300 First Street
Woodland, CA 95695

City of Woodland

Meeting Agenda

City Council

Tuesday, January 17, 2017 | **6:00 PM** | **Council Chambers**

CITY COUNCIL
CLOSED SESSION
5:30PM

A. CALL TO ORDER

B. CLOSED SESSION

B.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov't Code section 54956.8)
Property: Assessor's Parcel Number 027-852-005-000
Agency Negotiators: City Manager, Assistant City Manager, City Attorney
Negotiating Parties: Ashley and Main, LLC and Woodland Investment Company, LLC
Under Negotiation: Price and terms of payment

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY/SUCCESSOR AGENCY
JANUARY 17, 2017
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.

17-130 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 Rev 1/11/17

F. MINUTES

17-881 SUBJECT: Council Meeting Minutes

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of December 6, 2016 and December 20, 2016.

Attachments: 12-06-16 DRAFT FOR APPROVAL

12-20-16 DRAFT FOR APPROVAL

G. PRESENTATIONS

1. 17-119 SUBJECT: Woodland Public Library Annual Report 2015-2016

Recommendation for Action: Staff recommends that the City Council receive the Woodland Public Library Annual Report 2015-2016 presented by the Woodland Public Library Board of Trustees.

Attachments: WPL Annual Report 2016

H. CONSENT CALENDAR

2. 16-864 SUBJECT: Public Works Quarterly Status Report for the period of September through November 2016

Recommendation for Action: Staff recommends that the City Council accept the Public Works Department’s Quarterly Status Report

Attachments: Sept Oct Nov

3. 17-107 SUBJECT: Amendment to Agreement Regarding Reimbursement of Spring Lake Specific Plan Improvements - Subdivision 5004, Taylor Morrison Homes

Recommendation for Action Staff recommends that the City Council adopt Resolution No. _____, Approving Amendment 1 to the Agreement Regarding Reimbursement of Spring Lake Specific Plan Improvements for Subdivision 5004 with Taylor Morrison Homes of California.

Attachments: A - Resolution
B - 1st Amendment
C - Location Map

4. 17-112 SUBJECT: Approval of Plans and Specifications and Authorize Bid Advertisement for CIP 15-22, 2017 Annual Water and Sewer Repair and Replacement Project

Recommendation for Action: Staff recommends that City Council adopt Resolution No. _____, approving Plans and Specifications for CIP 15-22, Annual Water and Sewer Repair and Replacement Project.

Attachments: A - Resolution

5. 17-128 SUBJECT: AB 1 (Frazier) & SB 1 (Beall) - Transportation Funding: Authorize City Manager to Submit Letters of Support

Recommendation for Action: Staff recommends that the Council authorize the City Manager to submit letters of support for AB1 (Frazier) and SB 1 (Beall) which propose to establish a comprehensive transportation funding package to include increased funding for local streets and roads.

Attachments: ACTION ALERT AB 1 and SB 1 - Transportation Funding

I. SUCCESSOR AGENCY CONSENT CALENDAR

6. 17-121 SUBJECT: A Resolution of the Successor Agency to the Dissolved Woodland Redevelopment Agency approving a Recognized Obligation Payment Schedule for the period of July 1, 2017 through June 30, 2018, pursuant to Health and Safety Code Section 34177(m)

Recommendation for Action: Staff recommends that the Successor Agency to the Dissolved Woodland Redevelopment Agency, approve and adopt the attached resolutions authorizing the City Manager to submit:
1. ROPS 17/18 for the period of July 1, 2017 through June 30, 2018
2. Resolution Authorizing submittal of ROPS 17/187

Attachments: SA Reso for ROPS 17/18 Jan 17, 2017

7. 17-117 SUBJECT: Consideration of Resolution No. ___ approving a proposed administrative budget for the period of July 1, 2017 through June 30, 2018, pursuant to Health and Safety Code Section 34177 (j)

Recommendation for Action: It is recommended that the Successor Agency adopt Resolution No. ___ approving and adopting the proposed Administrative Budget pursuant to Health and Safety Code Section 34177 (j).

Attachments: SA RESOLUTION 17.18 admin budget

Admin Budget Spreadhsheet FY17-18

J. PUBLIC HEARINGS

8. 17-118 SUBJECT: PUBLIC HEARING - Update of Spring Lake Infrastructure Fee

Recommendation for Action: Staff recommends that the City Council (1) hold a public hearing; and (2) adopt Resolution No. _____, increasing the Parks and Administrative components of the Spring Lake Infrastructure Fees;

Attachments: ParkSLIFUpdateResolution 01-17-17

162106 Parks SLIF Update Final 01-11-17

K. REPORTS OF THE CITY MANAGER

9. 16-881 SUBJECT: Award Construction Contract and Approve the Purchase of Playground Equipment for Spring Lake Park N3, CIP 15-05 (Rick Gonzales Sr, Park)

Recommendation for Action: Staff recommends that the City Council:
1) Adopt Resolution No. _____, to award the construction contract in the amount of $2,206,694.70 to JM Slover, Inc. and authorize a contingency not to exceed $150,000 for the Spring Lake N3 Park Project CIP 15-05; and
2) Authorize the City Manager to execute a contract with Miracle Playsystems, Inc. for the purchase of playground equipment for Spring Lake N3 Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed $128,851.28; and
3) Authorize the City Manager to execute a contract with NSP3 for the purchase of Picnic Shelter for Spring Lake N3 Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed $75,237.79

Attachments: A - Resolution

B - Park N3 Master Plan

10. 17-113 SUBJECT: Spring Lake Park N1 Project, CIP 17-10; Approve Plans and Specifications and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council:

1. Approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for Phase 1 of the Spring Lake Park N1 Project, CIP 17-10; and

2. Direct staff to:
   a) evaluate refinements to the Master Plan for Park N1 that integrate

more usable active turf space and reduce potential public safety concerns;

b) solicit additional public input from Spring Lake residents after build out of the adjacent CalWest subdivision;

c) ensure that any revisions to the Master Plan be reviewed by the Parks and Recreation Commission and approved by the City Council prior to commencing preparation of construction drawings for the remaining 6 acres (Phase 2) of the park project.

Attachments: A - Resolution

15.036 Springlake N1 Park-Master Plan- Phasing Plan 15 10-01

11. 17-123 SUBJECT: 2016 Water Rate Study and Set Public Hearing

Recommendation for Action: Staff recommends that the City Council:
1) receive the 2016 Water Rate Study;
2) set March 7, 2017 as the Public Hearing date for the proposed water revenue increases; and
3) adopt Resolution No. _____, Adopting Procedures for Providing Notice and Receiving and Tabulating Written Protests to Property-Related Fees and Charges

Attachments: SUMMARY OF 2016 WATER RATE STUDY for staff report.docx

WOODLAND_ Reso Adopting Procedures for Prop 218 Water Protest Proceedi

12. 17-115 SUBJECT: Review of Priorities for FY 2017/18 CDBG Program and Approval of Revision to CDBG Application Process

Recommendation for Action: Staff recommends that the City Council:

1. Provide staff with input on funding priorities for the Fiscal Year 2017/18 CDBG program; and

2. Adopt Resolution No. _____, approving a change to the Community Development Block Grant (CDBG) application process to disqualify an applicant for future construction funding if the applicant has an open construction project funded two years ago or longer prior to a City CDBG application period with CDBG expenditures not equal to or exceeding 70 percent of the allocated CDBG funds.

Attachments: CC Reso 17Jan17.pdf

13. 17-116 SUBJECT: Winter Family Homeless Rotating Shelter Pilot Program

Recommendation for Action: Staff recommends that the City Council receive an update on a potential city sponsored winter family homeless rotating shelter and adopt Resolution No. _____, amending the FY 2016/17 budget as necessary to purchase shelter supplies in the amount of $3000 with Housing Assistance Funds (Fund 326) for a total appropriation of $41, 400 and authorizing the City Manager to execute an agreement to operate a pilot program at non-city owned property.

Attachments: wintershelter resolutionJan17

14. 17-114 SUBJECT: General Plan Update: Status Report

Recommendation for Action: Staff recommends that the City Council receive a status report related to the General Plan Update.

15. 17-127 SUBJECT: Reappointment and Appointment of Board and Commission Members

Recommendation for Action: Staff recommends that the City Counci:
1) Consider the reappointment of members to the various Boards and Commissions; and
2) Appoint new members to Commission on Aging and the Manufactured Homes Fair Practices Commissions; and
3) Direct a Council sub-committee to interview applicants for the Parks & Recreation Commission Vacancy.

Attachments: Kelly Application COA

Trott Application MHFPC

16. 17-124 SUBJECT: 2017 Community Service Awards Nominating Committee Report

Recommendation for Action: Staff recommends that the City Council:
1) Approve the nominating committee’s recommended recipients selected to receive the 2017 Community Service Award; and
2) Determine which Council Members will present the awards to the selected award recipients.

L. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority/ Successor Agency Regular Meeting of the City of Woodland scheduled for January 17, 2017 was posted on January 12, 2017 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.

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Text

File #: 17-130, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

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

UPDATED COUNCIL LONG RANGE CALENDAR

JANUARY 20th SPECIAL MEETING

Council Retreat / Workshop (1:00pm – 5:30pm) @ Community & Senior Center

FEBRUARY 7th REGULAR MEETING

Minutes
City Council Meeting Minutes for January 3, 2017 and January 17, 2017

Presentations
Spay/Neuter Day

Consent Calendar
City Council 2017 Meeting Calendar
Community Services Department Quarterly Report
Legacy Memorial Grove – Program Update
Vehicle Replacement

Regular Calendar
Update on Boxing Program
YMCA Fitness and Wellness Center Use Agreement

FEBRUARY 21st REGULAR MEETING

Consent Calendar
Public Safety Quarterly Status Report
Final Acceptance for Road Maint. Improvement Project, CIP 16-01

Regular Calendar
Community Care Car License Agreement
Kentucky Avenue Project – Bid Awards
Sprink Lake Park N1 - Naming
FY2016/17 Mid-Year Budget Report

MARCH 7th REGULAR MEETING

Minutes
City Council Meeting Minutes for February 7, 2017 and February 21, 2017

Public Hearing
Water Rate Ordinance – Prop 218 Public Hearing
Accessory Dwelling Unit Zoning Ord Update to comply w/New State
General Plan Public Meeting – GP, EIR, Climate Action Plan

Consent Calendar
Final Acceptance Beamer Trunk Sewer Lining, CIP #16-11
Final Acceptance for Recycled Water Project, CIP #16-01
Approve Plans & Specs and Authorize Bid Adv for Dog Gone Alley, CIP 17-XX

MARCH 21st REGULAR MEETING

Consent Calendar

Regular Calendar
General Plan Adoption - GP, EIR, Climate Action Plan
Spring Budget Workshop

FUTURE TOPICS / STUDY SESSIONS (TBD):
Regulatory Framework: Marijuana (Prop 64)
Community Choice Energy JPA / Valley Clean Energy Alliance
Affordable Housing Workshop– Part II

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Text

File #: 17-881, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2016
SUBJECT: Council Meeting Minutes

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of December 6, 2016 and December 20, 2016.

Staff Contact

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

Paul Navazio, City Manager

Attachments

City of Woodland

300 First Street
Woodland, CA 95695

Meeting Minutes - Draft

Tuesday, December 6, 2016

6:00 PM

Community and Senior Center

City Council

WOODLAND COMMUNITY AND SENIOR CENTER
2001 EAST STREET
WOODLAND, CALIFORNIA

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY
DECEMBER 6, 2016
6:00 P.M.

A. CALL TO ORDER

POSTING OF COLORS

Posting of Colors and Pledge of Allegiance led by Cub Scouts Troop #133.

B. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Cub Scout James Erickson.

C. ROLL CALL

Present: 5 - Mayor Jim Hilliard, Council Member Sean Denny, Mayor Pro Tem Angel Barajas, Council Member Tom Stallard and Council Member Marlin Davies

D. COMMUNICATIONS-PUBLIC COMMENT

None.

INVOCATION BY WOODLAND POLICE CHAPLAIN

Invocation led by Woodland Police Chaplain Scott Montgomery.

E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS

Verbal updates provided by Council Members/Staff.

16-856 SUBJECT: Long Range Calendar

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

F. COMMITTEE REPORTS

16-838 SUBJECT: Planning Commission Meeting Minutes

Recommendation for Action: Staff recommends that the City Council receive the minutes for Planning Commission meeting of October 6, 2016.

Received Planning Commission meeting minutes of October 6, 2016 with correction noted by Council Member Tom Stallard in relation to attendance of Planning Commissioner Steve Harris.

G. MINUTES

1. 16-858 SUBJECT: Council Meeting Minutes

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of November 1, 2016 and November 15, 2016.

On a motion by Council Member Stallard, seconded by Council Member Davies and carried unanimously, Council Members adopted the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of November 1, 2016 and November 15, 2016 with corrections to both sets of minutes as noted by Council Member Stallard in relation to adjournment time of the November 1st meeting and additional information in relation to presentation of Walmart Foundation Donations.

Ayes: 5 - Mayor Hilliard, Council Member Denny, Mayor Pro Tem Barajas, Council Member Stallard and Council Member Davies

H. CONSENT CALENDAR

2. 16-833 SUBJECT: Community Development Department's Quarterly Status Report

Recommendation for Action: Staff recommends that the City Council receive the Community Development Department's Quarterly report.

Received the Community Development Department's Quarterly report.

3. 16-810 SUBJECT: Treasurer's Investment Report Quarter Ending September 30, 2016

Recommendation for Action: Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2016.

Accepted the quarterly Treasurer's Investment Report for the quarter ended September 30, 2016.

4. 16-773 SUBJECT: Increase the Fiscal Year 2016/2017 Building Division's Contract Services Budget by $90,000 and approve an Amendment to the contract with Interwest Consulting Group for as-needed Building Inspection services and authorize the City Manager to execute the agreement.

Recommendation for Action: Staff recommends that the City Council: (1) Approve Resolution No. _____, authorizing an appropriations

increase to the Building Division's Consulting Services Budget of $90,000 to provide for continued contract building inspections services through the fiscal year;
(2) Approve third amendment to the professional services agreement with Interwest Consulting Group for as-needed building inspection services in an amount not to exceed $90,000 or an additional twelve months and;
(3) Authorize the City Manager to execute the amendment to the agreement.

Adopted Resolution No. 6754, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN INCREASE TO THE FISCAL YEAR 2016/17 BUILDING DIVISION CONTRACT INSPECTIONS BUDGET.

5. 16-835 SUBJECT: Award Construction Contract for Library Improvement Project, CIP 15-08

Recommendation for Action: Staff recommends that the City Council: Staff recommends that the City Council:

(1) Adopt Resolution No. _____, to award the construction contract in the amount of $374,800 to Monley Hamlin Inc. for the Library Improvement Project CIP 15-08 and authorize a contingency not to exceed $28,000; and

(2) Authorize an increase of $10,000 to the CIP 15-08 project budget, from the Library Trust Fund, for a total project budget of $610,000.

Adopted Resolution No. 6755, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT, AND INCREASING THE PROJECT BUDGET BY $10,000 FOR TOTAL PROJECT BUDGET OF $610,000 FOR THE LIBRARY IMPROVEMENT PROJECT; CIP 15-08.

6. 16-837 SUBJECT: Sale of Surplus Fire Apparatus #665

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Sale of Surplus Fire Apparatus #665 to the Sutter Creek Fire District in the amount of $49,000.

Adopted Resolution No. 6756, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE SALE OF SURPLUS FIRE APPARATUS #665 TO THE SUTTER CREEK FIRE DISTRICT.

7. 16-842 SUBJECT: Authorize the Purchase of Two FY 2016/2017 Trucks for the Community Services Department

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the purchase of two (2) FY 2016/2017 trucks for the Community Services Department through

Winner Chevrolet of Elk Grove in the amount of $57,310.13.

Adopted Resolution No. 6757, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE PURCHASE OF TWO TRUCKS FOR COMMUNITY SERVICES.

8. 16-840 SUBJECT: Waste Management 2017 Rate Adjustment

Recommendation for Action: Staff recommends that the City Council receive the Waste Management 2017 rate adjustment information and accept it as complete and adequate.

Received the Waste Management 2017 Rate Adjustment information and accepted it as complete and adequate.

9. 16-836 SUBJECT: Second Reading of Ordinance No. _____, Amending Revisions to Chapter 23C, Article XIII Regarding Construction and Demolition Debris Recycling and Diversion

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, amending Chapter 23C, Article XIII of the Woodland Municipal Code regarding construction and demolition debris recycling and diversion.

Adopted Ordinance No. 1608, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING ARTICLE XIII OF CHAPTER 23C OF THE WOODLAND MUNICIPAL CODE REGARDING CONSTRUCTION AND DEMOLITION DEBRIS RECYCLING AND DIVERSION.

10. 16-846 SUBJECT: Second Reading of Ordinance No. _____, approving the Development Agreement between the City of Woodland and Vacaville Land Investors, LLC, to use and develop the Oyang North project area located within the Spring Lake Specific Plan Area

Recommendation for Action: Staff recommends that the City Council conduct the second reading of Ordinance No. _______, approving the Development Agreement between the City of Woodland and Vacaville Land Investors, LLC to use and develop the Oyang North project area located within the Spring Lake Specific Plan Area (Attachment 1).

Adopted Ordinance No. 1609, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND AND VACAVILLE LAND INVESTORS, LLC TO USE AND DEVELOP THE OYANG NORTH PROJECT SITE LOCATED WITHIN THE SPRING LAKE SPECIFIC PLAN AREA.

11. 16-847 SUBJECT: Second Reading of Ordinance No. _____, approving the Development Agreement between the City of Woodland and Vacaville Land Investors, LLC, to use and develop the Oyang South project area located within the Spring Lake Specific Plan Area

Recommendation for Action: Staff recommends that the City Council conduct the second reading of Ordinance No. ______, approving the Development Agreement between the City of Woodland and Vacaville Land Investors, LLC to use and develop the Oyang South project area located within the Spring Lake Specific Plan Area (Attachment 1).

Adopted Ordinance No. 1610, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND AND VACAVILLE LAND INVESTORS, LLC TO USE AND DEVELOP THE OYANG SOUTH PROJECT SITE LOCATED WITHIN THE SPRING LAKE SPECIFIC PLAN AREA.

12. 16-848 SUBJECT: Extension of the Spring Lake Specific Plan Agreement for Reimbursement of Funds

Recommendation for Action: Staff recommends the City Council approve Resolution No. _____, authorizing the City Manager to execute the First Amendment to the Agreement for Reimbursement of Funds between the City of Woodland and Turn of the Century, LLC, extending the Agreement for up to an additional five years.

Adopted Resolution No. 6758, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT EXTENDING THE SPRING LAKE SPECIFIC PLAN AGREEMENT FOR REIMBURSEMENT OF FUNDS WITH TURN OF THE CENTURY, LLC.

13. 16-851 SUBJECT: Aquifer Storage and Recovery (ASR) Testing and Modeling, CIP 14-13 - Approve Professional Services Agreement with GSI Water Solutions, Inc. for Cycle Testing at Well #28

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with GSI Water Solutions, Inc. (GSI) for the ASR Testing and Modeling Project, CIP 14-13, for an amount up to $101,700.

Adopted Resolution 6759, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH GSI WATER SOLUTIONS FOR ENGINEERING CONSULTING SERVICES.

On a motion by Council Member Davies, seconded by Mayor Pro Tem Barajas, Council Members unanimously approved Consent Calendar Items No. 2 through 13.

Ayes: 5 - Mayor Hilliard, Council Member Denny, Mayor Pro Tem Barajas, Council Member Stallard and Council Member Davies

I. REPORTS OF THE CITY MANAGER

14. 16-857 SUBJECT: Declaring the Results of the November 8, 2016 Election

Recommendation for Action: Staff recommends that the City Council:

1) Adopt Resolution No. _____, declaring the results of the November 8, 2016 election related to the election of three (3) members of the City Council for Council Districts 2, 4 and 5 with terms expiring upon the election of their successor thereto at the Municipal Election in 2020.
2) Adopt Resolution No. _____, declaring the results of the November 8, 2016 election related to Measure F.

On a motion by Mayor Pro Tem Barajas, seconded by Council Member Davies and carried unanimously, Council Members adopted Resolution No. 6760, A RESOLUTION DECLARING THE RESULTS OF THE PRESIDENTIAL GENERAL ELECTION HELD IN THE CITY OF WOODLAND ON NOVEMBER 8, 2016.

Ayes: 5 - Mayor Hilliard, Council Member Denny, Mayor Pro Tem Barajas, Council Member Stallard and Council Member Davies

On a motion by Council Member Stallard, seconded by Council Member Davies and carried unanimously, Council Members adopted Resolution No. 6761, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DECLARING THE RESULTS OF THE PRESIDENTIAL GENERAL ELECTION HELD ON NOVEMBER 8, 2016.

Ayes: 5 - Mayor Hilliard, Council Member Denny, Mayor Pro Tem Barajas, Council Member Stallard and Council Member Davies

J. ADMINISTER OATH OF OFFICE TO NEW/RE-ELECTED COUNCIL MEMBERS

Tom Stallard (District 2)
Enrique Fernandez (District 4)
Xochitl Rodriguez (District 5)

Oath of Office was administered to Tom Stallard as newly re-elected Council Member for District 2 by his daughterJenny Lillge.

Oath of Office was administered to Enrique Fernandez, newly elected Council Member for District 4 by family friend Kuldip Gill.

Oath of Office was administered to Xochitl Rodriguez, newly elected Council Member for District 5 by her husband Antonio Murillo.

K. ORGANIZATIONAL MATTERS

Designation of Mayor
Designation of Mayor Pro Tempore

On a motion by Council Member Davies, seconded by Council Member Rodriguez and carried unanimously, Council Members approved the designation of Angel Barajas as Mayor and Council Member Davies administered the oath of office.

On a motion by Council Member Davies, seconded by Council Member Stallard and carried unanimously, Council Members approved the designation of Enrique Fernandez as Mayor Pro Tempore and Council Member Davies administered the oath of office.

L. MAYOR'S REMARKS

Mayor Barajas acknowledged and thanked family, friends and staff and made closing remarks.

M. ADJOURNED AT 6:35PM

Respectfully submitted,

Ana B. Gonzalez, City Clerk

City of Woodland

300 First Street
Woodland, CA 95695

Meeting Minutes - Draft

Tuesday, December 20, 2016

6:00 PM

Council Chambers

City Council

CITY COUNCIL
CLOSED SESSION
5:30PM

A. CALL TO ORDER

B. CLOSED SESSION

B.1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)
Name of case: Idle Wheel MHP LLC v. City of Woodland et. al,
Yolo County Superior Court Case No. PT16-2017

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY
DECEMBER 20, 2016
6:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

Present: 5 - Mayor Angel Barajas, Mayor Pro Tem Enrique Fernandez, Council Member Marlin Davies, Council Member Xochitl Rodriguez and Council Member Tom Stallard

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Woodland Joint Unified School District Board Trustee Tico Zendejas.

D. COMMUNICATIONS-PUBLIC COMMENT

Tico Zendejas thanked the Council Members regarding recent forums related to immigration and access to healthcare. Tico also gave kudos to the Community Development staff during his recent interaction with them while obtaining a roof permit.

E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS

Verbal updates provided by Council Members/Staff.

16-879 SUBJECT: Long Range Calendar

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

F. COMMITTEE REPORTS

16-859 SUBJECT: Commission on Aging Meeting Minutes for October 20, 2016

Recommendation for Action: Staff recommends that the City Council receive the October 20, 2016 Commission on Aging Minutes that were approved on November 17, 2016.

Received Commission on Aging Meeting Minutes of October 20, 2016

16-866 SUBJECT: Planning Commission Meeting Minutes

Recommendation for Action: Staff recommends that the City Council receive the minutes and Staff Notes for Planning Commission meeting of October 20, 2016.

Received Planning Commission Meeting Minutes of October 20, 2016

G. CONSENT CALENDAR

1. 16-874 SUBJECT: Approve the New Hourly Salary Schedule for Part Time Employees

Recommendation for Action: Staff recommends that the City Council adopt and approve the hourly wage increase for selected temporary part time job classifications.

Approved hourly wage increase for selected temporary part time job classifications.

2. 16-853 SUBJECT: Update - Woodland Swim Team Use Agreement

Recommendation for Action: Staff recommends that the City Council receive an update on the Woodland Swim Team Use Agreement and authorize the City Manager to allocate $10,000 of Measure J Funds to the Woodland Swim Team for FY16/17 to offset costs for the existing contract.

Adopted Resolution No. 6762, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ALLOCATING MEASURE J FUNDS TO THE WOODLAND SWIM TEAM.

3. 16-849 SUBJECT: Final Acceptance and Notice of Completion for ASR Wells #29 and #30 Well Drilling Project, CIP 15-02

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the ASR Wells #29 and #30 Well Drilling Project, CIP 15-02, construction contract with Zim Industries, Inc. as complete and authorize the City Clerk to file a

Notice of Completion.

Adopted Resolution No. 6763, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE ASR WELLS #29 AND #30 WELL DRILLING PROJECT (CIP 15-02) CONSTRUCTION CONTRACT WITH ZIM INDUSTRIES, INC. AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

4. 16-862 SUBJECT: Final Acceptance, Notice of Completion, and Approve New Appropriation in FY 16/17 for Aeration Retrofit Project (Phase I), CIP #12-02

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ______, accepting as complete the improvements related to Aeration Retrofit Project (Phase I), CIP #12-02; authorize the City Clerk to file a Notice of Completion for Aeration Retrofit Project (Phase I), CIP #12-02; and approve a new appropriation in FY 16/17 for $200,000 from the sewer enterprise fund.

Adopted Resolution No. 6764, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT AS COMPLETE, AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION, AND APPROVE A NEW APPROPRIATION IN FY 16/17 FROM THE SEWER ENTERPRISE FUND FOR AERATION RETROFIT PROJECT (PHASE I), CIP #12-02.

5. 16-875 SUBJECT: Accept the AB1600 Development Impact Fees Annual Report for the Fiscal Year Ended June 30, 2016

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ______, accepting the AB1600 Annual Report for the year ended June 30, 2016

Adopted Resolution No. 6765, A RESOLUTION OF THE CITY OF WOODLAND ACCEPTING THE FISCAL YEAR 2015/16 ANNUAL REPORT OF DEVELOPMENT FEES (AB1600 REPORT).

6. 16-876 SUBJECT: Annual Measure E Report for Fiscal Year Ending June 30, 2016

Recommendation for Action: Staff recommends that the City Council approve the Annual Measure E Report for Fiscal Year Ending June 30, 2016 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Approved the Annual Measure E Report for Fiscal Year Ending June 30, 2016.

7. 16-877 SUBJECT: Annual Measure J Report for Fiscal Year Ending June 30, 2016

Recommendation for Action: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year Ending June 30, 2016 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City’s website.

Approved the Annual Measure J Report for Fiscal Year Ending June 30, 2016.

8. 16-878

SUBJECT: Adoption Resolution Authorizing the City Engineer or Designee to execute State and Federal Program Supplement Agreements

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Engineer or Designee to execute State and Federal Program Supplements for Master Agreements.

Adopted Resolution No. 6766, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO AUTHORIZE THE CITY ENGINEER OR DESIGNEE TO EXECUTE STATE AND FEDERAL PROGRAM SUPPLEMENT AGREEMENTS, FUND EXCHANGE AND FUND TRANSFER, COOPERATIVE WORK AGREEMENTS (CWA) AND ANY OTHER MODIFICATIONS AND AMENDMENTS TO THE MASTER AGREEMENTS BETWEEN THE CITY AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION.

On a motion by Mayor Pro Tem Fernandez, seconded by Council Member Rodriguez and carried unanimously, Council Members approved Consent Calendar Items No. 1 through 8.

Ayes: 5 - Mayor Barajas, Payor Pro Tem Fernandez, Council Member Davies, Council Member Rodriguez and Council Member Stallard

H. REPORTS OF THE CITY MANAGER

9. 16-863

SUBJECT: Systemic Safety Analysis Report Program (SSARP) State Grant

Recommendation for Action:
Staff recommends that the City Council adopt Resolution No.______, to accept the Systemic Safety Analysis Report Program (SSARP) State Grant Funding in the amount of $180,000, appropriate matching funds from Measure E in the amount of $20,000, amend the FY 2016/17 Capital Budget to include the 2017 Corridor Safety Study Project, CIP #17-17.

On a motion by Council Member Stallard, seconded by Mayor Pro Tem Fernandez and carried unanimously, Council Members adopted Resolution No. 6767, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE SYSTEMIC SAFETY ANALYSIS REPORT PROGRAM (SSARP) STATE GRANT AND APPROVE AN AMENDMENT TO THE FY 16/17 CAPITAL BUDGET TO INCLUDE THE 2017 CORRIDOR SAFETY STUDY PROJECT, CIP 17-17 AND APPROPRIATE MATCH FUNDS FROM MEASURE E.

Ayes: 5 - Mayor Barajas, Mayor Pro Tem Fernandez, Council Member Davies, Council Member Rodriguez and Council Member Stallard

10. 16-839

SUBJECT: Spring Lake Park N1 Project, CIP 17-10; Approve Plans and Specifications and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Spring Lake Park N1 Project, CIP 17-10.

On a motion by Council Member Davies, seconded by Council Member Stallard and carried unanimously, Council Members recommended that this item return to Council at a later date.

Specifically, Council Mebmers didn't approve the design of the park that was brought forward and they are recommending more turf, trees and flat area for families and children to recreate and play.

Ayes: 5 - Mayor Barajas, Mayor Pro Tem Fernandez, Council Member Davies, Council Member Rodriguez and Council Member Stallard

11. 16-871 SUBJECT: Expansion of Community Choice Energy Advisory Committee

Recommendation for Action: Staff recommends that the City Council (1) approve the attached amendment of Resolution No. 6753 regarding the size and membership of the Community Choice Energy (CCE) Advisory Committee, and (2) approve for committee membership the individuals recommended herein.

On a motion by Council Member Davies, seconded by Council Member Stallard and carried unanimously, Council Members adopted an amendment to Resolution No. 6753, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND CREATING A COMMUNITY CHOICE ENERGY ADVISORY COMMITTEE - AMENDMENT 1 and approved committee membership of individuals recommended.

