City Hall
300 First Street
Woodland, CA 95695

City of Woodland

Meeting Agenda

City Council

Tuesday, July 18, 2017 | **6:00 PM** | **Council Chambers**

CITY COUNCIL
CLOSED SESSION
5:30 P.M.

A. CALL TO ORDER

B. CLOSED SESSION

B.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS,
Pursuant to Section 54956.8
PROPERTY: Approximately 4.7 acres of land located at 1585 East Gibson Road, Woodland, CA 95776, known generally as the District's former Willow Spring School site
AGENCY NEGOTIATOR: City Manager, Community Development Director and City Attorney
NEGOTIATING PARTIES: Woodland Joint Unified School District (WJUSD)
UNDER NEGOTIATIONS: Price and Terms of Payment

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY
JULY 18, 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.

17-0577 SUBJECT: Long Range Calendar

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

Attachments: Council Long Range Calendar

F. PRESENTATIONS

1. 17-0561 SUBJECT: Proclamation - Appreciation and Recognition of Rob Sanders

Recommendation for Action: Staff recommends that the City Council recognize retiree Rob Sanders for his many years of service to the City of Woodland and for his efforts in leading and guiding multiple Divisions and Work Groups of Public Works.

Attachments: Rob Sanders Proclamation

G. CONSENT CALENDAR

2. 17-0566 SUBJECT: Community Services Department Quarterly Status Report for the period of April 2017 through June 2017

Recommendation for Action: Staff recommends that the City Council accept the Community Service's Department's Quarterly Status Report.

Attachments: 4th Quarter 17

3. 17-0568 SUBJECT: Receive Annual Report from the Manufactured Home Fair Practices Commission

Recommendation for Action: Staff recommends that the City Council receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2016 program year and receive a summary update on the 2017 program year.

Attachments: 2016 Annual Report

4. 17-0550 SUBJECT: Approve Contract with Laugenour and Miekle for West Street Water Main Project, CIP 17-08

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with Laugenour and Miekle (L&M) for the West Street Water Main Project, CIP 17-08, for an amount up to $93,480 and authorize a contingency for design contract amendments up to an additional 10% (9,348).

Attachments: A - Resolution

B - Scope of work

C - Map

5. 17-0565 SUBJECT: Contract Award - FY2017/18 Annual Cyclical Tree Pruning

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the FY 2017/18 annual cyclical tree pruning and maintenance service contract to West Coast Arborist (WCA) in the amount not-to-exceed $179,000.

Attachments: Resolution

6. 17-0555 SUBJECT: Award Construction Contract with Euro Style Management, Inc. to Provide Construction Services for the WPCF Clarifier Coating Project, CIP 17-20, and Appropriate Project Funding

Recommendation for Action: Staff recommends that the City Council:
1) Adopt Resolution No. _____, authorizing the City Manager to:
2) Create a new capital project, the WPCF Clarifier Coating Project, CIP 17-20; and
3) Appropriate $270,000 from CIP 14-02, Water Pollution Asset Replacement Project, to CIP 17-20; and
4) Award a construction contract with Euro Style Management, Inc. for construction services in the not-to-exceed amount of $173,500 for the WPCF Clarifier Coating Project; and
5) Approve construction contract change order(s) for construction contingencies of up to an additional 10% of the contract award amount ($17,350).

Attachments: A - Resolution

7. 17-0554 SUBJECT: Memorandum of Understanding with the Woodland Police Supervisor Association, covering the period from July 1, 2017 through June 30, 2021

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, ratifying a four (4) year, Memorandum of Understanding with the Woodland Police Supervisor Association, covering the period from July 1, 2017 through June 30, 2021.

Attachments: Wdl PoliceSgts MOU 2017-2021 final

8. 17-253 SUBJECT: Memorandum of Understanding with the Woodland Police Officers' Association, covering the period from July 1, 2017 through June 30, 2021.

Recommendation for Action: Staff recommends that the City Council

Adopt Resolution No. _____, ratifying a four-year, Memorandum of Understanding with the Woodland Police Officers' Association, covering the period from July 1, 2017 through June 30, 2021.

Attachments: Police Officers MOU 2017 to2021

9. 17-0563 SUBJECT: Memorandum of Understanding with the Woodland Police Mid-Management Association, covering the period from July 1, 2017 through June 30, 2020

Recommendation for Action: Staff recommends that the City Council Adopt Resolution No. _____, ratifying a three-year, Memorandum of Understanding with the Woodland Police Mid-Management Association, covering the period from July 1, 2017 through June 30, 2020.

Attachments: Police Mid Mgmt final MOU

10. 17-0570 SUBJECT: Annexation of Property into the Community Facilities District 2004-1 (Spring Lake) and into the Spring Lake Maintenance Community Facilities District

Recommendation for Action: Staff recommends that the City Council:
(1) adopt Resolution No. _____, declaring its intent to annex property into Community Facilities District 2004-1 (Spring Lake) and setting a public hearing for August 22, 2017; and
(2) adopt Resolution No. _____, declaring its intent to annex property into the Spring Lake Maintenance Community Facilities District and setting a public hearing for August 22, 2017.

