-06	30 yrs	None	Deferred payment.
46	Liberty Lane		BEGIN	30,000.00	7-Nov-06	30 yrs	3% simple	Deferred payment.
47	Liberty Lane		BMPP	103,036.00	7-Nov-06	30 yrs	None	Deferred payment.
48	Mack Way		CalHome	27,917.00	24-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
49	Mack Way		BMPP	25,543.00	24-Sep-08	30 yrs	None	Deferred payment.
50	Mack Way		HOME	60,000.00	24-Sep-08	30 yrs	3% simple	Deferred payment.
51	Mack Way		BEGIN	30,000.00	24-Sep-08	30 yrs	3% simple	Deferred payment.
52	Mack Way		BMPP	87,413.00	2-Jul-08	30 yrs	None	Deferred payment.
53	Mack Way		CalHome	35,000.00	12-Aug-08	30 yrs	SNA	Shared net appreciation, defer pay.
54	Mack Way		HOME	55,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
55	Mack Way		BMPP	82,413.00	12-Aug-08	30 yrs	None	Deferred payment.
56	Mack Way		BEGIN	30,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
57	Mack Way		CalHome	35,000.00	25-Nov-08	30 yrs	SNA	Shared net appreciation, defer pay.
58	Mack Way		HOME	54,625.00	25-Nov-08	30 yrs	3% simple	Deferred payment.
59	Mack Way		BEGIN	30,000.00	25-Nov-08	30 yrs	3% simple	Deferred payment.
60	Mack Way		BMPP	29,543.00	25-Nov-08	30 yrs	None	Deferred payment.
61	Mack Way		HOME	15,000.00	5-Mar-09	30 yrs	3% simple	Deferred payment.
62	Mack Way		BEGIN	30,000.00	5-Mar-09	30 yrs	3% simple	Deferred payment.
63	Mack Way		BMPP	6,182.00	5-Mar-09	30 yrs	None	Deferred payment.
64	Mezger Drive		HOME	63,000.00	13-Jun-13	30 yrs	3% simple	Deferred payment.
65	Mezger Drive		HOME	75,000.00	12-Jun-13	30 yrs	3% simple	Deferred payment.
66	Mezger Drive		HOME	15,000.00	10-Jul-13	30 yrs	3% simple	Deferred payment.

CITY OF WOODLAND
2014 Housing Loan Portfolio
(Inclusionary Units)

67	Miekle Avenue		HOME	70,000.00	13-Jun-07	30 yrs	3% simple	Deferred payment.
68	Miekle Avenue		BMPP	89,508.00	13-Jun-07	30 yrs	None	Deferred payment.
69	Miekle Avenue		HOME	50,000.00	7-Aug-07	30 yrs	3% simple	Deferred payment.
70	Miekle Avenue		BMPP	74,518.00	7-Aug-07	30 yrs	None	Deferred payment.
71	Miekle Avenue		CalHome	35,000.00	28-Oct-08	30 yrs	SNA	Shared net appreciation, defer pay.
72	Miekle Avenue		BMPP	9,171.00	28-Oct-08	30 yrs	None	Deferred payment.
73	Miekle Avenue		HOME	25,000.00	28-Oct-08	30 yrs	3% simple	Deferred payment.
74	Miller Court		BMPP	86,196.00	23-Aug-07	30 yrs	None	Deferred payment.
75	Miller Court		HOME	50,000.00	23-Aug-07	30 yrs	3% simple	Deferred payment.
76	Molly Avenue		HOME	69,760.82	29-Jul-13	30 yrs	3% simple	Deferred payment.
77	Neal Way		CalHome	35,000.00	17-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
78	Neal Way		HOME	27,000.00	17-Sep-08	30 yrs	3% simple	Deferred payment.
79	Neal Way		BEGIN	30,000.00	17-Sep-08	30 yrs	3% simple	Deferred payment.
80	Neal Way		BMPP	29,543.00	17-Sep-08	30 yrs	None	Deferred payment.
81	Neal Way		BEGIN	30,000.00	15-Sep-08	30 yrs	3% simple	Deferred payment.
82	Neal Way		BMPP	62,413.00	15-Sep-08	30 yrs	None	Deferred payment.
83	Neal Way		HOME	40,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
84	Neal Way		BMPP	77,413.00	12-Aug-08	30 yrs	None	Deferred payment.
85	Neal Way		BEGIN	30,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
86	Newton Drive		CalHome	8,000.00	10-Aug-11	30 yrs	SNA	Deferred payment.
87	Newton Drive		HOME	22,000.00	10-Aug-11	30 yrs	3% simple	Deferred payment.
88	Nicolson Circle		BMPP	114,060.00	3-Apr-07	30 yrs	None	Deferred payment.
89	Nicolson Circle		BEGIN	30,000.00	21-Oct-08	30 yrs	3% simple	Deferred payment.
90	Nicolson Circle		BMPP	33,171.00	21-Oct-08	30 yrs	None	Deferred payment.
91	Nicolson Circle		HOME	20,000.00	21-Oct-08	30 yrs	3% simple	Deferred payment.
92	Ochoa Court		BMPP	96,196.00	23-Aug-07	30 yrs	None	Deferred payment.
93	Ochoa Court		HOME	50,000.00	23-Aug-07	30 yrs	3% simple	Deferred payment.
94	Ortiz Avenue		HOME	70,000.00	7-Aug-07	30 yrs	3% simple	Deferred payment.
95	Ortiz Avenue		BMPP	63,909.00	7-Aug-07	30 yrs	None	Deferred payment.
96	Ortiz Avenue		BEGIN	30,000.00	10-Jun-08	30 yrs	3% simple	Deferred payment.
97	Ortiz Avenue		BMPP	46,645.00	10-Jun-08	30 yrs	None	Deferred payment.
98	Ortiz Place		BMPP	128,955.79	20-Mar-07	30 yrs	None	Deferred payment.
99	Ragen Street		CalHome	25,000.00	6-Jul-09	30 yrs	SNA	Shared net appreciation, defer pay.
100	Ragen Street		HOME	15,000.00	6-Jul-09	30 yrs	3% simple	Shared net appreciation, defer pay.

CITY OF WOODLAND

2014 Housing Loan Portfolio

(Inclusionary Units)

101	Rico Court		HOME	70,000.00	5-Dec-08	30 yrs	3% simple	Deferred payment.
102	Rico Court		BMPP	52,042.00	5-Dec-08	30 yrs	None	Deferred payment.
103	Rominger Street		HOME	74,741.00	29-Nov-12	30 yrs	3% simple	Deferred payment.
104	Rominger Street		HOME	71,500.00	12-Dec-11	30 yrs	3% simple	Deferred payment.
105	Savala Court		BMPP	46,042.00	11-Mar-09	30 yrs	None	Deferred payment.
106	Simpson Street		RDA TI	47,030.00	4-Jan-10	30 yrs	3% simple	Deferred payment.
107	Simpson Street		BMPP	12,010.00	4-Jan-10	30 yrs	None	Deferred payment.
108	Simpson Street		CalHome	26,700.00	16-Jun-09	30 yrs	SNA	Shared net appreciation, defer pay.
109	Simpson Street		HOME	40,000.00	15-Jun-09	30 yrs	3% simple	Deferred payment.
110	Simpson Street		CDBG	19,900.00	12-Jan-10	30 yrs	SNA	Shared net appreciation, defer pay.
111	Simpson Street		CalHome	35,000.00	12-Jan-10	30 yrs	SNA	Shared net appreciation, defer pay.
112	Simpson Street		BMPP	860.00	12-Jan-10	30 yrs	None	Deferred payment.
113	Stewart Circle		CalHome	15,000.00	1-Jun-10	30 yrs	SNA	Shared net appreciation, defer pay.
114	Stonehaven Loop		BMPP	112,042.00	12-Feb-08	30 yrs	None	Deferred payment.
115	Ulrich Place		CalHome	25,113.00	23-Jun-09	30 yrs	SNA	Shared net appreciation, defer pay.
116	Ulrich Place		RDA TI	27,970.00	23-Jun-09	30 yrs	3% simple	Deferred payment.
117	Ulrich Place		HOME	10,769.00	23-Jun-09	30 yrs	3% simple	Deferred payment.
118	Vaca Court		BMPP	142,042.00	21-Dec-07	30 yrs	None	Deferred payment.
119	Village Lane		BEGIN	30,000.00	9-May-07	30 yrs	3% simple	Deferred payment.
120	Village Lane		BMPP	118,135.00	9-May-07	30 yrs	None	Deferred payment.
121	Village Lane		BEGIN	30,000.00	21-May-07	30 yrs	3% simple	Deferred payment.
122	Village Lane		BMPP	108,335.00	21-May-07	30 yrs	None	Deferred payment.
123	Village Lane		BEGIN	30,000.00	9-May-07	30 yrs	3% simple	Deferred payment.
124	Village Lane		BMPP	118,135.00	9-May-07	30 yrs	None	Deferred payment.
125	Village Lane		HOME	60,000.00	15-May-07	30 yrs	3% simple	Deferred payment.
126	Village Lane		BEGIN	30,000.00	15-May-07	30 yrs	3% simple	Deferred payment.
127	Village Lane		BMPP	108,335.00	15-May-07	30 yrs	None	Deferred payment.
128	Village Lane		BEGIN	30,000.00	9-May-07	30 yrs	3% simple	Deferred payment.
129	Village Lane		BMPP	118,135.00	9-May-07	30 yrs	None	Deferred payment.
130	Village Lane		BEGIN	30,000.00	30-May-07	30 yrs	3% simple	Deferred payment.
131	Village Lane		BMPP	108,335.00	30-May-07	30 yrs	None	Deferred payment.
132	Village Lane		BEGIN	30,000.00	15-May-07	30 yrs	3% simple	Deferred payment.
133	Village Lane		BMPP	118,135.00	15-May-07	30 yrs	None	Deferred payment.

CITY OF WOODLAND
2014 Housing Loan Portfolio
(Inclusionary Units)

Source of Funds Abbreviations

BEGIN = Building Equity and Growth in Neighborhoods
BMPP = Below Market Purchase Price
CDBG = Community Development Block Grant
RDA TI = Redevelopment Agency Tax Increment

Ongoing City Responsibilities

Annual request for certification of owner-occupancy sent in April/May. Property owner returns signed certification and copy of homeowner insurance information.
In May City staff verifies payment of property taxes through the Yolo County Assessor's website.

CITY OF WOODLAND

2014 Housing Loan Portfolio

(Multi-Family Projects)

	Street Address	APN	Project Name	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	709 East St	066-092-069	Casa del Sol	RDA Tax Increment	150,000.00	27-Dec-00	20 yrs	5% simple	In repayment, balance approximately $86,000.
2	709 East St	066-092-069	Casa del Sol	CDBG Section 108	1,000,000.00	5-Dec-06	55 yrs	1.25% simple	Deferred payment, residual receipts provision.
3	436 Main St	See below	Hotel Woodland	RDA Tax Increment	245,076.93	10-Jan-94	30 yrs	4.44% simple	Deferred payment, residual cash flow provision.
4	436 Main St	See below	Hotel Woodland	CDBG	400,000.00	11-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
5	436 Main St	See below	Hotel Woodland	CDBG	74,342.00	16-Sep-96	30 yrs	4.44% simple	Deferred payment, residual cash flow provision.
6	436 Main St	See below	Hotel Woodland	CDBG	50,000.00	18-Oct-95	30 yrs	4.44% simple	Deferred payment, residual cash flow provision.
7	436 Main St	See below	Hotel Woodland	CDBG	89,422.00	3-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
8	436 Main St	See below	Hotel Woodland	CDBG	42,000.00	3-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
9	436 Main St	See below	Hotel Woodland	CDBG	800,000.00	3-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
10	1313 E Gibson Rd	066-200-052	Leisureville	HOME & CDBG	1,227,381.00	7-Apr-95	30 yrs	3% simple	Deferred payment, residual receipts provision.
11	2170 Farmers Central Rd	042-010-062	Mutual Housing	Spring Lake Off-Site Affordable Hsng Fund	910,000.00	20-Dec-13	57 yrs	3% simple	Deferred payment, residual receipts provision, and maturity date December 23, 2070.
12	2090 Heritage Parkway	042-580-009	Rochdale Grange	HOME	4,000,000.00	25-Feb-10	55 yrs	3% simple	Deferred payment, residual receipts provision.
13	521 Pioneer Ave	027-860-027	Sycamore Pointe	HOME	885,000.00	1-May-99	32 yrs	3% simple	Deferred payment, maturity date 31Dec31.
14	1620 Miekle Ave	042-580-018	Terracina	HOME	4,189,000.00	12-Sep-06	55 yrs	3% simple	Deferred payment, residual receipts provision.
15	1620 Miekle Ave	042-580-018	Terracina	Land & cash from mkt rate developer.	1,732,000.00	20-Dec-07	55 yrs	None	No repayment and interest accrual as long as units affordable and other obligations meet.

Notes:

1. Hotel Woodland (436 Main St) APNs are 006-620-009, 010, 011, 012, 013, 014, 015, 016, and 017.

2. Loans for Items 7-9 are covered under one promissory note.

Ongoing City Responsibilities

1. Casa del Sol (709 East St) - Loan assisted borrower with demolition of Dana Motel site. Ongoing City responsibilities limited to servicing loan.

2. Case del Sol (709 East St) - Review of annual audit and residual receipts calculation.

3 through 9. Hotel Woodland (436 Main St) - Review of annual audit for project and residual cash flow calculation. Also, review annual income recertification report.

10. Leisureville (1313 E. Gibson Rd) - Review of annual audit, residual receipts calculation, proposed annual budget, and semi-annual reports. Also, income verify new residents applying for CDBG-funded low-income loan share program.

11. Mutual Housing (2170 Farmers Central Rd) - Affordable housing monitoring addressed by covenants recorded by senior lenders (State of California and USDA) and California Tax Credit Allocation Committee. Project is under construction.

12 - 15. Affordable housing monitoring conducted on annual basis through unit inspections and unit file reviews. The results of the monitoring reported to California Department of Housing and Community Development (HOME program).