Ayes: 5 - Mayor Barajas, Mayor Pro Tem Fernandez, Council Member Davies, Council Member Rodriguez and Council Member Stallard

12. 16-880 SUBJECT: Council Committee / Liaison Appointments

Recommendation for Action: Staff recommends that the Council provide direction relative to 2016-2018 Council appointments to Inter-Jurisdictional Boards, Liaison Committees as well as City Council sub-committees.

On a motion by Mayor Pro Tem Fernandez, seconded by Council Member Rodriguez and carried unanimously, Council Members approved the Council Committee and Liaison Appointments.

Ayes: 5 - Mayor Barajas, Mayor Pro Tem Fernandez, Council Member Davies, Council Member Rodriguez and Council Member Stallard

I. ADJOURNED AT 7:14PM

Respectfully submitted,

Ana B. Gonzalez, City Clerk

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Text

1.

File #: 17-119, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: Woodland Public Library Annual Report 2015-2016

Recommendation for Action: Staff recommends that the City Council receive the Woodland Public Library Annual Report 2015-2016 presented by the Woodland Public Library Board of Trustees.

Staff Contact

Greta Galindo, Library Services Director, 530-661-5984 greta.galindo@cityofwoodland.org

Prepared by: Greta Galindo
Library Services Director

Paul Navazio, City Manager

WOODLAND PUBLIC LIBRARY
Annual Report
FY2016

From the Director

In the past twenty years public libraries have undergone huge changes. There is no doubt that the advancements in technology and information access have changed how people perceive the library and how it is used. It is no different here in Woodland. Program attendance in 2011/2012 was 5,393, and this year attendance inside the library and outside our walls was 27,619. And people are still reading books! Of the 298,789 books and library materials checked out last year, 142,918 were for children. The community of Woodland is dedicated to having a thriving library that serves the needs of everyone. The Woodland Public Library has a long and proud history stemming from its first building of the 1905 Carnegie Library to the most recent addition in 1989. The Library is 23,000 square feet of community space dedicated to serving the community of Woodland. In the past 4 years, since I have been here, community engagement in the Library has seen tremendous growth. In this next year the Library will be creating a new Facility Master Plan. The last update to the facility was 30 years ago, and with the increase in library usage the needs of the facility must be addressed. As we move forward, there will be community meetings to discuss the future of the library facility and how it impacts our ability to best serve the community. All Woodland residents are encouraged to participate in the process as we decide how best to move into the next phase for the library. -Greta Galindo

BIKE
Books Inspiring Kids Everywhere

The Woodland Public Library and Yolo County Library, Davis Branch, collaborated to purchase a custom bike and trailer and 2 custom tricycles to bring library services to customers who might not otherwise be able to access a library. Woodland purchased two 3-speed tricycles with large expandable storage and shelving units on the front of the trikes that were customized with library branding. These trikes were stocked with bulk-purchased books to distribute throughout town, customized for each location. Both Davis and Woodland staff have taken their mobile libraries to housing communities, community events, and schools that either do not know about library services or do not have access to the library because of geography or personal circumstances.
Regular, ongoing activities have been planned as a regular part of each library's services, and the mobile libraries have been well received by every audience they've encountered. This project has truly delivered Books to Inspire Kids Everywhere.

Commit2Fit Wellness

The Library offered a three-month educational component of the City Community Service Department's Commit2Fit program with a $6100 grant from the State Library. From January through March, the library hosted weekly speakers and walks (208 attendees) to provide our community access to information on a wide range of health issues to better allow them to make informed decisions about their personal lifestyle. The doctors, nutritionists, and master gardener who participated in the Commit2Fit: Wellness program shared information on topics such as nutrition, diabetes, heart disease, cancer, chronic diseases, weight loss, digestion, and growing edibles in your garden. Participants enjoyed healthy snacks while the speakers discussed how lifestyle choices, including a healthy diet and regular exercise, can be powerful in preventing – and even reversing – diseases. The community room was packed each week and many of the 1175 participants told staff how much the program was changing their lives (lower cholesterol, weight loss, feeling better in general).

Adult Crafternoon

With the dramatic increase in children's programming, staff heard lots of requests for adult craft activities. We kicked off our Adult Crafternoons on the first Saturday of the month to give a brief lesson on a craft and add books to the collection. Up to a dozen adults have gathered every month to work on adult coloring books, practice origami, decorate eggs, make gift bags, pumpkins out of books, marbled mugs, and more.

This program allows people to learn new crafts, try different arts and crafts techniques, and participate in community at the Library.

STeP

Woodland Public Library partnered with local organizations to host a series of "Skills for Teen Parents [STeP]" workshops for young moms and pregnant teens, age 20 and younger. The goal of STeP was to provide services and resources for moms to continue their education, find employment, manage their finances, take care of their health and that of their children and develop skills to build healthy family relationships

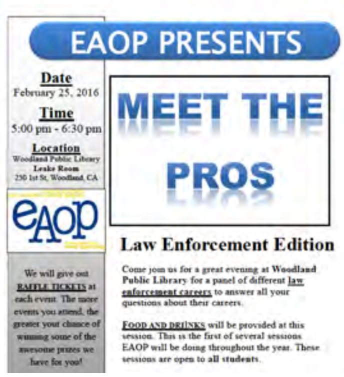
The library hosted 10 workshops designed to achieve these goals. twelve teen moms participated in these valuable workshops.

Statistics

Circulation	FY 15/16	FY 14/15	FY 13/14
Materials Checked Out or Renewed	298789	308480	308236
Patron Usage			
Number of Library Visitors	181882	179433	173961
New Cards [all ZIPs]	2504	2424	2600
Juvenile Library Card Holders	7880	8528	8347
Total Library Card Holders	26415	27579	28581
Program Attendance			
Storytimes [ages 0-5]	6599	5425	5139
School Age/Family Programs	7825	4453	4027
Tours/Group Visits	419	722	666
Programs [ages 13-18]	2452	548	180
Adult Programming & Outreach	2090	1439	856
Outreach [ages 0-5]	631	- -	- -
Outreach [ages 6-12]	5947	6516	456
Outreach [ages 13-18]	1442	1574	- -
Books for the Homebound Delivered	45	40	27

Children's Librarian Report

The 2015-2016 year was a busy one for children's services at the library! More than 6,700 children and adults attended our nine weekly English, Spanish, and bilingual storytimes. When the Farmer's Market moved in front of the library in the spring, we hosted our Saturday storytime outside which was a great success, drawing in families who were shopping at the market. This was combined with crafts and a monthly Children's Market to make Saturdays an extra special time to visit the market and the Library.
We continued our Growing Readers outreach to local elementary schools, focusing efforts on first graders rather than third graders to better support early literacy. We gave free books to all the children we visited and gave out 440 new library cards!
Our program offerings for elementary-aged children expanded this year and we served 6,675 children and parents. The Afterschool Program continued, and we added a Minecraft Club and 6 Scratch Coding Classes taught in collaboration with students from UC Davis' Computer Science Department. Community partners are also offering Art for Small Hands, a bilingual art and literacy program led by staff from the Yolo County Children's Alliance, and a monthly chance for struggling readers to read to educator Theresa Gallagher's therapy dog, Faith.
Children's Services hosted many fun events this year, adding in some new ones that will become perennial favorites. We brought back the library's Pet Show in September and again hosted our popular annual Halloween and Holiday parties. We also started a Peeps Diorama Contest, where children and families could create literary scenes using marshmallow Peeps as characters. The TAB students judged the works and winners were awarded books.
Another exciting event we added in April was Touch-a-Truck, which at least 1000 people attended. This unique community collaboration brought approximately 15 vehicles and their operators to share a crane, fire truck, police car, Yolo Bus, school bus, nut shaker, cement mixer, and a tomato truck. Everyone had a great time, including the vehicle operators.
The year ended with our summer program, renamed the Summer of Learning based upon our interest in expanding the summer offerings for children. Summer slide is about reading, but also about the lack of enrichment activities for children in the summer when schools are closed. We partnered with many local organizations and businesses to offer information and resources for families to take advantages of fun opportunities in the summer. We also encouraged families to try these offerings by adding in new ways to earn tickets for the Summer Learning Program.
We had weekly events including 3 performers, an Hour of Code, thematic arts and crafts events, and free classes by Kuk Sool Won and were able to give families many discount passes to local museums like the Heidrick Ag Museum and the Crocker Art Museum. This was another great community collaboration, and we were glad to connect parents to other fun resources for summer learning in the area.


EAOP PRESENTS

Date
February 25, 2016
Time
5:00 pm - 6:30 pm
Location
Woodland Public Library
Leake Room
250 1st St, Woodland, CA

eAOP

We will give out RAFFLE TICKETS at each event. The more events you attend, the greater your chance of winning some of the awesome prizes we have for you!

MEET THE PROS

Law Enforcement Edition

Come join us for a great evening at Woodland Public Library for a panel of different law enforcement careers to answer all your questions about their careers.

FOOD AND DRINKS will be provided at this session. This is the first of several sessions EAOP will be doing throughout the year. These sessions are open to all students.

Teen Librarian Report

2015-2016 has been an exciting, healthy and informative year for our Woodland Library Teen Advisory Board (TAB) and local teens. In the fall of 2015, TAB hosted its first Teen Halloween Party with over 270 teens in attendance. Teens decorated the library into a Haunted House and played laser tag games, decorated pumpkins and danced to a live DJ. The following Spring, we had "Meet the Pros" monthly sessions in collaboration with UC Davis Early Academic Outreach Program where over 100 students learned about careers such as nursing, teaching and law enforcement. TAB helped promote and participate in our first "Peace of Art" event with Yolo Conflict Resolution Center where 15 teens created art based on solving conflicts within communities. The Woodland Community And Senior Center hosted a special gallery of the teen art to the public where over 45 people attended. TAB also worked with local television station, WAVE Channel 21, and produced an anti-bullying video. TAB members wrote the script, hosted auditions, learned to use the camera equipment and directed the production under the supervision of WAVE. TAB presented the video at the Woodland Joint Unified School District Board Meeting and accepted the Anti-Bullying Resolution in Honor of Anti-Bullying Month. During the summer, teens volunteered over 200 service hours during the summer reading program. TAB also hosted 2 Teen pool parties in collaboration with Community Services Department. TAB ended the Summer Learning Program with Woodland's first Teen Health Festival, featuring Zumba, kickboxing and yoga demonstrations and motivational speaker Katie Willcox from "Healthy is the New Skinny." All in all, Teens learned about health, active lifestyles, different careers, organizing library events, anti-bullying, how to produce television shows, solving conflicts and most importantly how to be a leader in their community. We have 20 fabulous, dedicated TAB members who are actively promoting all these great library events with their peers!

745.5
SQUARE ONE
MAKER SPACE + LEARNING LAB

What:

This kind of facility, often generically referred to as a “makerspace” or “community of makers,” offers a technology-based, mentor-led learning environment.

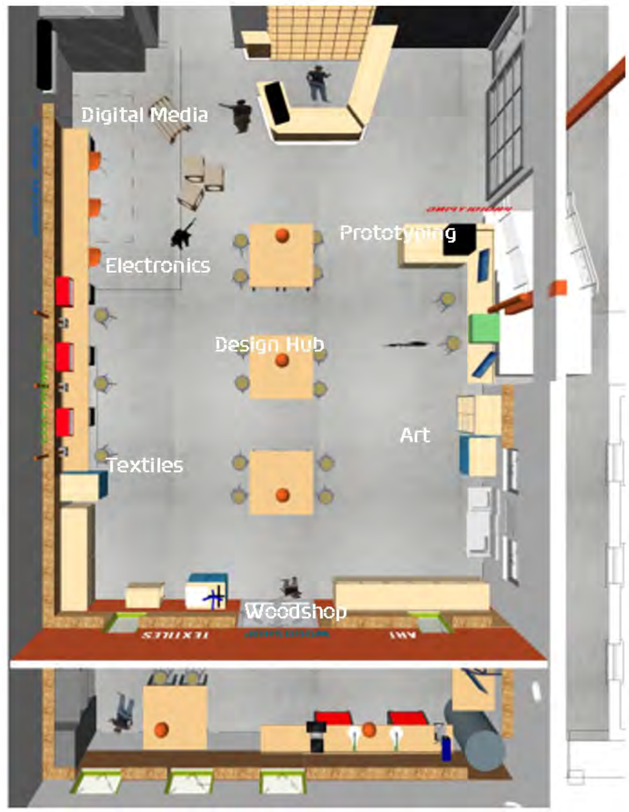
Maker Media (makerspace.com) defines as : Learning environments rich with possibilities, Makerspaces serve as gathering points where communities of new and experienced makers connect to work on real and personally meaningful projects, informed by helpful mentors and expertise, using new technologies and traditional tools.

Square One will be a place where people come together to create and share resources, knowledge, and tools.

Digital Media
graphic arts and design
photography
videography

Electronics
robotics
coding
programming

Textiles
sewing
screen printing
vinyl cutter
fabric arts



Prototyping
3-d printing
laser cutter

Art
painting
sculpture
drawing
jewelry making

Woodshop

CNC Mill	drill press	panel saw
drill press	circular sander	hand tools

Why:

Square One is literacy; the definition of literacy today has expanded to include the ability to understand many subjects, for example, media literacy, information literacy, as well as the attainment of soft skills.

Square One is about providing our community with a repertoire of ways for accessing, acquiring, constructing, expressing, sharing, and using knowledge, as a well as developing a series of ways to collaborate with others for mutual benefit and collective good.

Square One will foster the development of skill-sets needed for the 21st-century workforce: creativity, innovation, transmedia navigation, visual literacy, and computational thinking.

Square One will encourage true lifelong learning and a more complete sense of literacy.

Coming Spring 2017!

growing readers
WOODLAND PUBLIC LIBRARY
250 First St. Woodland, CA 95695
www.cityofwoodland.org/library
530-661-5980

300 First Street
Woodland, CA 95695

Legislation Text

2.

File #: 16-864, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: Public Works Quarterly Status Report for the period of September through November 2016

Recommendation for Action: Staff recommends that the City Council accept the Public Works Department's Quarterly Status Report

Staff Contact

Johanna Currie - Senior Management Analyst - 530-661-5902
johanna.currie@cityofwoodland.org

Background

This quarterly status report covers the period of September through November 2016. The Report presents a summary of Service Requests and Work Orders received and created, and also contains a narrative description of major work performed and/or notable Department highlights.

Highlights of the Report

- Woodland water consumers are now receiving approximately 100% of their water from the surface water treatment plant.
- Environmental Services staff initiated the formation of Community Choice Energy Advisory Committee.
- The vacancy of two Heavy Equipment mechanics continues to impact production in the Fleet Shop as well as other Public Works and City departments.
- Pretreatment Staff have taken over post-storm event sample collection for the storm water group.
- An Alkalinity Structure is being added at the Water Pollution Control Facility (WPCF) due to the PH of the City's effluent caused by the transition to surface water.

Conclusion

Staff recommends that Council receive the Report and advise if they have any questions.

Prepared by: Johanna Currie
Senior Management Analyst

Reviewed by: Gregor G. Meyer
Public Works Director

Paul Navazio, City Manager

Attachment

Public Works Department

Quarterly Status Report

September through November 2016

Environmental Services Division

The following were major projects this quarter:

- Solar project – Continuing efforts to finalize terms of utility easement across strip of CPG property to enable interconnection of Water Pollution Control Facility solar array with existing PG&E lines.
- Solid waste – Hands-on outreach at apartment complexes to promote recycling. With Waste Management, developing approach and service rates to initiate State-required commercial food waste separation for composting. Exploring opportunities for consolidation of trash services in downtown alleys.
- Climate Action Plan – 2035 Climate Action Plan released; presentations to Sustainability Committee, Planning Commission, and City Council.
- Energy – Continued exploration of Community Choice Energy; initiated the formation of a technical advisory committee. Co-sponsored Proof Is Possible Fair and Power of Energy Efficiency Celebration with Step Up and Power Down.
- Water conservation – Extensive outreach promoting use of Aquahawk customer account portal and notifying customers of potential leaks based on Aquahawk data. Launched multifamily landscape water audit pilot program supported by Water Resource Association grant. Exceeded over 1,500 users/customers at last count.

Fleet & Facilities Division

- Facilities Services: Facilities Services recently hired a new Facilities Maintenance Worker III, Brian Moore. Brian has experience in property management facilities maintenance, and his focus with the City will be on Heating, Ventilation and Air Conditioning (HVAC). We will be terminating the city-wide HVAC contract within the next 30 days as all preventative maintenance will be done in-house. Brian will be shadowing the contractor during the next PM cycle so he can become familiarized with the location of all the HVAC assets at our facilities.
- Fleet Services: Fleet Services is now short **both** of our Heavy Equipment Mechanics. We are conducting interviews in mid-December and anticipating hiring two mechanics by the end of January. In the meantime, the Shop has a backlog of 20 Fire Department service requests, 14 regular vehicle requests, and 75 vehicles are overdue for preventative maintenance.

Right of Way Division

- Electrical: SCADA (Supervisory Control and Data Acquisition) Terminal Server – The Electrical group is in the process of updating the SCADA servers to a new virtual platform. This project is needed to keep the systems reliable for operations and State and Federal reporting requirements. This project is roughly 95% complete.

- Sign & Markings: Retro-Reflectivity Program - Traffic signs provide important information to drivers at all times, both day and night. To be effective, their visibility must be maintained and regulated. The California Manual on Uniform Traffic Control Devices (CAMUTCD) mandates that agencies establish and implement a method to maintain minimum levels of sign retro-reflectivity.

  To meet these standards, we are currently testing reflectivity of 50% of regulatory signs, 30% warning signs, and 20% of guide signs from each area of the City. This testing will provide the baseline for maintenance scheduling and budgetary needs. The project is roughly 95% complete for FY 16/17.

- Sign & Markings: Overhead Sign Replacements - The Signs & Markings group is in the process of replacing 8 selected intersection overhead street name signs. This project is necessary due to the loss of reflectivity value of the designated sign areas.

  Once this project is complete, the entire City's overhead sign inventory will meet the current CAMUTCD reflectivity standards. This project has been underway as of December 2013 and we have set a targeted completion date of January 2017. We are roughly 50% complete with this portion of the project.

- Streets: Dave Douglass Park Project - This project was requested by the Park Group due to the deteriorated condition of the pathways. The project consisted of repairing and repaving all the walkways by eliminating multiple trip hazards within the parks perimeter. The feedback from the parks users has been positive.

- Streets: Bike Rack Project - Removed old deteriorated bike racks from the east side of the library; replaced them with the new, modern racks provided by Community Development Department (CDD). In addition, the Streets Group installed a concrete slab on the north side of the Woodland Opera House Annex building for future installation of bike racks.

Utilities - Sewer and Storm Division

The Wastewater Collections Group, in conjunction with CDD, has been working on a variety of sewer rehabilitation projects throughout the City:

- Private contractor McGuire & Hester has started excavation work to install 900 feet of T Lock liner and two new manholes on the 30" Beamer Sewer Trunk Main from County Road 103 west to County Road 102. This line is reinforced concrete pipe and has deteriorated due to Hydrogen Sulfide (H_2S) exposing the reinforcement. The photo below is an example of the corrosion that has exposed the steel reinforcement of the pipe.

- The Wastewater Collections Crew has logged 488 hours of vehicle downtime within the last quarter on our High Velocity/Vacuum Cleaning (HVVC) units due to mechanical breakdown and approximately 110 hours due to staffing. We have also logged 165 hours of down time due to staffing on our Closed Circuit Television (CCTV) units. This poses a problem as we are mandated through our Sanitary Sewer Master Plan (SSMP) & Municipal Separate Storm Systems (MS4) permits to clean and televise a certain percentage of mainline per year. We currently have 3 positions that are open for recruitment.
- Wastewater Collections Group has completed 20 sewer main repairs totaling 90 ft. of new pipe. We have replaced 2 sewer laterals totaling 54 ft. of new lateral pipe.
- HVVC has cleaned 57,735 ft. of sewer pipe; CCTV has captured 56,529 ft. of mainline sewer pipe including 1,552 ft. of push camera inspections on laterals.
- The Wastewater Collections Group currently has identified 64 repair/replace/ unaddressed, non-started work orders that are pending due to staffing/ equipment issues. The majority are sewer related.
- This past quarter, Wastewater Collections, in conjunction with a private contractor, completed a project located on the “Valley” Streets just west of Bourn Drive, replacing broken curb inlet tops and adjacent sidewalk on 9 drain inlets.
- The Collections Group has identified multiple issues regarding our storm drainage crossovers/bubble ups. The majority were constructed with corrugated metal pipe that has deteriorated. There is imminent failure associated with these crossovers which are located in the older part of town where the drainage is mostly all gutter flow. Funding has been an ongoing issue. Below is a picture of the current state at more than one location.

Utilities - Water Production and Distribution Division

- Surface water – The new Regional Water Treatment Facility (RWTF) started water production in June. The water distribution system currently distributes 100% Surface Water surface water to customers
- Wells – All groundwater wells are currently off or in the "standby" position.
- New Aquifer Storage and Recovery (ASR) wells #29 & #30 are currently under construction
- Distribution Division - Recycled water – Approximately 20,000 feet of recycled water pipeline has been installed. The pumps and electrical systems have also been installed. Klenhard, and Pioneer Park have passed the Cross-Connection test are will be receiving Recycled Water soon.
- We hired a consultant firm (Confluence) to come in and help with the flushing of our distribution system. Though the number of water quality complaints has dropped off, we're still seeing occasional discoloration in our distribution system. West Yost is currently working with their "expert panel" trying to identify where the problem lies.

Wastewater Operations Division

Laboratory

- Filled Laboratory Technician I/II opening in November, bringing laboratory to full staffing levels for the first time since April 2016.

Pretreatment

- Completed Local Limits Monitoring for the 4th Quarter of 2016
- Pretreatment staff have taken over post-storm event sample collection for the storm water group. Working to incorporate record keeping for storm water data in to the Water Information Management Solution (WIMS) database.

Environmental Compliance

- Prepared & submitted monthly, quarterly, and annual reports to the Regional Board in accordance with our National Pollutant Discharge Elimination System (NPDES) Permit.
- As reported previously, toxicity testing results for the 4th quarter of 2015 indicated potential toxicity, which was confirmed during the accelerated

monitoring process. In accordance with our NPDES Permit, a Toxicity Reduction Evaluation (TRE) Action Plan was prepared and submitted to the regional Board. We are continuing to work through the TRE process in conjunction with our consultant and the Board.

- Continue to monitor and comment on proposed changes to the Environmental Laboratory Accreditation Program (ELAP) via our participation, along with other member agencies, in the Central Valley Clean Water Association (CVCWA) Laboratory Committee.
- Continuing Groundwater Monitoring for the 4th quarter of 2016

Other

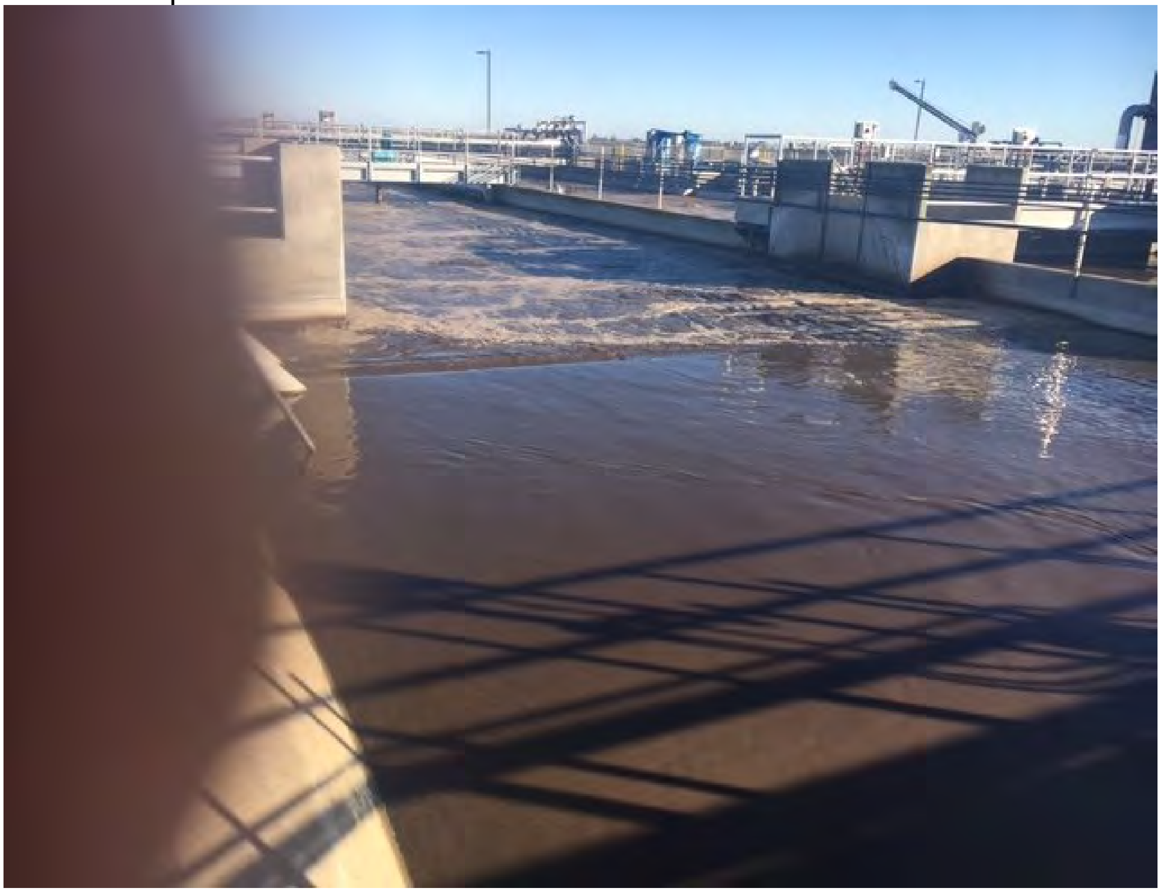
- Submitted annual billing for Pacific Coast Producers (PCP) rental of 900 acre 'Farm' property.

Water Pollution Control Facility:

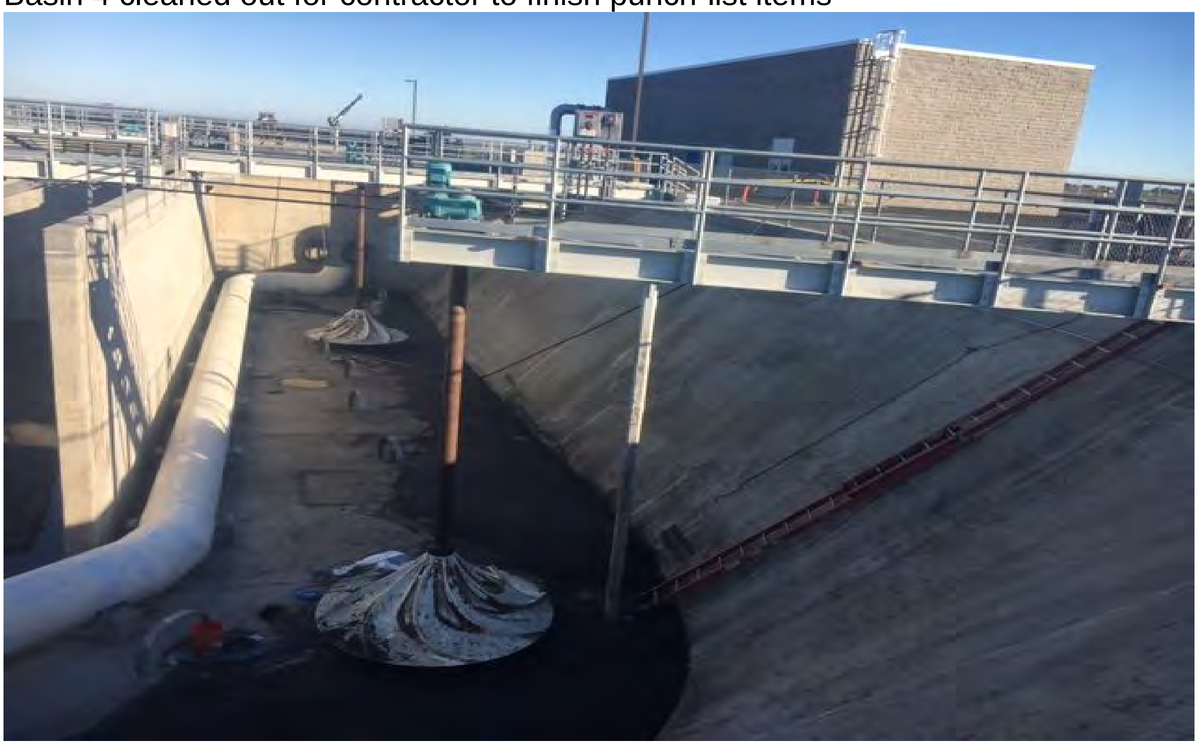
- Aeration Project - Aeration Basins 2 and 3 are in operation and staff is currently fine-tuning the treatment process. Aeration Basin 4 is currently drained to allow contractor to finish some punch list items and to allow staff to evaluate the performance of the two new JWC band screens installed earlier in the year. The contractor is actively working on punch-list items to finish out the project in mid to late December.

- Alkalinity addition - With the City switching over to surface water, the need for adding alkalinity to the wastewater treatment process to keep the biology heath and happy was identified early on in the project and begin to impact the plants operation in October; a temporary injection station was implemented while the contractor completed the Alkalinity structure construction. This has allowed the staff to adjust the alkalinity and stabilize the PH leaving the plant. The addition of Magnesium Hydroxide for added alkalinity has helped the plant staff to maintain effluent PH to stay within NPDES limits.

Basin 3 in operation



Basin 4 cleaned out for contractor to finish punch-list items



Alkalinity tanks and controlsMissyisno1

Public Works

Service and Work Order Requests

For the Months of Sept through Nov 2016		
Division	**Service Requests**	**Work Orders**
Administration	348	-
Electrical	64	56
Environmental Services	588	-
Facilities	105	175
Fleet	-	433
Pretreatment	-	45
Sewer	43	386
Signs & Markings	8	149
Storm Drain	7	53
Streets	84	234
WPCF	-	96
Water	1,171	566
Grand Total	**2,418**	**2,193**

Service Requests – Every time a request for Public Works services is made by phone call, written request, emailed request, or an actual one-on-one request to a PW employee, a **'Service Request'** is generated. This builds a computerized record of all requests made.