Attachments: Resolution of Intention to Annex Property into CFD 2004-1 (Spring Lake)

Oyang North Springlake CFD Annexation Map

Resolution of Intention to Annex Property into Spring Lake Maintenance CFD

Oyang North Springlake Maintenance CFD Annexation Map

11. 17-0569 SUBJECT: Approve Plans & Specifications, and Authorize Bid Advertisement for WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06

Recommendation for Action: Staff recommends that the City Council:
a. Adopt Resolution No. _____, approving the plans & specifications and authorize bid advertisement; and
b. Create CIP 18-06 into the Capital Improvement Program FY 17/18 budget year; and
c. Authorize the City Manager to execute the construction contract to the lowest, responsive, responsible bidder at an amount not to exceed $325,000, plus a contingency in the amount of 20% of the contract amount for the WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06; and
d. Authorize City Manager to approve a Purchase Order with the Yolo County Landfill for an amount not to exceed $200,000 for the WPCF

Pond #7 Biosolids Drying and Removal Project, CIP #18-06; and
e. Approve the allocation of $575,000 of Sewer Enterprise Funds from Treatment Plant Exp-Biosolids, CIP 10-11 to WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06 to provide for the total project budget.

Attachments: A - Resolution

12. 17-0572 SUBJECT: Approve Plans and Specifications and Authorize Bid Advertisement for Harter Avenue Sewer Rehabilitation, CIP 08-21

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the Harter Avenue Sewer Rehabilitation, CIP #08-21.

Attachments: A - Resolution

13. 17-0551 SUBJECT: Approve Plans & Specifications, and Authorize Bid Advertisement for Destroy Old Wells (Well #10, Well #17, and Well #20), CIP #11-10

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the Destroy Old Wells (Well #10, Well #17, and Well #20) Project, CIP #11-10.

Attachments: A - Resolution

B - Project Location Map

14. 17-0578 SUBJECT: Approve the Sale of the City of Woodland Wastewater Revenue Refunding Bonds, Series 2017

Recommendation for Action: Staff recommends that the City Council, as the Board of the Woodland Finance Authority, adopt Resolution No. _____, approving the Form of and Authorizing Execution and Delivery of the Escrow Agreement and the First Amendment to the Installment Purchase Contract Related to the Refunding of the Woodland Finance Authority Wastewater Revenue Bonds (Second Senior Lien), Series 2009.

Attachments: Authority Board Resolution

Escrow Agreement

First Amendment to Installment Purchase Contract 2017

15. 17-0579 SUBJECT: Cooperation and Administrative Services Agreement with Valley Clean Energy Alliance

Recommendation for Action: Staff recommends that the City Council approve the Cooperation and Administrative Services Agreement with Valley Clean Energy Alliance (VCEA).

Attachments: WOODLAND_VCEA_ Resolution Approving Cooperative Agreement
VCEA Woodland Cooperation Agreement

16. 17-0580 SUBJECT: Second Reading and Adoption of Ordinance Amending Section 23-62 of the Woodland Municipal Code Related to the Documentary Transfer Tax

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, amending Section 23-62 of the Woodland Municipal Code Related to the Documentary Transfer Tax

Attachments: C Ordinance No. Amending Section 23-62 of the Woodland Municipal Code Rel

17. 17-0581 SUBJECT: Second Reading and Adoption of Ordinance amending the City's Parking Ordinance

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, amending the City's Parking Ordinance (Municipal Code Chapter 14, Article VII) to add 20 minute, 3-hour, 4-hour parking time zones to the City's Ordinance.

Attachments: Ordinance -Downtown Parking Time Limits Final

H. PUBLIC HEARINGS

18. 17-0575 SUBJECT: PUBLIC HEARING - Waste Management Liens

Recommendation for Action: Staff recommends that the City Council conduct a Public Hearing to receive input from property owners and adopt Resolution No. _____, "A Resolution Requesting Collection of Charges on Tax Roll".

Attachments: Reso Waste Management Liens

19. 17-0567 SUBJECT: PUBLIC HEARING - Fiscal Year 2017/18 Community Development Block Grant Action Plan and Authorization of Submittal of Action Plan

Recommendation for Action: Staff recommends that the City Council hold a public hearing and approve the 2017/18 Community Development Block Grant Annual Action Plan. The City Council's approval is based on taking the following actions:
1. Hold a public hearing to receive community input on the Fiscal Year (FY) 2017/18 Community Development Block Grant (CDBG) Action Plan (Attachment A); and
2. Adopt a Resolution to approve the Fiscal Year FY 2017/18 CDBG Action Plan with the funding allocations as recommended by the CDBG Review Panel and staff (Attachment C); and
3. Direct staff to complete the FY 2017/18 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding

allocations along with any public input received during the public comment period; and
4. Direct staff to forward the completed FY 2017/18 Action Plan once completed; and
5. Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funded activities; and
6. Authorize the Finance Officer to make the budget allocations as specified.

These Actions are consistent with the 2015-2019 CDBG Consolidated Plan goals to reduce slum and blight conditions and assisting low and moderate income people.