WOODLAND SUCCESSOR AGENCY

2014 Housing Loan Portfolio

	Street Address/Borrower	APN	Project Name	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	709 East St/Community Housing Opportunities Corporation	066-092-069	Casa del Sol	HELP (CalHFA)	1,000,000.00	18-Dec-01	8 yrs	3% simple	Deferred payment, due 17-Dec-09.
2	186 Muir St/Heritage Oaks, L.P.	064-271-011	Heritage Oaks	HELP (CalHFA)	1,550,000.00	1-Feb-05	19 yrs+	3% simple	See note at bottom of page.
3	35 West Clover St/Fair Plaza Senior Apartments, L.P.	064-242-006	Fair Plaza East	HELP (CalHFA), Redevelopment Tax increment	1,317,000.00	3-Apr-08	32 yrs	3.5% simple	Deferred payment, due 1-Apr-40.
4									
5									

Ongoing Successor Agency Responsibilities

For each loan the Successor Agency is required to submit semiannual status report to CalHFA on the status of the project. Borrower for Heritage Oaks required to submit annual report to the Successor Agency pursuant to affordability convenant.

Note

Loan #2 requires $50,000 payment (October 2014), $50,000 payment (30Nov14), $100,000 payment annually on August 22 from 2015 - 2023, and payment of the loan's remaining balance by 22Aug24.

RESOLUTION NO. 6102

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the City Council this 6th day of November, 2012, by the following vote:

AYES:	Council Members Denny, Hilliard, Marble, Stallard and Davies
NOES:	None
ABSENT:	None
ABSTAIN:	None

Marlin H. Davies, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Andrew J. Morris, City Attorney

Legislation Details (With Text)

7.

File #:	14-464	Version: 1	Name:		
Type:	Consent Item(s)		Status:	Agenda Ready	
File created:	11/13/2014		In control:	City Council	
On agenda:	11/18/2014		Final action:		

Title: SUBJECT: Revisions to the Crime Prevention Specialist and the Police Youth Services Counselor Job Descriptions and Police Youth Services Counselor from the Mid Management Professional Association (MMPA) to the Woodland Employees' Association.

Recommendation for Action: Staff recommends that the City Council adopt the revisions to the Crime Prevention Specialist and the Police Youth Services Counselor Job Descriptions and approve moving the Police Youth Services Counselor from the Mid Management Professional Association (MMPA) to the Woodland Police Employees' Association (WPEA).

Sponsors:

Indexes:

Code sections:

Attachments: Polcie Youth Services Counselor final.pdf
Crime Prevention Specialist final_2014.pdf

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014

SUBJECT: Revisions to the Crime Prevention Specialist and the Police Youth Services Counselor Job Descriptions and Police Youth Services Counselor from the Mid Management Professional Association (MMPA) to the Woodland Employees' Association.

Recommendation for Action : Staff recommends that the City Council adopt the revisions to the Crime Prevention Specialist and the Police Youth Services Counselor Job Descriptions and approve moving the Police Youth Services Counselor from the Mid Management Professional Association (MMPA) to the Woodland Police Employees' Association (WPEA).

Staff Contact

Sheila McShane, 530 661 5807, sheila.mcshane@cityofwoodland.org

Fiscal Impact

This action to adopt the revised job descriptions does not result in any salary changes; therefore, there is no fiscal impact.

Discussion

City staff has evaluated the two positions, Crime Prevention Specialist and Police Youth Services Counselor and have found that the in order to meet the needs of the Department, some revisions to the job descriptions are needed. These changes will allow Departments to be able to better fulfill the needs of the Department to provide more administrative assistance to Volunteer Program and assist with identifying high risk youths.

The revisions to the Crime Prevention Specialist job description will allow the Police Department to recruit and fill a Crime Prevention Specialist whose main focus is to develop the Volunteer Program. The position was last updated in July 2004 and did not include tasks related to Social Media nor did it have updated ADA Compliance language. The Crime Prevention Specialist will perform administrative and public relations work involving the development and implementation a crime prevention programs. This position was reviewed and approved by the Woodland Police Employee's Association (WPEA).

The revisions to the Police Youth Services Counselor job description will allow the Police Department to recruit and fill a Police Youth Services Counselor. This position was last updated in 1997. Since that time, many things have occurred within the community. The job description added Social Media knowledge, training to police officers on handling youth problems and coordinator with the Youth Gang Intervention Program (YGRIP) a recent program that addresses the problem youths before criminal contact is made with the police. The ADA Compliance language has been updated as well.

This position was part of the Mid Management Professional Association (MMPA) however; upon further review, and meeting with both MMPA and WPEA, the position will move into WPEA. The position more closely reflects the duties and responsibilities that are more closely related to police functions, therefore, moving the position into WPEA is appropriate.

Conclusion

Staff recommends that the City Council adopt the revisions to the Crime Prevention Specialist and the Police Youth Services Counselor Job Descriptions and approve moving the Police Youth Services Counselor from the Mid Management Professional Association (MMPA) to the Woodland Police Employees' Association (WPEA).

Prepared by: Sheila McShane
Human Resources Manager

Paul Navazio, City Manager

Attachments: Revised Crime Prevention Specialist Job Description
Revised Police Youth Services Counselor Job Description

City of Woodland

POLICE YOUTH SERVICES COUNSELOR

DEFINITION

This nonsworm position will assist the Department by providing professional counseling, referral and educational services in a non-hazardous capacity to juveniles and their families as a result of their involvement in the Youth Services Program.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Administrative Sergeant or the Police Chief's designee. Technical or functional supervision may be provided by higher level personnel.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS:

Conduct assessment interviews/counseling sessions with juveniles, their families and significant others; determine and utilize appropriate intervention techniques; terminate counseling cases appropriately; conduct follow-up counseling as necessary on cases previously handled.

Provide training to police officers and others on handling of youth problems.

Work with the Youth Gang Intervention Program (YGRIP) coordinator to develop, expand and implement the use of community agencies which serve youths. This includes the Yolo County Probation Department, schools, agencies providing treatment to youth, school resource officers, school counselors and others who are in contact with youths to address problem youths before criminal contact is made with police.

Provide short-term counseling for juveniles and their families; provide appropriate referrals as needed.

Establish and maintain professional and cooperative relations with police and probation officials, public and private agencies, staff members and supervisors.

Represent the Youth Services Program in community forums; provide public presentations on the program, related youth issues and assist in public relations. Provide education and meetings to community on youth issues/problems.

Maintain client files to be reviewed on a periodic basis.

Prepare factual reports and recommendations regarding juveniles.

Participate in Youth Services Program planning efforts.

Prepare correspondence to clients, other agencies and intradepartmental divisions.

Prepare and present Council Staff Reports on issues regarding the Youth Services Program.

Be familiar with social media applications and methods.

Work cooperatively with others which includes sworn staff, nonsworn staff, other agencies and administrators.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to work to complete assigned tasks.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current theories, techniques and methods involved in psychology and individual,family and group counseling.
- An overview of the criminal justice system, including concepts of the juvenile justice system and juvenile diversion.
- Community resources which are available to youths to include resources from the school district, county, city, federal and other agencies including non-profits.
- Police Department practice in working with juveniles.
- State, county and city codes related to custody, welfare, protection and detention of youths.
- Case law, as it pertains to youth detention.
- Knowledge and understanding of online applications, mobile applications and other social media websites/applications.

Skill to:

- Work independently and manage caseload; plan, organize and administer counseling to a client caseload.
- Communicate clearly and concisely, orally and in writing.
- Analyze investigational material and make proper deductions.
- Understand, accept and integrate professional advice and training with regard to the individual's counseling techniques.
- Manage confidential and sensitive information.
- Successfully integrate into the police environment.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Identify at risk youths and provide guidance in order to prevent youths from entering into the criminal justice system.
- Manage multiple priorities and agencies.
- Work well with the public, other employees, law enforcement personnel, school counselors, administration and others involved in serving youths in the community.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Completion of a Bachelor's degree in psychology or other related fields from an accredited college or university which has included field work and counseling experience dealing with youths at risk. A master's is preferred. Bilingual skills are desirable.

Experience:

Prior clinical counseling experience is required, preferably in a school or law enforcement environment.

License or Certificate

Possession of a valid California driver's license; possess or be eligible to possess a professional clinical 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 25 pounds of force occasionally, and/or in excess of 50 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 November 2014

City of Woodland

CRIME PREVENTION SPECIALIST

THE POSITION
Performs administrative and public relations work involving the development and implementation of crime prevention programs, methods, and techniques for individuals, businesses and community groups. The position is responsible for community initiatives and the exchange of information between the Department and the public through the media and various Social Media tools.

DISTINGUISHING CHARACTERISTICS

This class provides crime prevention and community outreach support to the Police Department, including assisting with planning, coordinating, and implementing community education programs such as the Neighborhood Watch, Speed Watch, Social Media, Volunteer Programs and other related activities and programs.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Chief of Police or designee.

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:
Recommend and assist in the implementation of Crime Prevention goals and objectives by implementing approved programs, policies and procedures; promote Crime Prevention at a variety of special events; conduct business crime prevention seminars on topics such as office safety, internal security, theft and robbery prevention.

Develop and present a variety of educational programs, oral presentations, and learning activities for community based organizations, neighborhood groups, civic groups, schools, elderly and youth organizations, and other groups in order to promote citizen awareness of crime prevention activities in areas such as personal safety, rape, burglary, child abuse, drug abuse, juvenile delinquency, and gang activity.

Promote and coordinate the Woodland Neighborhood Watch Program; prepare and distribute Neighborhood Watch quarterly newsletters that identify crime patterns and provide appropriate safety tips; develop brochures, posters, slides and other informational material, including layout and design.

Maintain City sponsored Social Media websites. Work cooperatively with others.

Develop and maintain programs that utilize community volunteers; coordinate and supervise volunteers at special events.

Prepare press releases and other public relations materials concerning public safety and crime prevention; represent the Police Department to the public on assigned matters and programs.

Attend community meetings and serve on committees or boards as a Police Department representative.

Discuss any pertinent crime problems with officers and employees at unit briefings. Assist in problem solving long standing neighborhood concerns; conduct security surveys in residences and commercial buildings; respond to inquires from individuals and provide information regarding personal security or neighborhood problems.

Understand the principals of Crime Prevention through Environmental Design; review and make recommendations on all building plan proposals in the City of Woodland; review and respond to ABC license applications.

Maintain appropriate records of developed groups, presentations and research materials.

Maintain appropriate records and files to facilitate day-to-day administrative operations of assigned area. Maintain confidentiality of privileged information.

Interact with social media and must possess knowledge of public relations.

Perform related duties and responsibilities as required.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present at work to complete assigned tasks.

QUALIFICATIONS

Knowledge of:

- English grammar, punctuation, and spelling.
- Techniques of successful public speaking.
- Contemporary issues affecting law enforcement and the community.
- Problems, needs, concerns, and attitudes of people who reside or work in Woodland as they relate to crime and associated problems.
- Conflict resolution techniques and procedures.
- Techniques used to develop informational brochures, posters, slides and other

materials, including layout and design.

- Procedures and work methods required to perform the full range of assigned duties.
- Familiar with various applicable software programs, including various online applications, mobile applications and other Social Media websites/applications.
- Applicable to any city, state, and federal laws pertaining to crime and associated problems.
- Personal computer and related software.

Skill to:

- Communicate clearly and concisely, orally and in writing.
- Maintain an efficient record keeping system. Operate standard office equipment and machines including computer terminal and software; use modern audio-visual equipment to prepare or organize presentations, speeches and related informational material.
- Analyze situations accurately and recommend an effective course of action.
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties.

Ability to:

- Work in a multi-cultural environment.
- Meet and deal tactfully with public, including individuals who may be irate or argumentative; understand and relate to the needs of committee members to be served.
- Learn laws, codes, statutes and ordinances associated with assigned work and apply them appropriately; learn and interpret pertinent subject matter, procedures, and policies.
- Discuss law enforcement operations, and principles and terminology.
- Maintain physical condition appropriate to the performance of assigned responsibilities and duties which may include sitting for extended periods of time and operating office equipment.
- Willing to work shift hours, weekends, and holidays if assigned.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

High School diploma or equivalent. Additional college course work or vocational training is highly desirable. A Bachelor's degree in Public Administration, Criminal Justice, Journalism, Public Relations, or a related field may be substituted for all work experience. An Associate's degree or the equivalent of 60 semester units in the same fields may be substituted for one year of the work experience.

Experience:
Two years of general administrative / office work experience or one year of administrative / office work in a law enforcement agency. Prefer experience with substantial public interaction.

License:
Must possess and maintain a valid Class C 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 25 pounds of force occasionally, and/or in excess of 50 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: November 2014

Legislation Details (With Text)

8.

File #:	14-401	Version: 2	Name:		
Type:	Report of the City Manager		Status:	Agenda Ready	
File created:	9/25/2014		In control:	City Council	
On agenda:	11/18/2014		Final action:		
Title:	SUBJECT: Purchase of Six Replacement Police Patrol Vehicles Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the purchase of six (6) Ford Interceptor Utility vehicles for Police patrol operations under State of California contract number 1-12-23-14.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Folsom Ford Quote Resolution 1-12-23-14_Supplement_1				

Date	Ver.	Action By	Action	Result
10/7/2014	1	City Council		

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014
SUBJECT: Purchase of Six Replacement Police Patrol Vehicles

Recommendation for Action : Staff recommends that the City Council approve Resolution No. _____ authorizing the purchase of six (6) Ford Interceptor Utility vehicles for Police patrol operations under State of California contract number 1-12-23-14.

Staff Contact

Troy Thompson, Fleet & Facilities Manager, troy.thompson@cityofwoodland.org

Council Goal

Maintain Quality of Life / Public Safety - Ensure appropriate resources in support of public safety departments and programs in the amount of $289,309.38.

Fiscal Impact

The total cost for the replacement of six police patrol vehicles is $289,309.38, including the price of the vehicle plus up-fit expenses and applicable taxes. Funding for this purchase is included in the approved FY2014/15 budget and is provided through the Fleet Vehicle Replacement Fund.

Background

At its meeting of October 7, 2014 the City Council directed staff to issue a formal bid for the procurement of six Ford Interceptors to replace older patrol vehicles that have reached or exceeded their programmed end-of-life. The Council action was intended to provide local vendors to bid on the purchase contract rather than procure the vehicles directly via the State contracting cooperative purchase order. The City Council previously approved the budget to replace these vehicles during the Fiscal Year 2014/2015 budget review cycle. However, the purchase itself requires a separate Council action. Per the City's Purchasing Ordinance, all materials, supplies and equipment purchases greater than $50,000 must be awarded by City Council.

Discussion

Consistent with City Council direction, Fleet Services published a Notice to Bid to the public with a bid opening date of October 27, 2014. In addition to posting the bid notice, Fleet Services staff contacted area dealerships to inform them of the bid. Despite staff's concerted effort, no bids were received in response to the solicitation. As a result, staff is returning to the Council with the original recommendation to proceed with the procurement through the State purchasing contract.

If approved, all six Interceptors will be purchased from a single dealership through the State contracting cooperative. Fleet Services has traditionally leveraged the State contracting cooperative as a streamlined method of purchasing vehicles without the need of going out to bid.