Work Orders – A **'Work Order'** is created each time a work crew or individual is assigned a task as a result of either service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

Total for Calendar Year 2016 Through 11/30/16	
Service Requests	Work Orders
9,703	**8,755**

61 Working Days This Quarter = **40 Requests for Service per Day**

*Parks and Urban Forestry moved to Community Services Department as of 7/1/16. Parks and Urban Forestry figures will no longer be included in Public Works Quarterly report.

Legislation Text

3.

File #: 17-107, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: Amendment to Agreement Regarding Reimbursement of Spring Lake Specific Plan Improvements - Subdivision 5004, Taylor Morrison Homes

Recommendation for Action Staff recommends that the City Council adopt Resolution No. _____, Approving Amendment 1 to the Agreement Regarding Reimbursement of Spring Lake Specific Plan Improvements for Subdivision 5004 with Taylor Morrison Homes of California.

Staff Contact

Bruce D. Pollard, (530) 661-5820, bruce.pollard@cityofwoodland.org

Fiscal Impact

There is no impact to the City budget.

Background

On July 16, 2013, the City Council approved Final Map No. 5004, Parkview, consisting of 108 single-family lots and Subdivision Improvement Agreement.

On May 5, 2015, the City Council accepted improvements for the subdivision.

Subsequent to these actions, Taylor Morrison Homes of California submitted invoices, cancelled checks and other documentation related to SLIF (Spring Lake Infrastructure Fee) reimbursable improvements. The total amount of these improvements exceeds the amount listed in the SLIF improvement agreement. Staff has reviewed this documentation and is supportive of the increase in SLIF reimbursement.

No City of Woodland funds are included in the SLIF. The SLIF is a financing mechanism that allows Spring Lake developers to receive reimbursement for infrastructure that they have constructed. Reimbursements are governed by the reimbursement agreement that was signed by the Spring Lake developers in 2004. The reimbursement agreement allows for the adjustment in SLIF reimbursements based on actual costs.

Discussion

The standard practice for a developer to obtain infrastructure credits involves reconciling their actual costs at the end of the project and amending the reimbursement agreement to document final agreed upon costs. When this amount is greater than the contingency approved by the City Council at the start of the project, then the amendment returns to Council for subsequent approval.

For Taylor Morrison, the SLIF reimbursable amount is being revised from $208,000 to $565,865.67. In this case, there was a significant cost increase for the privacy wall that Taylor Morrison constructed. When the SLIF fee is updated in the first half of this year, recent bid prices will be used to adjust the SLIF fee.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, Approving Amendment 1 to the Agreement Regarding Reimbursement of Spring Lake Specific Plan Improvements for Subdivision 5004 with Taylor Morrison Homes of California.

Prepared by: Bruce D. Pollard, Senior Civil Engineer

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, Assistant City Manager - Community & Economic Development

Paul Navazio, City Manager

ATTACHMENTS:
Attachment A - Resolution Approving Amendment One to the SLIF Reimbursement Agreement
Attachment B - Amendment One to the SLIF Reimbursement Agreement for Subdivision 5004
Attachment C - Location Map

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AGREEMENT REGARDING REIMBURSEMENT OF SPRING LAKE SPECIFIC PLAN IMPROVEMENTS FOR SUBDIVISION 5004 WITH TAYLOR MORRISON HOMES OF CALIFORNIA

WHEREAS, on July 16, 2013, the City Council approved the final map for Subdivision No. 5004 (Parkview), which created 108 single family lots in the Spring Lake Specific Plan Area ("Map"); and

WHEREAS, the subdivision constructed civil improvements that are reimbursable from the financing plan area; and

WHEREAS, Taylor Morrison Homes has a reimbursement Agreement for SLIF funded infrastructure for Subdivisions 5004: and

WHEREAS, Taylor Morrison Homes has completed the civil infrastructure related to the subdivisions; and

WHEREAS, Taylor Morrison Homes has submitted documentation of actual costs for the construction of improvements; and

WHEREAS, City staff has reviewed the documentation and determined the final costs of improvements; and

WHEREAS, Taylor Morrison Homes and the City desire to amend the aforementioned agreements to reflect actual costs of construction;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council approves Amendment 1 to the Subdivision 5004 Spring Lake Improvements Reimbursement Agreement.

SECTION 2. Through adoption of this resolution, the City of Woodland does not waive any of its rights, or obligations of Taylor Morrison Homes of California or any other entity, under the conditions of approval for the Map, any associated development agreement, reimbursement agreement, participation agreement, or under any other document, ordinance or applicable law.

SECTION 3. The adoption of this resolution shall not be deemed to cure any breach by Taylor Morrison Homes of California or any other entity of its obligations under the Map or any other document, ordinance, or applicable law.

PASSED AND ADOPTED this 17th day of January, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas Mayor

ATTEST:

____
Ana Gonzalez, City Clerk

AMENDMENT 1 TO
AGREEMENT REGARDING REIMBURSEMENT OF SPRING LAKE SPECIFIC PLAN IMPROVEMENTS FOR SUBDIVISION 5004

ARTICLE 1. PARTIES AND DATE

This First Amendment to the Agreement Regarding Reimbursement of Spring Lake Specific Plan Improvements dated August 6, 2013 is entered into as of the ____ day of ______________, 2017 ("Effective Date") by and between Taylor Morrison of California LLC a California Limited Liability Corporation with its principal office located at 81 Blue Ridge Rd # 220 Folsom, CA 95630 ("Developer"), and the City of Woodland, a California municipal corporation ("City").

ARTICLE 2. RECITALS

2.1 City and Taylor Morrison of California entered into that certain Reimbursement Agreement dated August 6, 2013 ("Agreement"), whereby City agreed to reimburse Spring Lake Specific Plan Improvements.

2.2 City and Taylor Morrison Homes of California now desire to amend the Agreement to include additional compensation for items of Cost not included in the original reimbursement; more particularly described in the Reimbursement Schedule attached as EXHIBIT A; and Taylor Morrison Reimbursement Summary incorporated by reference and on file with the City of Woodland at City Hall, 300 First Street, Woodland CA, 95695.

ARTICLE 3. TERMS

3.0 Section 3.0 Purchase Price of the Agreement is hereby deleted in its entirety and replaced with a new Section 3.0 Purchase Price to read as follows:

The total purchase price for the improvements is Five Hundred Thousand Eight Hundred Sixty-Five & 67/00 Dollars ($565,865.67) ("Purchase Price") Reimbursement shall be for actual costs incurred subject to submission of documentation approved by the City Engineer. Reimbursement shall be processed by the City within 90 days of acceptance of improvements and submission of supporting document by the Developer, which is on file with the City.

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

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

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

NOW, THEREFORE, in consideration of the preceding recitals and the covenants hereinafter contained, the parties agree as follows:

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed as of the date first above written.

CITY OF WOODLAND	Taylor Morrison
By: ______________________ City Manager	by: ______________________ Kenneth Dar Ahrens Vice President
ATTEST:	
______________________ City Clerk	______________________ Jay Pawlek Vice President

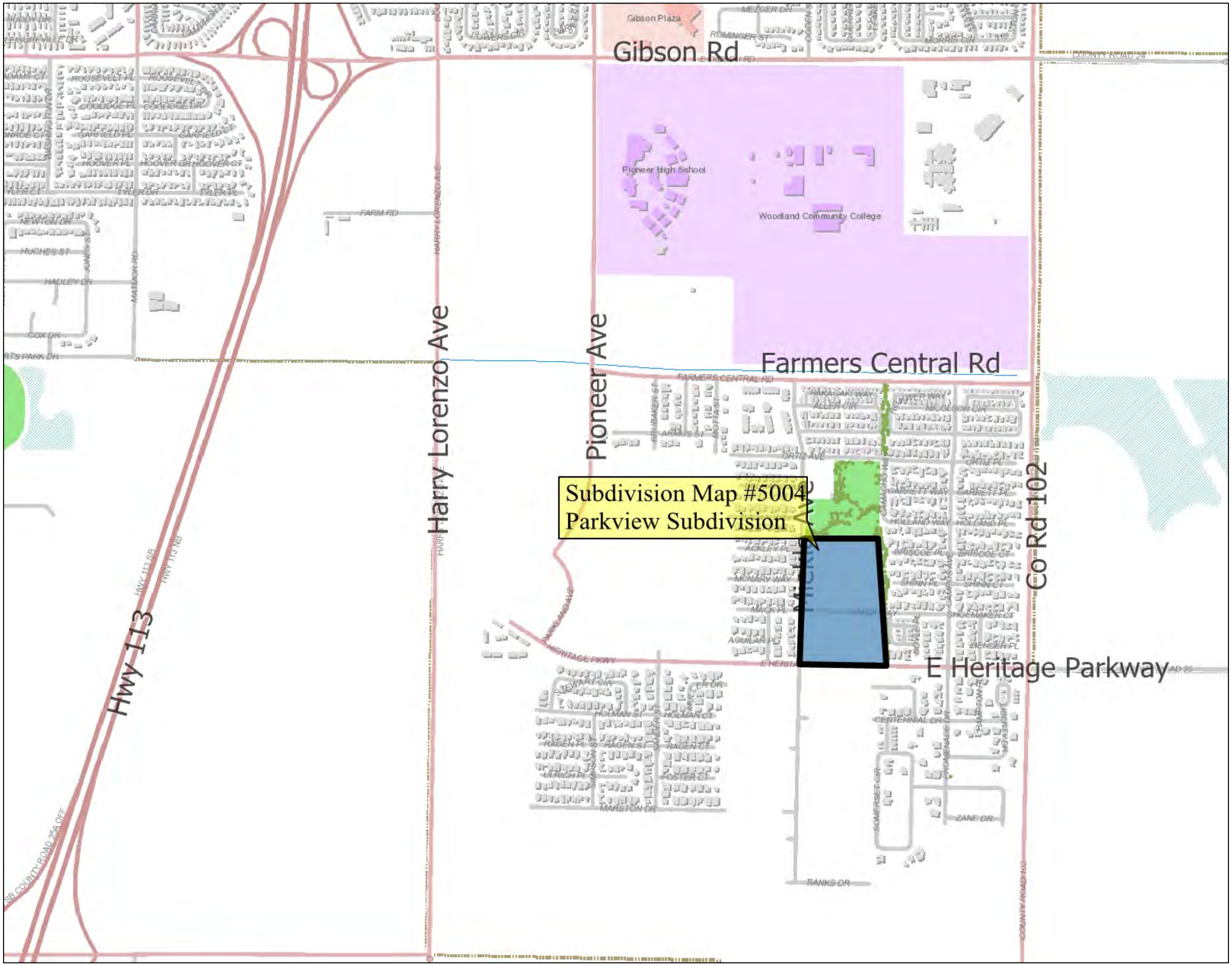
EXHIBIT A

IMPROVEMENTS TO BE REIMBURSED FROM THE SPRING LAKE INFRASTRUCTURE FEE

SCHEDULE

Item No.	CONSTRUCTION ITEM DESCRIPTION	UNITS	Not Used	TOTAL ESTIMATED COST	Not Used
1	Privacy Wall	LS		$291,820.67	
2	Landscaping (Ped connection to greenbelt, pathway to park, Heritage Pkwy) & related flat work	LS		162,813.94	
3	Monument Mod	LS		1,708.67	
	Subtotal			$456,343.28	
	7% CM, 10% Design, 4% PC & inspect, 3% Gen overhead, total 24%			109,522.39	
Total				565,865.67	

City of Woodland



Legend

- Heritage_Oaks_3
- Park_Trees_3
  - 51 +; 41 to 50; 31 to 40
  - 21 to 30; 11 to 20; 0 to 10
- Railroads_3
- Roads_3
  - Freeway Ramp
  - Freeway
  - Major Street
  - Minor Street
- City_Boundary_3
- Water_Course_3
- Yolo_Roads_3
  - Limited Access Highway
  - Primary Road
  - Secondary Street
  - Freeway Ramp
  - Local Street
- Buildings_3
  - Government
  - Hospital
  - Retail
  - School
- Footprints_3
- Building_Shadow_3
- Pond_3
- Parks_3
  - <all other values>
  - Cemetary
  - Park
- Parking_Lots_3

1: 15,517

0.5 0 0.24 0.5 Miles

NAD_1983_StatePlane_California_II_FIPS_0402_Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

City Council
July 16, 2013
Subdivision Map #5004
Parkview Subdivision

Legislation Text

4.

File #: 17-112, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: Approval of Plans and Specifications and Authorize Bid Advertisement for CIP 15-22, 2017 Annual Water and Sewer Repair and Replacement Project

Recommendation for Action: Staff recommends that City Council adopt Resolution No. _____, approving Plans and Specifications for CIP 15-22, Annual Water and Sewer Repair and Replacement Project.

Staff Contact:

Tim Busch, Principal Utilities Engineer - (530) 661-5963, tim.busch@cityofwoodland.org

Fiscal Impact:

The estimated total project budget is $3.4 million, including construction, construction contingency, inspection and construction management costs. This project is included in the approved Capital Improvement Program Budget (CIP # 09-23, Water System Leak Detection, Maintenance and Repair and CIP #14-03, Replacement of Orangeberg Sewer Laterals). The Capital Budget was approved by Council on June 21, 2016. The funding sources are the Water Enterprise Fund and the Sewer Enterprise Fund.

Background

Approximately 40% of the water mains in the City are over 50 years old, some mains are over 100-years old. Some of these water mains are in need of replacement due to frequent breaks and leaks. City engineering and operations staff identified several locations in the City that have the greatest occurrence of water main and lateral breaks and leaks and prioritized the areas for repair and replacement. This is part of an ongoing multi-year program to replace water mains and sewer pipes that have exceeded their service life.

Discussion

Based on the prioritization, this project was designed to repair and replace water mains and laterals in the following areas:

- Buckeye Street between Cottonwood St. and West St.
- California Street between W. Beamer St. and Buckeye St.
- West Street between W. Beamer St. and Buckeye St.
- McKinley Avenue between Park Ave. and Lincoln Ave.
- Jefferson Street between West St. and McKinley Ave.
- Oak Avenue between West St. and Cleveland Ave.

- Park Avenue between West St. and Cleveland Ave.

Approximately 10,000 linear feet of pipe will be replaced. This is an area with two-inch (2”) cast iron water mains located behind sidewalks with a six-inch (6”) diameter main in the street. These mains are notorious for problems such as breaks and leaks. The project will construct new eight-inch (8”) diameter mains in the street and connect the residences with new polyethylene services. Once completed, the project will result in more reliable water pressure and uninterrupted water service for 200 residences. At the same time, the project identified sewer lateral defects in the same area and will correct over fifty sewer laterals.

Conclusion

Staff recommends that City Council adopt Resolution No. _____, approving Plans and Specifications for CIP 15-22, Annual Water and Sewer Repair and Replacement Project.

Prepared by: Tim Busch, P.E., Principal Utilities Civil Engineer

Reviewed by: Brent Meyer, P.E., City Engineer
Ken Hiatt, Assistant City Manager - Community & Economic Development

Paul Navazio, City Manager

ATTACHMENT:
Attachment A - Resolution

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2017 ANNUAL WATER & SEWER REPAIR & REPLACEMENT PROJECT, CIP #15-22.

WHEREAS, the City of Woodland wishes to approve the plans and specifications and authorize advertisement for bids for the 2017 Annual Water and Sewer Repair and Replacement project, CIP #15-22; and

WHEREAS the project is covered under a Mitigated Negative Declaration under CEQA.

WHEREAS the City Council approved the Capital Improvement Budget on June 21, 2017 for the above projects.

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

Section 1. The City Council hereby approves the plans and specifications and authorizes advertisement for bids.

PASSED AND ADOPTED this 17th day of January, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

Legislation Text

5.

File #: 17-128, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: AB 1 (Frazier) & SB 1 (Beall) - Transportation Funding: Authorize City Manager to Submit Letters of Support

Recommendation for Action: Staff recommends that the Council authorize the City Manager to submit letters of support for AB1 (Frazier) and SB 1 (Beall) which propose to establish a comprehensive transportation funding package to include increased funding for local streets and roads.

Staff Contact

Paul Navazio, City Manager paul.navazio@cityofwoodland.org

Fiscal Impact

The transportation funding packages introduced as AB 1 (Frazier) and SB 1 (Beall) would provide an estimated $6 billion per year for state and local transportation infrastructure. Initial estimates suggest that, if approved, the funding package would result in the City of Woodland receiving approximately $1.9 million state funding support for street and road maintenance projects. This state funding would supplement local revenues dedicated to road maintenance and greatly enhance the city's ability to improve, over time, the condition of our deteriorating street and roads network.

Background

Over the past several years, the Legislature has attempted to enact various transportation funding packages aimed at helping to address the significant backlog in state and local transportation infrastructure needs. Most recently, transportation funding was the subject of a Special Extraordinary Session of the Legislature called by the Governor; however, that session was adjourned without agreement being sent to the Governor.

Consistent with its long-standing goal of supporting increased state funding for local road maintenance, the City Council has - in 2015 and 2016 - submitted letters in support of various legislative transportation funding proposals. The dire need for increased state funding for transportation infrastructure has once again been established as a top legislative priority for the League of California Cities.

Two companion bills (AB 1 (Frazier) and SB 1 (Beall)) have been recently introduced at the outset of the new legislative session that would provide an estimated $6 billion dollars per year in support of state and local transportation infrastructure. Of this amount, roughly $2.4 billion would be allocated in support of the state highway system, $2.2 billion allocated for local street and roads, $600 million to improve the state's freight and trade corridors, over $500 million for transit and intercity rail, and up to $150 million to support active transportation programs.

Discussion

There is ample evidence that lack of transportation funding over the past twenty years has led to an increasingly large backlog of maintenance needs both on the state highways system and on local streets and roads. Transportation funding has not grown with the cost of road maintenance, and the problem will only continue to grow worse without immediate action. There are two reports that highlight the need for this focus:

State Highway System - According to the 2013 State Highway Operation and Protection Program (SHOPP), the total need for the rehabilitation and operation of the SHS for the next ten years is $82 billion, or an average annual cost of $8.2 billion. This cost estimate includes funding for project development, right-of-way acquisition, and capital construction. Projected state funding available for the SHOPP is $2 billion a year, which covers roughly 25 percent of the estimated need. Over 10 years this sums up to a $59 billion shortfall in revenues necessary for proper maintenance of the SHS, including more than $31 billion in roadway preservation and $12 billion in bridge preservation and maintenance.

Local Streets and Roads - California's cities and counties own and maintain more than 143,000 centerline miles of local streets and roads. This road network incorporates over 80 percent of the state's total publicly maintained centerline miles, and is valued at over $188 billion. The total funding shortfall for the local system is $78.3 billion over the next 10 years. This includes $56.1 billion for pavements, and $22.2 billion for bridges and essential components.

The City of Woodland maintains over 413 lane miles of roadways with a replacement value in excess of $400 million. It has been demonstrated that funding on the order of $4.0 million per year would be necessary to maintain the desired standard of a 70 PCI (pavement condition index). Currently, funding for roadway maintenance is typically around $1 million per year, and is provided largely through the voter-approved (Measure E) half-cent sales tax and declining state gas tax revenues.

With the recent passage of Measure F by Woodland voters this past November, the City is in a position of being able to sustain (and possibly enhance) local funding for streets and roads. Notwithstanding the passage of Measure F, local available revenues fall well short of the funding needed to adequately repair and maintain our local street network. Therefore, development of an enhanced, stable funding source for roadway maintenance continues to be a priority for the City of Woodland and represents a top legislative priority for the League of California Cities.

As introduced, AB 1 (Frazier) and SB 1 (Beall) would increase state revenues for transportation infrastructure needs as follows:

- A 12 cent increase to the gas tax
- A $38 increase in the vehicle registration fee
- A $100 vehicle registration fee for zero emission vehicles
- A 20 cent increase to the diesel excise tax
- Allocate $300 million from cap-and-trade funds
- Allocate $500 million for vehicle weight fees (over five years)

Conclusion

Staff recommends that the Council authorize the City Manager to submit letters of support for AB1 (Frazier) and SB 1 (Beall) which propose to establish a comprehensive transportation funding package to include increased funding for local streets and roads.

Paul Navazio, City Manager

Attachment - League of California Cities Action Alert (AB 1 & SB 1)

ACTION ALERT!!

AB 1 (Frazier) & SB 1 (Beall)
Transportation Funding

SUPPORT

Background:

AB 1 (Frazier) and SB 1 (Beall) are similar proposals which will provide comprehensive and sensible transportation reforms, modest increases to existing revenue sources, and meaningful infrastructure investments. These proposals present an opportunity for the 2017 legislature to advance a broad framework to address the overwhelming accumulation of needed repairs and deferred maintenance in addition to other transportation needs.

The time is now to address the $73 billion unmet funding need for local streets and roads and the $72 billion backlog to the State's Highway System. The funding need will grow by an additional $20 billion in just ten years for local streets and roads alone.

California's leaders need to face the fact that the current transportation funding system is antiquated due to fuel efficiency advancements and a gas tax which was set in 1994 and has remained unadjusted.

AB 1 and SB 1 would raise revenue over a variety of sources:

- A 12 cent increase to the gas tax (SB 1 would ask to phase this increase in over 3 years);
- Ending the Board of Equalization's "true up" process on the unreliable price based excise tax on gas;
- A $38 increase to the vehicle registration fee;
- A $100 vehicle registration fee on zero emission vehicles;
- A 20 cent increase to the diesel excise tax;
- $300 million from existing cap and trade funds; and
- $500 million in vehicle weight fees phased in over five years.

Through these revenue sources, AB 1 and SB 1 would generate an additional $6 billion annually to provide desperately needed funding for the state and local transportation network. In addition to raising revenue, the proposal includes a series of reforms to improve efficiency, transparency, and accountability.

With the expressed commitment of Legislative Leadership and the Governor to finding a solution to our crumbling roads and an obsolete transportation funding stream, we urge this legislature to turn their immediate attention to both AB 1 and SB 1 as the vehicles to deliver this victory for California.

ACTION:

Please send your CITY LETTERS of SUPPORT for AB 1 and SB 1 as soon as possible. It is critical for all Assembly Members and Senators to hear from their cities so that action on this critical issue is taken early. Sample support letters are attached.

You can find your Legislator's contact information here: http://findyourrep.legislature.ca.gov/.

AB 1 (Frazier) & SB 1 (Beall)
Transportation Funding

SUPPORT

Talking Points:

- These proposals provide comprehensive transportation reform and a funding package that picks up where we left off at the end of the special session and gives this legislature an opportunity for early action.

- While the legislature has had success in recent years in balancing the state budget, we can no longer afford to ignore our most basic repair and maintenance needs if we wish to avoid systematic failure of the state's entire transportation infrastructure.

- These proposals would create more than 500,000 jobs. There may be no better way to stimulate our economy than making the roads we and our children rely on safe again.

- An influx of $6 billion gives California more leverage to complete more repair projects on a larger scale which translates to faster time tables and fewer tax dollars spent per repair project.

- We have to face the fact that California's obsolete funding system has left us with crumbling roads and aging bridges. Our future relies upon a reliable road system that is able to withstand major weather and earthquake events.

- The gas tax has remained unchanged since 1994 and due to fuel efficiency advancements, a motorist who drove 12,000 miles in 2016 paid $101 in state per-gallon gas tax compared to the $111 paid by a driver in 1994. To put this in perspective, if the per-gallon gas tax had been continually adjusted over the years for inflation, a driver today would be paying $183.71 annually.

- City of Woodland would receive an additional $1.9 million per year under each of the proposals, which we could use to help stimulate our local economy, create job growth, and improve the conditions of our local streets.

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Text

6.

File #: 17-121, Version: 1

TO: THE HONORABLE CHAIR AND MEMBERS OF THE SUCCESSOR AGENCY TO THE DISSOLVED WOODLAND REDEVELOPMENT AGENCY

DATE: January 17, 2017

SUBJECT: A Resolution of the Successor Agency to the Dissolved Woodland Redevelopment Agency approving a Recognized Obligation Payment Schedule for the period of July 1, 2017 through June 30, 2018, pursuant to Health and Safety Code Section 34177(m)

Recommendation for Action: Staff recommends that the Successor Agency to the Dissolved Woodland Redevelopment Agency, approve and adopt the attached resolutions authorizing the City Manager to submit:
1. ROPS 17/18 for the period of July 1, 2017 through June 30, 2018
2. Resolution Authorizing submittal of ROPS 17/187

Staff Contact

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

Fiscal Impact

No City or Successor Agency funds are involved with the approval of the Recognized Obligation Payment Schedule ("ROPS"). The ROPS simply lists existing enforceable obligations to be paid by the Successor Agency. Only payments listed on the approved ROPS and approved by the State Department of Finance (DOF) may be made by the Successor Agency.

Background

Pursuant to the Health and Safety Code Section 34172, added by ABX1 26 (the "Dissolution Act"), the Woodland Redevelopment Agency ("Redevelopment Agency") was dissolved as of February 1, 2012. The Successor Agency to the Woodland Redevelopment Agency ("RDA Successor Agency") is the Successor Agency of the Redevelopment Agency. The Oversight Board is responsible for approving the actions of the RDA Successor Agency pursuant to Health and Safety Code Section 34179.

One of the RDA Successor Agency's responsibilities pursuant to Health and Safety Code Section 34177 of the Dissolution Act, is to prepare a ROPS listing all of the minimum payment amounts and due dates of payments required by enforceable obligations, forward looking for each six-month fiscal period. The ROPS must be approved by the Oversight Board, and submitted to the county Auditor-Controller, the State Controller and the Department of Finance (“DOF”). The Oversight Board approved ROPS for the period of July 1, 2017 through June 30, 2018 must be submitted no later than February 1, 2017.

Pursuant to Health and Safety Code Section 34177(j), the RDA Successor Agency is required to prepare a proposed Recognized Obligation Payment Schedule (“ROPS”) for each six-month fiscal period, and submit it for approval to the Oversight Board. However, effective January 1, 2016, per SB107, the RDA Successor Agency is required to prepare a ROPS for each 12-month period, and submit it to the Oversight Board for the Oversight Board’s approval. The authorizing Resolution for the period of July 1, 2017 through June 30, 2018 are attached for the Successor Agency Board’s review and approval. The ROPS for the same period will be provided prior to the meeting.

Discussion

Recognized Obligation Payment Schedule

Pursuant to Health and Safety Code Section 34177(l), the Successor Agency, is required to prepare a ROPS covering the period of July 1, 2017 through June 30, 2018 (“ROPS 17/18”). However, as indicated above, effective January 1, 2016, per SB107, the RDA Successor Agency is required to prepare a ROPS for each 12-month period, and submit it to the Oversight Board for the Oversight Board’s approval. Pursuant to Health and Safety Code 34177 (l), the approved ROPS17/18 is then submitted to the County Auditor-Controller, the State Controller’s Office and DOF, and posted on the City’s website by February 1, 2017. Pursuant to Health and Safety Code 34179 (j), oversight boards must consolidate and form a countywide Board by July 1, 2016. However, the addition of SB107 in January 2016 extended the term for the individual Oversight Boards until July 1, 2018 at which time Yolo County will resume the process to consolidate the Oversight Boards of each Successor Agency within Yolo County.

Following receipt of the ROPS 17/18, DOF has 45 days to make a determination of the enforceable obligations and notify the Successor Agency.

Recommendation for Action

Staff recommends that the Successor Agency, approve and adopt the attached Resolution authorizing the submittal of the 17/18 ROPS for the period of time ending June 30, 2018, pursuant to Health and Safety Code Section 34177(m) and 34177(j) respectively.

Prepared by: Wendy Ross, Economic Development Manager

Reviewed by: Kim McKinney, Finance Officer

Paul Navazio, City Manager

Attachments: Oversight Board ROPS Resolution
ROPS 17/18

RESOLUTION NO. _____-SA

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE WOODLAND REDEVELOPMENT AGENCY APPROVING AND ADOPTING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(l)(2)(A) AND (B) FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018

WHEREAS, the Successor Agency to the Woodland Redevelopment Agency ("Oversight Board Agency") has been established to direct the Successor Agency to take certain actions to wind down the affairs of the Redevelopment Agency pursuant to Health and Safety Code section 34179;

WHEREAS, Health and Safety Code section 34177(1)(2)(A) requires the Successor Agency to prepare a recognized obligation payment schedule ("ROPS") covering the period from July 1, 2016 through June 30, 2017, and submit it to the Successor Agency's Oversight Board for approval; and

WHEREAS, Health and Safety Code section 34177(1)(2)(B) requires the Successor Agency to submit the Oversight Board approved ROPS covering the period from July 1, 2017 through June 30, 2018, to the County Administrative Officer, the County Auditor-Controller, and the California Department of Finance by February 1, 2017; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE WOODLAND REDEVELOPMENT AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. **Recitals.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. **CEQA Compliance.** The approval of the ROPS through this Resolution does not commit the Oversight Board to any action that may have a significant effect on the environment. As a result, such action does not constitute a project subject to the requirements of the California Environmental Quality Act.

Section 3. **Approval of ROPS.** The Successor Agency hereby approves and adopts this ROPS 17/18, in substantially the form attached to this Resolution as Exhibit A, as required by Health and Safety Code Section 34177.

Section 4. **Transmittal of the ROPS for July 1, 2017 through June 30, 2018.** The City Manager is hereby authorized and directed to take any action necessary to carry out the purposes of this Resolution and comply with applicable law regarding the ROPS covering the period of July 1, 2017 through June 30, 2018.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Oversight Board of the Successor Agency to the Woodland Redevelopment Agency on the 17th day of January, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

____
Angel Barajas, Oversight Board Chair

ATTEST:

____
Ana B. Gonzalez, Secretary, Successor Agency

EXHIBIT A

RECOGNIZED OBLIGATION PAYMENT SCHEDULE

[Attached behind this page]

Legislation Text

7.