Attachments: FY 2017-18 Action Plan
FY 2016-17 AP Funding Recommendations
CC Reso for July 18, 2017

20. 17-0576 SUBJECT: PUBLIC HEARING - Extension of an Urgency Interim Ordinance Establishing a Moratorium on Mini-Storage/ Warehouse Facilities in All Zoning Districts

Recommendation for Action: Staff recommends that the City Council:
1) Hold a public hearing to receive a staff report regarding the Interim Urgency Ordinance adopted by the City Council on June 6, 2017;
2) Issue a Report on the Measures Taken to Study Mini-Storage and Warehouse Uses and appropriate zoning for such uses; and
3) Adopt Ordinance No. _____, by a Four- Fifths Vote Extending Ordinance No. 1617 that Imposed a 45-day Moratorium on the Establishment of Mini-Storage/Warehouse Facilities in all Zones within the City of Woodland.

Attachments: 1 - Measures Taken to Alleviate the Conditions that led to the Adoption of Ordin
2 - Ordinance Extending Mini Storage Moratorium-c2

I. REPORTS OF THE CITY MANAGER

21. 17-0573 SUBJECT: Receive General Plan and Housing Element Annual Progress Report for the Period of January 1 - December 31, 2016

Recommendation for Action: Staff recommends that the City Council take the following actions:

1. Receive a report concerning the Housing Element Annual Progress Report, required by the State of California; and

2. Accept the Housing Element Annual Progress Report and direct staff to transmit the report to the Governor’s Office of Planning and Research (OPR) and the State Department of Housing and Community

Development (HCD) for filing.

Attachments: Hsng Element APR 2016

Hsng Element IP Tables Status 2016

22. 17-0571 SUBJECT: Receive Fiscal Year 2016/17 Report on Affordable Housing Loan Portfolio

Recommendation for Action: Staff recommends that the City Council receive the Fiscal Year 2016/17 report on the City's affordable housing loan portfolio.

Attachments: Housing Loan Portfolio

J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Regular Meeting of the City of Woodland scheduled for July 18, 2017 was posted on July 14, 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.

City Hall
300 First Street
Woodland, CA 95695

Legislation Text

File #: 17-0577, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 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 B. Gonzalez, City Clerk

Paul Navazio, City Manager

Attachment

UPDATED COUNCIL LONG RANGE CALENDAR

SUMMER RECESS JULY 19 THROUGH AUGUST 21

AUGUST 22nd (REVISED DATE) SPECIAL MEETING

Consent
Approve Consultant Agreement with Mark Thomas for Sports Park Drive Pedestrian Overcrossing, CIP #17-22
Mitigation Easement for the Oyang SL Development
Sub-recipient agreement with Yolo Wayfarer Center – permanent support for housing
Planning Commission Annual Report
Fire Prevention Services Contract

Regular Agenda
Update from Homeless Sub-Committee

SEPTEMBER 5th REGULAR MEETING
Ordinance(s) Related to Cannabis Regulations
Approval of Bond Issuance / CPG Water Rights

Public Hearing
Spring Lake Infrastructure Fee (SLIF) and Spring Lake Specific Plan Financing Plan Update

SEPTEMBER 19th REGULAR MEETING
Affordable Housing Workshop– Part II

FUTURE TOPICS / STUDY SESSIONS (TBD):
Ag Mitigation Ordinance (OCTOBER)

City Hall
300 First Street
Woodland, CA 95695

Legislation Text

1.

File #: 17-0561, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Proclamation - Appreciation and Recognition of Rob Sanders

Recommendation for Action: Staff recommends that the City Council recognize retiree Rob Sanders for his many years of service to the City of Woodland and for his efforts in leading and guiding multiple Divisions and Work Groups of Public Works.

Staff Contact

Greg Meyer, Public Works Director - 530-661-5953, greg.meyer@cityofwoodland.org

Background

Rob Sanders joined the City in June of 1988 as an Electrician's Assistant and steadily progressed upward through the ranks, eventually being promoted to the position of Deputy Director of Public Works in 2013.

During his tenure with the City, Rob has managed an ever-increasing portfolio of programs to include Street Maintenance, Electrical Maintenance, Signs and Markings, Parks Maintenance, Urban Forestry, Cemetery, and most recently, Water, Wastewater and Storm Sewer Utilities.

On July 31st, Rob will officially retire from the City of Woodland, after over 29 years of service to the City and residents of Woodland.

Conclusio:

Staff recommends that the City Council recognize Rob Sanders for his many years of service to the City of Woodland and for his efforts in leading and guiding multiple Divisions and Work Groups of Public Works.

Prepared by: Gregor G. Meyer, Public Works Director

Paul Navazio

Paul Navazio, City Manager

Attachment: Proclamation

PROCLAMATION

RECOGNIZING ROB SANDERS
FOR HIS MANY YEARS OF SERVICE
TO THE PUBLIC WORKS DEPARTMENT
AND THE CITY OF WOODLAND

WHEREAS, Rob Sanders started working for the City as an Electrician's Assistant in 1988 and steadily increased his knowledge and skills to become an Electrician in 1990; and

WHEREAS, through his hard work and demonstrated leadership abilities, he was promoted to Electrical Supervisor in 2004; and

WHEREAS, as Rob's skills grew and his direct, but friendly, approach to management was established, he assumed responsibility for Street Maintenance, Electrical Maintenance and Signs and Markings, and in July of 2006 was promoted to the position of Right-of-Way Superintendent; and

WHEREAS, in 2009 Rob extended his span of control to include Parks, Cemetery, Pool Maintenance, and Urban Forestry and this increased workload and responsibility led to Rob being promoted to Deputy Director of Public Works in December 2013; and

WHEREAS, Rob's responsibilities were expanded to include oversight of the City's water utility in 2014 and eventually all of the Public Works Utilities Division in early 2016, resulting in a portfolio of 22 programs and 66 staff; and

WHEREAS, Rob has never failed to rise to the challenges set before him. He has been unswerving in his dedication in training up each new generation of staff he has been given charge of and has developed a long list of outstanding staff as his legacy.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of City of Woodland does hereby recognize and express appreciation to Rob Sanders for his 29+ years of dedicated service to the City of Woodland, and for a Job Well Done!