The contracts under the State cooperative have already been competitively bid, and the State allows local governments to "piggyback" on their contracts. This saves Fleet Services a significant amount of time in going out to bid while ensuring the City is still receiving competitive pricing on all vehicle purchases. The dealership awarded State contract is able to extend significant discounts on the price of the vehicles due to the high amount of sales they receive for being the selected contractor.

Without regard to the recommendation included in this staff report, city staff remains committed to providing local vendors with every opportunity to compete for city procurement contracts, consistent with the intent and provisions of the local vendor preference outlined in the city's purchasing ordinance.

Conclusion

Staff recommends that the City Council approve the purchase of six Ford Interceptor Utility vehicles for Patrol operations under the State contract number 1-12-23-14.

Prepared by: Troy Thompson, Fleet & Facilities Manager

Reviewed by: Rob Sanders, Acting Public Works Director

Paul Navazio, City Manager

Attachments: Dealership Quote
Resolution
State Contract Supplement

FOLSOM LAKE FORD
THE FORD SOURCE
12755 FOLSOM BLVD. • FOLSOM, CA 95630 • (916) 353-2000

DANIEL A. RAIMONDI
Fleet Director
(916) 353-2000, Ext. 376
Toll Free 1-800-655-0555
Cell. (916) 825-1622
Fax (916) 353-2078

ORDER BASIS
12-14 WEEKS

8/29/2014

K8A	4DR AWD POLICE
	.112.6" WB
UA	BLACK
9	CLTH BKTS/VNL R
W	BLACK INTERIOR
500A	EQUIP GRP
99R	.3.7L V6 TIVCT
44C	.6-SPD AUTO TRAN
67H	ROAD READY PKG
	.DR LOCK PLUNGER
	.100 WATT SIREN
	.TAIL LAMP PKG
	.REAR LIGHT PKG
	.RR MOUNT PLATE
	FRT LICENSE BKT
16D	BADGE DELETE
17A	AUX CLIMATE CTL
17T	CARGO DOME LAMP
21B	REAR VIEW CAM
423	CAL EM NOT REQD
43D	COURTESY DISABL
51S	DUAL LED LAMPS
59B	KEY CODE 1284X
60R	NOISE SUPPRESS
63B	SD MARKER LGHTS
66A	FRONT HDLMP PKG
	.GRILL WIRING
76R	REVERSE SENSING
90E	LH/RH PANELS
92R	SOLAR TINT 2ND
936	CAL SER VEH EXP
	FLEX FUEL

$32,748.00 INTERCEPTOR
$11,787.32 LEHR UP FIT

$44,535.32
$ 3,674.16 TAX @ 8.25%

$48,209.48
$ 8.75 CA TIRE FEE

$48,218.23 PER UNIT /4 WHITE DOORS AND ROOF WHITE
LESS $500.00 DISCOUNT
20 DAY PAYMENT

RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A PURCHASE OF SIX (6) FORD INTERCEPTOR UTILITY VEHICLES FROM FOLSOM FORD

WHEREAS, the City of Woodland wishes to purchase six Ford Interceptor Utility vehicles in the total amount of $289,309.38;

WHEREAS, the Ford Interceptor Utility vehicles will replace six older patrol vehicles that have already previously been approved by Council in the Fiscal Year 2014/2015 budget;

WHEREAS, the City of Woodland wishes to purchase the six Ford Interceptor Utility vehicles from Folsom Ford under the State of California contract number 1-12-23-14;

WHEREAS, the City Council wishes to approve the purchase;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND: hereby approves the purchase of six Ford Interceptor Utility vehicles from Folsom Ford under the State contract number 1-12-23-14 in the amount of $289,309.38.

PASSED AND ADOPTED by the City Council on this 4th day of November 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

ATTEST:

____
Ana Gonzalez, City Clerk

Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California

CONTRACT USER INSTRUCTIONS

**** MANDATORY ****

(Supplement 1)

CONTRACT NUMBER:	1-12-23-14, Supplement 1
DESCRIPTION:	ENFORCEMENT VEHICLES, SEDAN & UTILITY
CONTRACTOR(S):	Folsom Lake Ford
CONTRACT TERM:	5/25/2012 through 5/24/2015
STATE CONTRACT ADMINISTRATOR:	Timothy Smith (916) 375-4451 timothy.smith@dgs.ca.gov

The contract user instructions, products, and pricing are included herein. All purchase documents issued under this contract incorporate the contract terms and applicable California General Provisions.

Original Signed | 5/22/2014

Timothy Smith, Contract Administrator | **Date**

Contract No. 1-12-23-14

Contract User Instructions

Supplement 1

SUMMARY OF CHANGES		
Supplement No.	**Description/Articles**	**Supplement Date**
1	Subject contract is hereby extended for one additional year. The State reserves the right to terminate the contract with a 30 day written notice. The discount percentage offered for all options in the Dealer Catalog has increased from **5%** to **10%**.	5/22/2014

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Details (With Text)

9.

File #:	14-457	Version: 1	Name:	
Type:	Report of the City Manager		Status:	Agenda Ready
File created:	11/7/2014		In control:	City Council
On agenda:	11/18/2014		Final action:	
Title:	SUBJECT: Options for Replacing Existing Police Department Armored Vehicle Recommendation for Action: Staff recommends that the City Council provide direction on options for replacing the existing Brigadier armored vehicle.			
Sponsors:				
Indexes:				
Code sections:				
Attachments:	CA Govs OES 1033 Program Equip List			

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014

SUBJECT: Options for Replacing Existing Police Department Armored Vehicle

Recommendation for Action : Staff recommends that the City Council provide direction on options for replacing the existing Brigadier armored vehicle.

Staff Contact

Dan Bellini, Public Safety Chief, dan.bellini@cityofwoodland.org

Council Goal

This recommendation is consistent with the City's goal of maintaining Woodland's quality of life by ensuring the highest level of public safety by providing a tactical vehicle for rescue operations conducted by the SWAT team.

Fiscal Impact

This staff report presents options for replacing the existing armored vehicle utilized by the police department. The two options presented include the purchase and equipping of LENCO BearCat vehicle, at an estimated cost of $425,000 or acquisition of a Navistar MaxPro MRAP through the Department of Defense 1033 Program at no cost to the city, however painting and vehicle modifications (to reduce weight and vehicle profile) would cost around $10,000. The value of the Navistar MaxPRO MRAP is $689,000.

Currently the department pays $3,400 per year to cover operation and maintenance costs of our current Brigadier armored vehicle including fuel, repairs and preventive maintenance. It is estimated a replacement vehicle will have similar maintenance costs including fuel, repairs and preventative maintenance.

Background

In 2006 the police department obtained a 1985 Chevy Brigadier armored car from the county of Sutter. The Brigadier has served a valuable purpose as a ballistic vehicle for the SWAT team. The Brigadier has never been used in any sort of public demonstration or protest, and the police department has never received any complaints about overuse or improper use of the vehicle.

Due to its age and high mileage, Fleet staff has reported that the Brigadier is recommended for replacement. One factor is the air brake system which is in need of significant maintenance to support the aging equipment. Fleet staff has reported that in the near future the passing of the annual CHP inspection necessary for legal operation of the Brigadier may not be possible without the replacement of the air brake system. Another factor is the manual transmission of the Brigadier. The transmission is in need of significant repair and maintenance and is not similar to any other equipment within the city. Other maintenance issues with the Brigadier include cracked tires and expired cavalier armor. The costs associated with repair are significant.

Discussion

In the course of planning the replacement of the existing armored vehicle, Police staff identified two options: purchase a new tactical armored vehicle or obtain an armored vehicle through the Department of Defense Excess Property Program (1033 Program).

Purchase of a new tactical armored vehicle was researched and the BearCat (Ballistic Engineered Armored Response Counter Attack Truck) armored vehicle manufactured by the Lenco company is specially designed for law enforcement, military and homeland security operations. BearCat vehicles are widely used in Special Weapons and Tactics (SWAT), homeland security, counter-terrorism, force protection and military policing missions. The police department obtained a quote to purchase a Lenco BearCat at a cost of $323,152. To obtain additional upgrade equipment for the BearCat costs an additional $102,266.

Due to the high cost of the BearCat, the police department explored the option of obtaining an armored vehicle through the Department of Defense Excess Property Program (1033 Program). The police department is able to obtain a NAVISTAR DEFENSE MaxxPro MRAP (Mine Resistant Ambush Protected) through the 1033 Program and this vehicle best fits SWAT's needs. Obtaining additional upgrade equipment is free through the 1033 Program. (See Attachment for list of agencies which acquired similar vehicles through this program).

The MaxxPro is built on an International Truck 4X4 chassis with an Allison 3000 5 Speed automatic transmission. The vehicle is 23.5' long, 8.25' wide and 10' tall (13.5' tall including the observation hatch). The model identified by SWAT is the Category I, which weighs between 28,000 and 29,500 lbs. depending on accessories. The hull is made of Mil-Spec steel armor, incorporating bullet-proof glass windows. MaxxPro is a four-wheel drive vehicle capable of operating in cross-country conditions. The vehicle can ford water to a depth of 36 inches without any additional modifications which allows for rescue operations in most currently predicted flood situations.

For comparison, the current Brigadier is built on a Chevy Truck 4X4 chassis with a Fuller Ranger 9 speed transmission. This transmission is non synchronized meaning it doesn't self align the gears when shifting. It makes starting and stopping difficult because the shifting relies on alignment of gears based on ground speed and RPM. This makes it difficult for an officer to just get in and start driving the vehicle. The vehicle is 22’4” long, 10’ wide and 10’1” tall. The unladed weight is 20,300 lbs and its Gross Vehicle Weight Rating is 50,000 lbs. The ballistic capabilities of the vehicle really are "unknown" even though the walls have some ballistic protection. The roof, undercarriage, and side windows have no protection at all.

The recent rash of public shootings has brought home to all Americans that senseless violence can occur anywhere in this country. In light of this, the police department must have the tools necessary to bring mission-critical scenarios to a positive conclusion. The MaxxPro’s ballistic protection makes it the perfect platform to perform rescues of victims and potential victims during active-shooter incidents, and to more safely deliver officers into active shooter incidents, barricaded hostage crises, and/or other or environments involving armed offenders.

It is important to note that police armored vehicles are not intended for offensive use; they are intended to protect occupants from gunfire or hazards - they are for rescues and occupant protection. The armored vehicle will allow our officers to respond into an active-live fire situation to either perform extraction, rescue, or threat elimination without exposing officers or any involved persons to unnecessary risk.

The procedures for operation of the armored vehicle would be the same as used for our current Brigadier armored vehicle. Uses and limitations under consideration:

- The removal of downed or injured officers or citizens in a hazardous or hostile environment.
- The transportation or insertion of SWAT personnel into an inner perimeter position.
- Delivery of equipment such as a throw phone, loud speaker, etc. into the inner perimeter of a tactical incident.
- “Hard Cover” by use of ballistic capabilities, provide cover and/or observational positions.
- Transport and provide ballistic protection to Tactical Medics

Training costs would be part of the usual and ongoing proficiency training police staff undergo already. There is no anticipated cost increase associated with the training.

There have been several recent, well-documented cases where SWAT teams and Police Departments have used armored rescue vehicles as tools to protect the public and law enforcement personnel:

- On October 26, 2013, the Roseville Police Department was involved in a running gun battle with a suspect who shot two police officers and took a family hostage. During this protracted incident, the use of 4 regional Armored Rescue Vehicles was instrumental in safely taking the armed suspect into custody. Importantly, the Davis/West Sacramento SWAT Team actually responded to this incident in the Peacekeeper and exchanged gunfire with the suspect.
- On July 16, 2014, the Stockton Police Department utilized a BearCat, Armored Rescue Vehicle to end a nearly hour long pursuit in which heavily armed bank robbery suspects shot high powered rifles at innocent civilians and police officers.
- On October 24, 2014, multiple Sacramento area law enforcement agencies were involved in a manhunt for two heavily armed suspects who murdered two officers with a high powered rifle. One suspect barricaded himself in a home in Auburn, CA. A civilian model BearCat armored rescue vehicle was utilized to safely evacuate other area residents and get officers into position to take the armed suspect into custody.

Conclusion

Staff recommends that the City Council provide direction on options for replacing the existing Brigadier armored vehicle:

1) Procurement of Navistar MaxPro MRAP through DOD 1033 Program, or
2) Acquisition of LENCO BearCAT through competitive bid process.