File #: 17-117, Version: 1

TO: THE HONORABLE CHAIR AND MEMBERS OF THE SUCCESSOR AGENCY TO THE DISSOLVED WOODLAND REDEVELOPMENT AGENCY

DATE: January 17, 2017

SUBJECT: Consideration of Resolution No. ___ approving a proposed administrative budget for the period of July 1, 2017 through June 30, 2018, pursuant to Health and Safety Code Section 34177 (j)

Recommendation for Action: It is recommended that the Successor Agency adopt Resolution No. ___ approving and adopting the proposed Administrative Budget pursuant to Health and Safety Code Section 34177 (j).

Staff Contact

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

Fiscal Impact

No City or Successor Agency funds are involved with the adoption of the proposed Administrative Budget.

Background

Following dissolution of the Redevelopment Agency of the City of Woodland ("Redevelopment Agency"), the City elected to become the Successor Agency to the Redevelopment Agency by Resolution No. 6043, dated January 10, 2012 (the "Successor Agency"). Pursuant to Health and Safety Code Section 34173 (b), the Successor Agency is now a separate legal entity from the City. One of the responsibilities of the Successor Agency is to prepare a proposed Administrative Budget covering each 6-month period, and submit it to the Successor Agency's Oversight Board for approval. However, since the adoption of SB 107, the administrative budget covers a 12-month period (July 1, 2017 through June 30, 2018).

Discussion

As referenced above, one of the responsibilities of the Successor Agency has been to prepare a proposed Administrative Budget for each 6-month fiscal period of time, but effective January 1, 2016, the budget is for a

12-month period of time per SB 107. According to Health and Safety Code Section 34177 (j), the Administrative budget is to include all of the following: (i) estimated amounts for the Successor Agency's administrative costs for the upcoming six-month fiscal period; (ii) proposed sources of payment for the costs identified in (i); and (iii) proposals for arrangements for administrative and operation services provided by a city, county, city and county, or other entity.

The proposed Administrative Budget is to be submitted to the Successor Agency's Oversight Board for approval ("Approved Administrative Budget"). Under Health and Safety Code Section 34177(k), the Successor Agency is to provide administrative cost estimates, from the Approved Administrative Budget, that are to be paid from property tax revenues deposited in the Redevelopment Property Tax Trust Fund, to the County Auditor-Controller for the upcoming twelve-month fiscal period.

Conclusion

Staff recommends that the Successor Agency adopt Resolution No.___ approving and adopting the proposed Administrative Budget pursuant to Health and Safety Code Section 34177(j).

Prepared by: Wendy Ross, Economic Development Manager

Reviewed by: Kim McKinney, Finance Officer

Paul Navazio, City Manager

Attachment: Resolution
Administrative Budget

RESOLUTION NO.___SA

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED WOODLAND REDEVELOPMENT AGENCY APPROVING AND ADOPTING A PROPOSED ADMINISTRATIVE BUDGET FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018, PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(j)

WHEREAS, pursuant to Health and Safety Code Section 34173(d), the City of Woodland elected to become the Successor Agency to the Redevelopment Agency of the City of Woodland ("Successor Agency") by Resolution No. 6043 on January 10, 2012, and pursuant to Health and Safety Code Section 34173 (b), the Successor Agency is now a separate legal entity from the City; and

WHEREAS, Health and Safety Code Section 34177 (j) requires the Successor Agency to prepare a proposed Administrative Budget covering each 6-month period, and submit it to the Oversight Board for approval; and

WHEREAS, Effective January 1, 2016, with the adoption of SB107, the RDA Successor Agency is required to prepare a proposed administrative budget ("Administrative Budget") for each twelve month fiscal period, and submit it to the Oversight Board for the Oversight Board's approval; and

WHEREAS, pursuant to Health and Safety Code Section 34177 (k), upon approval of the Administrative Budget by the Oversight Board, the Successor Agency is required to provide administrative cost estimates, from the approved administrative budget, that are to be paid from property tax revenues deposited in the Redevelopment Property Tax Trust Fund, to the County Auditor-Controller for each fiscal period covered by the Administrative Budget; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE SUCCESSOR AGENCY TO THE WOODLAND REDEVELOPMENT AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. **Recitals.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. **Approval of Proposed Administrative Budget**. The Successor Agency hereby approves and adopts the proposed Administrative Budget covering the period from July 1, 2017 through June 30, 2018, in substantially the form attached to this Resolution as Exhibit A, as required by Health and Safety Code Section 34177.

Section 3. **Transmittal of Proposed Administrative Budget**. The City Manager, on behalf of the Successor Agency, is hereby authorized and directed to take any action necessary to carry out the purposes of this Resolution and comply with applicable law regarding the proposed Administrative Budget, including submitting the proposed Administrative Budget to the Successor Agency's Oversight Board, and upon Oversight Board approval of the Administrative Budget, the provision of administrative cost estimates, from the approved Administrative Budget, that are to be paid from property tax revenues deposited in the Redevelopment Property Tax Trust Fund, to the Yolo County Auditor-Controller.

Section 4. **Effectiveness**. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Successor Agency to the Woodland Redevelopment Agency on the 17th day of January, 2017, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

____
Angel Barajas, Chair

ATTEST:

____
Ana B. Gonzalez, Secretary

EXHIBIT A

ADMINISTRATIVE BUDGET

[Attached behind this page]

CITY OF WOODLAND
RDA Successor Agency Administration Budget
Fiscal Year 2017/18

Description	July 2017 - December 2017	January 2018 - June 2018	Total
Salary	$ 40,339.34	$ 40,339.34	$ 80,678.68
Vacation Buyout	$ 1,000.00	$ 1,000.00	$ 2,000.00
Admin Buyout	$ 750.00	$ 750.00	$ 1,500.00
Deferred Comp City Match	$ 305.32	$ 305.32	$ 610.64
Workers Comp/Liability Insurance	$ 2,920.68	$ 2,920.68	$ 5,841.36
Retirement	$ 10,893.89	$ 10,893.89	$ 21,787.78
Retirement Health Savings Plan	$ 120.00	$ 120.00	$ 240.00
Lifie/Vision/Dental	$ 630.00	$ 630.00	$ 1,260.00
Retiree Medical	$ 2,279.10	$ 2,279.10	$ 4,558.20
Health/Life/Vision/Dental Premiums	$ 6,423.00	$ 6,423.00	$ 12,846.00
Unemployment Insurance	$ 507.02	$ 507.02	$ 1,014.04
Medicare	$ 588.21	$ 588.21	$ 1,176.41
Contract Services	$ 55,944.06	$ 55,944.06	$ 111,888.12
Tech Service Chargebacks	$ 2,299.39	$ 2,299.39	$ 4,598.77
	$ 125,000.00	**$ 125,000.00**	**$ 250,000.00**

Legislation Text

8.

File #: 17-118, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: PUBLIC HEARING - Update of Spring Lake Infrastructure Fee

Recommendation for Action: Staff recommends that the City Council (1) hold a public hearing; and (2) adopt Resolution No. _____, increasing the Parks and Administrative components of the Spring Lake Infrastructure Fees;

Staff Contact

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

Fiscal Impact

Approval of the revised Spring Lake Infrastructure Fees will increase the total Spring Lake Infrastructure Fees by $198 for a single family home, $131 for multifamily homes, and $0.15 per square foot for commercial development. This represents a 2.4% increase in the Park and Administration components of the fee, and a 0.45% increase in the overall SLIF fees.

Background

In 2004, the City adopted the Spring Lake Infrastructure Fee Program Nexus Study prepared by Economic and Planning Systems, Inc. (EPS), which implemented the fee program specifically for the Spring Lake Specific Plan (SLSP). This Spring Lake Infrastructure Fee (SLIF) is designed to fund backbone and other public infrastructure required in the SLSP.

The SLIF has six components (roadways, water, sewer, drainage, parks, and administration), and developers who advance funded infrastructure and receive credits with the City can use these credits to offset all fees except the parks and administrative components. Since its adoption in 2004, the City has adjusted the SLIF four times to account for changes in land cost, inflation, and backbone infrastructure costs. The majority of fee modifications are handled retroactively through adjustments to the developers' deposit accounts with the City, but because park fees are paid with cash, no retroactive adjustments are possible. That component of the fee needs to be regularly reviewed and updated. The last update to the Park component of the SLIF was in February 2016.

Discussion

There are three remaining parks planned to be built in the SLSP. The City has entered into purchase and sale agreements for two of these parks and has updated the estimated construction costs associated with future park development. The City based its updated estimated construction costs on the latest bids received for construction of one of the SLSP parks. Due to these higher costs, an update to the park component of the SLIF is necessary.

2017 SLIF Nexus Study Update - Parks Component
Comparison of Current and Proposed Parks SLIF

Land Use Category	Percentage	Current Fee (eff. 1/1/17)	Proposed Fee	Difference	Percentage Difference
Single-Family (per Dwelling Unit)					
Parks		$ 7,898	$ 8,089	$ 191	2.4%
Administration [1]	4%	$316	$324	$8	2.4%
Total		**$8,214**	**$8,413**	**$199**	**2.4%**
Multifamily (per Dwelling Unit)					
Parks		$ 5,213	$ 5,339	$ 126	2.4%
Administration [1]	4%	$209	$214	$5	2.4%
Total		**$ 5,422**	**$ 5,553**	**$ 131**	**2.4%**
Commercial (per 1,000 bldg. sq. ft.)					
Parks		$ 6.08	$ 6.23	$ 0.15	2.4%
Administration [1]	4%	$0.24	$0.25	$ 0.01	4.2%
Total		**$ 6.32**	**$ 6.48**	**$ 0.16**	**2.5%**

EPS has prepared a Nexus Study specifically for the parks and administrative component of the SLIF. The results of this study (Attachment 2) show that a 2.4% increase in the park and admin components of the SLIF are needed. If the fee adjustment is approved, total SLIF will be as follows:

	Current	Proposed	Change
Single Family	$ 44,460	$ 44,658	$ 198
Multi Family	$ 29,344	$ 29,475	$ 131
Commercial (sq ft)	$ 33.41	$ 33.56	$ 0.15

Pursuant to Government Code Section 66001, before the City Council may adopt or impose fees as a condition of development, it must make certain findings describing the purpose and use of the fee, the public facilities to be financed by the fee, the type of development project on which the fee is imposed, the reasonable relationship between the fee’s use and the type of development project on which the fee is imposed, the reasonable relationship between the need for the public facility and the type of project on which the fee is imposed and the amount of the fee and cost of the public facilities attributable to development. The attached resolution sets forth these findings, which are based on the Spring Lake Infrastructure Fee Nexus Study and Reconciliation Update (Attachment 2) and establishes the amount of the parks and administration components of the fees.

Conclusion

Staff recommends that the City Council (1) hold a public hearing; and (2) adopt Resolution No. _____, increasing the Parks and Administrative components of the Spring Lake Infrastructure Fees.

Prepared by: Adam Devlin, Senior Accountant

Paul Navazio, City Manager

Attachments: (1) Resolution
(2) Nexus Study

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND MAKING FINDINGS AND ADOPTING A SPRING LAKE INFRASTRUCTURE FEE INCREASE

WHEREAS, in 1996 the City of Woodland ("City") adopted the City of Woodland General Plan, which included a 1,748-acre area known as the Master Plan Area, for future growth beyond the boundaries recognized in the 1988 City General Plan; and

WHEREAS, in December 2001, the City approved the Spring Lake Specific Plan, which governs development in a 1,097 -acre area within the Master Plan Area; and

WHEREAS, the City of Woodland desired to establish a mechanism to fund necessary public facilities to serve the Master Plan area, including the Spring Lake Specific Plan, and to establish appropriate facilities fees to pay for the cost of these facilities, consistent with the goals and policies of the General Plan and the Spring Lake Specific Plan; and

WHEREAS, the City previously directed the preparation of a document by Economic and Planning Systems, Inc. (“EPS”) entitled the "Spring Lake Infrastructure Fee Nexus Study" ("SLIF-NS") dated June 29, 2004, which established the basis of the facilities fees and which was adopted, along with the Spring Lake Infrastructure Fee itself, by the City Council on July 6, 2004 and is expressly incorporated herein; and

WHEREAS, in September 2004, the City amended the Spring Lake Specific Plan Capital Improvements Plan, made findings and amended the SLIF-NS, and increased the Spring Lake Infrastructure Fee, based on increased Spring Lake Specific Plan land acquisition costs, as detailed in a memorandum prepared by EPS, dated August 3, 2004; and

WHEREAS, the SLIF-NS states that "the Fee Program will be regularly updated to adjust the SLIF for inflation and any other known changes in land, backbone infrastructure, and other public facilities costs and cost estimates, as well as changes in the land uses" and thus expressly contemplates amendments thereto; and

WHEREAS, in 2006, 2007, 2010 and again in 2016, the City increased the Spring Lake Infrastructure fees based upon memoranda prepared by EPS, which demonstrated that it was necessary and appropriate to update the amount of the Spring Lake Infrastructure Fee, and recommended a corresponding adjustment to the Spring Lake Infrastructure Fee; and

WHEREAS, EPS has prepared a new “2017 SLIF Nexus Study Update- Parks Component”, dated January 2017, updating the SLIF-NS and setting forth the current cost estimates of park facilities within the Spring Lake Specific Plan Area, and demonstrating and recommending that it is necessary and appropriate to again update the amount of the Spring Lake Infrastructure fees; and

WHEREAS, in order to protect the health, safety, and welfare of the community and to ensure that adequate public facilities are provided for the residents of the Master Plan Area, adoption of the amendments to the Spring Lake Infrastructure Fee schedule is necessary; and

WHEREAS, the City Council finds that the fee schedule contained in the SLIF-NS, as amended, is consistent with the City General Plan and the Spring Lake Specific Plan; and

WHEREAS, the City Council makes the following additional findings:

1. The purpose of the Spring Lake Infrastructure Fee, as increased by this Resolution, is to fund the public facilities required for the development of the Spring Lake Specific Plan, the need for which is created by the Spring Lake development in the City of Woodland;

2. The Spring Lake Infrastructure Fees collected pursuant to previous Resolutions and this Resolution shall be used to finance only public facilities for the Spring Lake Specific Plan, described in more detail in the SLIF-NS, as amended;

3. The General Plan and the SLIF-NS, as amended, show that the Spring Lake Development will create additional demand for public facilities and that expansion and/or new facilities will need to be provided as described in the SLIF-NS, as amended;

4. Studies used as a basis for the SLIF-NS, as amended, and analysis presented in the SLIF-NS, as amended, establish that there is a reasonable relationship between the need for public facilities and the Spring Lake Specific Plan upon which this fee is being imposed. The SLIF-NS, as amended, also establishes that there is a reasonable relationship between the fee's use, i.e., construction of public facilities, including but not limited to parks, and the Spring Lake Specific Plan on which the fee is imposed. The Spring Lake Specific Plan requires that necessary public facilities keep pace with development within the Master Plan Area and that the level of service meets thresholds specified in the City Updated General Plan and other relevant City documents;

5. The cost estimates set forth in the Spring Lake Infrastructure Fee Nexus Study Parks Component Update are reasonable cost estimates for constructing park facilities. The fees expected to be collected pursuant to this resolution will be subject to an automatic annual adjustment to account for the inflation of public facility design, construction, installation, and acquisition costs. The public facilities costs have been allocated to each type of land use development in the plan area based on the proportionate share of the total facility use that each land use represents.

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

1. After considering the information and determinations contained in the original SLIF-NS and the amendments thereto, the findings, determinations, and conclusions contained in the Resolutions of July 6, 2004, September 7, 2004, November 7, 2006, March 6, 2007, December 16, 2008, January 19, 2010, and March 1, 2016 are hereby reaffirmed and expressly incorporated herein and the findings in this Resolution are hereby approved and adopted.

2. The increased Spring Lake Infrastructure Fee Parks and Administration components for the Spring Lake Specific Plan in the City of Woodland is hereby approved as follows: (A) $8,089 (Parks) and $324 (Admin) per unit for single- family units; (B) $5,339 (Parks) and $214 (Admin) per unit for multi-family units; and (C) $6.23 per square foot (Parks) and $0.25 per square foot (Admin) for commercial development.

3. This resolution shall take effect sixty (60) days from the date of adoption.

PASSED AND ADOPTED by the City Council this 17th day of January, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Angel Barajas, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

The Economics of Land Use

Final Report

2017 SLIF Nexus Study Update—Parks Component

Prepared for:

City of Woodland

Prepared by:

Economic & Planning Systems, Inc. (EPS)

January 11, 2017

EPS #162106

Economic & Planning Systems, Inc.
400 Capitol Mall, 28th Floor
Sacramento, CA 95814
916 649 8010 tel
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Oakland
Sacramento
Denver
Los Angeles

www.epsys.com

Table of Contents

List of Map and Tables

1. EXECUTIVE SUMMARY

Purpose

The Spring Lake Infrastructure Fee (SLIF) program was established in July 2004 to fund backbone infrastructure and other public facilities required to serve development in the Spring Lake Specific Plan (SLSP) area in the City of Woodland (City). Since 2004, the City has adopted a number of periodic updates to the SLIF program to reflect changes in land uses, facilities requirements and costs, and funding sources. Most recently, in January 2016, the Parks component of the SLIF was updated to account for land use, parks costs, and bond financing changes. The purpose of this 2017 SLIF Nexus Study Update—Parks Component (Parks SLIF Nexus Study) is to once again update the Parks component of the SLIF to reflect new park development cost estimates obtained from recent construction bids received in December 2016. In addition, the Administration component of the SLIF, which is calculated as four percent of all other SLIF components, will be updated to adjust for the change in the Parks SLIF. All other components of the SLIF will remain unchanged from their current levels.

Background

The SLIF program was established based on findings in the 2004 Spring Lake Infrastructure Fee Nexus Study (2004 Nexus Study) prepared by Economic & Planning Systems, Inc. (EPS). The SLIF Program allocates the cost of necessary backbone infrastructure and other public facilities to benefiting land uses in the SLSP area. The 2004 Nexus Study established the required nexus between the projected development in the SLSP and the necessary public facilities to be funded by the SLIF program. Initial fee levels were set based on the findings in that 2004 report.

The SLIF development impact fees are collected at building permit issuance from developers of SLSP residential and commercial property. The City administers the SLIF program and collects the SLIF. The SLIF is divided into the following components and subcomponents.

- Infrastructure
  - Roadways
  - Water Facilities
  - Sewer Facilities
  - Drainage Facilities
- Parks
- Administration

Developers who construct backbone infrastructure may use fee credits to partially satisfy payment of the infrastructure component of the SLIF. Developers must pay both the Parks and Administration components of the SLIF at issuance of a building permit, however, and may not use fee credits to satisfy payment of these components. The City is responsible for acquiring all park land, constructing all park facilities, and administering the SLIF program. The developers satisfy their obligation toward these facilities through payment of the SLIF.

SLIF Program Boundaries

The area defined as the SLSP is located in the southeast portion of the City of Woodland approximately 3 miles from the downtown. The 1,097-acre SLSP area is a part of the 1,748-acre Master Plan area that the City identified in its 1996 General Plan as the area where future growth would occur. The SLSP encompasses approximately 63 percent of the acreage in the entire Master Plan area. The other 37 percent is referred to as the Master Plan Remainder Area (MPRA). The SLIF applies only to the SLSP. When the MPRA is ready to develop, a separate financing plan and fee program will be adopted, which will identify public improvements necessary to serve the MPRA and recommend appropriate financing mechanisms.

As shown on **Map 1**, the SLSP is bounded on the north by East Gibson Road, on the west by County Road 101, on the south by County Road 25A, and on the east by County Road 102. The SLSP also includes a 64-acre portion immediately north of the eastern extension of County Road 24C that extends west of State Route 113.

Parks SLIF Update

Table 1 shows the proposed Parks SLIF per dwelling unit, including ongoing administration costs, for each residential land use category in the SLSP. **Table 2** compares the current and proposed Parks SLIF and associated administration costs. The proposed Parks SLIF reflects changes in land acquisition costs, facilities requirements and costs, and bond financing costs.

Structure of the Report

This report is divided into 6 chapters, including this introductory chapter, as described below:

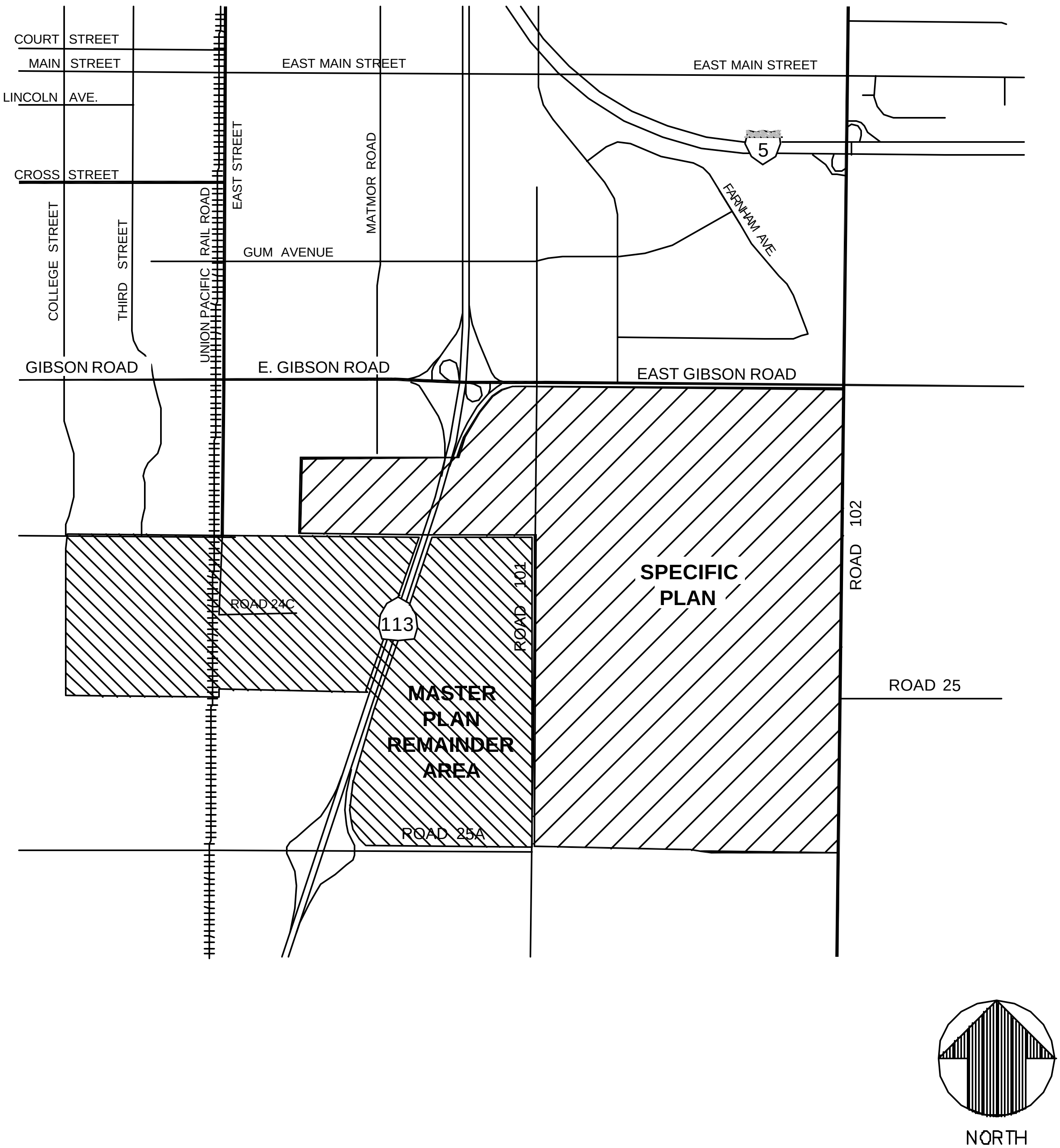
Chapter 2 details the current land use and development assumptions used in the Parks SLIF calculation.

Chapter 3 details the parks land acquisition, facility, and bond financing costs.

Chapter 4 summarizes the cost allocation methodology and calculation of the proposed SLIF.

Chapter 5 provides the legal nexus findings required to implement and collect the Parks SLIF.

Chapter 6 discusses the implementation and administration of the Parks SLIF.



CUNNINGHAM ENGINEERING
CIVIL ENGINEERS · PROJECT MANAGERS

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SPRING LAKE INFRASTRUCTURE FEE NEXUS STUDY

MAP 1: SPRING LAKE SPECIFIC PLAN BOUNDARY

CEC PROJECT NO. 477.06

Table 1
2017 SLIF Nexus Study Update - Parks Component
Proposed 2017 Parks SLIF by Land Use

Land Use Category	Base Fee	Administration	Total
Percentage		4%	
Residential		*per dwelling unit*	
Single-Family (R-3 to R-8 density)	$ 8,089	$324	$ 8,413
Multifamily (R-15 to R-25 density)	$ 5,339	$214	$ 5,553
		per 1,000 bldg. sq. ft.	
Commercial	$ 6.23	$0.25	$6.48

slif parks

Table 2
2017 SLIF Nexus Study Update - Parks Component
Comparison of Current and Proposed Parks SLIF

Land Use Category	Percentage	Current Fee *(eff. 1/1/17)*	Proposed Fee	Difference	Percentage Difference
Single-Family (per Dwelling Unit)					
Parks		$ 7,898	$ 8,089	$ 191	2.4%
Administration [1]	4%	$316	$324	$8	2.4%
Total		**$8,214**	**$8,413**	**$199**	**2.4%**
Multifamily (per Dwelling Unit)					
Parks		$ 5,213	$ 5,339	$ 126	2.4%
Administration [1]	4%	$209	$214	$5	2.4%
Total		**$ 5,422**	**$ 5,553**	**$ 131**	**2.4%**
Commercial (per 1,000 bldg. sq. ft.)					
Parks		$ 6.08	$ 6.23	$ 0.15	2.4%
Administration [1]	4%	$0.24	$0.25	$ 0.01	4.2%
Total		**$ 6.32**	**$ 6.48**	**$ 0.16**	**2.5%**

fee comp

[1] The administration fee shown here is for parks administration only and is calculated as 4% of the parks fee. The City will continue to collect one administration fee for all SLIF components, which is calculated as 4% of all Infrastructure and Parks fees combined.

2. LAND USES

This chapter summarizes the total and remaining development projected for the SLSP. **Table 3** shows the projected dwelling units and commercial building square feet at buildout of the SLSP. Currently, a maximum of 4,179 dwelling units are planned for construction in the SLSP at buildout. This number of units has increased from the original estimate of 4,051 units because of City-approved zoning amendments.

In addition, it is projected that there will be a maximum of 75,914 nonresidential building square feet in the SLSP at buildout. This number of building square feet has decreased from the original estimate of 239,580 building square feet because of City-approved zoning amendments and a change in the assumed floor to area ratio (FAR). The original assumed FAR was 0.50. For this SLIF update, as well as the 2016 update, the City changed the estimated FAR to 0.25 to provide a more realistic commercial development projection.

Because it is anticipated that the maximum amount of development in the SLSP will not occur, a 96 percent density adjustment factor is applied to the remaining development, resulting in a projected 4,012 dwelling units and 72,877 nonresidential building square feet at buildout. Currently, 1,862 dwelling units have been constructed, leaving an estimated 2,150 dwelling units to develop. No commercial development has yet occurred. The actual number of dwelling units and building square feet that will be constructed may be higher or lower depending on various market and development factors.

Table 3
2017 SLIF Nexus Study Update - Parks Component
Estimated SLSP Total and Remaining Development

	Dwelling Units/Building Square Feet			
Item	Total	Adjusted Total	Less Permits Issued [1]	Remaining
Density Factor		***96%***		
Residential Dwelling Units				
Single-Family	3,154	3,028	(1,571)	1,457
Multifamily [2]	1,025	984	(291)	693
Total Dwelling Units	**4,179**	**4,012**	**(1,862)**	**2,150**
Building Square Feet [3]	**75,914**	**72,877**	**0**	**72,877**

dev

Source: City of Woodland

[1] Building permits issued through September 30, 2016.
[2] Includes affordable cluster units.
[3] 6.971 remaining commercial acres with an FAR of 0.25

3. PARK COSTS

Summary

This chapter details the planned SLSP park costs. These costs include land acquisition costs, park development costs, and financing costs.

New residential development in the SLSP will generate the need for additional park and recreation services and the associated need for park facilities. The SLSP has an established park standard of 5.0 park acres per thousand population. There are five parks, comprising 70 acres, planned to serve the SLSP area. These parks include three neighborhood parks, a central park, and a Sports Park, as listed below:

- Sports Park: 40 acres[1]
- Neighborhood Park 1: 8 acres
- Jack Slaven Park (Neighborhood Park 2): 8 acres
- Neighborhood Park 3: 10 acres
- Spring Lake Central Park: 4 acres

The Sports Park is designed to serve the entire SLSP as well as the remainder of the City. The three neighborhood parks will serve as focal points for each of the individual neighborhoods in the SLSP. The Spring Lake Central Park is proposed to serve as a focal point for the entire SLSP. All parks will be linked by an off-street pedestrian/bicycle loop pathway system constructed in greenbelts or in the right-of-way of identified streets. Further linkages will be provided at the subdivision level with additional trail connections.

The SLIF will fund the cost of all required parks to serve the SLSP. **Table 4** details the SLIF-funded park costs. It shows the total estimated costs, the costs already incurred, and the remaining costs for each park. As shown on **Table 4**, the SLSP has an obligation to fully fund land acquisition and park development for all neighborhood parks and the Spring Lake Central Park but only 28.39 acres of the Sports Park based on the City standard of 5.0 park acres per thousand population.

[1] Only a portion of this land is paid for by the SLIF and is considered a part of the 5.0 acres per thousand population calculation for the SLSP.