Dated this 18th day of July, 2017.

____
Angel Barajas, Mayor

Enrique Fernandez, Mayor Pro Tempore — Marlin H. "Skip" Davies, Council Member

Xochitl Rodriguez, Council Member — Tom Stallard, Council Member

City Hall
300 First Street
Woodland, CA 95695

Legislation Text

2.

File #: 17-0566, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Community Services Department Quarterly Status Report for the period of April 2017 through June 2017

Recommendation for Action: Staff recommends that the City Council accept the Community Service's Department's Quarterly Status Report.

Staff Contact

Kris Bain - Community Services Manager - 530-661-2002, krista.bain@cityofwoodland.org

Fiscal Impact

None - for information only.

Background

This quarterly status report covers the period of April 2017 June March 2017. The Report presents a summary of recreation and senior programming, events, affordable housing, the community development block grant entitlement program, parks and urban forestry. This report also contains a narrative description of major work performed and/or notable Department highlights.

Conclusion

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

Prepared by: Kris Bain
Community Services Manager

Reviewed by: Christine Engel
Community Services Director

Paul Navazio, City Manager

Attachment

Community Services Department Quarterly Report: April-June 2017

The following provides a summary of the Community Service Department's programs, activities, and events for April-June 2017. This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document. *Participant totals (total participants and total participant hours) are the total amount of participants/hours for the entire reporting period (in most cases three months).*

Quarterly Highlights

- The Boxing Center opened at the Community & Senior Center on May 1, and had 250 registered participants for the months of May and June.
- The Commit2Fit Campaign registered 328 participants in May with the 31-Day Fitness Challenge. There were 71 fitness classes/events offered by 14 C2Fit Partners.
- Approximately 2,137 people attended events at the Community & Senior Center during facility rentals.
- Over 1,300 people participated in events such as César Chávez Celebration, Commit2Fit, and 6th Grade Graduation Party.
- Approximately 16,368 participant hours were recorded for aquatics; and youth, teen and adult recreation classes.
- Approximately 14,328 participant hours were recorded for senior programs and senior events.

Administration

Hiddleson Demolition and Park Reuse Project: During this reporting period, the City Council approved initiating the bid process for demolishing Hiddleson Pool. In June, the City posted the project for formal bids. Demolition of the facility should commence this year. Staff is still considering options for park replacement, which is contingent upon budget and based on cost for demolition.

Parks and Recreation Facilities Needs Subcommittee: In April the Parks & Recreation Commission appointed two commissioners (Salinas and White-Snyder) to participate on a parks and recreation facilities subcommittee along with two council members (Davies and Rodriguez). The subcommittee is charged with identifying the current and future recreation facilities needs and will bring a recommendation forward to the Parks & Recreation Commission and then City Council. The subcommittee has met with user groups for soccer, baseball, girls fast-pitch, senior softball, and members of the skate park and tennis communities.

Handicap Parking Needs Subcommittee: In April the Parks & Recreation Commission and Commission on Aging each appointed two members of their commissions to serve on a Handicap Parking Needs subcommittee (for the Community & Senior Center). To date the subcommittee has met to discuss handicap parking needs and possible solutions, as well as prepared and distributed a handicap parking needs survey. The subcommittee will present a recommendation on handicap parking needs and solutions to the Commission on Aging and then to the City Council.

Program Marketing

During this reporting period, the Department used the following marketing efforts to promote the recreation program offerings as well as community events and senior programs.

- School Flyers: One school flyer (May 2017) was distributed to WJUSD students to promote summer activities and programs. The flyers are distributed in English and Spanish.
- Rec 'Zine: The Department publishes an online newsletter "Rec 'Zine" which provides highlights of upcoming departmental programs and events each month. There are 570 subscribers who receive the emailed newsletter.
- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.
- Special Events: Staff attended the monthly Food Truck Mania events in April, May, and June to promote programs using the Rec2Go van.
- Program Outreach: Staff presented program and event information at service club meetings and school meetings.

Facilities

Community & Senior Center Facility Reservations

The Community & Senior Center facility rental program is designed to provide a location for community events and generate revenue for the City of Woodland. In 2011, the City Council adopted a policy to allow some fees to be waived or reduced by 40% for non-profit organizations once every 12-month period if certain requirements are met. The "Facility Rentals with Fees Waived", in the table below, identifies the use of the facility where fees were not charged and the dollar amount that could have been collected (had a fee waiver not been granted). Rentals with all of the fees waived are generally city events/meetings or city sponsored events.