Prepared by: Derrek Kaff, Lieutenant

Reviewed by: Dan Bellini, Public Safety Chief
Troy Thompson, Fleet and Facilities Manager

Paul Navazio, City Manager

Attachment - List of Public Agencies Acquiring Armored Vehicles through DOD 1033 Program
(Source: State Office of Emergency Services)

California Governor's Office of Emergency Services
1033 Program Equipment List (excerpt)

Station Name (LEA)	Item Name	Quantity	Requisition Date	Ship Date	Last Inventory Date	UI	Item Value	Total Value
AMADOR COUNTY SHERIFF DEPT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Apr 30, 2014	Each	$733,000.00	$733,000.00
ANTIOCH POLICE DEPARTMENT	MINE RESISTANT VEHICLE	1	Dec 18, 2013	Sep 12, 2013	Dec 18, 2013	Each	$658,000.00	$658,000.00
BANNING POLICE DEPT	MINE RESISTANT VEHICLE	1	Sep 27, 2013	Sep 16, 2013	Oct 31, 2013	Each	$658,000.00	$658,000.00
BUTTE COUNTY SHERIFF DEPT	MINE RESISTANT VEHICLE	1	Feb 19, 2014	Feb 13, 2014	Mar 27, 2014	Each	$733,000.00	$733,000.00
CALIFORNIA CITY POLICE DEPT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Jun 5, 2014	Each	$733,000.00	$733,000.00
CITRUS HEIGHTS POLICE DEPT	MINE RESISTANT VEHICLE	1	Nov 8, 2013	Sep 18, 2013	Nov 8, 2013	Each	$658,000.00	$658,000.00
CLAREMONT POLICE DEPT	MINE RESISTANT VEHICLE	1	Apr 1, 2014	Mar 28, 2014	Jun 2, 2014	Each	$689,000.00	$689,000.00
CLOVIS POLICE DEPT	MINE RESISTANT VEHICLE	1	Nov 13, 2013	Sep 20, 2013	Nov 13, 2013	Each	$658,000.00	$658,000.00
COVINA POLICE DEPT	MINE RESISTANT VEHICLE	1	Sep 27, 2013	Sep 16, 2013	Oct 31, 2013	Each	$658,000.00	$658,000.00
DAVIS POLICE DEPT	MINE RESISTANT VEHICLE	1	Apr 1, 2014	Mar 28, 2014	Jun 25, 2014	Each	$689,000.00	$689,000.00
DEL REY OAKS POLICE DEPARTMENT	MINE RESISTANT VEHICLE	1	May 23, 2014	May 6, 2014	May 23, 2014	Each	$733,000.00	$733,000.00
EL MONTE POLICE DEPT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Jun 5, 2014	Each	$733,000.00	$733,000.00
EUREKA POLICE DEPT	MINE RESISTANT VEHICLE	1	Nov 27, 2013	Sep 25, 2013	Nov 27, 2013	Each	$658,000.00	$658,000.00
GARDEN GROVE POLICE DEPT	MINE RESISTANT VEHICLE	1	Feb 19, 2014	Feb 13, 2014	Jun 4, 2014	Each	$733,000.00	$733,000.00
GARDENA POLICE DEPT	MINE RESISTANT VEHICLE	1	Sep 27, 2013	Sep 16, 2013	Nov 25, 2013	Each	$412,000.00	$412,000.00
KERN COUNTY SHERIFF DEPT	MINE RESISTANT VEHICLE	1	Feb 19, 2014	Feb 13, 2014	Mar 27, 2014	Each	$733,000.00	$733,000.00
LOS ANGELES SCHOOL POLICE DEPT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Jun 4, 2014	Each	$733,000.00	$733,000.00
MANTECA POLICE DEPT	MINE RESISTANT VEHICLE	1	Feb 19, 2014	Feb 13, 2014	Apr 30, 2014	Each	$733,000.00	$733,000.00
MERCED COUNTY SHERIFF'S OFFICE	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Apr 30, 2014	Each	$733,000.00	$733,000.00
NAPA POLICE DEPT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Jun 5, 2014	Each	$733,000.00	$733,000.00
NEVADA COUNTY SHERIFF DEPT	MINE RESISTANT VEHICLE	1	Feb 19, 2014	Feb 13, 2014	Mar 28, 2014	Each	$733,000.00	$733,000.00
ORANGE COUNTY SHERIFF DEPT	MINE RESISTANT VEHICLE	1	May 23, 2014	May 1, 2014	May 23, 2014	Each	$733,000.00	$733,000.00
PASADENA POLICE DEPARTMENT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Jun 4, 2014	Each	$733,000.00	$733,000.00
PLACENTIA POLICE DEPT	MINE RESISTANT VEHICLE	1	May 23, 2014	May 19, 2014	Jun 2, 2014	Each	$733,000.00	$733,000.00
POMONA POLICE DEPT	MINE RESISTANT VEHICLE	1	Nov 27, 2013	Sep 11, 2013	Nov 27, 2013	Each	$412,000.00	$412,000.00
REDLANDS POLICE DEPT	MINE RESISTANT VEHICLE	1	Sep 27, 2013	Sep 16, 2013	Oct 31, 2013	Each	$658,000.00	$658,000.00
REDWOOD CITY POLICE DEPT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Apr 30, 2014	Each	$733,000.00	$733,000.00
SADDLEBACK COLLEGE POLICE	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Jun 6, 2014	Each	$733,000.00	$733,000.00
SALINAS POLICE DEPT	MINE RESISTANT VEHICLE	1	Nov 8, 2013	Sep 9, 2013	Nov 8, 2013	Each	$658,000.00	$658,000.00
SAN DIEGO UNIFIED SCHOOLS POLICE	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Jun 1, 2014	Each	$733,000.00	$733,000.00
SAN JOSE POLICE DEPT	MINE RESISTANT VEHICLE	1	Feb 19, 2014	Feb 13, 2014	Mar 27, 2014	Each	$733,000.00	$733,000.00
SANTA BARBARA POLICE DEPT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Apr 30, 2014	Each	$733,000.00	$733,000.00
SOUTH LAKE TAHOE POLICE DEPT	MINE RESISTANT VEHICLE	1	Nov 29, 2013	Sep 10, 2013	Nov 29, 2013	Each	$658,000.00	$658,000.00
SOUTH SAN FRANCISCO POLICE DEPT	MINE RESISTANT VEHICLE	1	Nov 26, 2013	Sep 24, 2013	Nov 26, 2013	Each	$658,000.00	$658,000.00
TAFT POLICE DEPT	MINE RESISTANT VEHICLE	1	Feb 19, 2014	Feb 13, 2014	Mar 27, 2014	Each	$733,000.00	$733,000.00
VACAVILLE POLICE DEPT	MINE RESISTANT VEHICLE	1	May 23, 2014	May 6, 2014	May 23, 2014	Each	$733,000.00	$733,000.00
VALLEJO POLICE DEPARTMENT	MINE RESISTANT VEHICLE	1	Feb 19, 2014	Feb 13, 2014	Mar 28, 2014	Each	$733,000.00	$733,000.00
WEST COVINA POLICE DEPT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Jun 4, 2014	Each	$733,000.00	$733,000.00
WHITTIER POLICE DEPT	MINE RESISTANT VEHICLE	1	Mar 10, 2014	Mar 6, 2014	Apr 30, 2014	Each	$733,000.00	$733,000.00
YREKA POLICE DEPT	MINE RESISTANT VEHICLE	1	Dec 11, 2013	Sep 18, 2013	Dec 11, 2013	Each	$658,000.00	$658,000.00
YUBA CITY POLICE DEPT	MINE RESISTANT VEHICLE	1	Feb 19, 2014	Feb 13, 2014	Apr 10, 2014	Each	$733,000.00	$733,000.00

Source: http://www.calema.ca.gov/publicsafetyandvictimservices/pages/about-the-1033-program.aspx

Legislation Details (With Text)

10.

File #:	14-453	Version: 1	Name:	
Type:	Report of the City Manager		Status:	Agenda Ready
File created:	11/5/2014		In control:	City Council
On agenda:	11/18/2014		Final action:	

Title: SUBJECT: City Council Input on Funding Priorities for 2015 - 2019 Community Development Block Grant Consolidated Plan

Recommendation for Action: Staff recommends that the City Council receive a staff report on the process and outreach efforts for the 2015-2019 Community Development Block Grant (CDBG) Consolidated Plan and provide staff with initial comments on the high priority areas (needs) for the upcoming Consolidated Plan.

Sponsors:

Indexes:

Code sections:

Attachments: 2010-14 ConPlan CD Needs Table

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014

SUBJECT: City Council Input on Funding Priorities for 2015 - 2019 Community Development Block Grant Consolidated Plan

Recommendation for Action : Staff recommends that the City Council receive a staff report on the process and outreach efforts for the 2015-2019 Community Development Block Grant (CDBG) Consolidated Plan and provide staff with initial comments on the high priority areas (needs) for the upcoming Consolidated Plan.

Staff Contact

Dan Sokolow, Senior Planner - (530) 661-5927, dan.sokolow@cityofwoodland.org

Fiscal Impact

There is no impact to the General Fund. The City may use up to 20 percent of its annual CDBG entitlement funding plus any CDBG Program Income (repaid CDBG loans) for administration and planning-related costs.

Background

CDBG Five-Year Consolidated Plan

Every five years, the Department of Housing and Urban Development (HUD) requires CDBG entitlement jurisdictions, cities and counties that receive CDBG funding on an annual basis, to adopt a new Five-Year Consolidated Plan, which identifies a jurisdiction's overall housing and community development needs and provides a strategy to address those needs. CDBG funds must be used to provide affordable housing and services for vulnerable and lower-income persons and to eliminate conditions of blight from the community. This plan is a five-year strategic planning document and it establishes a short-term investment plan that outlines the intended use of CDBG, HOME Investment Partnership (HOME) and Emergency Shelter Grant (ESG) entitlement funds in a one-year Action Plan, the first year of the Consolidated Plan. Currently, the City receives CDBG funds on an annual basis as an entitlement jurisdiction. The City's 2010-2014 Five-Year Consolidated Plan, was adopted by the City Council on January 19, 2010 and is now due to be updated.

The Consolidated Plan consists of four parts: **(1) Introduction -** Describes the purpose of the plan, identifies the lead agency, describes the citizen participation process, and the public comments received on the Draft Consolidated Plan. **(2) Housing and Community Development Needs Assessment -** This section contains statistical and analytical information that provides an overall picture of the City's housing and community development needs. The housing section describes market conditions and housing needs, the nature and extent of homelessness and the needs of special populations. Other community development needs are also presented. **(3) Housing and Community Development Strategic Plan** - This section is the cornerstone of the Consolidated Plan, the implementation plan for the City. The Housing and Community Development Strategic Plan describes the anticipated needs within the City based on the Needs Assessment, and outlines priority housing and community development strategies and programs to address priority needs. **(4) Action Plan, One-Year Use of Funds -** This section describes the actions the City plans to undertake in Program Year 2015-2016 to address priority needs identified in the Strategic Plan section of the Consolidated Plan.

High Priority Needs from 2010-14 Consolidated Plan with Funded Programs and Projects

The current consolidated plan contains fourteen high priority needs (Appendix L, Community Development Needs Table) which are listed below and include funded programs and projects as well as the recipients of the funding.

Public Facilities

- **Public Facilities and improvements (general including accessibility):** ADA Accessibility Improvements, City of Woodland; Series Street Lighting Replacement, City of Woodland; Haven House Repairs; Yolo Community Care Continuum; City Hall ADA Restrooms, City of Woodland; HVAC Replacement, Yolo Family Service Agency; and Accessible Entrance Project, Woodland Summer House.

- **Youth Centers:** Site Preparation for New Education/Recreation/Boxing Club Facility, Yolo County Housing and Abatement and Demolition of Building at 1224 Lemen Avenue for New Education/Recreation/Boxing Club Facility, Yolo County Housing.

- **Water/Sewer Improvements:** Installation of Backflow Device, St. John's Retirement Village.

- **Health Facilities:** ADA Compliance Phase 2, St. John's Retirement Village; ADA Ramp, St. John's Retirement Village; Weather Walkway, St. John's Retirement Village; Building Permit Fees for New Clinic, CommuniCare; and Generator Conversion, St. John's Retirement Village.

- **Operating Costs of Homeless/AIDS Patients Programs:** Emergency Shelter Services, Yolo Wayfarer

Center.

Public Services

- **Other - Emergency Food & Shelter:** New Dimensions Supportive Housing, Yolo Community Care Continuum; Home Delivered Meals, Elderly Nutrition; Enough to Eat, Yolo Food Bank; and Rapid Re-housing, Yolo Family Resource Center.

- **Youth Services:** Homeless Youth Support Services, Yolo Family Resource Center; Teen Success, Planned Parenthood Mar Monte; Recreation Scholarships, City of Woodland; and AmeriCorps Partnership, Yolo County CASA.

- **Employment Training:** Strength through Education Program, Woodland Public Library Literacy Service/Woodland Literacy Council.

- **Crime Awareness:** No programs funded.

- **Fair Housing Activities:** Fair Housing Hotline, Legal Services of Northern California.

- **Health Services:** Primary Healthcare for Uninsured Youth and Adults, CommuniCare and Project Hope for Children, Northern California Children's Therapy Center.

Housing

- **Rehab; Single Unit Residential:** Solar Affordable Housing Project, GRID Alternatives.

- **Rehabilitation Administration:** No funding allocated.

Economic Development

- **Direct Financial Assistance to For-Profits:** No projects funded.

<u>Discussion</u>

The preparation of the consolidated plan includes conducting citizen outreach through surveys and community meetings. Staff is seeking initial input from the City Council on which categoties of projects should be considered for high priority funding areas (needs) for the upcoming Consolidated Plan. Following the public process outlined in this report, staff will return to Council in February 2015 for formal adoption of the City's 2014-2019 CDBG Consolidated Plan.

Citizen Outreach

Citizen outreach is one of the most important steps in the Consolidated Five Year Plan because it allows community residents and service providers a way to highlight the areas of the community that have the most pressing needs for funding. Input from residents and service providers will play a significant role in determining where CDBG funds will be allocated over the course of the next five years.

Surveys: Resident surveys in English and Spanish will be made available to Woodland residents in order to gather data regarding the areas in which the community has the greatest need. Emphasis will be placed on the participation of low-income and otherwise disadvantaged individuals as well as those living in multi-family affordable housing developments.

In order to garner a high degree of participation, surveys will be made available in several ways. The survey will be made available via the City of Woodland website, and a link to the survey will be included on the City of Woodland Facebook page and the Community Services Department's Facebook page. A separate service provider survey will be distributed to Woodland-based service providers as well as service providers that provide services in Woodland but are based outside of the City. Resident surveys will be also distributed to service providers for use by their clients. Residents and service providers will be able to return surveys in person, through mail, and as an email attachment. Copies of the resident surveys will be available at the Woodland Community and Senior Center, the Woodland Public Library, and the Woodland City Hall.

Community Meetings: Four to six community meetings will be held to present the current CDBG funding priorities and discuss with residents funding priorities for the 2015-19 Consolidated Plan. Residents will have opportunities to ask questions about the CDBG program and voice their concerns and desires on the future allocation of funding. Potentially, resident and service provider survey results received to date will be also reviewed.

Proposed High Priority Funding Areas
Staff recommends that the following Consolidated Plan funding areas be continued as high priorities for the new Consolidated Plan.

Public Facilities:
- Public Facilities and improvements (general including accessibility)
- Youth Centers
- Health Facilities
- Operating Costs of Homeless/AIDS Patients Programs

Public Services:
- Other - Emergency Food & Shelter
- Youth Services
- Employment Training
- Crime Awareness
- Fair Housing Activities
- Health Services
- Rehab; Single Unit Residential
- Rehabilitation Administration

Staff further recommends that the high priority funding areas of Water/Sewer Improvements (Public Facilities category) and Direct Financial Assistance to For-Profits (Economic Development category) be reclassified as moderate priorities for the new Consolidated Plan.

Conclusion

Staff recommends that the City Council receive a staff report on the process and outreach efforts for the 2015-2019 Community Development Block Grant (CDBG) Consolidated Plan and provide staff with initial comments on the high priority funding areas (needs) for the upcoming Consolidated Plan.

Public Contact

Posting of the City Council agenda.