Table 4
2017 SLIF Nexus Study Update - Parks Component
Estimated Parks Costs (2015 $)

Park Description	Land Acquisition Cost			Park Development Cost			Total Cost
	Acres	Cost per Acre	Total	Acres	Cost per Acre	Total	
Total Cost							
Neighborhood Park 1	8.00	$ 293,750	$ 2,350,000	8.00	$ 481,250	$ 3,850,000	$ 6,200,000
Jack Slaven (Neighborhood Park 2)	8.00	$ 88,607	$ 708,855	8.00	$ 377,907	$ 3,023,259	$ 3,732,114
Neighborhood Park 3	10.00	$ 255,000	$ 2,550,000	10.00	$ 422,000	$ 4,220,000	$ 6,770,000
Spring Lake Central Park [1]	4.00	$ 93,012	$ 372,047	5.00	$ 400,000	$ 2,000,000	$ 2,372,047
Sports Park [2] [3]	28.39	$ 125,000	$3,548,750	NA	NA	$ 6,257,276	$ 9,806,026
Total Cost (Rounded)	**58.39**		**$ 9,530,000**			**$ 19,350,535**	**$ 28,880,000**
Less Incurred Cost							
Neighborhood Park 1	0.00	$ 293,750	$ 0	0.00	$ 0	$ 0	$ 0
Jack Slaven (Neighborhood Park 2)	8.00	$ 88,607	($ 708,855)	6.67	$ 373,802	(2,493,259)	($ 3,202,114)
Neighborhood Park 3	0.00	$ 255,000	$ 0	0.00	$ 0	$ 0	$ 0
Spring Lake Central Park	0.00	$ 93,012	$ 0	0.00	$ 0	$ 0	$ 0
Sports Park [3]	28.39	$ 125,000	($ 3,548,750)	NA	NA	($2,769,576)	($ 6,318,326)
Total Incurred Cost	**36.39**		**($ 4,257,605)**			**($ 5,262,835)**	**($ 9,520,440)**
Remaining Cost							
Neighborhood Park 1	8.00	$ 293,750	$ 2,350,000	0.00	$ 0	$ 3,850,000	$ 6,200,000
Jack Slaven (Neighborhood Park 2)	0.00	-	$ 0	1.33	$ 400,000	$ 530,000	$ 530,000
Neighborhood Park 3	10.00	$ 255,000	$ 2,550,000	0.00	$ 0	$ 4,220,000	$ 6,770,000
Spring Lake Central Park	4.00	$ 93,012	$ 372,047	0.00	$ 0	$ 2,000,000	$ 2,372,047
Sports Park [3]	0.00	-	$ 0	0.00	$ 0	$ 3,487,700	$ 3,487,700
Subtotal	**22.00**		**$ 5,272,047**			**$ 14,087,700**	**$ 19,359,747**
Less Parks SLIF Fund Balance (as of 9/30/16)							($ 3,422,574)
Total Remaining Cost							**$ 15,937,173**
Total Remaining Cost (Rounded)							**$ 15,940,000**

cost

Source: City of Woodland

[1] Land acquisition cost = $500,000 payable in 2025 discounted to 2015 dollars. $500,000 is $125,000 per acre for 4 acres.
The fifth acre of park development costs is the former fire station site that has been dedicated to the City.
[2] The SLIF funds 28.39 acres of the Sports Park land acquisition costs.
Total Sports Park acreage = 40 acres. 28.39 acres = 83.5% of 34 acres, the Sports Park acreage net of the neighborhood sports fields.
[3] See Table 5 for detail on Sports Park facility costs.

The SLIF-funded cost of park land acquisition and improvements required to serve the development in the SLSP totals an estimated $28.9 million. This total park cost estimate has increased by approximately 34 percent since the SLIF was established in 2004. The total incurred and remaining SLIF-funded costs are summarized below. The remaining costs include an offset by the current Park SLIF fund balance:

Total Cost	**$ 28.88**	**Million**
Total Incurred Cost	**$ 9.52**	**Million**
Total Remaining Land Acquisition and Development Cost	**$ 19.36**	**Million**
Less Existing Fund Balance	($ 3.42)	Million
Total Remaining Cost	**$ 15.94**	**Million**

Park Land Acquisition

As shown in **Table 4**, the City has already acquired the land for the Sports Park and the Jack Slaven neighborhood park. It still must acquire the land for the other two neighborhood parks and Spring Lake Central Park. The total future land acquisition cost estimates for these parks were obtained from the City and are expressed in 2015 dollars. The negotiated cost of Spring Lake Central Park is $500,000 payable in 2025 with no escalation. Consequently, this cost has been discounted to 2015 dollars using a 3 percent annual discount factor. The incurred and remaining land acquisition costs are summarized below:

Incurred Land Acquisition Cost	$ 4.26	Million
Remaining Land Acquisition Cost	$ 5.27	Million
Total Land Acquisition Cost	**$ 9.53**	Million

Park Development

Summary

Currently, the City has constructed facilities and improvements at the Sports Park and Jack Slaven Park, although both of these parks have remaining development phases. All of the other SLSP parks remain to be acquired and developed. The park development costs have been updated from the cost in the 2016 Parks SLIF Nexus Study based on recent construction bids received in December, 2016. The City provided all incurred and remaining park development cost estimates, as summarized below:

Incurred Park Development Cost	$ 5.26	Million
Remaining Park Development Cost	$ 14.09	Million
Total Park Development Cost	**$ 19.35**	Million

Sports Park

Summary

The SLIF program is one of several funding sources for the Sports Park land acquisition and development. Other major funding sources include the Major Projects Financing Plan (MPFP) Citywide fee program and the voter-approved Citywide Measure E sales tax revenue. In addition, in 2007, the City issued bonds, referred to hereafter as the 2007 Sports Park Bonds, to help fund the Sports Park and Dance Aerobics Studio development costs. The Sports Park Bond payments and proceeds were split between the MPFP fee program, the SLIF program, and Measure E revenues, using percentages that were established in the 2006 MPFP Nexus Study Update based on the SLSP area's relative demand for Sports Park facilities, as measured by population estimates at the time of the study. Thus, the Sports Park costs include a bond financing component. EPS developed tables to detail the Sports Park costs and to estimate the bond financing costs attributable to the SLIF program. All incurred and remaining SLIF-funded Sports Park costs are detailed in **Table 5** and summarized below.

Incurred Sports Park Costs	$ 6.32	Million
Remaining Sports Park Costs	$ 3.49	Million
Total Sports Park Cost	**$ 9.81**	Million

Sports Park Land

As detailed in **Table 4** and summarized in **Table 5**, the SLIF program funded 28.39 acres of the 40-acre Sports Park land acquisition at a cost of $125,000 per acre for a total cost of approximately $3.5 million. All Sports Park land has been acquired.

Sports Park Development

<u>Phase 1</u>

As shown in **Table 5**, the SLIF-funded Sports Park Phase 1 development costs include both a development cost component and a bond financing component. The SLIF program portion of the 2007 Sports Park bond proceeds were used to fund the Phase 1 costs. Consequently, the Phase 1 costs of approximately $2.5 million shown in **Table 5** are equal to the SLIF program's portion of the 2007 Sports Park bond proceeds. **Table 6** provides the backup for the allocation of the bond proceeds to the SLIF program, the MPFP fee program, and the Measure E program.

There is an additional estimated bond financing cost of $0.6 million to bring the total Sports Park Phase 1 development costs to $3.1 million. Although this amount has already been spent on park development, only the amount paid in debt service to date has been incurred. This incurred amount totals approximately $2.8 million.

Tables 7 through **9** detail the debt service and bond financing cost estimates. **Table 7** shows the allocation of the 2007 Sports Park Bond debt service between the MPFP fee program, the SLIF program, and the Measure E program. This allocation uses the percentages established in **Table 6**.

Table 5
2017 SLIF Nexus Study Update - Parks Component
Estimated Sports Park Cost (2015 $)

Description	Cost	Source/Notes
Total SLIF-Funded Portion of Sports Park		
Land Acquisition	$ 3,548,750	MPFP Nexus Study Update (2008). Acres and cost per acre shown on Table 4.
Phase 1 Park Development		
Park Development Cost	$2,508,000	2007 Sports Park bond proceeds - Table 6
Bond Financing Cost	$629,276	Table 9
Subtotal Phase 1 Facilities	**$3,137,276**	Table 9 - Total debt service (w/ remaining payments discounted to 2016 $)
Phase 2 Park Development	$ 3,120,000	City - December 2015 cost estimate (41% of total Phase 2 facilities cost).
Total	**$ 9,806,026**	
Less Amount Incurred		
Land Acquisition	($ 3,548,750)	MPFP Nexus Study Update (2008). Acres and cost per acre on Table 4.
Phase 1 Facilities - Debt Service	($2,769,576)	Table 9 - Debt service to date
Phase 2 Facilities	$ 0	
Total	**($6,318,326)**	
Remaining Amount		
Land Acquisition	$ 0	
Phase 1 Facilities	$ 367,700	Table 9 - Remaining debt service (discounted to 2016 $)
Phase 2 Facilities	$ 3,120,000	
Total	**$ 3,487,700**	

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Table 6
2017 SLIF Nexus Study Update - Parks Component
2007 Sports Park and Dance Aerobics Bond Allocation

Item	MPFP- Other Future Development	SLIF	Measure E	Total
Sports Park				
Percentage	25.00%	38.00%	37.00%	100.00%
Amount	**$ 1,650,000**	**$ 2,508,000**	**$ 2,442,000**	**$ 6,600,000**
Dance Aerobics and Site Improvements				
Percentage	74.27%	0.00%	25.73%	100.00%
Construction Amount	**$ 1,782,480**	**$ 0**	**$ 617,520**	**$ 2,400,000**
Total				
Percentage	38.14%	27.87%	33.99%	100.00%
Amount	**$ 3,432,480**	**$ 2,508,000**	**$ 3,059,520**	**$ 9,000,000**
2007 Series Bond Principal and Interest				
Percentage	38.14%	27.87%	33.99%	100.00%
Principal	$ 3,947,352	$ 2,884,200	$ 3,518,448	**$ 10,350,000**
Interest	$ 953,958	$ 697,025	$ 850,304	**$ 2,501,287**
Total	**$ 4,901,310**	**$ 3,581,225**	**$ 4,368,752**	**$ 12,851,287**

sp bond pct

Source: City of Woodland

Table 7
2017 SLIF Nexus Study Update - Parks Component
Sports Park and Dance Aerobics Bond Debt Service Allocation (2007 Bonds)

Description	Total Future Development			MPFP -- Other Future Development			SLIF			Measure E		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
Percentage [1]				**38.1%**			**27.9%**			**34.0%**		
Total Bond Proceeds			$ 9,000,000			$ 3,432,480			$ 2,508,000			$ 3,059,520
Total Payments	$ 10,350,000	$ 2,501,287	$ 12,851,287	$ 3,947,352	$ 953,958	$ 4,901,310	$ 2,884,200	$ 697,025	$ 3,581,225	$ 3,518,448	$ 850,304	$ 4,368,752
Annual Bond Debt Service				**Percentage * total amount**			**Percentage * total amount**			**Percentage * total amount**		
FY Ending												
2008	$ 895,000	$ 247,131	$ 1,142,131	$ 341,341	$ 94,252	$ 435,594	$ 249,407	$ 68,867	$ 318,274	$ 304,252	$ 84,011	$ 388,264
2009	$ 765,000	$ 376,085	$ 1,141,085	$ 291,761	$ 143,434	$ 435,195	$ 213,180	$ 104,802	$ 317,982	$ 260,059	$ 127,849	$ 387,908
2010	$ 795,000	$ 345,485	$ 1,140,485	$ 303,202	$ 131,763	$ 434,966	$ 221,540	$ 96,275	$ 317,815	$ 270,258	$ 117,446	$ 387,704
2011	$ 830,000	$ 313,685	$ 1,143,685	$ 316,551	$ 119,635	$ 436,186	$ 231,293	$ 87,414	$ 318,707	$ 282,156	$ 106,636	$ 388,792
2012	$ 865,000	$ 280,485	$ 1,145,485	$ 329,899	$ 106,973	$ 436,873	$ 241,047	$ 78,162	$ 319,208	$ 294,054	$ 95,350	$ 389,404
2013	$ 895,000	$ 245,885	$ 1,140,885	$ 341,341	$ 93,777	$ 435,118	$ 249,407	$ 68,520	$ 317,927	$ 304,252	$ 83,588	$ 387,840
2014	$ 930,000	$ 211,875	$ 1,141,875	$ 354,690	$ 80,806	$ 435,496	$ 259,160	$ 59,043	$ 318,203	$ 316,150	$ 72,026	$ 388,177
2015	$ 965,000	$ 175,838	$ 1,140,838	$ 368,038	$ 67,062	$ 435,100	$ 268,913	$ 49,000	$ 317,913	$ 328,049	$ 59,775	$ 387,824
2016	$ 1,005,000	$ 138,444	$ 1,143,444	$ 383,294	$ 52,801	$ 436,094	$ 280,060	$ 38,580	$ 318,640	$ 341,646	$ 47,063	$ 388,710
2017	$ 1,045,000	$ 98,244	$ 1,143,244	$ 398,549	$ 37,469	$ 436,018	$ 291,207	$ 27,377	$ 318,584	$ 355,244	$ 33,398	$ 388,642
2018	$ 1,085,000	$ 56,444	$ 1,141,444	$ 413,805	$ 21,527	$ 435,331	$ 302,353	$ 15,729	$ 318,082	$ 368,842	$ 19,188	$ 388,030
2019	$ 275,000	$ 11,688	$ 286,688	$ 104,881	$ 4,457	$ 109,339	$ 76,633	$ 3,257	$ 79,890	$ 93,485	$ 3,973	$ 97,458
TOTAL	**$ 10,350,000**	**$ 2,501,287**	**$ 12,851,287**	**$ 3,947,352**	**$ 953,958**	**$ 4,901,310**	**$ 2,884,200**	**$ 697,025**	**$ 3,581,225**	**$ 3,518,448**	**$ 850,304**	**$ 4,368,752**

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Source: City of Woodland

[1] See Table 6.

Table 8
2017 SLIF Nexus Study Update - Parks Component
Sports Park and Dance Aerobics Bond Debt Service Allocation (2012 Refunding Bonds)

Description	Total Future Development			MPFP -- Other Future Development			SLIF			Measure E		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
Percentage [1]				**38.1%**			**27.9%**			**34.0%**		
Total Bond Construction Proceeds			$ 0			$ 0			$ 0			$ 0
Total Payments	$ 5,296,700	$ 297,215	$ 5,593,915	$ 2,020,091	$ 113,354	$ 2,133,445	$ 1,476,014	$ 82,824	$ 1,558,838	$ 1,800,596	$ 101,037	$ 1,901,633
Annual Bond Debt Service				**Percentage * total amount**			**Percentage * total amount**			**Percentage * total amount**		
FY Ending												
2013	$ 977,400	$ 78,188	$ 1,055,588	$ 372,767	$ 29,820	$ 402,587	$ 272,369	$ 21,788	$ 294,157	$ 332,264	$ 26,580	$ 358,844
2014	$ 977,700	$ 78,812	$ 1,056,512	$ 372,882	$ 30,058	$ 402,940	$ 272,452	$ 21,962	$ 294,415	$ 332,366	$ 26,792	$ 359,158
2015	$ 991,500	$ 64,045	$ 1,055,545	$ 378,145	$ 24,426	$ 402,571	$ 276,298	$ 17,847	$ 294,145	$ 337,057	$ 21,772	$ 358,829
2016	$ 1,011,700	$ 46,453	$ 1,058,153	$ 385,849	$ 17,716	$ 403,565	$ 281,927	$ 12,945	$ 294,872	$ 343,924	$ 15,791	$ 359,715
2017	$ 1,032,200	$ 25,706	$ 1,057,906	$ 393,667	$ 9,804	$ 403,471	$ 287,640	$ 7,163	$ 294,803	$ 350,893	$ 8,739	$ 359,632
2018	$ 306,200	$ 4,011	$ 310,211	$ 116,781	$ 1,530	$ 118,310	$ 85,328	$ 1,118	$ 86,446	$ 104,092	$ 1,364	$ 105,455
TOTAL	**$ 5,296,700**	**$ 297,215**	**$ 5,593,915**	**$ 2,020,091**	**$ 113,354**	**$ 2,133,445**	**$ 1,476,014**	**$ 82,824**	**$ 1,558,838**	**$ 1,800,596**	**$ 101,037**	**$ 1,901,633**

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Source: City of Woodland

[1] See Table 6.

Prepared by EPS 1/11/2017

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Table 9
2017 SLIF Nexus Study Update - Parks Component
Sports Park Bonds Debt Service - SLIF Portion

	Debt Service					
Item	2007 Bond [1]	2012 Refunding Bond [2]	Total	Discounted Total *2016$*	Prior Payments	Remaining Payments [3]
Discount Factor				**3%**		
Debt Service Payments						
FY Ending						
2008	$ 318,274		**$ 318,274**	**$ 318,274**	$ 318,274	$ 0
2009	$ 317,982		**$ 317,982**	**$ 317,982**	$ 317,982	$ 0
2010	$ 317,815		**$ 317,815**	**$ 317,815**	$ 317,815	$ 0
2011	$ 318,707		**$ 318,707**	**$ 318,707**	$ 318,707	$ 0
2012	$ 319,208		**$ 319,208**	**$ 319,208**	$ 319,208	$ 0
2013		$ 294,157	**$ 294,157**	**$ 294,157**	$ 294,157	$ 0
2014		$ 294,415	**$ 294,415**	**$ 294,415**	$ 294,415	$ 0
2015		$ 294,145	**$ 294,145**	**$ 294,145**	$ 294,145	$ 0
2016		$ 294,872	**$ 294,872**	**$ 294,872**	$ 294,872	$ 0
2017		$ 294,803	**$ 294,803**	**$ 286,217**	$ 0	$ 286,217
2018		$ 86,446	**$ 86,446**	**$ 81,483**	$ 0	$ 81,483
TOTAL	**$ 1,591,987**	**$ 1,558,838**	**$ 3,150,824**	**$ 3,137,276**	**$ 2,769,576**	**$ 367,700**
Less Sports Park Construction Proceeds - SLIF Portion [1]				**($ 2,508,000)**		
Financing Cost				**$ 629,276**		

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Source: City of Woodland and EPS

[1] See Table 7.
[2] See Table 8.
[3] Remaining payments include debt service due on 9/1/16 since the Parks fund balance does not reflect that payment.

In 2012, the City issued refunding bonds, referred to hereafter as the 2012 Refunding Bonds, to pay off the 2007 Sports Park Bonds. **Table 8** shows the allocation of the 2012 Refunding Bond debt service between the MPFP fee program, the SLIF program, and the Measure E program (again using the percentage allocation from **Table 6**).

Table 9 details the SLIF portion of the debt service payments for both the 2007 Sports Park Bonds and the 2012 Refunding Bonds and estimates the associated financing costs. The 2007 Sports Park Bond debt service spans the years from 2008 through 2012 when the bonds were refunded. The 2012 Refunding Bond debt service spans the years from 2013 through 2018 when the bonds will be paid off. Debt service for future years is discounted to 2016 dollars using a discount rate of three percent. The debt service is divided into prior and remaining payments. The sum of the prior payments equals the estimated Sports Park Phase 1 incurred development costs shown in **Table 5**. Likewise, the sum of the remaining payments equals the estimated Sports Park Phase 1 remaining development costs shown in **Table 5**. The financing costs associated with the bond payments is estimated as the total discounted debt service less the SLIF portion of the Sports Park Bond construction proceeds of approximately $2.5 million (see **Table 6**).

Phase 2

Phase 2 of the Sports Park development is planned but has not yet occurred. The City estimates that the SLIF program will be allocated 41 percent, or $3.12 million, of the Phase 2 costs. The 41 percent allocation was established in the 2008 MPFP Nexus Study Update and is based on the SLSP area's relative demand for Sports Park facilities, as measured by population estimates at the time of the study.

4. COST ALLOCATION

Introduction

This chapter describes the methodology used to allocate the park land acquisition and development costs (detailed in the previous chapter) to the various land uses based on each land use's relative demand for park facilities. In addition, the City charges an administration fee to administer the fee program. The proposed fees were summarized in **Table 1** in the first chapter.

Cost Allocation and SLIF Update Methodology

The cost allocation methodology used to allocate costs and determine the SLIF by land use was established in the 2004 Nexus Study. This methodology calculates the fees for all SLIF components based on a weighted average cost allocation across facility types. The specific steps in this methodology are outlined below:

1. Determine the costs of all SLIF-funded infrastructure and other public facilities required to serve development in the SLSP.

2. For each facility type, determine the appropriate use factors to use in allocating the costs to each benefitting land use. These use factors, also called dwelling unit equivalent (DUE) factors, represent the level of facility usage generated by each land use as compared to the usage from a single-family unit. There are three fee land uses in the SLIF program: single-family, multifamily, and commercial. For the residential uses, the DUE factors represent the level of facility usage generated by a dwelling unit as compared to a single-family dwelling unit. For the commercial use, the DUE factors represent the level of facility usage generated by 1,000 building square feet as compared to a single-family dwelling unit.

3. For each facility type and land use, multiply the DUE factors from the previous step by the number of dwelling units or 1,000 building square feet to determine the total number of DUEs by land use.

4. For each facility type, determine the percentage of total DUEs attributable to each land use. Multiply this percentage by the total facility cost to determine the facility cost by land use.

5. For each facility type, divide the cost allocated to each land use by the number of dwelling units or nonresidential building square feet to determine a cost per dwelling unit or building square foot by land use.

6. For each land use, sum the costs per dwelling unit or building square foot across facility types.

7. For each land use, determine a weighted average DUE factor as the total cost per dwelling unit or 1,000 building square feet divided by the single-family cost per dwelling unit. The current weighted average DUE factors were established in the 2010 SLIF Nexus Study Update and are shown below:

Land Use	DUE Factor	
Single Family	1.00	per dwelling unit
Multifamily	0.66	per dwelling unit
Commercial	0.77	per 1,000 building square feet

8. Each time the fees are updated, the weighted average DUE factors are used to determine the SLIF by land use. For this update, the following steps are taken to calculate the Parks and Administration SLIF rates:

   a. The remaining DUEs by land use are calculated as the number of remaining units or 1,000 building square feet multiplied by the weighted average DUE factor. The DUEs are summed across land uses to determine the total remaining DUEs.

   b. The SLIF per DUE is calculated as the facility cost estimate divided by the total remaining DUEs.

   c. For each residential land use, the SLIF per dwelling unit is calculated as the SLIF per DUE multiplied by the appropriate weighted average DUE factor.

   d. For the commercial land use, the SLIF per building square foot is calculated as the SLIF per DUE multiplied by the commercial weighted average DUE factor and divided by 1,000 (because the DUE factor applies to 1,000 building square feet).

Even though the individual parks cost allocation (described in steps 2 and 3 above) was based on persons per household factors and did not assign any DUEs to commercial development, under the weighted average approach, commercial development is still charged a fee for parks. Using this approach results in multifamily fees that are 0.66 of the single-family fees and commercial fees that are 0.77 of the single-family fees for all facility types, regardless of the different facility cost allocation factors used in developing the weighted average DUE factors. Consequently, even though commercial development is not allocated any parks costs, it is required to pay the Parks SLIF.

Table 10 shows the cost allocation of parks costs to single-family and multifamily uses. The proposed Parks SLIF rates, including the administration component, were summarized in **Table 1** in **Chapter 1**.

Table 10
2017 SLIF Nexus Study Update - Parks Component
Parks Cost Allocation

Land Use	DUE Factor per Unit/1,000 Bldg. Sq. Ft. [1]	Remaining Units/ Bldg. Sq. Ft. [2]	Remaining DUEs	Percentage of DUEs	Remaining Cost [3]	Parks Cost per Unit/ Bldg. Sq. Ft.
Formula	*b*	*c*	*b*c (resid.)* *b*c/1,000 (com.)*	*d*	*e=d*tot rem cost*	*e/c*
Residential	*per unit*	*units*				*per unit*
Single-Family	1.00	1,457	1,457	74%	$ 11,786,162	**$8,089**
Multifamily	0.66	693	457	23%	$ 3,699,900	**$5,339**
Subtotal		**2,150**	**1,914**	**97%**	**$ 15,486,062**	
	per 1,000 bldg. sq. ft.	*bldg. sq. ft.*				*per bldg. sq. ft.*
Commercial	0.77	72,877	56	3%	$ 453,938	**$6.23**
Total			**1,970**	**100%**	**$ 15,940,000**	

cost alloc2

Source: City of Woodland and EPS

[1] Persons per household/single-family persons per household.
[2] See Table 3.
[3] See Table 4.

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5. NEXUS FINDINGS

Authority

This report has been prepared to update the Parks SLIF charged to new development in the SLSP in accordance with the procedural guidelines established in AB 1600, which are codified in California Government Code Section 66000 et. seq. These code sections set forth the procedural requirements for establishing and collecting development impact fees. These procedures require that "a reasonable relationship or nexus must exist between a governmental exaction and the purpose of the condition."[2] The nexus for the SLIF, including the parks component, was established at the time the SLIF program was developed. This Parks Nexus Study updates the information used to calculate the Parks SLIF. This chapter presents the following findings in accordance with the AB 1600 requirements:

- Purpose of the fee.
- Use of the fee.
- Relationship between the use of the fee and the type of development on which the fee is imposed.
- Relationship between the need for the public facility and the type of development on which the fee is imposed.
- Relationship between the amount of the fee and the cost of public facilities attributed to the development on which the fee is imposed.

Purpose of Fees

New development in the SLSP area will increase the demand for parks. The Parks SLIF will fund the acquisition and development of 5.0 acres of park land per thousand residents in the SLSP. The park improvements are described in more detail in **Chapter 3**.

Use of Fees

For each thousand additional residents, the Parks SLIF will be used to acquire and improve 5.0 acres of park land to include turf, landscape, and recreational amenities.

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[2] *Public Needs & Private Dollars*; William Abbott, Marian E. Moe, and Marilee Hanson, page 109.

Relationship between Use of Fees and Type of Development

New development in the SLSP area will generate an additional need for park and recreation services and the associated park and recreation facilities. The Parks SLIF will be used to acquire and develop park land to serve new residents.

Relationship between Need for Facility and Type of Project

Each new development project will generate additional demand for park and recreation services and the associated need for park and recreation facilities. To maintain the City's park standard of 5.0 park acres per thousand residents, the SLSP area must develop the required park acres to serve the population generated by new development.

Relationship between Amount of Fees and Cost of Facility Attributed to Development on which Fee is Imposed

The costs of SLSP park land acquisition and improvements are allocated to new development in the SLSP. Although residents are the primary beneficiaries of parks facilities, employees also benefit from park facilities. Therefore, parks costs are allocated to both residential and nonresidential land uses. The weighted average DUE factors, developed for all SLIF-funded facilities (detailed in Chapter 4) are used to allocate costs to all benefitting land uses. The Parks SLIF rates are calculated based on the cost allocation.

6. IMPLEMENTATION

Parks SLIF Adoption and Updates

Fee Program Adoption and Updates

Unless adopted as an emergency ordinance, the updated 2016 Parks SLIF for the SLSP will become effective 60 days following the City's adoption of this Parks SLIF Nexus Study and adoption of the ordinance authorizing collection of the Parks SLIF. *The Parks SLIF applies only to the SLSP. Projects located in the MPRA will have a separate fee program formed before they can start development.*

The SLIF program (including the Parks component) includes the following three types of updates:

- Annual Automatic Inflation Update.
- Periodic Update for significant adjustments.
- Reconciliation Update before each release of Building Unit Allocations.

The Parks component of the SLIF is not included in the Reconciliation Update, so this update is not discussed in this chapter. The other two updates are discussed in the following sections.

Annual Automatic Inflation Update

The SLIF includes automatic annual adjustments to account for the inflation of public facilities design, construction, installation, and acquisition costs unless there is a Periodic Update that year. In January of each calendar year, the SLIF will be increased by the average of the San Francisco and 20-city CCI as reported in the ENR for the 12-month period ending October of the previous year. This Nexus Study Update contains cost estimates in the year 2016 dollars.

Periodic Update for Significant Adjustments

In addition to the automatic annual inflation adjustments, the City may or will likely need to update the SLIF periodically because of the following factors:

- Changes in land use in the SLSP.
- Changes in public facility requirements.
- Adjustment to development forecasts.
- New cost information based on actual construction costs or updated engineering estimates.
- Additional revenues from public entities for their fair share of costs.
- New funding source data.
- Changes to the methodologies for computing the SLIF.

This Parks SLIF update is the seventh periodic update of the SLIF Program. The previous periodic updates are summarized below:

Date	Reason
September 2004	Park land cost increases
November 2006	Facilities cost increases
March 2007	Park land and facilities cost increases
December 2008	Land use, DUE, and infrastructure cost changes
January 2010	Facilities changes, facilities cost changes, and inflation changes.
January 2016	Park land and facilities cost changes, and bond financing changes.

Beyond those revisions, the City will continually monitor the SLIF program revenue collections and expenditures to ensure that the SLIF is updated as necessary.

For the periodic updates, public facility costs will be based on the actual construction costs for completed projects and estimates of future construction costs adjusted for inflation annually. The following conditions will apply to the cost updates:

- For publicly bid projects, the City will use actual construction costs paid by the City.
- For privately constructed facilities, the City's Public Works Director or designee will evaluate all submittals for reimbursement prepared by developers or developer's engineers. The City Public Work Director, in his or her sole discretion, may accept the developer's statement of eligible construction costs or may make adjustments to the construction cost statement.
- For future projects, the City will update all future infrastructure cost estimates using the best available engineering information at the time of the update.

Fee Components and Collection

The SLIF is collected at building permit issuance from developers of residential and nonresidential property located in the SLSP who do not have fee credits available to use. The City administers the SLIF program and collects the SLIF. The SLIF is collected as one fee and divided by the City into the following three components:

- Infrastructure (Roadways, Water Facilities, Sewer Facilities, Drainage Facilities)
- Parks
- Administration

Average DUE Factors For Future SLIF Updates

To provide a reasonable level of simplicity for the Fee Program administration, the 2004 Nexus Study calculated an average DUE factor across facility types for each land use category in the SLSP. As detailed in **Chapter 4**, average DUE factors are used to establish fees by land use for all facility types. The average DUE factors were modified for the January 2010 update to be consistent with the DUE factors by facility used for the Citywide MPFP fee program. Average DUE factors to establish fees have been used in all Periodic and Reconciliation SLIF Updates to date.

Eligibility for Fee Credits and Reimbursements

Infrastructure Component

Fee credits and reimbursements are available for developers who construct infrastructure. These fee credits and reimbursements are not detailed in this report because this report proposes an update of the Parks SLIF only.