	General Facility Rentals ***Includes rentals receiving discounts***	**Facility Rentals** ***with Fees Waived***
Number of Rentals	11	10
Approximate Participants	2,137	570
Total Fees	**$11,972**	**$11,502 (waived)**

Tournaments

Tournament rentals are available for the Sports Park Complex. All of the available weekend dates for tournaments (from January to August and November to December) were reserved. (September and October weekends are used for soccer games by local soccer leagues). During the fourth quarter, the Sports Park was reserved for youth baseball and soccer tournaments. Fees collected are not necessarily for tournaments held during this reporting period.

Tournament Rentals of Sports Park	
Number of Rentals	12
Number of Teams	299
Total Fees Collected	**$50,400**

Facility Maintenance Projects

There were several building-related projects during the fourth quarter. The major project was repurposing the youth center to house the boxing program. This work included: assembly of a 20’ boxing ring, laying rubber matting, assembling the bag rack, building a cross-beam for double-end bags, and moving the old bag rack from the Yolano Housing Recreation Center to the patio area of the new boxing gym (with assistance from the Parks division). Additionally, other projects included fixing HVAC units and repairing the audio unit in the banquet room.

Parks

Parks and urban forestry projects during the fourth quarter include:

Playground Inspections

Staff completed playground inspections prior to the start of the heavy-use summer season, to which normal wear and tear issues were found. Some issues that were identified include, but are not limited to, loose bolts and worn out parts such as swing chains and bushings. Staff also looked for graffiti and vandalism during these inspections. The features where severe issues were noted were either taken out of service or repairs were completed as they were found. For minor facility issues, parts were ordered and will be installed when they arrive.

Day of Service

The annual Day of Service was held on April 29th. This event was organized in partnership with the Church of Jesus Christ of Latter Day Saints. Participants met at Jack Slaven Park and then dispersed to projects throughout the community. Over 100 volunteers planted 103 trees, cleaned at Gibson House and at Fourth and Hope, and painted the wrought iron fence at the Cemetery.

CalFire Urban Forestry Grant

In May, staff received notification of the award of a Cal Fire Urban and Community Forestry California Climate Investment grant (Cap-and Trade funds). The City originally submitted a concept proposal in December in partnership with the Woodland Tree Foundation and an application in April. The grant, in the amount of $356,000 plus $147,000 in matching funds, will support the preparation of an urban forest management plan and the planting of 1,200 trees over the next three years. We are currently awaiting to enter into an agreement with CalFire for the grant.

Legacy Grove

After several years of conceptualizing and planning for a Legacy Grove, the grove officially "opened" during the Arbor Day celebration in March. The Legacy Grove is located at the Woodland Community & Senior Center and it provides an opportunity for the public to honor a person, family, or group by dedicating a tree or bench**.** To date twelve trees and one bench have been dedicated to individuals by the public.

2014 State Housing-Related Parks Program Grant Projects

Several projects have been completed during this reporting period with funds from the 2014 State Housing-Related Parks Grant Program.

- Restrooms installed at City, Campbell, and Everman park were completed and opened in April and May.
- Tennis courts at City Park were resurfaced.
- A softball field at City Park was improved by upgrading the infield with a skinned infield and new bases.
- A new tot-lot playground was installed at Everman Park.
- Basketball courts at Campbell and Everman Parks were resurfaced.

Everman Park play structure

City Park tennis courts

Events

Event	Event Date	Total Participants	Participant Hours	Fees Collected
César Chávez Celebration	Apr. 1	500	1,000	Free Program
Commit2Fit	May 1-31	328	3,280	Free Program
6th Grade Graduation Party*	June 2	515	1,030	Free Program
Total Participants		**1,313**	**5,310**	**$0**

**Event made possible by Measure J*

6th Grade Grad Party

César Chávez Celebration

Aquatics

All aquatic programs are held at the Charles Brooks Community Swim Center. Aquatics programming is available for children as young as six months old through seniors and includes swimming lessons, lifeguard training, recreation swimming, recreation swim teams, lap swim and water aerobics. During the winter, the primary programming at the pool is lap swim, water aerobics, and the use of the pool by the Woodland Swim Team.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Lap Swim & Water Aerobics	1,006	448	$1,727
Woodland Swim Team	n/a	n/a	$7,080
Private Reservations	250		$1,155
Total	**1,256**	**448**	**$9,962**

Woodland Swim Team

Woodland Swim Team is a year round USA Club Team that has rented the Charles Brooks Community Swim Center for practices and meets since 1952. Fees Collected: $7,080

Private Reservation

The pool is available for private reservations when not in use by City programs or user groups. Three private reservations events at the pool during the fourth quarter. Fees Collected: $1,155.

Youth & Teen Recreation

A variety of youth and teen recreation programs are offered by the Department year-round; however, the majority of the programs are offered during the summer. In addition to the programs listed below, please refer to the Contract Classes section for other program offerings that are available for youth and teens.

Youth Recreation Program	Total Participants	Participant Hours	Fees Collected
After School Teen Pack (Measure J)	1,814	3,921	Free Program
Baby & Me	175	175	Free Program
Night Hoops	496	744	Free Program
Rec2Go (Measure J)	3,500	5,225	Free Program
Toddler Time	26	26	$471
Total	**6,011**	**10,091**	**$471**

Contract Classes

The City contracts with outside (special interest) instructors to teach a variety of recreation and leisure classes for participants of all ages. With the exception of tennis, the City retains 30% of the fees collected for each class (in addition to non-resident fees). The City retains 10% of the fees collected for the tennis program. For boxing, the City retains all of the revenues and pays the three contractors a monthly stipend.