Prepared by:	Sarah Sproul Housing Intern
Prepared by:	Dan Sokolow Senior Planner
Reviewed by:	Christine Engel CSD Director

Paul Navazio, City Manager

Attachment:
Appendix L (Community Development Needs Table) from 2010-14 Consolidated Plan

APPENDIX L
Community Development Needs Table
(HUD Reference –Table 2B)

	Housing and Community Development Activities	Need	Current	Gap	Priority Need: H, M, L, N *	Est.imated Allocations for Total 5-Year Period	Plan to Fund? Y/N	Fund Source
	01 Acquisition of Real Property				L			
	02 Disposition				L			
Public Facilities	03 Public Facilities and Improvements (General, including accessibility)	10	0	10	H	$250,000	Y	CDBG
	03A Senior Centers				M			
	03B Handicapped Centers				L			
	03C Homeless Facilities (not operating costs)				M			
	03D Youth Centers	0	0	0	H	$75,000		CDBG
	03E Neighborhood Facilities				M			
	03F Parks, Recreational Facilities				M			
	03G Parking Facilities				L			
	03H Solid Waste Disposal Improvements				L			
	03I Flood Drainage Improvements				M			
	03J Water/Sewer Improvements	0	0	0	H	$50,000		CDBG
	03K Street Improvements				M			
	03L Sidewalks				L			
	03M Child Care Centers				M			
	03N Tree Planting				L			
	03O Fire Station/Equipment				L			
	03P Health Facilities	0	0	0	H	$100,000		CDBG
	03Q Abused an Neglected Children Facilities				M			
	03R Asbestos Removal				L			
	03S Facilites for AIDS Patients (not operating costs)				L			
	03T Operating Costs of Homeless/AIDS Patients Programs	0	0	0	H	$20,000	Y	CDBG
	04 Clearance and Demolition				L			
	04A Cleanup of Contaminated Sites				L			
Public Services	05 Public Services (Other: Emergency Food & Shelter)	5,000	0	5,000	H	$150,000	Y	CDBG
	05A Senior Services				M			
	05B Handicapped Services							
	05C Legal Services				L			
	05D Youth Services	100	0	100	H	$40,000	Y	CDBG
	05E Transportation Services				L			
	05F Substance Abuse Services				M			

05G Battered and Abused Spouses				M			
05H Employment Training	10	0	10	H	$10,000	Y	
05I Crime Awareness				H	$10,000	Y	
05J Fair Housing Activities (Subject to Pub. Serv. Cap)	500	0	500	H	$50,000	Y	CDBG
05K Tenant/Landlord Counseling				L			
05L Child Care Services				M			
05M Health Services	100	0	100	H	$40,000	Y	
05N Abused and Neglected Children				M			
05O Mental Health Services				M			
05P Screening for Lead Based Pain/Lead Hazards				L			
05Q Subsistence Payments				M			
05R Homeownership Assistance (not direct)				L			
05S Rental Housing Subsidies				L			
05T Security Deposits				L			
05U Housing Counseling				L			
06 Interim Assistance				L			
07 Urban Renewal Completion				L			
08 Relocation				L			
09 Loss of Rental Income				L			
10 Removal of Architectural Barriers (This matrix code should not be used anymore)							
11 Privately Owned Utilities				L			
12 Construction of Housing				M			
13 Direct Homeownership Assistance				M			
14A Rehab; Single Unit Residential	5	0	5	H	$200,000	Y	CDBG or other
14B Rehab; Multi-Unit Residential				L			
14C Public Housing Modernization				N			
14D Rehab; Other Publicly-Owned Residential Buildings				N			
14E Rehab; Publicly or Privately-Owned Commercial/Industrial				L			
14F Energy Efficiency Improvements				M			
14G Acquisition for Rehabilitation				L			
14H Rehabilitation Administration	5	0	5	H	$30,000	Y	CDBG or other
14I Lead Based Paint/Hazards Test/Abatement				M			
15 Code Enforcement				M			

16A Residential Historic Preservation				L			
16B Non-Residential Historic Preservation				M			
17A CI Land Acquisition/Disposition				L			
17B CI Infrastructure Development				L			
17C CI Building Acquisition, Construction, Rehabilitation				L			
17D Other Commercial/Industrial Improvements				L			
18A ED Direct Financial Assistance to For-Profits	2	0	2	H	$20,000	Y	CDBG
18B ED Technical Assistance				L			
18C Micro-enterprise Assistance				M			
19A CDBG Funding of HOME Admin				N			
19B CDBG Funding of HOME CHDO Operating Costs				N			
19C CDBG Non-profit Organization Capacity Building				N			
19D CDBG Assistance to Institutes of Higher Education				L			
19E CDBG Operation and Repair of Foreclosed Property				L			
19F Planned Payments of Section. 108 Loans				N			
19G Unplanned Repayments of Sec. 108 Loans				N			
19H State CDBG Technical Assistance to Grantees				N			
20 Planning (CDBG Entitlement Communities Grantees)							
21A General Program Administration				M			
21B Indirect Costs				M			
21C Public Information				N			
21D Fair Housing Activities (subject to Admin cap)				N			
21E Submissions or Applications for Federal Programs				N			
21H CDBG Funding of HOME Admin				N			
21I CDBG Funding of HOME CHDO Operating Costs				N			
22 Unprogrammed Funds							

* H = High Priority, M = Medium Priority, L = Low Priority, N = No Such Need

Legislation Details (With Text)

11.

File #:	14-449 Version: 1	Name:	
Type:	Report of the City Manager	Status:	Agenda Ready
File created:	11/4/2014	In control:	City Council
On agenda:	11/18/2014	Final action:	

Title: SUBJECT: Approval of $163,250 Loan for Mutual Housing California's Spring Lake Multi-Family Affordable Housing Project

Recommendation for Action:

Staff recommends that the City Council take the following actions.

1. Adopt a Resolution No._____, approving a $163,250 non-interest bearing loan with a 55-year term funded through the Spring Lake Affordable Housing Fund for Mutual Housing California's Spring Lake affordable multi-family housing project; and

2. Authorize the City Manager to execute any and all documents needed for the City to carry out the project.

Staff Contact

Dan Sokolow, Senior Planner - (530) 661-5927, dan.sokolow@cityofwoodland.org

Fiscal Impact

The City will incur a $163,250 obligation that will be paid by future revenues received by the City's Spring Lake Affordable Housing Fund. The City collects a fee of $1,100 for each market-rate single-family unit constructed in Spring Lake and the fees collected are deposited into the fund. The available fund balance was less than $28,000 as of October 31, 2014. All subsequent deposits not to exceed $163,250 will be obligated to the loan with Mutual Housing California for its Spring Lake project. If the City is unable to disburse all or a portion of the loan funds in five years with funding from the Spring Lake Affordable Housing Fund, the City would be required to disburse the loan funds through another funding source(s).

Background

On August 20, 2013 the City Council approved a deferral agreement for the payment of Major Projects Financing Plan (MPFP) fees at the Mutual project with exception of the fee for Parks and Recreational Facilities. The total amount of fees deferred is $781,739 and no interest is charged during the deferral period. Earlier, on February 5, 2013, the City Council approved a 57-year term residual receipts loan in the amount of $910,000 for the Mutual project. On May 15, 2012, the City Council approved funding of up to $20,000 to provide bus service to the Spring Lake Specific Plan Area for a period of two years to assist Mutual with the scoring of its tax credit application. The bus service allowed Mutual to achieve the minimum points necessary for its tax credit application to be fully considered by TCAC and Mutual was awarded tax credits in 2013. The City Council on July 20, 2010 approved a $350,000 predevelopment loan for Mutual's project. The predevelopment loan was repaid with interest when Mutual closed escrow on its $910,000 loan with the City in December 2013.

Mutual broke ground on its Spring Lake project last year and is expected to complete construction on its first 62 units and a community center by February/March 2015. As part of the conditions of approval for the project, the City is requiring, consistent with the provisions of the Spring Lake infrastructure plan, that Mutual construct a precast wall and wrought iron fence with pilasters as well as install landscaping on the Pioneer Avenue frontage of the project.

Discussion

Mutual is eligible to receive reimbursement from the City for the Pioneer Avenue frontage improvements through Spring Lake Infrastructure Fees (SLIF); however, reimbursement may not occur for many years if ever as there are a number of developers due SLIF reimbursement before Mutual. Loan assistance is needed to ensure that Mutual can complete the Pioneer Avenue improvements in time to obtain a certificate of occupancy in accordance with the project timeline required by the tax credit program which provided financing for the project. Failure to meet the timeline could place Mutual's tax credits at risk.

The proposed loan is in the amount of $163,250 with a 55-year term. (The amount of the loan is less than the amount initially requested by Mutual since the cost estimate for the Pioneer Avenue frontage improvements was updated late last month.) A provision in the promissory notes requires Mutual to repay the loan prior to 55 years in the event that Mutual receives reimbursement for the SLIF improvements along Pioneer Avenue prior to the 55-year loan term. The loan would not bear interest and a deed of trust would be recorded when the City has disbursed the loan funds to Mutual. Loan funds would not be released until Mutual has completed and received City of Woodland inspection approval for the construction of the frontage improvements on Pioneer Avenue

The proposed loan agreement anticipates that the City would receive sufficient deposits to its Spring Lake Affordable Housing Fund within a two year period in order to fund the $163,250 loan. In the event that disbursement does not occur within two years, the City has an additional three years to provide the loan funds. If the City is unable to disburse all or a portion of the loan funds in five years with funding from the Spring Lake Affordable Housing Fund, the City would be required to disburse the loan funds through another funding source(s). At this time City staff is working with the Spring Lake developers of the Heritage Remainder Area, Heidrick Ranch Phases II and III, and Solara Ranch. Potentially, one or more final maps may be recorded within the next two years from these projects resulting in the payment of fees to the Spring Lake Affordable Housing Fund. Changes to real estate market conditions and other factors could delay final maps beyond two or even five years.

To date, the City has provided a subsidy of $15,726 for each of the 61 affordable housing units under construction at Mutual's project.

Subsidies:
1. $910,000 long-term loan
2. $20,000 contribution towards Spring Lake bus service
3. $29,315 value of MPFP fee deferral if 3 percent interest had been charged during the estimated deferral period of 15 months

Approval of Mutual's $163,250 loan request would increase the subsidy to $18,403/affordable housing unit. The City has provided subsidies for other affordable multi-family projects and the most recent examples include Rochdale Grange ($93,023 subsidy per affordable unit based on $4,000,000 HOME loan and 43 affordable units) and Terracina at Spring Lake ($69,659 subsidy per affordable unit based on $4,189,000 HOME loan, $1,732,000 land/cash donation, and 85 affordable units). For the HOME projects (Rochdale Grange and Terracina at Spring Lake), the State granted the HOME funds to the City which subsequently lent the funds to the developers of the two projects.

Public Contact

Posting of the City Council agenda.

Conclusion

Staff recommends that the City Council take the following actions.

1. Adopt a Resolution No. , approving a $163,250 non-interest bearing loan with a 55-year term funded through the Spring Lake Affordable Housing Fund for Mutual Housing California's Spring Lake affordable multi-family housing project; and

2. Authorize the City Manager to execute any and all documents needed for the City to carry out the project.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Kim McKinney
Finance Officer

Reviewed by: Ken Hiatt
CDD Director

Reviewed by: Christine Engel
CSD Director

Paul Navazio
City Manager

Attachments:
1. Resolution No.
2. Mutual Housing California loan request
3. Loan Agreement
4. Promissory Note

Sponsors:

Indexes:

Code sections:

Attachments: CC Reso 2nd Loan 18Nov14
Sound Wall Loan Request 19Aug14
Loan Agreement 18Nov14
Promissory Note 18Nov14

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014
SUBJECT: Approval of $163,250 Loan for Mutual Housing California's Spring Lake Multi-Family Affordable Housing Project

Recommendation for Action:

Staff recommends that the City Council take the following actions.

1. Adopt a Resolution No._____, approving a $163,250 non-interest bearing loan with a 55-year term funded through the Spring Lake Affordable Housing Fund for Mutual Housing California's Spring Lake affordable multi-family housing project; and

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Public Contact

Posting of the City Council agenda.

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1. Adopt a Resolution No. , approving a $163,250 non-interest bearing loan with a 55-year term funded through the Spring Lake Affordable Housing Fund for Mutual Housing California's Spring Lake affordable multi-family housing project; and

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Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Kim McKinney
Finance Officer

Reviewed by: Ken Hiatt
CDD Director

Reviewed by: Christine Engel
CSD Director

Paul Navazio
City Manager

Attachments:
1. Resolution No.
2. Mutual Housing California loan request
3. Loan Agreement
4. Promissory Note

RESOLUTION _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A LOAN IN THE AMOUNT OF $163,250 FROM THE SPRING LAKE OFFSITE AFFORDABLE HOUSING FUND TO ASSIST MUTUAL HOUSING CALIFORNIA IN THE CONSTRUCTION OF A MULTI-FAMILY RESIDENTIAL PROJECT AT THE SOUTHEAST CORNER OF PIONEER AVENUE AND FARMERS CENTRAL ROAD IN THE SPRING LAKE SPECIFIC PLAN AREA

WHEREAS, Mutual Housing California has submitted a loan request in the amount $163,250 to assist with the construction of Mutual's 101-unit apartment complex at the southeast corner of Pioneer Avenue and Farmers Central Road in the Heidrick Ranch I Subdivision;

WHEREAS, Mutual will use the loan funds to construct a sound wall and landscaping improvements on the Pioneer Avenue frontage of Mutual's project; and

WHEREAS, Mutual has requested that the City provide a non-interest bearing loan in the amount of $163,250 for a 55-year term.

NOW THEREFORE BE IT RESOLVED, that the City of Woodland approves a 55-year term non-interest bearing loan with Mutual Housing California in the amount of $163,250 for Mutual's 101-unit apartment project at the southeast corner of Pioneer Avenue and Farmers Central Road and funding of the loan through the Spring Lake Offsite Affordable Housing Fund subject to the conditions that a deed of trust will be recorded when the City has disbursed the loan funds and that no loan disbursements will occur until Mutual has completed and received City of Woodland inspection approval for the construction of the frontage improvements on Pioneer Avenue;

BE IT FURTHER RESOLVED, the City of Woodland authorizes the City Manager to execute any and all documents needed to implement the loan and amend the budget as needed.

PASSED AND ADOPTED this 18th day of November 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

August 19, 2014

Mayor Tom Stallard and Council Members
City of Woodland
300 First Street
Woodland, CA 95695

RE: Mutual Housing at Spring Lake; 2170 Farmers Central Road

Dear Mayor Tom Stallard and Council Members,

Mutual Housing respectfully requests the City of Woodland approve an additional loan request for $165,597 to finance the Spring Lake Infrastructure improvements located along the east side of Pioneer Avenue adjacent to our Mutual Housing at Spring Lake affordable housing development.