Parks Component

The Parks component of the SLIF is treated differently than the Infrastructure component. The Parks SLIF is divided into two parts: the sports park portion and the neighborhood parks portion. Both portions are due at the time of the building permit application submittal.

Currently, the City intends to design and build all park facilities in the SLSP. Therefore, the development in the SLSP is required to pay the entire SLIF Parks Component in cash, and no fee credits are available for this component. Should this arrangement change in the future, the City, in its sole discretion, may enter into an agreement with a developer for that developer to construct neighborhood park improvements. Then fee credits would be available for the neighborhood park improvements constructed in accordance with such agreement. These fee credits would only apply to the neighborhood park portion of the SLIF Parks Component. No fee credits will be available for the sports park portion of the Parks Component, which has to be paid in cash.

Available fee credits for the SLIF infrastructure component may not be applied to the Parks Component. This will help to ensure that the park facilities are developed concurrently with the construction of new single and multifamily units in the SLSP.

Administration Component

The Administration component of the SLIF constitutes an additional fraction of the total cost estimates (currently estimated at 4 percent) that is charged by the City to cover the costs related to the ongoing administration of the SLIF. No fee credits may be used for the Administration component of the SLIF. Each parcel is required to pay the Administration component in full at the time of the building permit application submittal regardless of whether or not it is owed any reimbursements.

Legislation Text

9.

File #: 16-881, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: Award Construction Contract and Approve the Purchase of Playground Equipment for Spring Lake Park N3, CIP 15-05 (Rick Gonzales Sr, Park)

Recommendation for Action: Staff recommends that the City Council:

1) Adopt Resolution No. _____, to award the construction contract in the amount of $2,206,694.70 to JM Slover, Inc. and authorize a contingency not to exceed $150,000 for the Spring Lake N3 Park Project CIP 15-05; and
2) Authorize the City Manager to execute a contract with Miracle Playsystems, Inc. for the purchase of playground equipment for Spring Lake N3 Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed $128,851.28; and
3) Authorize the City Manager to execute a contract with NSP3 for the purchase of Picnic Shelter for Spring Lake N3 Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed $75,237.79

Staff Contact

Clara Olmedo, Associate Engineer - (530) 661-5824, clara.olmedo@cityofwoodland.org

Fiscal Impact

The Spring Lake N3 Park Project, CIP 15-05 is fully funded in the Capital Budget in the amount of $3,030,000.

Background

The Spring Lake Specific Plan includes three neighborhood parks within the Spring Lake community. The first neighborhood park was built in 2010 and is known as Jack Slaven Park. The Spring Lake parks are funded through Park SLIF fees paid by the Spring Lake developers at building permit. Current development activity has triggered the second neighborhood park to be built in the Spring Lake Specific Plan area.

The Spring Lake Neighborhood N3 Park project is located on Miekle Avenue and Centennial Drive and north of a future school site. The Spring Lake Specific Plan includes desired park amenities for the three neighborhood parks. The City hired Callander Associates to complete a master plan that included the Specific Plan amenities as well as other City/resident preferred amenities. The City presented the master plan for a 10-acre park per resident’s request to rezone the 2-acre commercial site to park space at several public meetings.

The master plan for the 10-acre neighborhood park, the final purchase agreement and rezoning of the 2-acre Neighborhood Commercial site to Park Space was approved by Council in the December 12, 2015 meeting.

Current available funding only allows for construction of approximately 7 acres of the 10-acre site. The remaining 3-acres will be deferred to a later date as funding from new development in Spring Lake is received.

The park improvements will be constructed in two phases as shown in the Master Plan Phasing Plan attachment.

The first phase of the park includes:
- 10-acre ultimate park size (3 acres mulched area to be fully developed during Phase 2)
- Multi-use turf area to accommodate youth soccer fields and T-Ball size baseball field
- Playground area and equipment for 2-5 aged and 5-12 aged children
- Benches, pathway lighting, drinking fountains
- Paved and decomposed granite paths with connections to adjoining greenbelt network and fitness stations
- Group and small picnic shelters
- Restroom and maintenance building
- Low water use landscaping

Second phase includes:
- Parking lot (access off of Meikle Ave)
- Tennis courts
- Half-basketball court

<u>Discussion</u>

On June 21, 2016 Council approved plans and specifications for the project. On July 21, 2016, the City opened bids and found that the lowest bidder was $2.96 million. This amount was well over the engineer’s estimate as well as the City’s budget. City staff worked with the design consultant to reduce the project construction budget and returned to Council on August 23, 2016. At that meeting, Council rejected all of the previous bids and gave staff permission to re-bid the revised construction documents. On December 6, 2016, the City received 7 bids for the project. Staff has performed due diligence in reviewing the bids and all bids comply with the technical submittal requirements.

Please see the following table for complete bid results.

	Contractor	**Bid Amount as Read at Bid Opening**
1	JM Slover Inc.	$2,206,694.70
2	Sierra Valley Construction Inc.	$2,349,990.66
3	Trent Construction	$2,520,078.72
4	Stockbridge General Construction Inc.	$2,594,515.39
5	Lister Construction Inc.	$2,620,723.28
6	Procida Landscape Inc.	$2,724,376.16
7	Empire Landscaping Inc.	$3,164,839.00

JM Slover, Inc. has been determined to be the lowest responsible, responsive bidder, which per the bidding documents, was determined by the base bid amount plus all alternates.

Staff recommends that the contract amount include the base bid items plus all bid alternates. The bid alternates include a pedestrian bridge, T-ball field, fitness stations along walking path, Olive grove, and a second picnic shelter.

During the June 21, 2016 Council meeting, staff received City Council approval for awarding a construction contract in an amount not to exceed $2,480,000 consistent with the terms of the Reimbursement Agreement for Park acquisition dated March 31, 2016 and as stated in Resolution No. 6657. Once executed, the Resolution attached to this Council staff report will supersede Resolution No. 6657.

The project includes separate funding for a greenbelt on the south side of the park. The cost of the greenbelt (and separate funding) allows the City to award a project that is about $80,000 more than the $2,400,000.

In order to award the full project plus bid alternates, an increase in the Parks SLIF fee is required. This item is also on the agenda for January 17, 2017.

In addition, staff is requesting that the procurement of equipment be performed through CMAS. This program offers a wide variety of commodities and services at prices which have been assessed to be fair, reasonable and competitive. The use of these contracts is available to state and local government agencies. The use of CMAS allows the City to purchase construction materials and provide them to the contractor for installation without paying for the Contractor's mark up costs. The City previously used the CMAS acquisition process to purchase playground equipment in City Park in November of 2014.

Both Miracle Playsystems, Inc. and NSP2 are well-established providers of high quality equipment that are participants of CMAS. By utilizing these vendors, we not only benefit from their competitive pricing, but also their commitment to quality and customer service that we have received in previous interactions.

Staff anticipates construction starting in March with completion anticipated in the fall of 2017.

Conclusion

Staff recommends that the City Council:

1) Adopt Resolution No. _____, to award the construction contract in the amount of $2,206,694.70 to JM Slover, Inc. and authorize a contingency not to exceed $150,000 for the Spring Lake N3 Park Project CIP 15-05; and
2) Authorize the City Manager to execute a contract with Miracle Playsystems, Inc. for the purchase of playground equipment for Spring Lake N3 Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed $128,851.28; and
3) Authorize the City Manager to execute a contract with NSP3 for the purchase of Picnic Shelter for Spring Lake N3 Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed $75,237.79

Prepared by: Clara Olmedo, Associate Engineer

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, Assistant City Manager - Community and Economic Development

Paul Navazio, City Manager

ATTACHMENTS:
Attachment A - Resolution
Attachment - B Park N3 Master Plan

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT, AND APPROVING PURCHASE OF EQUIPMENT UTILIZING CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) FOR THE SPRING LAKE N3 PARK PROJECT, CIP 15-05

WHEREAS, the City of Woodland has $3,030,000 in the Capital Budget to construct the project, referred to as the Spring Lake N3 Park Project, CIP 15-05 (the "Project"); and

WHEREAS, the City Council approved Master plan and approved consultant agreement to design park in December 12, 2015; and

WHEREAS, staff request that the City Council gives City Manager authority to award and execute the construction contract in the amount not to exceed $2,206,694.70 to JM Slover, Inc. plus a contingency amount of $150,000 for the Spring Lake N3 Park Project, CIP 15-05; and

WHEREAS, staff request that the City Council gives City Manager authority to award and execute the purchase contract in the amount not to exceed $75,237.79 to NSP3 utilizing CMAS schedules for the Spring Lake N3 Park Project, CIP 15-05; and

WHEREAS, staff request that the City Council gives City Manager authority to award and execute the purchase contract in the amount not to exceed $128,851.28 to Miracle Playsystems, Inc. utilizing CMAS schedules for the Spring Lake N3 Park Project, CIP 15-05; and

WHEREAS, the City Council desires to construct the Project; and

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

<u>Section 1</u>. The City Council hereby approves the Agreement with JM Slover Inc., in the amount of $2,206,694.70 and authorizes and directs the City Manager to execute the Agreement, The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized in the Agreement does not change.

<u>Section 2.</u> The City Council also authorizes a maximum of $150,000 construction contingency and authorizes the City Manager to such an amendment to the agreement if such contingency is required.

<u>Section 3</u>. The City Council hereby approves the Agreement with NSP3 in the amount of $75,237.79 and authorizes and directs the City Manager to execute the Agreement, The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 4. The City Council hereby approves the Agreement with Miracle Playsystems, Inc., in the amount of $128,851.28 and authorizes and directs the City Manager to execute the Agreement, The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized in the Agreement does not change.

PASSED AND ADOPTED this ________ day of ___________ 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

SPRING LAKE PARK N3

PARK PLAN RENDERING

06/15/16

Callander Associates

Landscape Architecture
Park and Recreation Design
Neighborhood Parks

0 15' 30' 60'

SPRINGLAKE N3 PARK

City of Woodland

Legislation Text

10.

File #: 17-113, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: Spring Lake Park N1 Project, CIP 17-10; Approve Plans and Specifications and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council:

1. Approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for Phase 1 of the Spring Lake Park N1 Project, CIP 17-10; and

2. Direct staff to:
   a) evaluate refinements to the Master Plan for Park N1 that integrate more usable active turf space and reduce potential public safety concerns;
   b) solicit additional public input from Spring Lake residents after build out of the adjacent CalWest subdivision;
   c) ensure that any revisions to the Master Plan be reviewed by the Parks and Recreation Commission and approved by the City Council prior to commencing preparation of construction drawings for the remaining 6 acres (Phase 2) of the park project.

Staff Contact

Clara Olmedo, Associate Engineer - (530) 661-5824, clara.olmedo@cityofwoodland.org

Fiscal Impact

The Spring Lake N1 Park Project, CIP 17-10 is fully funded in the Capital Budget in the amount of $500,000.

Based on the proposed plans, the Engineers opinion of construction cost is $450,000.

Background

The Spring Lake Specific Plan includes neighborhood parks that are triggered by the number of building permits issued and are funded through Park SLIF fees paid by the Spring Lake developers at the time of construction.

The first neighborhood park was built in 2010 and is known as Jack Slaven Park. Current development activity has triggered the second neighborhood park, Rick Gonzalez Sr. Park along Meikle Avenue is scheduled to be built in spring 2017.

Park N1 is located on Osborn Drive and Shellhammer Drive and is part of the Cal West subdivision west of Harry Lorenzo Avenue. The Development Agreement for Cal West obligates the developer to fund construction of a 2-acre portion of Park N1.

Additionally, the Development Agreement obligated the developer to fund $15,000 for the development of a master plan. The contribution to these initial park improvements was limited to $500,000 and was subject to reimbursement with Park SLIF fees. Improvements to the remaining 6 acres of park are subject to availability of sufficient Spring Lake Park SLIF fees to complete construction of the remaining improvements.

The first phase of the park is anticipated to open in the summer of 2017.

Discussion

The City hired Callander Associates to complete a master plan for the entire 8-acre N1 Park as well as construction drawings for the first phase (2-acres). The Master Plan was developed with input from Spring Lake residents during a public meeting on June 25, 2015 and subsequent meeting with the Park and Recreation Commission. The Park N-1 Master Plan was approved by City Council at its December 15, 2015 meeting.

The park improvements will be constructed in two phases as shown in the Master Plan Phasing Plan attachment.

The first phase of the park includes:

- 2-acre improvement area
- Multi-use turf area
- Playground area and equipment for young children (ages 2-5)
- Small picnic area

Second phase includes:

- Playground area and equipment for elementary aged children
- Restroom and maintenance shed
- Group picnic shelter and other small picnic areas
- Native planting mounds throughout park
- Paved and decomposed granite paths with connections to adjoining greenbelt
- Benches, pathway lighting, drinking fountains
- Softball size field
- Half-basketball court

At the December 20, 2016 City Council, several members of the council expressed concern about the limited amount of active turf area as well as potential security concerns with the design of the current master plan. City Council requested staff consider these issues and bring back an action to City Council on January 17th that would allow for the process for construction of the first phase to continue without delay while providing for additional consideration to the design of the balance of the park.

Staff's recommendation is to approve the plans and specifications and authorizing bidding for the initial 2 acres as previously prepared. Completion of these 2 acres will not be in conflict with the concerns expressed by City Council. The design of the remaining 6 acres can be adjusted if desired to integrate additional active turf play areas as well as be further evaluated for any potential security issues with the more naturalize landscape / play areas.

Staff recommendation is that potential refinements to the plan be drafted and presented to the neighborhood for input. This process would occur no sooner than after the immediately adjacent CalWest neighborhood is completed and at the point that the City anticipates having generated sufficient funding to complete the construction of the remaining 6 acres.

With Council approval of the recommended actions, construction bids will be solicited for the first phase with an approximate bid opening in February. Staff anticipates construction beginning in the spring of 2017 and the initial 2 acres of Park N1 to open summer 2017.

Recommendation for Action: Staff recommends that the City Council:

1. Approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Spring Lake Park N1 Project, CIP 17-10; and

2. Direct staff to prepare refinements to the Master Plan for Park N1 that a) integrate more usable active turf space and reduce potential public safety concerns, b) solicit additional public input from Spring Lake residents after build out of the adjacent CalWest subdivision, and c) ensure that any revisions to the Master Plan be reviewed by the Parks and Recreation Commission and approved by the City Council prior to commencing preparation of construction drawings for the remaining 6 acres of the park.

Prepared by: Clara Olmedo, Associate Engineer

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, Assistant City Manager - Community and Economic Development

Paul Navazio, City Manager

ATTACHMENTS:
Attachment A - Resolution
Attachment B - Park N1 Master Plan

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING BID ADVERTISEMENT, FOR PHASE 1 OF THE SPRING LAKE N1 PARK PROJECT, CIP 17-10

WHEREAS, the City of Woodland has $500,000 in the Capital Budget to construct the project, referred to as the Spring Lake N1 Park Project, CIP 17-10 (the "Project"); and

WHEREAS, the City Council approved Master plan and approved consultant agreement to design park in December 15, 2015; and

WHEREAS, the City Council desires to construct Phase 1 of the Project;

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

Section 1. The City Council hereby approves the plans and specifications for the Spring Lake N1 Park Project, CIP 17-10, which are available on file with the City Clerk.

Section 2. The City Council authorizes City staff to advertise the Spring Lake N1 Park Project, CIP 17-10 for bids, with bid opening date anticipated to occur in 2017.

PASSED AND ADOPTED this ________ day of ___________ 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

82093.00006\8679936.2

PARK N1 MASTER PLAN

PHASING PLAN

10/1/15

Callander Associates

Landscape Architecture
Park and Recreation Design
Neighborhood Parks

SPRINGLAKE N1 PARK

City of Woodland

Legislation Text

11.

File #: 17-123, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: 2016 Water Rate Study and Set Public Hearing

Recommendation for Action: Staff recommends that the City Council:
1) receive the 2016 Water Rate Study;
2) set March 7, 2017 as the Public Hearing date for the proposed water revenue increases; and
3) adopt Resolution No. _____, Adopting Procedures for Providing Notice and Receiving and Tabulating Written Protests to Property-Related Fees and Charges

Staff Contact

Lynn Johnson, Senior Management Analyst - lynn.johnson@cityofwoodland.org

Fiscal Impact

Adoption of the proposed water revenue increases of 5.5%/year for five (5) years will generate sufficient revenue to meet our operational and capital needs through FY 2021 as well as meet our current debt service and debt coverage ratio requirements. Capital projects will be funded through reserves and rate revenue. No additional bond issuances are assumed in the proposed rate structure.

A drought surcharge has been included in case severe water shortages necessitate reduced water consumption and the associated water revenue loss. This surcharge would only be implemented upon City Council direction and under severe drought conditions where the conservation target is greater than 25%.

Background

In May 2012, the City Council approved a series of water revenue increases to fund deferred maintenance of our water infrastructure and to fund the debt service relating to the Surface Water Supply Project and the required local projects that support the transition to surface water. At the time the rates were adopted, we did not have final project costs, details on the cost of debt issuance, or final answers on available grant funding. Based on the information we had available and cost projections, the Council approved a series of four, 17% water revenue adjustments with the goal of implementing a lower increase in January 2016, the last approved increase.

Staff worked with HDR Engineering to determine the lowest rate increase possible for January 2016. Using actual construction costs for the Davis-Woodland Surface Water Supply Project and final construction costs for the Woodland local surface water projects; State Revolving Fund debt service; an updated Capital Improvement

Program; and updated water consumption data, staff recommended that Council reduce the January 2016 rate adjustment from 17% to 9.5%. All information known at that time indicated that only moderate rate increases would be needed in the five-year forecast to account for inflation and any debt service changes. Unfortunately, the continued drought and State required water conservation mandates reduced water consumption even more substantially than assumed. As a result, rate revenue to our water utility in FY2015/16 was more than $2 million less than projected in our last rate analysis.

Discussion

Water Rate Adjustments

The January 2016 water rate adjustment was the last approved rate adjustment for the water utility. Staff has been working with Shawn Koorn from HDR Engineering since mid-summer to prepare the 2016 Water Rate Study to inform future water revenue requirements for the next five (5) years. The rate setting process has three major parts: determining the revenue requirement for the water utility, analyzing the cost of service for the various customer classes, and creating the rate structure consistent with the strict requirements of Proposition 218.

Revenue Requirements

The revenue requirement projects on-going costs of operating and maintaining the water system, determines any necessary capital improvement projects, and updates all costs for debt service and required debt service coverage ratios. The other key piece in defining the revenue requirement is determining the on-going water consumption patterns based on the recent drought and long-term customer consumption characteristics. This past year, water consumption declined more than 8.5% from our prior rate projections creating up to a 4% revenue reduction. The current rate model is based on water consumption from the past twelve months as the basis for future water consumption to account for changing consumer behavior. The reduced water consumption estimate accounts for approximately 1.5% of the proposed rate adjustment.

The five-year capital improvement program focuses on annual repair and replacement of our water infrastructure and includes one additional Aquifer, Storage & Recovery (ASR) Well planned in FY 2019. An additional ASR Well is projected for FY 2022. The two additional ASR Wells are needed to meet future peak water demands in the summer. Although it was originally assumed that we could blend our well water with surface water to meet peak demands, Chromium 6 regulations effectively prohibit the city from using any native ground water. The ASR Wells allow us to inject excess surface water into the ground in the winter months to be stored until needed during peak water use in the summer. All capital costs are assumed to be paid from rate revenue or through reserves. There are no additional bond issuances assumed in the proposed rate structure. Because of the decline in water revenue last fiscal year, much of the proposed rate adjustment is needed in the next two years to ensure that we have adequate revenues to meet the legally required debt service coverage ratios associated with our existing debt.

The rate study also includes the necessary adjustments to revenues and expenses to account for the implementation of the city’s Recycled Water Project and the resulting transition of the city’s single largest water user (as well as selected city parks) from potable to recycled water.

Cost of Service and Rate Design

Once revenue requirements are determined, then those costs must be classified and allocated to the appropriate customer class such as residential, commercial, and landscape. The City of Woodland has a three-tier rate structure for our residential class whereby lower water use pays a lower per unit cost with the cost increasing as total usage increases between the tiers. Based on a recent court case in San Juan Capistrano, agencies are now required to define the cost basis for the tiered pricing. The cost of service analysis then provides the cost basis for the fixed and consumption charge for each customer class of service.

Finally, through the rate design, the costs are allocated between the fixed rate for each water meter size for all customers and the consumption rates (variable) for each tier in the residential category and the per unit rates for the non-residential categories. The rate design is done so that the water utility will have a specific revenue increase for each year. Because of the shift in cost allocation between consumption tiers, the rate adjustments are not as simple as multiplying existing rates times the overall revenue percentage increase (i.e., 5.5%). There is a greater increase to the tier one cost per CCF based on the cost allocation. This creates a larger percentage increase to a typical residential rate in the first year of the rate adjustments.

The results of the water rate study propose water revenue increases of 5.5% beginning April 2017, January 2018, January 2019, January 2020 and January 2021. These increases are necessary to provide sufficient revenue to meet the following conditions:

- Provide the required debt service and debt service coverage ratios
- Responsibly address on-going maintenance and replacement of aging water infrastructure
- Provide adequate water supply to meet peak water demands through the use of ASR Wells
- Maintain reasonable and responsible reserve fund levels for the water utility

The table shows the current and proposed rates for the first year revenue adjustment of 5.5%.

FY 2017 Proposed Rates - 5.5% Adjustment		
	Current Rates	Proposed Rates
Meter Charge (All Customers)		
3/4" - 2"	$ 42.45	$ 44.85
3"	$ 79.75	$ 84.25
4"	$ 132.90	$ 140.40
6"	$ 265.35	$ 280.35
Consumption ($/CCF)		
Residential		
0-12 CCF	$ 2.90	$ 3.20
13-36 CCF	$ 3.74	$ 3.85
36+ CCF	$ 4.91	$ 4.73
Mulit-Fam, Comm, Ind & City	$ 4.31	$ 4.31
Landscape	$ 4.91	$ 4.70

Assuming a 1” water meter and average water use of 17 CCF, a typical residential water bill would be as follows:

With Proposed 5.5% Revenue Increases					
Current Avg Res Bill	2017	2018	2019	2020	2021
$ 95.95	$ 102.54	$ 108.21	$ 114.29	$ 120.64	$ 127.36

Drought Surcharge

As evidenced by our FY 2016 revenue decline, as water consumption drops from conservation during a drought, so do the consumption based revenues. The current rates, as well as the proposed rates, collect approximately 60% of the revenues through the consumption or variable charges. As a result, a decline in consumption can have a significant impact on revenues as noted previously. Drought rates provide the water utility with a method to meet target revenue/expense levels when consumption is reduced due to drought conditions and/or mandated conservation. The primary advantage to having drought rates in place is flexibility. Given the requirements of Proposition 218, any change in rates must be cost based, noticed to the public and a public hearing set. As a result, to adjust water rates, the utility would need a minimum of 60 days just to provide notice to the customers, and this does not include any time to develop the proposed rates. Given this, the adoption of drought rates provides an approach that can be easily enacted, if adopted through the current Proposition 218 process. Although drought rates would then be available, they would not be implemented until the Council directs City staff to do so.

The proposed drought rates are tied to the City's adopted Water Shortage Contingency Plan and are based on a water shortage greater than 25% which is considered a water crisis. If Council determines it is necessary to maintain system revenues due to drought induced consumption declines, the additional drought rates are available to ensure the financial stability of the water utility. The proposed drought surcharge would increase the cost per CCF of water by $2.08. The table below shows the impact of enacting the drought rates:

Consumption ($/CCF)	Normal Rates	Drought Rates
Residential		
0-12 CCF	$ 3.20	$ 5.28
13-36 CCF	$ 3.85	$ 5.93
36+ CCF	$ 4.73	$ 6.82
Mulit-Fam, Comm, Ind & City	$ 4.17	$ 6.25
Landscape	$ 4.70	$ 6.79

Proposition 218

In accordance with Proposition 218, notifications of the proposed rate changes will be mailed to record property owners and customers of record by January 20th. Customers of record are defined as any tenant who is directly liable for the payment of the utility bill. Council is being asked to approve a Resolution that adopts specific procedures for providing notice and receiving and tabulating written protests for the property-related fee or charge. Adoption of the resolution provides clear direction on the process that the City will use to receive protests related to the proposed water rate adjustments.

Commission/Committee Recommendation

The Water Utility Advisory Committee (WUAC) met in September and again in December to review the draft Water Rate Study.

The Council Infrastructure Sub-committee met on January 12, 2017 and reviewed the proposed water rate study and proposed water rate adjustments.

Conclusion

Staff recommends that the City Council (1) receive the 2016 Water Rate Study; (2) set March 7, 2017 as the Public Hearing date for the proposed water rate increases; and (3) adopt Resolution No. _____, Adopting Procedures for Providing Notice and Receiving and Tabulating Written Protests to Property-Related Fees and Charges.

Prepared by: Lynn Johnson, Senior Management Analyst

Paul Navazio, City Manager

Attachments: Summary of 2016 Water Rate Study
Resolution

SUMMARY OF 2016 WATER RATE STUDY

Revenue Requirement

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Revenues					
Rate Revenues	$20,492	$20,574	$20,656	$20,738	$20,821
Miscellaneous Revenues	505	634	553	553	553
Total Sources of Funds	**$20,997**	**$21,208**	**$21,209**	**$21,291**	**$21,374**
Expenses					
Total O&M Expenses	$7,197	$7,500	$7,818	$8,154	$8,628
Rate Funded Capital	1,150	1,300	1,450	1,600	1,750
Debt Service - Existing	2,359	3,748	3,783	3,788	3,785
Debt Service - New	0	0	0	0	0
Total Revenue Requirement w/o SWP	**$10,706**	**$12,548**	**$13,051**	**$13,541**	**$14,163**
Surface Water Project Expenses	$4,907	$4,777	$5,097	$5,344	$5,488
Net SWP Debt Service	5,439	7,000	7,578	7,857	7,886
Total SWP Revenue Requirement	**$10,346**	**$11,777**	**$12,676**	**$13,201**	**$13,374**
Total Revenue Requirement w. SWP	**$21,052**	**$24,325**	**$25,727**	**$26,742**	**$27,537**
Transfers to Reserves	$226	($1,389)	($1,551)	($1,168)	($481)
Net Revenue Requirement w. SWP	**$21,278**	**$22,936**	**$24,176**	**$25,575**	**$27,056**
Balance/(Deficiency) of Funds w. SWP	**($282)**	**($1,728)**	**($2,967)**	**($4,283)**	**($5,682)**
Adjust. as % of Rate Revenues w. SWP	**1.4%**	**8.4%**	**14.4%**	**20.7%**	**27.3%**

Capital Projects	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Kentucky Ave Widening & Reconstruction	$300	$0	$0	$0	$0
Surface Water Projection	150	154	0	0	0
Water System Leak Detection, Maint., & Repairs	2,268	2,708	2,708	2,708	2,708
Water Master Plan Update	200	205	0	0	0
ASR Testing & Modeling - Surface Water Local	100	0	0	0	0
New ASR Well Construction	500	0	0	0	0
2015/16 ADA Improvements	14	0	0	0	0
ASR Wells	1,232	0	4,456	0	0
Recycled Water Master Plan	100	0	0	0	0
West Street Water Main Upgrade	1,951	2,058	0	0	0
West Woodland Safe Routes to School	0	308	0	0	0
2016/17 ADA Project	25	0	0	0	0
West Main Breet Bicycle/Ped Improvements	0	0	316	0	0
2018 Road Maintenance Project	0	0	79	0	0
Future Unidentified Capital Projects	0	0	0	0	0
Total Capital Transfers	0	0	0	0	0
Total Capital Projects	$6,840	$5,434	$7,560	$2,708	$2,708
Less: Funding Sources Other Than Rates					
Development Fund	$0	$0	$0	$0	$0
Operating Reserves	5,176	4,134	6,110	1,108	958
Capital Reserve Funds	0	0	0	0	0
Grants	0	0	0	0	0
Stimulus Grant	0	0	0	0	0
SRF Loan Withdrawals	514	0	0	0	0
New Revenue Bonds	0	0	0	0	0
Total Funding Sources Other Than Rates	$5,690	$4,134	$6,110	$1,108	$958
Rate Funded Capital	$1,150	$1,300	$1,450	$1,600	$1,750

Cost of Service Analysis

Summary of the Cost of Service Analysis Average Unit Costs – Cost Based Rates					
	Residential – Tier 1	Residential – Tier 2	Residential – Tier 3	Non - Residential	Landscape
Consumption Costs					
Commodity	$0.89	$0.89	$0.89	$0.89	$0.89
Capacity	1.92	2.57	3.46	2.96	3.81
Fire / Rev / DA	0.38	0.38	0.38	0.32	0.00
Total ($ / CCF)	$3.20	$3.85	$4.73	$4.17	$4.70
Customer Costs	$42.81	$42.81	$42.81	$57.62	$58.56

Example of Impact of Rate Adjustment for a Typical Residential User

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Current Rate	$95.95					
Revenue Adjustment		5.5%	5.5%	5.5%	5.5%	5.5%
Average Bill Impact[1]		$102.54	$108.21	$114.29	$120.64	$127.36

[1] – Assumes 1" meter service and 17 CCF of consumption

Rate Design – Proposed Rates

Proposed Revenue Adjustment	*Present Rates*	FY 2017 *5.5%*	FY 2018 *5.5%*	FY 2019 *5.5%*	FY 2020 *5.5%*	FY 2021 *5.5%*
	Efective Date -	*Apr-1-2017*	*Jan-1-2018*	*Jan-1-2019*	*Jan-1-2020*	*Jan-1-2021*
Meter Charge (All customer classes)						
3/4"	$42.45	$44.85	$47.30	$49.95	$52.70	$55.65
1"	42.45	44.85	47.30	49.95	52.70	55.65
1 1/2"	42.45	44.85	47.30	49.95	52.70	55.65
2"	42.45	44.85	47.30	49.95	52.70	55.65
3"	79.75	84.25	88.90	93.80	99.00	99.00
4"	132.90	140.40	148.10	156.40	165.00	165.00
6"	265.35	280.35	295.70	312.20	329.40	329.40
Consumption (per ccf)						
Residential -						
0 - 12 CCF	$2.90	$3.20	$3.38	$3.57	$3.77	$3.98
13 - 36 CCF	3.74	3.85	4.07	4.30	4.54	4.79
36 + CCF	4.91	4.74	5.00	5.28	5.58	5.89
Multi-Family, Commercial, Institutional, Industrial, & City						
Uniform Rate	$4.31	$4.31	$4.40	$4.65	$4.91	$5.18
Landscape						
Uniform Rate	$4.91	$4.71	$4.97	$5.25	$5.55	$5.86

Drought Rates

	Proposed Drougt Rate Additional Charge $/CCF >25% Shortage					
	Current	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Residential						
0 - 12 CCF	$0.00	$2.08	$2.19	$2.31	$2.44	$2.57
13 - 36 CCF	$0.00	$2.08	$2.19	$2.31	$2.44	$2.57
36 + CCF	$0.00	$2.08	$2.19	$2.31	$2.44	$2.57
Multi-Family, Commercial, Institutional, Industrial, & City						
Uniform Rate	$0.00	$2.08	$2.19	$2.31	$2.44	$2.57
Landscape						
Uniform Rate	$0.00	$2.08	$2.19	$2.31	$2.44	$2.57

RESOLUTION NO. __

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING PROCEDURES FOR PROVIDING NOTICE AND RECEIVING AND TABULATING WRITTEN PROTESTS TO PROPERTY-RELATED FEES AND CHARGES

WHEREAS, California Constitution, Article XIIID, section 6 (commonly referred to as "Proposition 218") and the Proposition 218 Omnibus Implementation Act (Government Code section 53750 *et seq*., the "Act") require the City of Woodland (the "City") to consider written protests to the imposition of any new, or increases in any existing, property-related fees and charges for water, sewer, and solid waste; and

WHEREAS, Proposition 218 does not set forth any specific rules concerning the method by which written protests are to be submitted to the City in opposition to the imposition of any new, or increase to any existing, property-related fees and charges for water, sewer, and/or solid waste services, or how the City is to tabulate the written protests; and

WHEREAS, California Government Code section 53755 provides some direction on the method of tabulating written protests submitted in opposition to the imposition of any new, or any increase to existing, property-related fees and charges for water, sewer, and/or solid waste services; and

WHEREAS, the City desires to have a clear and open process for submitting and tabulating written protests for the imposition of any new, or any increase in any existing, property-related fees and charges for water, sewer, and/or solid waste services.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Woodland, that the following procedures are hereby adopted for submitting written protests against any proposed new, or increase in any existing, property-related fees and charges for water, sewer, and solid waste services:

1. <u>Notice of Public Hearing</u>. The City allows both the record owners of property and tenants to be the customers of record for any water, sewer, or solid waste property-related service provided by the City and to be directly liable to the City for the payment of any fees and charges imposed by the City for water, sewer, and solid waste services. Pursuant to Proposition 218, the City is required to hold and conduct a public hearing whenever it proposes to impose a new, or increase any existing, property-related fees and charges for water, sewer, or solid waste services.