Contractor	Participants	Participant Hours	Total Fees Collected	Total Expenses	Net Revenue
Art with Emily	8	96	$816	$571	$245
AllGood Driving	2	16	$80	$56	$24
Bollywood Mix	4	16	$144	$101	$43
Bootcamp Cond.	3	18	$90	$63	$27
Boxing	250	1,250*	$3,612	$7,200	-$3,588
Country Line Dance	86	144	$516	$362	$154
Cello Tennis Academy	146	863	$8,225	$7,402	$822
Dynamic Dancing	112	787	$7,469	$5,151	$2,318
Impact Hoops	15	450	$3,200	$2,240	$960
Karate	28	224	$750	$525	$225
KidzLoveSoccer	24	107	$2,465	$1,747	$718
LEGO Engineering	33	495	$5,214	$3,649	$1,565
Mad Science	17	255	$2,407	$1,685	$722
Pilates	14	112	$462	$323	$139
Wrestling	25	600	$1,500	$1,050	$450
Stepping Out	24	248	$950	$665	$285
Yoga	37	148	$705	$493	$212
Totals	**828**	**5829**	**$38,605**	**$33,283**	**$5,321**
***used last months numbers to estimate participant hours.**					

Adult Sports

Adult sports offered through the City include drop-in sports as well as organized softball, basketball, and volleyball leagues. Drop-in basketball (open gym) numbers are not reported, however, participation for the other programs is listed below. Summer softball information will be reported in the next report since the league is currently in play.

Sport	# Teams	Total Participants	Participant Hours	Fees Collected
Basketball (spring league)	20	200	2,000	$4,640
Basketball (summer league)	8	80	480	$2,320
Softball (spring league)	47	658	6,580	$17,540
Volleyball (spring league)	9	72	576	$2,160
Total	**84**	**1,010**	**9,636**	**$26,660**

Seniors

Programs at the Woodland Senior Center include art classes; exercise classes; games; leisure programs and activities; education resources; support groups, and special events resulting in a total of 13,776 participant hours during the fourth quarter.

Programs

Programs	Total Participants	Participant Hours	Fees Collected
Art Classes	470	768	$260
Exercise Classes	3,326	3,678	$832
Games	1,160	2,208	Free Program
General Programs	2,111	6,070	$5,025
Education/Resources	302	401	Free Program
Support Groups	198	396	Free Program
Special Programs	196	255	Free Program
Total	**7,763**	**13,776**	**$6,117**

Events

Events	Date	Total Participants	Participant Hours
SCI Installation Dinner	May 11	101	202
Senior Resource Fair	May 25	320	480
Teens Helping Seniors Spaghetti Feed	June 21	111	111
Total		**552**	**793**

Participant Hours Calculation

The Community Services Department measures programs through "participant hours". Participant hours are a calculation of total program hours multiplied by the total number of unique participants within a program. Total participant hours reports how much time participants spend within each program. The measurement breaks down to 1 person x 1 hour = 1 Participant Hour. It should be noted that a higher number of participant hours is not, by itself, a measurement of greater program success compared to the participant hours of another program.

Participant Hours (PH) is calculated by:
Drop In Programs: 1 Class meeting (in hours) x Total sign ins
Examples include Water Aerobics & Lap Swim, Badminton, and Night Hoops

Classes/Camps/Leagues: Total unique participants x total class time (in hours)
Examples include: Swim Lessons, Mad Science

Individual Entry: Each class meeting (in hours) x Total in attendance (adding each day)
Examples include: Teens Helping Seniors, Teen Pack

Event: Total Attendants x Average Time
Examples include: ReXpo, 4th of July

Participant hours and participants in this report are listed for the three month reporting period; therefore if 100 participants are listed, the 100 refers to the total participants for the three month period and could double or triple count the same participants if they participated each month (i.e. drop in volleyball).

Legislation Text

3.

File #: 17-0568, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Receive Annual Report from the Manufactured Home Fair Practices Commission

Recommendation for Action: Staff recommends that the City Council receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2016 program year and receive a summary update on the 2017 program year.

Staff Contact

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

Fiscal Impact

For 2016, the City collected registration fees of $9,720 from the five mobile home parks located in Woodland with the revenues helping offset the City costs incurred to administer the program.

Background

The City's voters adopted Measure T in November 2001, which added Chapter 16B to the Woodland Municipal Code, entitled Manufactured Home Space Rent Control. The purpose of the ordinance (Measure T) is to protect the owners and residents of manufactured homes from unreasonable space rental increases while simultaneously recognizing and providing for the need of park owners to receive a just and reasonable return on their property. The ordinance also provided for the establishment of the Manufactured Home Fair Practices Commission of the City of Woodland (Woodland Mun. Code § 16B-4(a)). Its membership consists of five regular members and two alternate members, none of whom are permitted to be either a manufactured home owner or resident or otherwise have any interest in a manufactured home park (§ 16B-4(b)(1)). The Commission reviews all proposed rent increases for mobile home spaces subject to the rent control provisions of the ordinance.