In accordance with the Spring Lake Specific Plan area, the City's conditions of approval for the Mutual Housing development include a requirement for us to construct a privacy wall and install associated landscaping in conjunction with our development, the $165,597 cost of which is to reimbursable by SLIF credits or future reimbursement agreement.

We understand that the City will not be in a position to provide SLIF reimbursement in the form of cash at the completion of the improvements. Unfortunately, the complex set of regulatory and investor requirements that govern tax credit projects do not allow for a reimbursement arrangement by which financing used for this project would be used to pay for credits applicable to future projects.

We further understand that the City does not have the resources at this time to reimburse us for the cost of the Pioneer improvements from other sources. Unfortunately, neither is Mutual Housing, as a nonprofit organization, in a position to finance the improvements from its own resources.

In light of this situation, Mutual Housing is prepared to borrow the funds required to build the wall with the agreement that the City will ultimately reimburse us when it has the funding in its Spring Lake Affordable Housing Fund to enable it to do so. We are requesting that this City contribution be made in the form of an additional loan to the project in lieu of the SLIF credits as originally envisioned. You will note that the attached loan documents provide for City loan disbursements to be made to Mutual Housing over the course of two (2) years.

Without the promise of disbursements from the proposed City loan, Mutual Housing will not be able to obtain the loan that we will need to ensure that the Pioneer Avenue improvements can

8001 Fruitridge Road, Suite A, Sacramento, CA 95820
Voice: 916.453.8400 / Fax: 916.453.8401
mutualhousing.com

be completed in time to obtain a Certificate of Occupancy in accordance with the timeline required by the tax credit program. This would put our tax credits at risk, and thus could ultimately cause the financial demise of the project since tax credits are the major source of financial investment in the project.

Given these circumstances, we seek the City's approval, in an effort to successfully satisfy our shared goal of completing the required infrastructure improvements in a timely manner.

We are proud to report the project's construction, which commenced in late December 2013, has been successfully progressing, reaching beyond 50% completion at this time. It is currently on track to reach final completion as planned. We are very much looking forward to its grand opening scheduled for March 2015.

Furthermore, Mutual Housing would like to thank the City of Woodland for its initial contribution of a $910,000 project loan that has been instrumental to the project's feasibility.

We greatly appreciate your consideration of this request and continued support of efforts to complete the Mutual Housing at Spring Lake affordable housing development.

Sincerely,

Rachel Iskow
Executive Director

Enclosures:

Promissory Note – SLIF Improvements
Loan Agreement – SLIF Improvements

8001 Fruitridge Road, Suite A, Sacramento, CA 95820
Voice: 916.453.8400 / Fax: 916.453.8401

CITY OF WOODLAND
LOAN AGREEMENT

This LOAN AGREEMENT ("Agreement") is made and entered into this ______day of _________, by and between the THE CITY OF WOODLAND ("City"), a public body, corporate and politic, and SPRING LAKE HOUSING ASSOCIATES, L.P., a California limited partnership ("Owner").

R E C I T A L S

A. City is a public body, corporate and politic, exercising governmental functions and powers.

B. Owner is the owner in fee of that certain real property located at 2170 Farmers Central Road in the City of Woodland, County of Yolo, State of California, that is being developed with affordable multifamily housing known as Mutual Housing at Spring Lake (the "Project").

C. City is requiring that Owner construct a sound wall and related landscaping and offsite improvements (the "Work") adjacent to the Project, but City does not currently have the funds on hand to provide a loan to Owner to pay for the Work. The general partner of Owner has agreed to loan funds to Owner needed to complete the Work.

D. City desires to provide an additional loan to the Owner (the "New Loan") to reimburse Owner for the costs of completing the Work, and the City acknowledges and agrees that Owner may use the funds from the New Loan to repay its general partner for the costs incurred by the general partner in completing the Work. The City will disburse the New Loan funds to Borrower in accordance with and subject to the provisions of this Agreement.

C O V E N A N T S

Based upon the foregoing Recitals and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Owner hereby agree as follows:

1. THE LOAN. Subject to the terms and conditions set forth herein, City hereby agrees to provide to Owner the sum of One Hundred Sixty Three Thousand Two Hundred Fifty dollars ($163,250) in the form of permanent financing with a term of 55 years. The New Loan shall be disbursed to Owner in accordance with Section 2 of this Agreement. Owner's obligation to repay the City Loan shall be as set forth in the Promissory Note in the form attached hereto as Attachment No. 1. The New Loan shall be secured by a Deed of Trust.

2. LOAN DISBURSEMENT. The New Loan will be disbursed from City to Owner as funds are deposited into the City's "Spring Lake Offsite Affordable Housing Fund" (the "Affordable Housing Fund") from time to time. The City currently collects funds from developers of single family homes as

a condition to final subdivision map approval, and deposits those funds into the Affordable Housing Fund. As and when funds are deposited into the Affordable Housing Fund, such funds shall be automatically committed by the City to fund the New Loan, prior to the City's commitment or use of those funds for any other purpose. The City shall disburse the entire amount of funds in the Affordable Housing Fund to Owner within ten (10) business days following each deposit of such funds into the Affordable Housing Fund. The City shall cause the entire amount of the New Loan to be disbursed no later than two (2) years following the date of this Agreement, provided, however, that if there are insufficient funds in the Affordable Housing Fund to fully disburse the New Loan within the 2-year period, the City may extend the period for fully disbursing the New Loan by up to three (3) years by providing written notice to Owner no later than three (3) months prior to the expiration of the 2-year period. The written notice to extend shall include an accounting of funds in the Affordable Housing Fund and a projection of funds to be deposited into the Affordable Housing Fund prior to the expiration of the extended term. Notwithstanding any extension that may be obtained, the City shall fully disburse the New Loan proceeds no later than the date that is five (5) years from the date of this Agreement, and the City agrees that its obligation to fully disburse the New Loan at the end of the 5-year period is unconditional and is not contingent upon the existence of sufficient funds in the Affordable Housing Fund. In addition, Owner may, at any time, but no more frequently than every six calendar months, request an accounting from the City of the balance of funds in the Affordable Housing Fund. The City shall provide such an accounting within thirty (30) days of the City's request.

3. MISCELLANEOUS.

3.1 Attorneys' Fees. If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs of suit from the losing party.

3.2 Notices. All notices to be delivered under this Agreement or the other loan documents to the other party shall be addressed to the respective parties as set forth below or to such other address and to such other persons as the parties may hereafter designate by written notice to the other parties hereto:

To Owner:

Spring Lake Housing Associates, L.P.
c/o Mutual Housing California
8001 Fruitridge Road, Suite A
Sacramento, CA 95820
Attention: Rachel Iskow, Executive Director

With a copy to:

Gubb & Barshay LLP
505 14th Street, Suite 1050
Oakland, CA 94612
Attention: Scott Barshay, Esq.

With a copy to:

Wells Fargo Affordable Housing
Community Development Corporation
MAC D1053-170
301 South College Street
Charlotte, NC 28288
Attention: Director of Tax Credit Asset Management

With a copy to:

Sidley Austin LLP
One South Dearborn Street
Chicago, IL 60603
Attention: Philip C. Spahn

To City:

City of Woodland
300 First Street
Woodland, CA 95695
Attention: City Manager

3.3 Assignment. Neither party shall assign this Agreement or any right or privilege that party might have under this Agreement without the prior written consent of the other party.

3.4 Binding on Heirs. This Agreement shall be binding upon the parties hereto and their respective heirs, representatives, transferees, successors, and assigns.

3.5 Entire Agreement, Waivers, and Amendments. This Agreement incorporates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the parties with respect to all or part of the subject matter hereof. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the party to the changes. Any amendment or modification to this Agreement must be in writing and executed by City and Owner.

3.6 Interpretation; Governing Law. This Agreement shall be construed according to its fair meaning and as if prepared by both parties hereto. This Agreement shall be construed in accordance with the internal laws of the State of California.

3.7 Authority. The person(s) executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other agreement to which said party is bound.

3.8 Execution in Counterpart. This Agreement may be executed in several counterparts, and all so executed shall constitute one agreement binding on all parties hereto, notwithstanding that all parties are not signatories to the original or the same counterpart.

3.9 Attachments. Attachment No. 1 is attached to this Agreement are incorporated herein by this reference and made a part hereof.

IN WITNESS WHEREOF, City and Owner have executed this Agreement as of the date set forth above.

CITY:

CITY OF WOODLAND, a public body, corporate and politic

By: ________________________________
Name: Paul Navazio
Its: City Manager

BORROWER:

SPRING LAKE HOUSING ASSOCIATES, L.P., a California limited partnership

BY: **SPRING LAKE MUTUAL HOUSING ASSOCIATION, LLC,** a California limited liability company, its general partner

BY: **MUTUAL HOUSING CALIFORNIA,** a California nonprofit public benefit corporation, its sole/managing member

By: ________________________________
Name: Rachel Iskow
Title: Executive Director

ATTACHMENT NO. 1

PROMISSORY NOTE

[Attached]

PROMISSORY NOTE

_______,2014
Woodland, California

FOR VALUE RECEIVED, **SPRING LAKE HOUSING ASSOCIATION, L.P.**, a California limited partnership (the "Maker"), having an address of 8001 Fruitridge Road, Sacramento, CA 95820, promises to pay the THE CITY OF WOODLAND, a public body, corporate and politic (the "Agency" or "Holder"), having an address at 300 First Street, Woodland, CA 95695 the principal sum of up to ONE HUNDRED SIXTY THREE THOUSAND TWO HUNDRED FIFTY DOLLARS ($163,250), as provided herein, or such lesser amount actually advanced to Maker by Holder.

1. This is a promissory note for the repayment to Holder of funds advanced to or on behalf of Maker (the "New Loan") for development costs related to the construction of a sound wall and related landscaping and offsite improvements for the Mutual Housing at Spring Lake affordable housing project in Woodland, California and referred to herein as the "Project" in accordance with the terms of the loan agreement entered into between Maker and Holder of even date herewith.

2. Payment of this Note shall be secured by a deed of trust (the "Deed of Trust") that will be recorded against the Project at the time the initial disbursement of the New Loan is funded by Holder. The Deed of Trust will be junior to any other deeds of trust recorded against the Project. The Note shall be nonrecourse to Maker and its partners.

3. The principal amount owed to the City shall be due and payable in full fifty five (55) years after the proceeds of the Note have been fully disbursed to Maker or when the Maker receives reimbursement for the Spring Lake Infrastructure Fund (SLIF) improvements along Pioneer Avenue, whichever occurs first. This Note shall not bear interest. Maker may prepay all or any part of this Note, without penalty, at any time during the term of this Note.

4. Payment shall be made in lawful money of the United States to Holder c/o The City of Woodland, 300 First Street, Woodland, California 95695. The place of payment may be changed from time to time as the Holder may from time to time designate in writing.

5. The occurrence of any of the following shall constitute an event of default under this Note: (i) Maker fails to pay any amount due hereunder within fifteen (15) days of its due date; (ii) any default by Maker under this Note after the expiration of applicable notice and cure periods; or (iii) any default by Maker under the Deed of Trust after the expiration of any applicable cure period.

6. Upon the occurrence of any event of default, or at any time thereafter, at the option of the Holder hereof and without notice, the entire unpaid principal and interest owing on this Note shall become immediately due and payable. This option may be exercised at any time following the occurrence and continuation of any such event of default following expiration of applicable notice and cure periods, and the acceptance of one or more installments thereafter shall not constitute a waiver of Holder's option. Holder's failure to exercise such option shall not constitute a waiver of such option with respect to any subsequent event. Holder's failure in the exercise of any other right or remedy hereunder or under any agreement which secures the indebtedness or is related thereto shall not affect any right or remedy and no single or partial exercise of any such right or remedy shall preclude any further exercise thereof.

7. The Holder hereby agrees that any cure of any default made or tendered by one or more of the Maker's limited partners shall be deemed to be a cure by the Maker and shall be accepted or rejected on the same basis as if made or tendered by the Maker.

8. At all times when Maker is in default hereunder by reason of Maker's failure to pay principal due under this Note or any amounts due under any loan documents securing this Note, the interest rate on the sums as to which Maker is in default (including principal, if Holder has elected to declare it immediately due and payable), shall be the lower of the highest rate then allowed by law or two percent (2%) over the prime interest rate announced by Wells Fargo Bank, N.A., as of the date of the default.

9. Maker and any endorsers hereof and all others who may become liable for all or any part of this obligation, severally waive presentment for payment, demand and protest and notice of protest, and of dishonor and nonpayment of this Note, and expressly consent to any extension of the time of payment hereof or of any installment hereof, to the release of any party liable for this obligation, and any such extension or release may be made without notice to any of said parties and without in any way affecting or discharging this liability.

10. Maker agrees to pay immediately upon demand all costs and expenses of Holder including reasonable attorneys' fees, (i) if after default this Note be placed in the hands of an attorney or attorneys for collection, (ii) if after a default hereunder or under the Deed of Trust or under any loan document referred to herein Holder finds it necessary or desirable to secure the services or advice of one or more attorneys with regard to collection of this Note against Maker, or any other party liable therefor or to the protection of its rights under this Note, the Deed of Trust, or other loan document, or (iii) if Holder seeks to have the Site abandoned by or reclaimed from any estate in bankruptcy, or attempts to have any stay or injunction prohibiting the enforcement or collection of the Note or prohibiting the enforcement of the Deed of Trust or any other agreement evidencing or securing this Note lifted by any bankruptcy or other court.

11. If Holder shall be made a party to or shall reasonably intervene in any action or proceeding, whether in court or before any governmental agency, affecting the property or the title thereto or the interest of the Holder under the Deed of Trust,

including, without limitation, any form of condemnation or eminent domain proceeding, Holder shall be reimbursed by maker immediately upon demand for all costs, charges and attorneys' fees incurred by Holder in any such case, and the same shall be secured by the Deed of Trust as a further charge and lien upon the Site.

12. Any notices provided for in this Note shall be given by mailing such notice by certified mail, return receipt requested at the address stated in this Note or at such address as either party may designate by written notice.

13.. This Note shall be binding upon Maker, its successors and assigns.

14. This Note shall be construed in accordance with and be governed by the laws of the State of California.

15. This is a nonnegotiable Note. Without the consent of the Holder, this Note may not be assigned except to any successor or assignee of the Maker. Any unauthorized assignment or transfer shall, at the option of the Holder, be considered void and of no force and effect. No transferee shall have any greater rights or obligations than the Maker.