   (a) The City shall provide notice by mail of the public hearing for the proposed imposition of any new, or increase to any existing, property-related fees or charges for water, sewer, and/or solid waste services required under California Constitution article XIII D, section 6 to the record owner of each identified parcel upon which the property-related fee or charge is proposed for imposition and any tenant or other customer who is directly liable for the payment of any such fees or charges (i.e., a person who is a customer of record for the respective property-related service but is not the record owner of the identified parcel).

(b) Notice shall be provided to the record owner of each identified parcel upon which the property-related fee or charge is proposed for imposition or increase and any tenant who is directly liable for the payment of any such fees or charges at least forty-five (45) days prior to the date of the public hearing on the proposed imposition of any new, or increase to any existing, property-related fee or charge for water, sewer, and/or solid waste services.

(c) For purposes of this Resolution and these procedures, the terms “identified parcel,” “increase,” “notice by mail,” and “record owner,” shall have the meanings contained in Government Code section 53750, subparagraphs (g), (h), (i), and (j) respectively, as such sections may be amended from time to time. Subject to presentation of evidence satisfactory to the City Clerk, as used in this Resolution, the term “record owner” includes a record owner’s authorized representative.

2. Submission of Written Protests. The record owner of each identified parcel upon which property-related fees or charges for water, sewer, and/or solid waste service are proposed for imposition or increase and any tenant who is directly liable for the payment of any such fees or charges may submit a written protest to any proposed new, or any increase in the existing, property-related fees or charges for water, sewer, and/or solid waste services. If the record owner of the parcel or tenant is a partnership, joint tenancy, or tenancy in common, a written protest may be filed by any of the general partners, joint tenants, or tenants in common. In the event of a dispute regarding whether the person submitting a written protest is the record owner of the parcel to which the protest applies, the City Clerk will make such determination based on the last equalized assessment roll and any evidence of ownership submitted to the City prior to the conclusion of the public hearing. Any written protest shall be submitted by mail or in person to the City Clerk, at City Hall, 300 First Street, Woodland, CA 95695, or in person at the public hearing.

(a) All written protests shall be submitted to, and must be received by, the City prior to the close of the public hearing at which the City Council will consider the adoption of the proposed new, or increase to the existing, property-related fees or charges for water, sewer, and/or solid waste services.

(b) Any protest submitted to and received by the City by telephone, facsimile, electronic mail, or other electronic means shall not be accepted as a written protest pursuant to this Resolution and these procedures.

(c) Any written protest received by the City after the close of the public hearing, even if postmarked prior to that time, shall not be accepted as a written protest or considered by the City in determining whether a majority protest exists.

3. Form of Written Protest. To be valid, a protest to any proposed new, or increase in any existing, property-related fees or charges for water, sewer, and/or solid waste services submitted to the City shall:

   (a) be in writing and identify the affected property street address or assessor's parcel number;

   (b) include the original signature of a record owner or a tenant who is directly liable for the payment of the fees or charges; and

   (c) state the proposed new or increased property-related fees or charges for water, sewer, and/or solid waste services that the record owner or tenant opposes.

4. Multiple Protests Will Not be Counted for One Property. If a parcel receiving water, sewer, and/or solid waste property-related service from the City is owned by more than one record owner or has one or more tenants who is directly liable for the payment of the property-related fee or charge, each such record owner or tenant may submit a written protest to the proposed imposition of any new, or increase in any existing, property-related fees or charges for water, sewer, and/or solid waste service; however, only one written protest submitted and received by the City pursuant to the procedures set forth in this Resolution will be counted per identified parcel in accordance with California Government Code section 53755(b), as such section may be amended from time to time. Any one written protest submitted in accordance with these procedures will be sufficient to count as a written protest for that property.

5. Withdrawal of Written Protest. Any record owner or tenant who submits a written protest to a new, or increase in any existing, property-related fees or charges for water, sewer, and/or solid waste services proposed to be imposed by the City may withdraw the written protest by submitting a written request that the protest be withdrawn. Any such request may be made in person at the public hearing or submitted to the City Clerk, and shall be made prior to the close of the public hearing. The withdrawal of a protest shall:

   (a) contain sufficient information to identify the affected parcel by street address or parcel number;

   (b) include the name and original signature of the record owner or tenant who submitted both the protest and the request that it be withdrawn.

   Only the person who submits a written protest may withdraw it.

6. Public Hearing is Not an Election. The public hearing and protest required under Article XIIID, section 6(a) of the California Constitution prior to the adoption of any new, or increase in any existing, property-related fees or charges for water, sewer and/or solid waste services is not an election.

7. Protests are Public Records. To ensure transparency and accountability in the protest tabulation, written protests shall constitute public records and shall be

subject to disclosure in the manner required by law, from and after the time the public hearing is closed. All written protests, any request to withdraw a written protest, and any notice packet that is returned to the City as "undeliverable" by the U.S. Postal Service, shall be retained by the City Clerk for a period not less than two years after the public hearing.

8. Oral Comments. Any oral comment made at the public hearing for the consideration of the adoption of any new, or increase in any existing, property-related fees or charges for water, sewer, and/or solid waste services shall not qualify as a formal written protest unless accompanied by a signed, written protest in conformance with this Resolution and these procedures. However, the City Council welcomes input from the community during the public hearing on any proposed new, or increase in any existing, property-related fees or charges for water, sewer, and/or solid waste services.

BE IT FURTHER RESOLVED, that the following procedures are hereby adopted for tabulating written protests against the proposed imposition of any new, or increase in any existing, property-related fees and changes for water, sewer, and/or solid waste services:

1. Validity of Protests. The City Clerk shall not accept as valid any protest if the City Clerk determines that any of the following conditions exist:

   a. The written protest does not identify a parcel of property served by the City.

   b. The written protest does not bear an original signature of the record owner or tenant directly liable for the payment of the proposed new, or increase in the existing, property-related fees or charges for water, sewer, and/or solid waste services identified on the written protest.

   c. The protest does not state it is being submitted in opposition to the proposed new, or increase in any existing, property-related fees or changes for water, sewer, and/or solid waste services.

   d. The protest was not received by the City Clerk before the close of the public hearing on the proposed new, or increase in any existing, property-related fees or changes for water, sewer, and/or solid waste services.

   e. A valid request to withdraw the written protest is received prior to the close of the public hearing on the proposed new, or increase in any existing, property-related fees or changes for water, sewer, and/or solid waste services.

2. Final Action. The City Clerk's decision regarding the validity of a written protest shall constitute a final action of the City of Woodland and shall not be subject to any internal appeal.

3. Cursory Review. The City Clerk may begin a cursory review at any time a written protest is received; however, the review shall not be completed until the close of the public hearing and consideration of any written request to withdraw a

written protest. At the conclusion of the public hearing, the City Clerk shall complete the cursory review of all protests received, including those received during the public hearing and shall report the results of the review to the City Council upon completion. If a cursory review of the protests received demonstrates that the number received is manifestly less than one half of the parcels served by the City with respect to the water, sewer, or solid waste service, then the Clerk may advise the City Council of the absence of a majority protest without tabulating the protests.

4. Final Tabulation. In the event that upon a cursory review of the protests received it appears that the number received is not less than one half of the parcels served, then the City Clerk shall proceed to tabulate the protests. If at the conclusion of the public hearing the City Clerk determines that additional time will be needed to tabulate the protests, the Clerk shall advise the City Council. The City Council may trail the item if the tabulation may be completed before the conclusion of the City Council meeting, or adjourn the item to allow the tabulation to be completed. If adjourned, the City Council shall declare the time and place of tabulation, which shall be conducted in a place where interested members of the public may observe the tabulation and shall declare the time at which the meeting shall be resumed to receive and act on the tabulation report. The results of the tabulation of the written protests shall be announced before the City Council may consider the adoption of the proposed new, or increase in the existing, property-related fees or changes for water, sewer, and/or solid waste services.

5. Majority Protest. A majority protest will exist for each proposed new, or increase in any existing, property-related fees or charges for water, sewer, and/or solid waste services if a majority of the record owners of the identified parcels upon which the fees or charges are proposed for imposition or tenants directly liable for the payment of such fees or charges submit valid written protests against the proposed imposition. All written protests must be timely submitted and not withdrawn by the record owners or tenants, and comply with the requirements set forth in this Resolution and these procedures. If a majority protest is received, then the proposed new or increase in any existing property-related fees or changes for water, sewer, and/or solid waste services shall not be approved. If there is not a majority protest for the proposed new, or increase in any existing, property-related fees or changes for water, sewer, and/or solid waste services, then the City Council shall consider whether to adopt the proposed new, or increase in any existing, property-related fees or changes for water, sewer, and/or solid waste services.

PASSED AND ADOPTED by the City Council of the City of Woodland on this 17th day of January, 2017, by the following vote:

AYES:
NOES:
ABSTAIN:

Angel Barajas
Mayor

ATTEST:

____

Ana B. Gonzalez, MMC
City Clerk

File #: 17-115, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: Review of Priorities for FY 2017/18 CDBG Program and Approval of Revision to CDBG Application Process

Recommendation for Action: Staff recommends that the City Council:

1. Provide staff with input on funding priorities for the Fiscal Year 2017/18 CDBG program; and

2. Adopt Resolution No. _____, approving a change to the Community Development Block Grant (CDBG) application process to disqualify an applicant for future construction funding if the applicant has an open construction project funded two years ago or longer prior to a City CDBG application period with CDBG expenditures not equal to or exceeding 70 percent of the allocated CDBG funds.

Staff Contact

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

Fiscal Impact

For FY 2016/17, the City is receiving a CDBG grant of $440,618. The amount for FY 2017/18 has not been released by the U.S. Department of Housing and Urban Development (HUD) and may be more or less than the current funding. The CDBG application process change will not trigger a fiscal impact.

Background

The CDBG program is a flexible program that since 1974 has provided communities with resources to address a wide range of unique community development needs. Woodland participates in the CDBG Entitlement Communities Program Area and receives an annual grant on a formula basis to develop a viable community by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

HUD determines the amount of each grant by using a formula comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas. Each eligible activity funded through CDBG with the exception of program administration and planning activities must satisfy one of three national objectives: (1)

benefit to low and moderate income persons, (2) aid in the prevention of slums or blight, and (3) meet a need having a particular urgency (urgent need).

Funding Priorities for Fiscal year 2016/17 CDBG Program
As a CDBG entitlement recipient, the City receives CDBG funds on an annual basis from the Federal government. The City's grant amount varies each year. The following information details how the current, FY 2016/17, CDBG funds in the amount of $490,618 (grant of $440,618 and re-programmed funds of $50,000 for construction activities) have been allocated as follows:

<u>Construction Activities</u> - ($336,402):
- City of Woodland, ADA Accessibility Project - $140,000
- Yolo Family Service Agency, Meeting Room Conversion - $7,500
- St. John's Retirement Village, Inc., Cooling Towers for PCU and Manors - $45,302
- Empower Yolo, Capital Project - $13,600
- Woodland Host Lions/Scouting Associates, Boy Scout Cabin ADA Ramp - $35,000
- New Hope Community Development Corp., Cottonwood Meadows Siding/Stairwell - $45,000
- Friends of the Mission, Walter's House HVAC Replacement - $50,000

<u>Public Services</u> - ($66,092):
- Planned Parenthood Mar Monte, Teen Success - $6,000
- Northern California Children's Therapy Center, Project Hope for Children - $6,000
- Yolo Wayfarer Center DBA Fourth and Hope, Emergency Shelter Services - $10,500
- Short Term Emergency Aid Committee, Woodland Homeless Prevention Program - $6,000
- Yolo Community Care Continuum, New Dimensions Supported Housing - $9,500
- Elderly Nutrition, Home Delivered Meals to Low Income Seniors - $9,750
- Empower Yolo, Shelter Services - $8,342
- Legal Services of Northern California, Fair Housing Services - $10,000

<u>Administration</u> ($88,124):
- Staff costs, public noticing, and other costs related to the administration of the CDBG program

CDBG regulations limit public service and administration expenditures to 15% and 20%, respectively, of the total CDBG resources (annual grant plus available program income funds).

It has been the City's longstanding practice to reserve at least 40% of the available public service funds for food and shelter activities. For FY 2016/17, these activities are receiving 66.7% of the available public service funds. Funded food and shelter activities consist of:
- Emergency Shelter Services,
- Woodland Homeless Prevention Program,
- New Dimension Supported Housing,
- Home Delivered Meals to Low Income Seniors, and
- Shelter Services.

Timeliness Ratio for Expenditure of CDBG Funds
Each spring HUD reviews the timeliness ratio for CDBG grantees. A grantee cannot have a balance (ratio) in its line of credit that exceeds 1.5 times its annual entitlement grant and available program income (repaid CDBG loans). Last spring, the City's timeliness ratio was 1.8 and HUD placed the City on a one-year

probationary period for exceeding the 1.5 ratio. Prior to 2016, the City had maintained a timeliness ratio of 1.5 or less for approximately ten years.

Discussion

By early February, the City will release a CDBG notice of availability for the City's FY 2017/18 program. An applicant workshop will be held in February and applications will be due in late February or early March. City staff will convene a CDBG Review Panel with at least three community members to review the submitted applications and make recommendations on funded applicants and the level of funding. A public meeting will be held in April to obtain public comments on the review panel's recommendations. In May or June, the City Council will review and finalize the funding allocations during consideration of the City's FY 2017/18 CDBG Action Plan at a noticed public hearing.

While the City's FY 2016/17 CDBG funding (entitlement) of $440,618 is nearly $19,000 more than the FY 2015/16 entitlement, CDBG funding has been mostly flat or in decline during recent years. Prior to approximately FY 2009/10, the City received annual CDBG funding in the range of $500,000 to $600,000. With limited resources, the City has had to make difficult choices on which construction and public service activities to fund. This has been particularly acute for public services where expenditures are limited to 15% of the City's CDBG entitlement grant and available program income.

Tonight's meeting is an opportunity for the City Council to discuss their funding priorities for the City's FY 2017/18 CDBG program. During past discussions on CDBG funding priorities, the City Council has expressed support for food and shelter activities. The City's CDBG Consolidated Plan which covers the period of FY 2015/16 - FY 2019/20 identifies the following high priority public service and construction activities, but activities that are not identified as high priority may still be funded through the City's CDBG program.

Public Service - Emergency food and shelter for the homeless and at risk homeless, youth services, employment training, crime awareness, fair housing counseling, and health services.

Construction - Public facilities and improvements (general, including accessibility for physically disabled - ADA); youth centers; parks, recreational facilities; rehabilitation of single family homes; and rehabilitation administration for a single family rehabilitation program.

CDBG Application Process Change

As the City is currently on probation for exceeding the timeliness ratio for the expenditure of CDBG funds, staff is recommending a change to the CDBG application process to lessen the risk that the City will exceed the timeliness ratio in future years. HUD has notified the City that failure to satisfy the next timeless ratio measurement in May 2017 will result in a reduction in the City's next grant by 100 percent of the amount in excess of the 1.5 timeliness ratio standard.

The proposed change to the CDBG application process would disqualify an applicant for future construction funding if the applicant has an open construction project funded two year ago or longer with CDBG expenditures not equal to or exceeding 70 percent of the allocated CDBG funds. (this could potentially affect one sub-recipient, Yolo Housing Authority, because of a FY13/14 city award). The application change would not apply to a completed construction project in which less than 70 percent of the allocated CDBG were expended since the unexpended funds would be available for re-programming to other construction projects.

Public Contact

Posting of the City Council agenda.

Conclusion

Staff recommends that the City Council take the following actions:

1. Provide staff with input on funding priorities for the Fiscal Year 2017/18 CDBG program.

2. Adopt Resolution No. _____, approving a change to the Community Development Block Grant (CDBG) application process to disqualify an applicant for future construction funding if the applicant has an open construction project funded two years ago or longer prior to a City CDBG application period with CDBG expenditures not equal to or exceeding 70 percent of the allocated CDBG funds.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
CSD Director

Paul Navazio, City Manager

Attachment:
Resolution

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CHANGE TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION PROCESS

WHEREAS, the City of Woodland awards CDBG funds on an annual basis to subrecipients for public service and construction activities through its Annual Action Plan; and

WHEREAS, the U.S. Department of Housing and Urban Development measures the timeliness of CDBG expenditures each spring and requires a CDBG grantee to maintain a balance (ratio) in its line of credit that does not exceed 1.5 times of its annual entitlement grant and available program income (repaid CDBG loans).

NOW THEREFORE, BE IT RESOLVED, as follows:

The City Council does hereby approve a change to the City's CDBG application process to disqualify an applicant for future construction funding if the applicant has an open construction project funded two years ago or longer prior to a City CDBG application period with CDBG expenditures not equal to or exceeding 70 percent of the allocated CDBG funds. The application change would not apply to a completed construction project in which less than 70 percent of the allocated CDBG were expended since the unexpended funds would be available for re-programming to other construction projects.

PASSED, APPROVED AND ADOPTED this ________ day of ___________, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas, Mayor

ATTEST:

____
Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

Legislation Text

13.

File #: 17-116, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: Winter Family Homeless Rotating Shelter Pilot Program

Recommendation for Action: Staff recommends that the City Council receive an update on a potential city sponsored winter family homeless rotating shelter and adopt Resolution No. _____, amending the FY 2016/17 budget as necessary to purchase shelter supplies in the amount of $3000 with Housing Assistance Funds (Fund 326) for a total appropriation of $41, 400 and authorizing the City Manager to execute an agreement to operate a pilot program at non-city owned property.

Staff Contact

Christine Engel, Community Services Director - 530-661-2000, christine.engel@cityofwoodland.org

Fiscal Impact

The City would supply and purchase cots, sleeping bags, and other items required for this program. It is anticipated that a budget of up to $3000 would be ample to provide the rotating shelter with the needed supplies. The funds would come from the City's Housing Assistance Funds.

Background

In October 2015, the City Council Homeless Subcommittee (then Council Members Barajas and Hilliard), along with community stakeholders met with representatives from Davis' Interfaith Winter Rotating Shelter (IWRS) program and City of Davis staff to learn about the IWRS. Stakeholders discussed how a rotating shelter might work in Woodland and whether Woodland's interfaith community would be willing to take on this effort. At the time of the initial discussions, the group was not in a position to move forward with a winter shelter.

In October 2016, following a discussion at a City Council Homeless Subcommittee meeting, staff began discussions with the interfaith community to determine if they would be willing to participate in an eight-week rotating shelter for families in Woodland that can't be accommodated when Fourth & Hope has reached capacity. The shelter would rotate each Sunday to a new host site. Through several meetings and a visit to a congregation in Davis participating in the IWRS, four congregations expressed interest in continuing to discuss their participation in the pilot program. Representatives from the four congregations, a board member from IWRS, Fourth & Hope staff, County staff, and city staff formed a working group (Woodland Winter Rotating Shelter pilot program working group) to continue to discuss and fine tune logistics for the potential program.

Woodland Presbyterian Church has committed to participate in the pilot program for two weeks (one week at their facility and providing volunteers for a week at St. Luke's Episcopal Church). St Luke's Episcopal Church is able to provide a facility for one week; however, they are not in a position to provide volunteers. Both Christian Church of Woodland and St. John's United Church of Christ will let the City know by January 18, 2017 if they will be able to participate in this program. Because there are four congregations that are interested in participating in the program or are continuing to discuss participating in the program, the programs duration has been reduced from eight weeks to two-to-four weeks (depending on the final number of interested congregations). The overall objective of the pilot program, other than providing a safe place for homeless families in the evening, is to test operating such program this winter using volunteers and with congregations as the host sites, in anticipation of being able to offer shelter services for a longer period of time during winter 17/18.

Discussion

Preliminary Pilot Program Overview

The following provides an overview of the pilot program and roles of those participating in the program. It should be noted that the potential for this pilot program to be implemented could not have been accomplished without all of the stakeholders' involvement including the interfaith community, Fourth & Hope, and Yolo County. The development of this pilot program has truly been a collaborative group effort.

Duration: February 2017 (February 5 through March 6); Sunday evening to Sunday morning, rotating to each host site on a Sunday after church service (the duration could be reduced to two weeks; depending on the number of interested congregations).

Scope: Limited to families up to 20 total participants

Staff and Volunteers: Fourth & Hope would provide an evening monitor (paid for by Yolo County) to be present at the host site when the participants arrive until 2 am. Each host site would provide volunteers to receive the participants, stay overnight with the participants, and if needed, provide travel from the host site to Fourth & Hope. Volunteers would also wash the sleeping bags as needed and transfer the shelter supplies to the next host site.

Fourth & Hope: Fourth & Hope would provide the intake services for participants. They would also serve dinner to the participants before they travel to the host site and provide the host site with a continental breakfast to be served each day. A staff member of Fourth & Hope would be present at the host site each evening until - 2 am. Fourth & Hope would also provide a training session for the host site volunteers.

Yolo County: Representatives from the congregations all expressed the importance of having a paid staff person at the host site as a criterion for them to participate in the program. Yolo County has indicated it would fund an overnight monitor from Fourth & Hope.

City of Woodland: The City, as a project sponsor, would purchase basic supplies for use at the rotating shelter (sleeping bags, cots, etc.). It is anticipated that no more than $3000 would be needed for supplies. The City may also fund the washing of sleeping bags which may require additional nominal funds (these details are still being discussed). As the project sponsor, the City would need to enter into an agreement with the host site and would also list each host site as additionally insured on the City's liability insurance. The City would also enter into an agreement with Fourth & Hope and Yolo County for the services they are providing for the program. The agreement would be prepared by the city attorney and executed prior to the start of the program.

Conclusion

Staff recommends that the City Council receive an update on a potential city sponsored winter family homeless rotating shelter and adopt Resolution No. _____, amending the FY 2016/17 budget as necessary to purchase shelter supplies in the amount of $3000 with Housing Assistance Funds (Fund 326) for a total appropriation of $41, 400 and authorizing the City Manager to execute an agreement to operate a pilot program at non-city owned property.

Prepared by: Christine Engel, Community Services Director

Paul Navazio, City Manager

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE APPROPRIATION OF $3,000 IN HOUSING ASSISTANCE FUNDS FOR WINTER SHELTER SUPPLIES AND AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS TO OPERATE THE PILOT PROGRAM

WHEREAS, the City of Woodland is working with the interfaith community, Fourth & Hope, and Yolo County to implement a winter family homeless rotating shelter pilot program; and

WHEREAS, the City is a program sponsor will purchase supplies for the pilot program; and

WHEREAS, congregations would serve as the host site for the rotating shelter, Fourth & Hope would provide intake services and meals, and Yolo County would provide funding for an overnight shelter monitor.

NOW THEREFORE, BE IT RESOLVED, as follows:

The City Council does hereby approve the appropriation of $3000 in Housing Assistance Funds (Fund 326) for the purchase of shelter supplies (for a total appropriation of $41,400) and authorizes the City Manager to execute an agreement to operate the pilot program with the host sites (congregations), Fourth & Hope, and Yolo County.

PASSED, APPROVED AND ADOPTED this _________ day of ____________, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas, Mayor

ATTEST:

____
Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

Legislation Text

14.

File #: 17-114, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: General Plan Update: Status Report

Recommendation for Action: Staff recommends that the City Council receive a status report related to the General Plan Update.

Staff Contact

Cindy Norris, Principal Planner, (530) 661-5911; cindy.norris@cityofwoodland.org

Fiscal Impact

In January 2013, the City Council authorized a budget allocation of $1,100,000 for the General Plan project. The Council subsequently approved three budget augmentations since then for a total project allocation of $1,922,000. As of December 1, 2016, there was approximately $63,240 remaining in the budget allocated to consultant costs to complete the General Plan project.

Report in Brief

The City is nearing completion its General Plan Update, which will guide growth and development through 2035. The document will provide the policy framework for future growth, consistent with the vision and values of the community. Following release of the Public Review Draft General Plan, Climate Action Plan (CAP) and Environmental Impact Report (EIR) and subsequent public meetings and workshops, staff and the city's consultant team are completing their review of comments received and are drafting proposed changes to the documents.

Specifically, with respect to the Draft General Plan, staff wishes to review three topic areas highlighted by the Council at public hearings held in late 2016:

- Agricultural mitigation
- Park acreage standards and
- Phasing and growth strategies

Background

The Draft 2035 General Plan was released for public review on July 8, 2016. The City continued to accept comments on the Draft General Plan through September 13, 2016. During the review period, the City solicited comments from the community and policy makers through a variety of means including a General Plan

Steering Committee Meeting on July 25, 2016, a Community Workshop on August 8, 2016, a joint Planning Commission and City Council Workshop on August 24, 2016, as well as Public Hearings before the Planning Commission on September 1, 2016 and City Council on September 13, 2016. Further, information concerning the General Plan has been available on the City's web site, and the City posted information about the Draft 2035 General Plan at the Library, City Hall, and the Community and Senior Center including providing drop boxes for comments.

The City received a large number of specific comments on the Draft 2035 General Plan. Of those comments, the vast majority were evaluated by the General Plan team, and proposed changes to the 2035 General Plan are being drafted. These comments will be a part of the comprehensive staff report that will be presented to the Planning Commission and City Council as part of the upcoming adoption hearings.

Discussion

1. Prime Agricultural Land and Agricultural Mitigation

Draft 2035 General Plan Policy Language:

> **Policy 2.A.3 - Agricultural Mitigation** - For impact to agriculture within the Urban Limit Line (ULL), require one acre to be permanently conserved for every acre converted to urban development.

Comments:

A number of comments were received suggesting that the City's agricultural mitigation ratio should be more closely tied to the type and quality of soil, and that a higher mitigation ratio be considered for high quality lands.

Commenters also suggested that the agricultural mitigation policy clarify that the policy is not asking to preserve land currently within the Urban Limit line.

Response:

- Policy 2.A.3 concerning agricultural mitigation is suggested to be revised to clarify that the farmland being converted must be of the same farmland mapping and monitoring type as the farmland that is being converted, or of a higher quality, and be located outside, but as close to the Woodland Urban Limit Line as possible.
- It is recommended that the city continue to require a 1:1 ratio, that for every one acre of agricultural land converted one acre of land be permanently conserved.
- In addition, staff will include an implementation program to require that the City develop an agricultural mitigation program to be adopted by Resolution of the City Council.

Background

The General Plan identifies the classification of agricultural soils. However, when and if a proposed future new development or specific plan project is submitted for City review and approval, a detailed analysis assessing the type and quality of land for agricultural use will be performed as part of the project review. Mitigation will be determined based the detailed site assessment.

The City of Woodland has the discretion to choose what level of mitigation to apply. The City has historically provided agricultural mitigation through the CEQA environmental process even though such mitigation has not been required by either the City's General Plan or other ordinance or regulation. The Draft General Plan proposes a ratio of 1:1.

A larger ratio (2:1 or 3:1) would provide for the accommodation of lands being lost and preserve additional land. However, a higher requirement for replacement could significantly impact potential growth within the ULL, thereby potentially stalling future development potential. When voters adopted the ULL it was anticipated that eventual development on land within the ULL would occur on prime agricultural lands.

Regardless of the mitigation imposed, no mitigation can restore the net loss of agricultural land lost due to development. This is why the impact analysis of conversion of agricultural land in the Draft Environmental Impact Report finds that this impact is significant and unavoidable even after application of mitigation measures.