Discussion

For program year 2016, there were a total of 631 manufactured home spaces in the City, of which 342 spaces are subject to the registration and rent ceiling provisions of the of the City's Manufactured Home Space Rent Control Ordinance. The 2016 Annual Report is attached and was approved by the Commission on June 26, 2017.

Summary of Actions Taken by the Manufactured Home Fair Practices Commission for Program Year 2016:

Bell's Trailer Village (40 spaces in park, 40 regulated spaces) - Approved a permissive adjustment increase to the space rent ceiling of 1.58%.

Casa del Sol (157 spaces in park, 18 regulated spaces) - Community Housing Opportunities Corporation submitted an annual registration showing that 17 of the 18 park spaces at Casa del Sol which had historically been subject to the Ordinance were claimed to be exempt under Cal. Civil Code section 798.17 (specified long-term leases). Because long-term leases were submitted for the 17 park spaces in question, the spaces are not subject to the space rent ceiling provisions of the Manufactured Home Space Rent Control Ordinance. No registration fee was required, but CHOC is required to re-confirm annually the exemption for the spaces

Leisureville (150 spaces in park, 0 regulated spaces) - No action taken as Leisureville is exempt from the rent control ordinance by not having the minimum number (2) of rental spaces.

Idle Wheel Estates (153 spaces in park, 153 regulated spaces) - Approved a permissive adjustment increase to the space rental ceiling of 1.58%.

Royal Palm Estates (131 spaces in park, 131 regulated spaces) - Approved a permissive adjustment increase to the space rental ceiling of 1.58%.

Program Year 2017 Summary

The Commission met nine times in 2017: January 25; February 8; March 29; April 5, 11, 17, 25, and 26; and June 26. The Commission approved a space rent increase of 10.19% or an average rent increase of $37.07 per space for Idle Wheel Estates. The Commission's decision for Idle also included temporary rent increases in the amount of $7.17 per space for the first ten years, $1.80 per space for years ten through fifteen, and a $0.36 per space for 20 years. Idle Wheel's owner had filed a Special Adjustment Application seeking a space rent increase of 45.09% or an average rent increase of $163.29 per space and recovery of the costs for the application. Finally, the Commission approved permissive adjustment increases to the space rent ceiling of 2.27% for Bell's Trailer Village and Royal Palm Estates. The 2017 annual report and meeting minutes have not been prepared at this time.

Conclusion

Staff recommends that the City Council receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2016 program year and receive a summary update on the 2017 program year.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
CSD Director

Paul Navazio, City Manager

Attachments:
Manufactured Home Fair Practices Commission Annual Report for 2016

City of Woodland

ANNUAL REPORT 2016
MANUFACTURED HOME FAIR PRACTICES COMMISSION

AUTHORITY

The City of Woodland's mobile home rent control ordinance specifies that the Manufactured Home Fair Practices Commission (MHFPC) render "at least semiannually a comprehensive written report to the City Council concerning the commission's activities, holdings, actions results of hearings and all other matters pertinent to this chapter…" (§16.B4(m)(6).) The City Council is provided copies of minutes of MHFPC meetings during the year, but this document represents a more formal reporting of the Commission's activities for the 2016 program year.

The City's ordinance also specifies: "The city manager is hereby directed to maintain an accurate accounting of all direct and indirect costs of administering the regulations contained in this chapter. The city manager shall submit a report to the commission and city council of such costs and any recommendation for a change in the registration fee at least annually from and after the effective date of this chapter." (§16.B6(e).)

FINANCIAL STATUS

For program years 2002 through 2005, park owners were required to pay an annual registration fee of $137 per-space. Starting in program year 2006, the Commission recommended and the City Council approved a lower registration fee of $30 per space. The $30 per-space fee continues to remain in effect until changed by the City Council upon the recommendation of the Commission.

MHFPC COMMISSIONERS AND STAFF

In 2016, the MHFPC Commissioners were:

Name	Term Expires
Bill Marcus, Chairperson	12/31/2017
Marlin "Skip" Davies, Member	12/31/2016
Tom Bills, Member	12/31/2017
Robert Noren, Member	12/31/2017

Alan Gering, Member	12/31/2016
Wayne Ginsburg, Alternate Member	12/31/2017
VACANCY, Alternate Member	12/31/2017

Commission Members Bill Marcus, Tom Bills, and Robert Noren are serving 3-year terms ending 12/31/2017. Commission Member Marlin "Skip" Davies is serving a 2-year term ending 12/31/2016 while Commission Member Alan Gering is serving a 3-year term ending 12/31/2016. Alternate Member Wayne Ginsburg is serving a 2-year term ending 12/31/17. There is a vacancy for the second Alternate Member seat, with a 2-year term ending 12/31/17.

Dan Sokolow from the City's Community Services Department serves as staff to the Commission.

2016 STATISTICS

In 2016, there were a total of 631 manufactured home spaces in the City of Woodland, of which 342 spaces are subject to the registration and rent ceiling provisions of the City of Woodland's Manufactured Home Space Rent Control ordinance.