16. If any provision of this Note shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

MAKER:

SPRING LAKE HOUSING ASSOCIATES, L.P., a California limited partnership

BY: **SPRING LAKE MUTUAL HOUSING ASSOCIATION LLC,** a California limited liability company, its general partner

BY: **MUTUAL HOUSING CALIFORNIA,** a California nonprofit public benefit corporation, its sole member/manager

By: ________________________________
Name: Rachel Iskow
Title: Executive Director

300 First Street
Woodland, CA 95695

City of Woodland

12.

Legislation Details (With Text)

File #:	14-439	Version: 1	Name:		
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Title:	SUBJECT: FY2014/15 Quarterly Budget Update				

Recommendation for Action: Staff recommends the City Council receive this informational report that represents the quarterly budget update - including unaudited FY2013/14 year-end results as well as revenues and expenditures through the first quarter of FY2014/15. No Council action is required.

Sponsors:

Indexes:

Code sections:

Attachments: Attachment A - Q4
Attachment B - Q1

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 18, 2014

SUBJECT: FY2014/15 Quarterly Budget Update

Recommendation for Action : Staff recommends the City Council receive this informational report that represents the quarterly budget update - including unaudited FY2013/14 year-end results as well as revenues and expenditures through the first quarter of FY2014/15. No Council action is required.

Staff Contact

Evis Morales, Senior Finance Analyst - (530) 661-5923, evis.morales@cityofwoodland.org

Council Goal

This update supports the City's goal for Fiscal Responsibility by providing regular and timely updates of budget information to the City Council and public.

Fiscal Impact

This informational item presents City-wide revenue and expenditure (1) unaudited results for all 12 periods of activity in fiscal year 2013/14 and (2) results through the first three periods of the fiscal year 2014/15.

Discussion

This report summarizes the All Funds revenue and expenditure results through the fourth (4 th) quarter of fiscal year 2013/14 and through the first (1 st) quarter of fiscal year 2014/15. In addition, the report highlights revenues and expenses in the General Fund through the fourth (4 th) quarter of fiscal year 2013/14 and through the first (1st) quarter of fiscal year 2014/15.

Highlights of the fiscal year 2013/14 results (Attachment A) include the following:

- *All Funds revenues through the fourth quarter of 2013/14 were $161.37 million or $19.9 million (14%) over the amended budget*.

- *General Fund revenues were $42.34 million or $2.43 million (6%) over the amended budget*.
  - ✓ The City received all installments of property tax payments for fiscal year 2013/14. The results were in line with budget expectations.
  - ✓ The City received all installments of Sales Tax payments for fiscal year 2013/14 and overall, Sales Tax revenue exceeded budget estimates by 4% due to better than expected sales tax in certain categories (i.e. general retail & auto sales).
  - ✓ Licenses & Permits exceeded estimated amended budget by $764,287 or 48% over amended budget due to better than expected commercial/industrial development throughout the fiscal year.

- *Through the fourth quarter of fiscal year 2013/14, All Funds expenditures totaled $138.97 million or 78% of the amended budget. General Fund expenditures totaled $43.29 million or 99% of the amended budget*.

- *Based on unaudited results for FY2013/14, the ending fund balance in the General Fund stands at $11.14 million which represents a reserve level of 29.4% of revenues and is $1.4 million over the level assumed at the time of development of the FY2014/15 budget.*
  - o During the development of the fiscal year 2014/15 adopted budget, projections were made for the ending of the fiscal year 2013/14 based on mid-year estimates; revenues were assumed to be $40.87 million; actual results came in over that target by $1.47 million. This variance resulted from better than expected sales tax and permit fee revenues.
  - o Expenditures ended the year under the budget projection by $130,000. The largest savings occurred as a result of saving in discretionary supplies and services by departments and some savings occurred as a result of personnel vacancies through-out the year.

- o The preliminary results for fiscal year 2013/14 show that the General Fund ended the year with a net decrease in fund balance of $1.11 million, which compared favorably to the $2.55 million drawdown assumed in the development of the FY2014/15 budget.

Highlights of the fiscal year 2014/15 results (Attachment B) include the following:

- Through the first quarter of the current fiscal year, All Funds revenues through the first quarter of 2014/15 are $19.6 million or 13% of the amended budget.

- Through the end of the first quarter, General Fund revenues were $3.35 million or 8% of amended budget.

  - ✓ The City will not receive the first installment of property tax payments until January 2015. Information received from Yolo County indicates that the total assessed value increased by 9.32% from the prior year; the FY2014/15 budget assumed a 2% growth factor.

  - ✓ Sales Tax payments received through the month of September show a 6% of budget. The latest information received from the City's sales tax consultant indicate that Bradley Burns local share will increase slightly by 2% while one-time revenue adjustments will increase revenues by an additional (5%); however, actuals vs. projections will be closely monitored throughout the year.

  - ✓ The Motor Vehicle In Lieu revenues are received in conjunction with the City's property tax revenues, which do not get distributed until January and May.

- Through the first quarter of FY2014/15, General Fund expenditures (not including encumbrances) total $8.87 million or 20% of the amended budget.

- Updated revenue and expenditure projections will be provided in conjunction with the fiscal year 2014/15 mid-year informational budget update in February. The mid-year budget update will also provide an update to the forecast that will serve as the basis for development of the fiscal year 2015/16 and fiscal year 2016/17 budgets (two year budget cycle). In the event that either revenue or expenditure estimates used in the development of the fiscal year 2014/15 budget require material adjustments, staff will be prepared to present options and recommendations, if necessary.

Conclusion

Staff recommends the City Council receive this informational report that provides an update on fiscal year 2013/14 budget year (year-end status) and provides an update on fiscal year 2014/15 budget year through the first quarter (through September 30, 2014).

Prepared by: Evis Morales, Senior Finance Analyst

Reviewed by: Kimberly McKinney, Finance Officer

Paul Navazio, City Manager

Attachments: Attachment A - Fiscal Year 2013/14 Budget Tables
Attachment B - Fiscal Year 2014/15 Budget Tables

ATTACHMENT A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds FY2013/14 Revenues

	FY2013/14 Revenues				
	Original Budget	Amended Budget	Year-to Date Actuals	Difference Favorable/ (Unfavorable)	%
General Fund	$ 39,908,363	$ 39,908,363	$ 42,344,225	$ 2,435,862	106%
Special Revenue	$ 10,737,541	$ 10,737,541	$ 9,895,291	$ (842,250)	92%
Debt Service	$ 6,068,993	$ 6,068,993	$ 4,280,077	$ (1,788,916)	71%
Capital Projects	$ 9,938,038	$ 9,938,038	$ 16,044,673	$ 6,106,635	161%
Enterprise Funds	$ 56,489,372	$ 56,489,372	$ 34,870,593	$ (21,618,779)	62%
Internal Service	$ 12,984,108	$ 12,984,108	$ 14,547,888	$ 1,563,781	112%
Successor Agency	$ -	$ -	$ 922,801	$ 922,801	
Agency	$ 5,258,802	$ 5,258,802	$ 38,470,344	$ 33,211,542	732%
Total All Funds	$ 141,385,216	$ 141,385,216	$ 161,375,892	$ 19,990,676	114%

- All Funds revenues through the fourth quarter of 2013/14 were $161.37 million or 14% over the amended budget.
- General Fund revenues were $42.34 million or 6% over the amended budget.
- The Measure E fund is included in the Capital Projects fund category, and $4.4 million or 100.41% of the amended budget in sales tax revenues associated with Measure E was received.
- Special Revenues resulted in $9.89 million or 92% of amended budget due to timing of Transportation related grant reimbursements.
- Enterprise Funds resulted in $34.87 million or 62% of amended budget due to bond proceed (Surface Water Project) that the City was anticipating and budgeted for but were never issued.
- Agency funds are primarily pass-through special assessment funds. The revenues in these funds resulted in $38.47 million or $33 million over amended budget due to a Spring Lake Community Facility District (CFD) refunding. The revenues that resulted from the refunding will be used to retire debt in fiscal year 2014/15.

Table 2 – All Funds 2013/14 Expenditures by Fund

	FY2013/14 Expenditures				
	Original Budget	Amended Budget	Year-to Date Actuals	Difference Favorable/ (Unfavorable)	%
Internal Service	$ 14,171,474	$ 14,171,473	$ 13,045,072	$ 1,126,401	92%
General Fund	$ 43,566,792	$ 43,660,701	$ 43,288,454	$ 372,247	99%
Enterprise Funds	$ 70,996,441	$ 75,235,171	$ 50,556,120	$ 24,679,051	67%
Special Revenue	$ 10,217,423	$ 11,146,871	$ 8,061,968	$ 3,084,903	72%
Development/Capital	$ 12,747,783	$ 13,581,934	$ 9,918,100	$ 3,663,834	73%
Successor Agency	$ 992,954	$ 992,954	$ 1,052,827	$ (59,873)	106%
Springlake	$ 7,811,025	$ 7,811,025	$ 520,761	$ 7,290,264	7%
Debt Service	$ 5,967,975	$ 4,344,689	$ 3,316,476	$ 1,028,213	76%
Agency	$ 5,204,867	$ 6,877,009	$ 9,089,384	$ (2,212,375)	132%
Total All Funds	$ 171,676,734	$ 177,821,828	$ 138,849,162	$ 38,972,666	78%

- Through the fourth quarter of fiscal year 2013/14, All Funds expenditures totaled $38.97 million, or 78% of the amended budget. General Fund expenditures totaled $43.28 million, or 99% of the amended budget.
- Operating expenditures stayed under amended budget for most categories.
- Successor Agency budget resulted in $1.05 million or 106% of amended budget due to bond proceed related project expenses that were approved by City Council but not included in budget.
- Agency Funds reflect expenditures of $9.08 million or 132% of budget. Expenses in this fund exceeded the amended budget due to bond refunding during the fiscal year for Spring Lake and Gibson Ranch.

Table 3 – All Funds Expenditures by Department

	FY2013/14 Expenditures				
	Original Budget	Amended Budget	Year-to Date Actuals	Difference Favorable/ (Unfavorable)	%
Administration	$ 13,742,398	$ 13,742,354	$ 13,273,049	$ 469,305	97%
Community Development	$ 7,221,617	$ 7,266,280	$ 6,788,210	$ 478,070	93%
Community Services	$ 2,075,105	$ 2,031,356	$ 2,006,957	$ 24,399	99%
Public Safety	$ 25,754,509	$ 25,754,509	$ 25,351,861	$ 402,648	98%
Library	$ 1,470,716	$ 1,470,716	$ 1,382,238	$ 88,478	94%
Public Works	$ 28,294,579	$ 28,802,888	$ 21,807,787	$ 6,995,102	76%
Capital Improvements	$ 62,621,532	$ 68,257,448	$ 37,379,641	$ 30,877,807	55%
Non-Departmental	$ 30,496,278	$ 30,496,278	$ 30,859,420	$ (363,142)	101%
Total All Departments	$ 171,676,734	$ 177,821,828	$ 138,849,162	$ 38,972,666	78%

- As of the end of the fourth quarter of fiscal year 2013/14, all departments managed to stay within the approved amended budget.
- Non-Departmental costs reflect expenses 101% of amended budget. This is largely due to a personnel vacancy savings factor built into the amended budget of $261K and on a smaller scale (1) an unplanned expense of $32,500 transferred to cover the Successor Agency operating costs that exceed planned Successor Agency Revenues and (2) $18,000 in sales tax revenue that was transferred to Measure E fund. The Measure E transfer was a result of better than expected revenues received.

GENERAL FUND REVENUES AND EXPENDITURES

Table 4 – General Fund Revenues

FY2013/14 General Fund Revenues					
	Original Budget	Amended Budget	Year-to Date Actuals	Difference Favorable/ (Unfavorable)	%
Property Tax	$ 8,935,977	$ 8,935,977	$ 8,962,721	$ 26,744	100%
Sales Tax	$ 16,861,405	$ 16,861,405	$ 17,506,407	$ 645,002	104%
Other Taxes	$ 955,000	$ 955,000	$ 1,167,822	$ 212,822	122%
Franchise Fees	$ 1,921,220	$ 1,921,220	$ 2,132,472	$ 211,252	111%
Licenses/Permits	$ 1,585,844	$ 1,585,844	$ 2,350,131	$ 764,287	148%
Fines/Forfeitures	$ 203,101	$ 203,101	$ 270,097	$ 66,995	133%
Service Charges	$ 556,133	$ 556,133	$ 625,798	$ 69,665	113%
Motor Vehicle In Lieu	$ 3,755,190	$ 3,755,190	$ 3,780,988	$ 25,798	101%
Intergovernmental	$ 396,000	$ 396,000	$ 425,851	$ 29,851	108%
Lease/Interest Income	$ 114,540	$ 114,540	$ 172,359	$ 57,819	150%
Miscellaneous	$ 4,485,574	$ 4,485,574	$ 4,811,199	$ 325,626	107%
Transfers	$ 138,378	$ 138,378	$ 138,378	$ -	100%
Total General Fund	$ 39,908,363	$ 39,908,363	$ 42,344,225	$ 2,435,862	106%

- The City received all installments of property tax payments for fiscal year 2013/14. The results were in line with budget expectations.
- The City received all installments of Sales Tax payments for fiscal year 2013/14. The Sales Tax figures reflected above include the City's 1% local share, one-time adjustments, Measure E, and Measure V. Overall, Sales Tax revenue exceeded budget estimates by 4% due to better than expected sales tax in certain categories (i.e. general retail & auto sales).
- Licenses & Permits exceeded estimated amended budget by $764,287 or 48% due to unanticipated commercial/industrial development throughout the fiscal year.
- Miscellaneous revenue resulted in $4.81 million or 107% of amended budget due to a one-time payment (reimbursement) from Yolo County for overcharges of property tax administration fees.

Table 5 – General Fund Expenditures by Category

FY2013/14 General Fund Expenditures									
		Original Budget		Amended Budget		Year-to Date Actuals		Difference Favorable/ (Unfavorable)	%
Personnel	$	23,983,056	$	23,721,488	$	23,683,956	$	37,532	100%
Supplies & Services	$	5,912,580	$	5,991,520	$	5,336,852	$	654,668	89%
Education & Training	$	251,144	$	262,144	$	205,074	$	57,070	78%
Debt Service	$	210,140	$	210,140	$	210,140	$	0	100%
Capital Expenditures	$	170,000	$	170,000	$	229,323	$	(59,323)	135%
Non-Discretionary	$	5,153,960	$	5,157,960	$	5,425,163	$	(267,203)	105%
Operating Transfers	$	7,885,912	$	8,147,449	$	8,197,947	$	(50,498)	101%
Total All Categories	$	43,566,792	$	43,660,701	$	43,288,454	$	372,247	99%

- End-of-year, fourth quarter of FY2013/14 General Fund expenditures totaled $43.28 million or 99% of the amended budget.
- Personnel expenses resulted closely to 100% of the amended budget, however, we had planned for a vacancy savings of $261,000 of which $223,468 was not realized.
- Capital Expenditures ended with $59,323 over budget or 135% of amended budget largely due to the Police Mobile Video upgrade costing $56,000 over planned budget and the Community Center's Sports Park Perimeter Fence costing $2,750 over planned budget.
- Non-Discretionary expenditures resulted in 5.42 million or 105% of amended budget. This was primarily due Water Consumption. In FY2013/14 the City completed the metering of City properties and at the time of budget planning, staff was unsure of what the impact to the budget would be.
- Operating Transfers resulted in 101% of amended budget due to an unplanned expense of $32,500 transferred to cover the Successor Agency operating costs that exceed planned Successor Agency Revenues and (2) $18,000 in sales tax revenue that was transferred to Measure E fund. The Measure E transfer was a result of better than expected revenues received.