2. Park and Recreation Facilities

The City's General Plan Goal 5.C for parks and recreation recognizes the importance of providing for a variety of park, recreation, and open space experiences to serve the needs of its residents. A broad mix of facilities contribute toward a healthier and desirable community and the City desires to provide the broadest range of facilities possible while, at the same time, ensuring fiscal sustainability.

Draft 2035 General Plan Policy Language

> **Policy 5.C.3 - Park Acreage Standard**: Ensure that the development of parks and recreation facilities keeps pace with development and growth within the City. Of the total acreage, strive to achieve and maintain a standard of 5.0 acres per 1,000 residents for the development of city owned park facilities.

Concerns:

Several commenters have questioned why the City has proposed to change the park development standard from the existing ratio of six acres of park per 1,000 residents, as provided for in the current 2002 General Plan, to a proposed ratio of five acres per 1,000 residents in the 2035 General Plan.

Commenters have also questioned whether there will be adequate park facilities for the City of Woodland in the future and should facilities such as the regional park and greenbelts be counted toward the future park standard.

Concerns have also been expressed related to the lack of policy language related to the enhancement of existing parks and recreational facilities.

Responses:

- It is recommended that the 2035 General Plan retain the proposed park ratio policy of five acres per 1,000 residents.
- At a continuing ratio of five acres per 1,000 residents the City will meet and likely exceed park standards when existing, planned but yet unbuilt, and future park areas are considered.

- The General Plan provides for a variety of park, recreation, and open space experiences from play spaces, walking and biking opportunities to passive recreation spaces.
- The system of greenbelts, multi-use paths and bike paths provide a recreational system with linkages that facilitate long term health benefits to the community and provide for walking and biking.
- That existing Policy 5. C. 4 allows that funds may be considered for renovation of existing facilities when conditions allow.

Background

The City has the ability to set park and recreational facility standards and policies in its General Plan or in a specific plan. The City typically requires dedication of land for a park as a condition of approval on a tentative subdivision or parcel map. State law (referred to as the Quimby Act) permits the City to require a minimum park acreage of three to five acres of parkland per 1,000 residents, but the City can establish a higher ratio if it chooses. Generally, the City can finance parks and open space for recreation purposes through Quimby dedication/fees, Mello Roos, development impact fees, developer agreements, fee concession operations, facility leases, commercialization, and competitive grants.

The current 2002 General Plan has a park standard that requires 6 acres of parkland per 1000 population. Based on staff's assessment of planned, built and unbuilt, parks and facilities the City will achieve a park ratio of approximately 6.7 acres of park per 1000 population (based on the current population) once those planned facilities are constructed. Looking forward to 2035, assuming all 7,000 dwelling units are built, the revised ratio will result in a additional 96 acres of parkland and a theoretical park ratio of 6.2 acres of parkland per 1000 population.

The calculation of park acres, which includes both the regional park site as well as built and anticipated greenbelts, recognizes the value of a variety of park, recreation, and open space experiences. Further, the following factors were accounted for when considering the park standard to include in the 2035 General Plan:

1. Increased park construction costs and the high cost to adequately maintain improvements;
2. Recognition of the recreational value of new greenways and other linear open space incorporated into new development; and
3. Crediting the amenity of "complete streets" and "green streets" in new developments that provide walking and biking activities within the public realm.

After reviewing all of the Draft 2035 General Plan comments regarding parkland, staff is not proposing to make any significant changes to the 2035 Draft General Plan concerning parks.

3. <u>Phasing and Growth Strategy.</u>

Draft 2035 General Plan Policy Language:

Policy 2.L.1 - Phasing: Ensure that development of new Specific Plan areas occurs in an orderly sequence according to the phasing table in Table 2-4.

For each proposed new development area, Table 2-4 provided an approximate phasing by anticipated date and further identified "restrictions" that applied to each growth areas.

Comments:

Commenters have suggested removal of the triggers and timing provided in the Draft General Plan document (Table 2-4) that would direct growth by date, phasing, or sequencing.

Commenters have further suggested that the General Plan allow planning to occur at any time in new growth areas in order to provide the opportunity to respond to market and economic conditions as well as assist in advancing solutions to large infrastructure constraints that negatively affect the community (flood solution and/or rail relocation).

Response:

- Rather than timing or sequencing, emphasize with Specific Plan proposals the need for careful evaluation of consistency with all General Plan policies as well as project specific constraints and impacts on existing development.
- The General Plan will include initial residential growth targets below the maximum analyzed within the EIR to provide greater future flexibility for each growth area.

Background:

Land available for future growth within the City's ULL is finite. The proposed 2035 General Plan anticipates growth through a specified horizon year (2035) and acknowledges that full build-out within the ULL will occur sometime beyond that point. The goal of the General Plan is to guide that growth in a logical and sustainable manner while providing flexibility for consideration of market forces and future unknowns.

Thus, staff proposes revising Policy 2.L.1 and Table 2-4 in the Draft 2035 General Plan to remove specific timing considerations and instead incorporate policy language that emphasizes the need and importance to carefully evaluate consistency with the General Plan policies as well as impacts on existing development when considering approval of new specific plan areas.

In addition, staff suggests a growth strategy that provides initial targets that would assume completion of Spring Lake, maximize potential for downtown and corridor infill, and anticipate the completion of SP1-A during the General Plan horizon. Remaining development capacity analyzed within the EIR would be available for consideration in future new growth areas. At any time in the future, including with the submittal of a potential specific plan proposal, the City may reevaluate the target numbers in the context of a required project application, general plan amendment, and project level EIR.

Next Steps

The General Plan team will release the Final EIR document by January 23, 2017. The Draft General Plan is scheduled for public review before the Planning Commission at two public hearings currently scheduled for February, 2017, at which time the staff will present a staff report with proposed changes to the Draft General Plan and Draft Climate Action Plan.

The entire package and all comments received at the Planning Commission public hearings are tentatively scheduled to be reviewed by the City Council at two public hearings in March, 2017. The Council will be asked to certify the EIR and adopt a final General Plan and Climate Action Plan as early as the final meeting in March.

Conclusion
Staff recommends that the City Council receive a status report related to the General Plan Update.

Prepared by: Cindy Norris, Principal Planner

Reviewed by: Stephen Coyle, Deputy Director of Community Development

Reviewed by: Ken Hiatt, Assistant City Manager - Community & Economic Development

Paul Navazio, City Manager

Legislation Text

15.

File #: 17-127, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: Reappointment and Appointment of Board and Commission Members

Recommendation for Action: Staff recommends that the City Counci:

1) Consider the reappointment of members to the various Boards and Commissions; and
2) Appoint new members to Commission on Aging and the Manufactured Homes Fair Practices Commissions; and
3) Direct a Council sub-committee to interview applicants for the Parks & Recreation Commission Vacancy.

Staff Contact

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

Background

The City has established a number of Boards and Commissions that serve significant advisory roles in the development of policy as well as implementation of programs, services and city operations. Community members are appointed to serve on the various boards and commissions by the City Council for specified terms. Roughly half of these bodies have members that serve staggered terms, based on a fiscal year schedule while the others serve staggered terms based on a calendar year schedule.

This agenda item seeks Council concurrence on the appointment to boards and commissions for individuals whose terms expired on December 31, 2016 as well as the appointment of commission seats that became vacant as a result of resignations.

Discussion

Re-appointments Due to Expired Terms

The following members have terms that expired on December 31, 2016. Each member was contacted and they are interested in serving another term on their respective Board/Commission. Council is asked to consider the reappointment of the following members:

Member	Board/Commission	Term Ending
Heidi Wheeler	**Commission on Aging**	**Dec. 31, 2020**
Jon-Paul Valcarenghi	**Parks & Rec. Commission**	**Dec. 31, 2020**

Cathy O'Connell	**Personnel Board**	**Dec. 31, 2019**
James Vorhees	**Traffic Safety Commission**	**Dec. 31, 2020**

Appointments Due to Vacancies

The Commission on Aging has a vacancy that was created when Therese Brown resigned. Staff received two (2) applications for this vacancy and is recommending the appointment of:

Member	**Board/Commission**	**Term Ending**
Terry Kelley	**Commission on Aging**	**Dec. 31, 2017**

The Manufactured Home Fair Practices Commission (MHFPC) has a vacancy due to the resignation of Council Member Skip Davies. Skip
Davies was Council Member Stallard's appointee. Council Member Stallard is recommending the following appointment:

Member	**Board/Commission**	**Term Ending**
Kathy Trott	**MHFPC (Regular)**	**Dec. 31, 2019**

The Parks & Recreation Commission also has a vacancy that was created when Mayor Pro Tem Enrique Fernandez submitted his resignation.

Staff has received a number of applications for the Parks & Recreation Commission and is recommending that a Council sub-Committee interview the candidates to fill this vacancy and return to Council with recommendation for appointment.

Conclusion

Staff recommends that the City Council:

1) Consider the reappointment of members to the various Boards and Commissions; and
2) Consider the appointment of new members to Commission on Aging and the Manufactured Homes Fair Practices Commissions; and
3) Direct a Council sub-committee to interview applicants for the Parks & Recreation Commission vacancy.

Prepared by: Ana B. Gonzalez
City Clerk

Paul Navazio

Paul Navazio, City Manager

Attachment: Applications

City of Woodland
City Clerk 300 First Street Woodland, California 95695 (530) 661-5806
FAX (530) 661-5813

FOR BOARD AND COMMISSION APPLICANTS AND APPOINTEES

PUBLIC CONTACT FORM
(please print)

Name: Terry Kelley Address: 116 Toyon Dr
Woodland 95695

Home/Contact Telephone Number: 916 715 4137

Work Telephone Number: NA

E-Mail Addresses terryKelley@sbcglobal.net

Should a member of the public desire to contact you concerning your representation on a Board or Commission, the City Clerk may release the following information (please check those that apply):

- ✓ Home Address
- ✓ Home Phone Number
- ✓ E-Mail Address
- ______ Work Phone Number
- ______ Work Address
- ______ Please do not release any of this information

FOR STAFF USE ONLY

Board, Commission or Committee Application for: COA

Date Council Member Interview Scheduled for: ____________________

Council Members Conducting the Interview: ____________/____________

If Appointed, Date of Council Action: ____________________

RECEIVED
SEP 01 2016
CITY CLERK'S OFFICE

1

City of Woodland

City Clerk 300 First Street Woodland, California 95695 (530) 661-5806
FAX (530) 661-5813

CITY BOARDS AND COMMISSIONS APPLICATION

Name of applicant: Terry Kelley

My first choice is for appointment to the Commission on Aging Board or Commission.

If I am not selected for my first choice, I am interested in serving on the following Boards and Commissions (Note: one may serve on only one Board, Commission or Committee at any one time):

___Board of Building Appeals
___Commission on Aging
___Historical Preservation Commission
___Library Board of Trustees
___Manufactured Homes Fair Practices Commission
___Parks and Recreation Commission
___Personnel Board
___Planning Commission
___Traffic Safety Commission

Please Note: Members of the Historical Preservation Commission, Library Board, Manufactured Homes Fair Practices Commission and Planning Commission are required to annually file Statements of Economic Interest forms disclosing such information as: -- investments, interests in real property, income, loans, etc.
-- mailing address and telephone number

This information is a public record and these statements are available to the public upon request.

All Board and Commission Members are required by State Law to take a two hour ethics training course every two years. You will be notified of the next scheduled test.

The Interview Team will make recommendations for appointment to various Boards and Commissions. If there is no current vacancy, you will be placed on a waiting list.

I have business connections and/or investments that may result in possible conflict of interest. ______Yes __✓__No

I reside within the City limits of the City of Woodland. __✓__Yes ______ No

Are you currently serving on a City Board or Commission? ______Yes ___✓___ No

If yes, please state which______________________________

Employment experience: Nursing in multiple settings including case management in hospital, insurance, medical group.

Organization and community activity experience: see resume Includes also participation on Boards of Cancer Society, AHA in Sacramento

Other experience you have had which would help Council with a decision as to your qualifications to serve: see resume

Educational background and other training: see resume

Why are you interested in serving on a City Board or Commission? Recently moved to Woodland and anxious to be able to utilize my knowledge & experience to support the Woodland community, especially seniors

Please provide information on two personal or professional references:

Name	Address	Phone No.
Desiree Garner	503 Greenwood, Woodland	530.662.4593
Evalyn Wais	26300 Hwy 128 Winters 95694	530.304.8309

Terry Kelly
Signature of Applicant

8.31.16
Date

Please return application to:

Office of the City Clerk
City Hall
300 First Street
Woodland, CA 95695

Note: Staff will contact you to schedule an interview with the City Council as scheduling permits.

Terry A. Kelley, RN, PHN, BSN, CCM
116 Toyon Dr.
Woodland CA 95695
916-715-4137
terrykelley@sbcglobal.net

Summary of Qualifications

A self-directed professional case manager and manager, with varied experiences working with and in managed care organizations, HMOs, hospitals, hospital groups, workers' compensation and payors to develop referral relationships, patient care delivery systems, and partnering opportunities for cost effective, quality outcomes. Considerable experience working in Northern California and multiple sites across the state of California. Collaborated with the decisions makers of organizations, both internally and externally, such as case managers and contract management in order to achieve improved patient care. Created training manuals and policy/procedures as well as provided diverse educational and training opportunities. Extensive experience in case management and utilization management concepts/processes and their implementation. Knowledgeable of national quality guidelines for healthcare.

PROFESSIONAL EXPERIENCE

Hanover Insurance **Jan. 2015 to May 2016**
Responsible for caseload of injured workers coordinating their medical care and return to work. Provided consult to claims adjusters regarding interpretation of medical records and strategies for managing claims.

York Risk Services **May 2013 to Jan. 2015**
Case Manager, Workers Compensation
Responsible for caseload of injured workers coordinating their medical care and return to work. Provided consult to claims adjusters regarding interpretation of medical records and strategies for managing claims.

The Hartford Insurance Co. **April 2011 to May 2013**
Case Manager, Workers' Compensation
Responsible for a caseload of injury workers responsible for coordination of their medical care and return to work.

Sutter Davis Hospital, Davis, CA **Sept. 2010 to Feb. 2011**
Manager, Case Management
•Responsible for creation, implementation, and management of a dynamic integrated program for inpatient and medical case management to support the medical home.
•Responsible to lead Palliative Care Team.
•Responsible for utilization management and discharge planning activities, including performing UR and DP for inpatients.

Hill Physician Medical Group, Sacramento, CA **July 2006 to Sept. 2010**
A medical group (Independent Physician Association) of 600 physicians with a patient membership of 130,000 serving northern California. Contracts with seven Healthcare Plans to provide the professional components of primary physician care, specialty physician care, health education, utilization management, and case management.

Manager, Case Management
•Responsible for oversight and management of department of 11 case managers who provide case management services for two large counties in northern California, including staff development and training, budget, policy/procedures development and revision.
•Collaborate with other departments within Hill Physician including health education, network development and management, contracting, practice support, medical management, and physicians.
•Coordinate with health plan case management and medical management departments in order to better serve shared members in providing appropriate medical care and coordination of benefits and services.

Bunch and Associates, Sacramento, CA **Aug. 2004 to July 2006**
A Workers' Compensation Disability Management company based in Florida, with national employer contracts providing innovative early return-to-work medical case management programs resulting in quality medical care and cost savings.

Quality Assurance/Educator
•Responsible for orientation of case managers to case management process and practice, workers' compensation practice, and company policies and procedures that support early return to work and therefore cost containment.
•Responsible for ongoing inservices and individual training for case management staff that promotes their ability to identify opportunities for cost improvement and outcome efficiencies.
•Conduct quality assurance reviews of case management files weekly to promote quality improvement and cost effectiveness; identifying training opportunities across the company.
•Participate in preparation for URAC accreditation scheduled for 2005 by writing of training materials to meet corporate, state, account, and URAC guidelines for case management and utilization management and professional staff education.
•Responsible for management of the office staff along with the office manager.

HealthNet, Sacramento, CA

HealthNet of California
A statewide managed care organization based in Woodland Hills, CA, with multiple healthcare products including HMO, PPO, Direct Networks, Senior Medicare, and MediCal, providing case management, utilization management, and disease management programs and services.
Manager, Case Management, HMO **Feb. 2004 to Aug. 2004**
•Responsible for oversight of RN case management staff in four offices throughout California, requiring travel, with emphasis on staff development in performance of integrated case management services, collaborating with multiple corporate departments, physician medical groups, and facilities to promote cost effective quality outcomes.
•Responsible for case management outcome reporting, tracking, identification of opportunities for cost avoidance, and needs assessments with new approaches in conjunction with HealthNet

medical directors.
•Collaborate with other departments within HealthNet of California including Claims, Appeals and Grievances, Provider Network, and contracted vendors (including home health and disease state management companies) in order to provide timely, cost effective, appropriate, and coordinated responses to the needs of the beneficiaries.

Manager, Utilization Management, Corporate Quality Improvement/Compliance, Tricare **Feb. 2001 to Feb. 2004**
•Responsible for corporate oversight and training for Utilization Management (UM) staff, integrating with case management staff in order to be proactive and maximize opportunities for cost-savings opportunities.
•Develop, maintain and implement corporate policies and procedures for all UM staff in support of corporate objective and best practices resulting in meeting of corporate financial and healthcare projections.
•Perform Performance Evaluations biannually of all regional UM activities for compliance to contract and corporate standards.
•Provide training for professional staff.
•Collaborate with the corporate Managers for Case Management and Quality Management to ensure consistency in program and policy development and implementation.
•Participate on corporate committees, as appropriate, representing UM practice.
•Responsible for review of proposed contract changes from the Department of Defense and their financial and training impact on corporate UM.

Regional Manager, Case Management, Tricare **1996 to 2001**
•Integrated case management and concurrent review functions into one department to improve outcomes secondary to proactive managing of cost efficiencies and best practice.
•Supervise clerical and professional staff.
•Develop and implement policies and procedures for department to provide opportunities for improved healthcare management of the TRICARE benefit for beneficiaries.
•Responsible for an annual budget and monthly/quarterly metrics reporting to the Department of Defense and their delegated representatives.
•Responsible for the Appeals department for the northern California region requiring collaboration with the Medical Director and clear communications among all parties involved resulting in appropriate, medically necessary care within the TRICARE benefit.
•Responsible for review of proposed contract changes from the Department of Defense and their financial and training impact on the region. Included needs assessments and financial estimates of cost to the company and methods to minimize the cost while providing the required services.

Mercy Healthcare Sacramento, Sacramento, CA **1993 to 1996**

Director, Case Management, Rehabilitation Division
•Created and implemented a case management system across five Mercy Hospitals for
•5 levels of care. Resulted in timely and cost-effective utilization of services with improved outcomes as patients transitioned through a seamless continuum of services.
•Developed policies and procedures, job descriptions, and tracking measurements to validate an innovative approach based on best clinical practice to a multi-hospital system rehabilitation division.
•Supervised a multidisciplinary staff of professionals and clerical, promoting change in practice to

support the Rehabilitation service division's commitment to provide timely, appropriate care resulting in cost efficiencies and quality patient outcomes.
•Co-led a task force to create a ⊞ritical pathfor stroke patients from time of admission to the acute hospital, along the continuum, to discharge from outpatient care with a goal of decreasing cost, untimely treatment, and redundancies, and improving outcomes.
•Responsibility for management of the budget management, provision of monthly reports regarding improved status of outcomes and opportunities for improvements.

Rehabilitation Nursing Services, Inc., Sacramento, CA **1990 to 1993**

Case Manager/Senior Consultant
•Provided consultation and case management services, as requested by Workers' Compensation insurance carriers, to injured workers.
•Coordinated timely return to work with medical providers, employers and injured workers that resulted in cost savings.

Sutter Davis Hospital, Davis, CA

Director, Respite Program **1986 to 1990**
•Created and implemented a project for a respite program for elderly and developmentally disabled adults and children, converting a loss-outlier program into a financially viable, high visibility, successful community program for the hospital.
•Supervised a staff of professionals, aides and volunteers.
•Developed, managed and monitored an annual budget meeting a goal to be financially self-sufficient.
•Coordinated all marketing and client assessments for admission, and obtained funding for participants from community/state organizations, resulting in a cost-controlled program meeting the needs of a highly specific population over four counties.

Director, Continuity of Care/Utilization Review **1986 to 1990**
•Responsible for discharge planning of patients to lower levels of care, education of staff regarding planning for discharge, facilitation of multidisciplinary team meetings for patient case review, evaluation of medical necessity of admission and continued stay of patients.
•Length of stay was decreased by initiation of early discharge planning and daily coordination with the Medical Record and Billing offices.

Hospital and Home Health Organizations **Prior to 1986**

Multiple staff and management positions to improve both clinical and operational efficiencies.

PUBLICATIONS
•*Critical Thinking for Case Management,* The Case Manager, May/June 2003
•*Creation and Implementation of a Care Plan for Case Management,* Inside Case Management, March 2003
•*Partnering the Military and Civilian Case Manager for Collaborative Case Management,* PRIME Inc. Website, December 2001
•*Partnering with the TRICARE Managed Care Contractor,* PRIME Inc. Website, August 2000
•*Critical Thinking in Case Management,* Inside Case Management, August 1999

PRESENTATIONS

•The Burden and Challenges of Cancer Breakthrough Pain, CMSA Phoenix Chapter – Nov. 2010, CMSA Chapter Dec. 2010. Sponsored by MEDA

•Case Management Interface Between the Military Treatment Facility and Managed Care Contractor, Navy Case Management Conference, Case Management Society International, March 2000

•Brokering Case Management, Travis AFB, April 2000

•Ethics in Case Management, Case Management Certification Program, California State University, Sacramento (CSUS), April 2000, November 2001

•Utilization and Quality Management, Case Management Certification Program, CSUS, April 2002

•Interface Between the Contractor, Office of the Lead Agent and the Military Treatment Facility, Panel participant, Navy Case Management Training Conference, Bethesda, MD, November 2002

INSTRUCTOR

CSUS, College of Continuing Education

•Case Management Certification Preparation Program, Fall 2002

•Essentials of Case Management Online Program, Spring 2002 to 2005

Merritt College, Oakland, CA, Master's program

•"Insurance and IPA Case Management,2006 to present (twice a year on-site)

HONORS

Sigma Theta Tau, International Nursing Honor Society

USF Alumni Service Award, 1995

PROFESSIONAL/COMMUNITY ORGANIZATIONS

•Case Management Society of America (CMSA), Sacramento Chapter: President 1995; Member, national legislative committee 2002-2003; Monitor, CMSA Military Special Interest Group Website; National committee chair, Case Manager of the Year."

•CMSA Director, Board of Directors 2007-2010. Represented CMSA at TRICARE. Management Activity rewrite of the Military Medical Management Guideline 2008-2009; Chair, Awards committee 2009-2010; Co-chair, Outcomes committee 2009-2010; Liaison with military. Presently serves on multiple national committees.

•Commission for Case Management Certification, Eligibility Subcommittee. 2010 to present

•University of San Francisco, Member, Board of Governors 1996-2002; Chair, Regional Advisory Council, Sacramento 2005 to present; Member, Advisory Board for School of Nursing 2008 to present.

•CSUS, Member, Advisory Board for Case Management Certification program 1999-2004.

•Sigma Theta Tau, Sacramento chapter, Secretary 2005-2007.

•Commission on Aging, Placer County Chairman 1983-1986

EDUCATION

University of San Francisco, Bachelor of Science in Nursing

CERTIFICATIONS

•Certified Case Manager

•Public Health Certificate

City of Woodland

City Clerk 300 First Street Woodland, California 95695 (530) 661-5806
FAX (530) 661-5813

FOR BOARD AND COMMISSION APPLICANTS AND APPOINTEES

PUBLIC CONTACT FORM
(please print)

Name: Kathy Trott Address: ____________________

Woodland, CA 95695

Home/Contact Telephone Number: ____________________

Work Telephone Number: ____________________

E-Mail Addresses Kathytrott@e-trott.com

Should a member of the public desire to contact you concerning your representation on a Board or Commission, the City Clerk may release the following information (please check those that apply):

______Home Address
______Home Phone Number
__X___E-Mail Address
______Work Phone Number
______Work Address
______Please do not release any of this information

FOR STAFF USE ONLY

Board, Commission or Committee Application for: ____________________

Date Council Member Interview Scheduled for: ____________________

Council Members Conducting the Interview: __________/__________

If Appointed, Date of Council Action: ____________________

City of Woodland

City Clerk 300 First Street Woodland, California 95695 (530) 661-5806
FAX (530) 661-5813

CITY BOARDS AND COMMISSIONS APPLICATION

Name of applicant: Kathy Trott

My first choice is for appointment to the Manuf Homes Fair Practices Board or Commission.

If I am not selected for my first choice, I am interested in serving on the following Boards and Commissions (Note: one may serve on only one Board, Commission or Committee at any one time):

___Board of Building Appeals
___Commission on Aging
___Historical Preservation Commission
___Library Board of Trustees
___Manufactured Homes Fair Practices Commission
___Parks and Recreation Commission
___Personnel Board
___Planning Commission
___Traffic Safety Commission

Please Note: Members of the Historical Preservation Commission, Library Board, Manufactured Homes Fair Practices Commission and Planning Commission are required to annually file Statements of Economic Interest forms disclosing such information as: -- investments, interests in real property, income, loans, etc.
-- mailing address and telephone number

This information is a public record and these statements are available to the public upon request.

All Board and Commission Members are required by State Law to take a two hour ethics training course every two years. You will be notified of the next scheduled test.

The Interview Team will make recommendations for appointment to various Boards and Commissions. If there is no current vacancy, you will be placed on a waiting list.

I have business connections and/or investments that may result in possible conflict of interest. ______Yes __X__No

I reside within the City limits of the City of Woodland. __X__Yes ______ No

Are you currently serving on a City Board or Commission? ______Yes __X__ No

If yes, please state which ______________________________

Employment experience: See bio attached

Organization and community activity experience: See bio

Other experience you have had which would help Council with a decision as to your qualifications to serve: See bio

Educational background and other training: See bio

Why are you interested in serving on a City Board or Commission? My life is about service. I make things happen in hopes of making our community a better place for all – especially the underserved.

Please provide information on two personal or professional references:

Name	Address	Phone No.
Phyllis Avalos	952 Duncan Cir. Woodland	(530) 205-7665
Vance Gentry	3605 Silverwood Rd. W. Sac	(916) 372-3485

[signature]
Signature of Applicant

12-23-2010
Date

Please return application to:

Office of the City Clerk
City Hall
300 First Street
Woodland, CA 95695

Note: Staff will contact you to schedule an interview with the City Council as scheduling permits.

Kathy Trott is a leader and catalyst. She brings together teams of people that she inspires and empowers so that innovation happens. She holds an Economics degree from the University of California – Davis.

As a Vice President of Wells Fargo Bank she managed Operations, Accounting, Customer Service for a $2 Billion credit card portfolio.

For twenty plus years as co-founder and president of Placement Associates, Inc and founder and president of e-TROTT.inc Kathy consulted to financial service giants: American Express, Wells Fargo Bank, Universal Card, Hewlett Packard, Chase Bank. HSBC, Bank of America, Capital One, First Data Corp., Citicorp, Target and many others. She advised innovative start-ups: Trajecta, Clout, Web Capital, Renaissance Bankcard, and others. She has been quoted in financial industry publications and an invited speaker at trade conferences.

Always committed to her community, Kathy founded the Food Bank of Yolo County in 1988 and was board president from 1988 – 2003. Under her leadership the organization grew to distribute over 2 million pounds of food to the hungry annually. She co-founded Yolo Stage Company in 1997 and has produced a summer theatre musical for 75 youth and children for 20 summers. In 2005 Kathy co-founded the Woodland Outdoor Wanderers that provides hiking opportunities to over 400 Yoloans monthly.

Kathy has been recognized for her work in the community. She is the recipient of: the Most Family Friendly Business Award (1997) Yolo County Business and Professional Women, Woman of Vision and Courage Award (2001) Yolo County Women's History Month, Resolution of Appreciation No. 03-56 (2003) Yolo County Board of Supervisors, and the Community Service Award (2010) City of Woodland.

Kathy is an Elder in the Presbyterian Church (USA). She served on the Presbytery of Sacramento Executive Council 1999-2005 and 2007-2012. Elected Commissioner to the General Assembly 2004. Moderator of the Presbytery of Sacramento 2005. Chaired the Pacific Mission Exchange Team (PMX), Synod of the Pacific 2008 – 2012, now PresbyterianMissionExchange.org. From 2010 - 2016 Kathy served as an elected member of the national Presbyterian Mission Agency Board. She is passionate about starting new congregations and has advised many new innovative and immigrant congregations.

Legislation Text

16.

File #: 17-124, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: January 17, 2017

SUBJECT: 2017 Community Service Awards Nominating Committee Report

Recommendation for Action: Staff recommends that the City Council:

1) Approve the nominating committee's recommended recipients selected to receive the 2017 Community Service Award; and
2) Determine which Council Members will present the awards to the selected award recipients.

Staff Contact

Jennifer Robinson, Secretary to the City Manager -
(530) 661-5800, jennifer.robinson@cityofwoodland.org

Discussion

At the 2017 Community Service Award Nomination Committee Meeting on January 12, members reviewed all nominations received this year and also nominees that were submitted last year but not selected. The Committee is recommending a slate of nominees to receive the award based on their significant contributions to the community in accordance with the award's criteria, which is:

- Community leadership
- Demonstrated, selfless service to the community
- Dependability in completing assignments/projects
- Interest in varied activities

(Note: - As of the printing of this agenda report, the Committee had not yet made final selection of award nominees; these will be provided to the Council at the January 17th meeting).

Council Members will determine who will present the award to the recipient at a dinner the evening of Thursday, February 9, 2017 at the Community & Senior Center.

City Council approval of the selected nominees on January 17 will enable staff to complete the arrangements for the event which will recognize the recipients for their contributions to the Woodland community.

Conclusion

Staff recommends that the City Council:

1) Approve the nominating committee's recommended recipients selected to receive the 2017 Community Service Award; and
2) Determine which Council Members will present the awards to the selected award recipients.

Prepared by: Jennifer Robinson, Secretary to the City Manager

Reviewed by: Ana B. Gonzalez, City Clerk

Paul Navazio, City Manager