Table 6 – General Fund Expenditures by Department

	FY2013/14 General Fund Expenditures				
	Original Budget	Amended Budget	Year-to Date Actuals	Difference Favorable/ (Unfavorable)	%
Administration	$ 2,754,639	$ 2,754,608	$ 2,562,266	$ 192,342	93%
Community Development	$ 2,222,299	$ 2,316,239	$ 2,113,501	$ 202,738	91%
Community Services	$ 1,685,800	$ 1,642,051	$ 1,680,320	$ (38,269)	102%
Public Safety	$ 25,172,303	$ 25,172,303	$ 24,685,136	$ 487,167	98%
Library	$ 1,241,339	$ 1,241,339	$ 1,272,029	$ (30,690)	102%
Public Works	$ 2,281,126	$ 2,324,875	$ 2,490,055	$ (165,181)	107%
Capital Improvements	$ 100,000	$ 100,000	$ 50,871	$ 49,129	51%
Non-Departmental	$ 8,109,286	$ 8,109,286	$ 8,434,276	$ (324,989)	104%
Total All Departments	$ 43,566,792	$ 43,660,701	$ 43,288,454	$ 372,247	99%

- After fourth quarter of FY2013/14, some departments ended the year slightly under spent while others ended slightly over spent of amended budget.
- Community Services resulted in 2% over amended budget due to a system glitch that did not budget for a full-time position fully funded by the General Fund; however, due to the Department’s careful spending throughout the year, this expense was largely mitigated by savings in supplies and services.
- Library ended the year with 2% over amended budget due to $21,000 in Personnel expenses and $12,000 in Utilities expenses running over amended budget. Some of this cost was reduced with supplies and services savings.
- Public Works ended the year with 7% over amended budget primarily due to Water consumption expenses exceeding budget as a result of the City completing the installation of meters on all City properties.
- Non-Departmental costs reflect expenses 4% over amended budget. This is largely due to a personnel vacancy savings factor built into the amended budget of $261K and on a smaller scale (1) an unplanned expense of $32,500 transferred to cover the Successor Agency operating costs that exceed planned Successor Agency Revenues and (2) $18,000 in sales tax revenue that was transferred to Measure E fund. The Measure E transfer was a result of better than expected revenues received.

Table 7 – General Fund Forecast

General Fund	Mid-Yr Estimate FY 2013/14	Unaudited Acutals FY 2013/14	Difference	Adopted Budget FY2014/15	Amended Budget FY2014/15	Difference
Beginning Balances	$ 12,264,381	$ 12,264,381	$ -	$ 9,711,857	$ 11,148,674	$ 1,436,817
Revenues	$ 40,866,589	$ 42,344,225	$ 1,477,637	$ 40,911,101	$ 40,911,101	$ -
	0.1%	*3.8%*		*-3.38%*	*-3.38%*	
Expenditures (Includes Measure J in FY15 - FY20)	$ 40,919,112	$ 40,788,454	$ (130,658)	$ 42,341,136	$ 42,341,136	$ -
	10.3%	9.9%		-2.5%	-2.5%	
Annual Surplus/Deficit	(52,524)	1,555,771	1,608,295	(1,430,035)	(1,430,035)	-
One-Time Expenses				$ (959,000)	$ (959,000)	$ -
Transfers	(2,500,000)	(2,500,000)	-			
Unreserved Fund Balance	$ 9,711,857	$ 11,320,152	$ 1,608,295	$ 7,322,822	$ 8,759,639	$ 1,436,817
FY14 Encumbered/Unecumbered Carry-Over to FY15	$ -	$ (171,478)	$ (171,478)	$ -	$ -	
Budget Amendments	$ -	$ -			$ (122,274)	$ (122,274)
Ending Unreserved Fund Balance	$ 9,711,857	$ 11,148,674	$ 1,436,817	$ 7,322,822	$ 8,637,365	$ 1,314,543
Percentage (E.U.F.B./Revenues)	26.6%	29.4%		20.1%	23.8%	
Reserve Policy $	$ 4,743,751	$ 4,935,844	$ 192,093	$ 4,726,650	$ 4,726,650	$ -
Reserve Policy %	13.00%	13.00%		13.00%	13.00%	
"Excess" Fund Balance (over Reserve Target)	$ 4,968,106	$ 6,212,830	$ 1,244,724	$ 2,596,173	$ 3,910,715	$ 1,314,543

*Fiscal year 2013/14 unaudited actuals include both revenues and expenditures from the City's Investment Fund.

** The annual audit of the fiscal year 2013/14 final results is currently underway and expected to be complete by January 2015; until such time as the audit is complete, actual results from FY2013/14 are considered preliminary.

Fiscal Year 2013/14 Results:

The preliminary results for fiscal year 2013/14 show that the General Fund ended the year with a net decrease in fund balance of $1.11 million. In preparation of the fiscal year 2013/14 budget, a net decrease of $2.55 million was assumed. The originally budgeted net decrease in fund balance was attributed to $52,524 in expenses over revenues and a transfer of $2.5 million to repay past internal loans from other funds to the General Fund.

During the development of the fiscal year 2014/15 adopted budget, projections were made for the ending of the fiscal year 2013/14 (Mid-year Estimates); revenues were assumed to be $40.87 million; actual results came in over that target by $1.47 million. This variance resulted from better than expected sales tax and permit fee revenues.

Expenditures ended the year under the projection by $130,000. The largest savings occurred as a result of saving in discretionary supplies and services by departments and some savings occurred as a result of personnel vacancies through-out the year.

Total ending fund balance in the General Fund is preliminarily calculated at $11.14 million for the fiscal year 2013/14 or 29.4% of revenues. The increase in fund balance of $1.4 million will assist the City in balancing budget throughout the five-year forecast and keep reserves at the reserve target per the City's reserve policy. An updated five-year forecast, including revised fund balance figures, will be presented to City Council in spring 2015 during the FY16/FY17 Budget workshop(s).

ATTACHMENT B

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds FY2014/15 Revenues

FY2014/15 Revenues							
		Original Budget		Amended Budget		Year-to Date Actuals	%
General Fund	$	40,911,103	$	40,911,103	$	3,358,620	8%
Special Revenue	$	7,566,897	$	8,004,794	$	788,037	10%
Debt Service	$	2,595,582	$	2,595,582	$	-	0%
Capital Projects	$	11,929,957	$	11,929,957	$	2,354,093	20%
Enterprise Funds	$	63,946,467	$	63,946,467	$	8,869,376	14%
Internal Service	$	16,222,567	$	16,222,567	$	1,250,015	8%
Successor Agency	$	956,161	$	956,161	$	78,091	8%
Agency	$	5,058,681	$	5,058,681	$	2,903,584	57%
Total All Funds	$	149,187,415	$	149,625,312	$	19,601,816	13%

- All Funds revenues through the first quarter of 2014/15 are $19.6 million, or 13% of the amended budget.
- General Fund revenues are $3.35 million or 8% of the adjusted budget, with many of the City's major tax revenues yet to be collected during the current fiscal year.
- The Measure E fund is included in the Capital Projects fund category, and sales tax revenues associated with Measure E have not yet been received; other revenues are dependent upon development activity.
- Agency funds are primarily pass-through special assessment funds. The revenues in these funds are received with the City's property tax distributions in January and May.

Table 2 – All Funds 2014/15 Expenditures by Fund

	FY2014/15 Expenditures			
	Original Budget	Amended Budget	Year-to Date Actuals	%
Internal Service	$16,806,820	$16,949,321	$3,983,653	24%
General Fund	$43,303,837	$43,597,589	$8,879,802	20%
Enterprise Funds	$65,822,953	$66,408,768	$3,970,699	6%
Special Revenue	$7,856,719	$8,118,743	$1,613,669	20%
Development/Capital	$9,151,908	$9,458,908	$1,302,479	14%
Successor Agency	$992,804	$992,804	$235,509	24%
Springlake	$1,603,097	$1,603,097	$18,693	1%
Debt Service	$2,599,593	$2,599,593	$1,500	
Agency	$5,535,323	$5,535,323	$1,296,321	23%
Total All Funds	$153,673,054	$155,264,146	$21,302,325	14%

- Through the first quarter of FY2014/15, All Funds expenditures (not including encumbrances) totaled $21.3 million, or 14% of the amended budget. General Fund expenditures totaled $8.88 million, or 20% of the amended budget.
- Operating expenditures appear to be tracking within budget for all categories.
- Internal Service funds reflect expenditures of 24% of revenues due mostly to up-front payments made for insurance premiums out of the Self Insurance Fund.
- Agency Funds reflect expenditures of 23% of budget.

Table 3 – All Funds Expenditures by Department

	FY2014/15 Expenditures Original Budget	Amended Budget	Year-to Date Actuals	%
Administration	$ 13,152,089	$ 13,273,256	$ 4,034,952	30%
Community Development	$ 7,043,842	$ 7,061,463	$ 1,400,710	20%
Community Services	$ 3,021,744	$ 3,076,078	$ 815,410	27%
Public Safety	$ 25,985,156	$ 26,114,909	$ 6,020,966	23%
Library	$ 1,355,332	$ 1,355,332	$ 346,404	26%
Public Works	$ 31,761,823	$ 32,635,322	$ 5,375,429	16%
Capital Improvements	$ 45,177,495	$ 45,688,212	$ 1,401,149	3%
Non-Departmental	$ 26,175,574	$ 26,059,574	$ 1,907,305	7%
Total All Departments	$ 153,673,055	$ 155,264,146	$ 21,302,325	14%

- As of the end of the first quarter of fiscal year 2014/15, all departments appear to be tracking closely to budget.

GENERAL FUND REVENUES AND EXPENDITURES

Table 4 – General Fund Revenues

FY2014/15 General Fund Revenues							
		Original Budget		Amended Budget		Year-to Date Actuals	%
Property Tax	$	9,246,619	$	9,246,619	$	-	0%
Sales Tax	$	17,313,830	$	17,313,830	$	1,053,800	6%
Other Taxes	$	945,804	$	945,804	$	102,728	11%
Franchise Fees	$	1,959,645	$	1,959,645	$	229,294	12%
Licenses/Permits	$	1,537,723	$	1,537,723	$	623,677	41%
Fines/Forfeitures	$	229,817	$	229,817	$	46,454	20%
Service Charges	$	582,130	$	582,130	$	169,275	29%
Motor Vehicle In Lieu	$	3,876,848	$	3,876,848	$	-	0%
Intergovernmental	$	436,000	$	436,000	$	-	0%
Lease/Interest Income	$	124,540	$	124,540	$	38,057	31%
Miscellaneous	$	4,519,769	$	4,519,769	$	1,095,335	24%
Transfers	$	138,378	$	138,378	$	-	0%
Total General Fund	$	40,911,103	$	40,911,103	$	3,358,620	8%

- Through the end of the first quarter, General Fund revenues were $3.35 million or 8% of amended budget.
- The City will not receive the first installment of property tax payments until January 2015. Information received from Yolo County indicates that the total assessed value increased by 9.32% from the prior year; the FY2014/15 budget assumed a 2% growth factor.
- Sales Tax payments received through the month of September show a 6% of budget. The latest information received from the City's sales tax consultant indicate that Bradley Burns local share will increase slightly by 2% while one-time revenue adjustments will increase revenues by an additional (5%); however, actuals vs. projections will be closely monitored throughout the year.
- The Motor Vehicle In Lieu revenues are received in conjunction with the City's property tax revenues, which do not get distributed until January and May.

Table 5 – General Fund Expenditures by Category

FY2014/15 General Fund Expenditures							
		Original Budget		Amended Budget		Year-to Date Actuals	%
Personnel	$	23,530,309	$	23,671,125	$	6,331,327	27%
Supplies & Services	$	7,877,003	$	7,966,594	$	641,278	8%
Education & Training	$	249,626	$	311,848	$	24,638	8%
Debt Service	$	210,140	$	210,140	$	-	0%
Capital Expenditures	$	50,000	$	50,000	$	-	0%
Non-Discretionary	$	5,369,300	$	5,372,738	$	1,511,059	28%
Operating Transfers	$	6,013,758	$	6,015,144	$	371,500	6%
Total All Categories	$	43,300,136	$	43,597,589	$	8,879,802	20%

- Through the first quarter of FY2014/15, General Fund expenditures (not including encumbrances) total $8.87 million or 20% of the amended budget.
- Personnel costs are trending to be on target with budget, at 27% through the first quarter.
- Operating Transfers consist primarily of the transfer of Measure E sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery operations. To date, transfers that have been recorded consist of $321,500 in Measure E revenues and a $50,000 General Fund contribution to the Community Center's Sports Field replacement account. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required.

Table 6 – General Fund Expenditures by Department

FY2014/15 General Fund Expenditures							
		Original Budget		Amended Budget		Year-to Date Actuals	%
Administration	$	2,720,960	$	2,848,275	$	465,048	16%
Community Development	$	2,631,735	$	2,643,976	$	603,396	23%
Community Services	$	1,876,252	$	1,917,252	$	610,107	32%
Public Safety	$	25,141,474	$	25,271,227	$	5,860,495	23%
Library	$	1,246,100	$	1,246,100	$	324,030	26%
Public Works	$	2,537,662	$	2,639,420	$	691,698	26%
Capital Improvements	$	-	$	-	$	13	#DIV/0!
Non-Departmental	$	7,145,953	$	7,031,339	$	325,018	5%
Total All Departments	$	43,300,136	$	43,597,589	$	8,879,805	20%

- After the first quarter of FY2014/15, all departments appear to be tracking in line with the adjusted budget amounts.
- Non-Departmental expenditures consist primarily of the transfer of Measure E sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery operations. Expenses reflect Measure E revenues to date ($321,500) and credit card fees. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required.