Mobile Home Park	Spaces in Park	Regulated Spaces
Bell's	40	40
Leisureville	150	0
Idle Wheel	153	153
Casa del Sol	157	18
Royal Palm	131	131
TOTAL	**631**	**342**

2016 ACTIVITY BY PARK:

Bells Trailer Village:
- All 40 spaces at Bells Trailer Village were registered with the Commission.
- Registration fees of $1,200 were paid to the City in December 2015.
- All regulated space rents as of December 31, 2015 appeared to be within the 0.68% increase in the space rent ceiling previously approved by the Commission in 2015.
- Bells completed their annual re-registration process on time and requested a permissive adjustment in 2016.
- The MHFPC approved a permissive adjustment increase to the space rent ceiling of 1.58% in 2016.

Idle Wheel:
- All 153 spaces at Idle Wheel were registered with the Commission.
- Registration fees of $4,590 were paid to the City in December 2015.

All regulated space rents as of December 31, 2015 appeared to be within the 0.68% increase in the space rent ceiling previously approved by the Commission in 2015.

- Idle Wheel completed their annual re-registration process on time and requested a permissive adjustment in 2016.
- The MHFPC approved a permissive adjustment increase to the space rent ceiling of 1.58% in 2016.

Royal Palm:

- All 131 spaces at Royal Palm were registered with the Commission.
- Registration fees of $3,930 were paid to the City in December 2015.
- Royal Palm did not apply for a permissive adjustment increase in 2015. As a result, the regulated space rents as of December 31, 2015 did not change from those in effect as of December 31, 2014.
- Royal Palm competed their annual re-registration process on time and requested a permissive adjustment in 2016.
- The MHFPC approved a permissive adjustment increase to the space rent ceiling of 1.58% in 2016.

Leisureville:

- There are 150 spaces at Leisureville. Management claims there are no space renters, and that all residents have an ownership interest in the park. Because Leisureville did not have at least 2 spaces rented or held out for rent, Leisureville is exempt from the Ordinance and the Commission took no action.

Casa del Sol:

- For 2016, Community Housing Opportunities Corporation submitted an annual registration showing that 17 of the 18 park spaces at Casa del Sol which had historically been subject to the Ordinance were claimed to be exempt under Cal. Civil Code section 798.17 (specified long-term leases). Because long-term leases were submitted for the 17 park spaces in question, the spaces are not subject to the space rent ceiling provisions of the Manufactured Home Space Rent Control Ordinance. No registration fee is required, but CHOC will be required to annually re-confirm the exemption for the spaces

Commission Meetings for Program Year 2016

For Program Year 2016, the Manufactured Home Fair Practices Commission held one meeting, June 8, 2016.

Net Operating Income or Special Adjustment Requests.

The owner of Royal Palms Estates submitted a Net Operating Income Annual Adjustment Application in 2015. After a review of the application, Commission staff requested additional information/documentation in 2015. The owner provided a response in 2016 and the information/documentation remains under review by staff.

Respectfully Submitted,

_________________________________ Dated: June 26, 2017

Dan Sokolow, MHFPC Staff

Legislation Text

4.

File #: 17-0550, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Approve Contract with Laugenour and Miekle for West Street Water Main Project, CIP 17-08

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with Laugenour and Miekle (L&M) for the West Street Water Main Project, CIP 17-08, for an amount up to $93,480 and authorize a contingency for design contract amendments up to an additional 10% (9,348).

Staff Contact

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

Fiscal Impact

The funding for CIP # 17-08, West Street Water Main Project is included in the Capital Budget approved by City Council on June 20, 2017. The funding source is the Water Enterprise Fund. The project has a budget of $3,955,300. Approximately half of the project is planned for construction in 2018 with an estimated budget of $2,100,000 and the other half is planned for construction in 2019. The project budget is included in the recently adopted water rate study. The design contract in the amount of $93,480 and contingency in the amount of $9,348 are funded through CIP #17-08. Authorization to Bid and Construction Contract Award will be presented to Council for approval at a future date.

There is no impact to the General Fund.

Background

City Engineering and Operations staff identified the need to increase the capacity of the water distribution system to transfer water from the transmission main in the south of the City to the northwest quarter of the City. The City's distribution system was originally constructed with the concept of using neighborhood wells that served the local area and therefore has no larger diameter water mains to transfer larger quantities of water between areas of the City. The need for the project was anticipated as part of the overall water system upgrades for the conversion to surface water. However, funding was not included as part of the SRF local facilities loan program. The purpose of the project is to increase capacity to transfer water to the ASR wells and to the residents in the northwest quarter of the City. The project will decrease the potential for disinfection byproducts formation by reducing the age of the water in the northwest quarter.

Discussion

The overall project is to construct a 16-inch diameter water main along West Street between the transmission main at the south side of the City and Clover Street. This first phase of the project includes a new 16-inch diameter water main from the south end of the City to Southwood Drive. This water main is planned to serve as a transmission main and will not be connected to residential services or at intersections other than at Southwood Drive. The existing water main in West Street will remain in use. Approximately 4,800 lineal feet of water main will be constructed. Construction of the first phase is anticipated to occur in spring/summer 2018.

L&M is based in Woodland and was selected for the project through a quality based selection process and is on the City's on call list for engineering design firms. The engineering design contract with L&M includes the engineering design services required to prepare final plans and specifications and bidding services. The design services generally include:

- Project Management, which includes coordination with City Staff and other City consultants and quality assurance and control.
- Conduct topographic survey and base mapping.
- Prepare public improvement plans for water main replacement, which includes 65%, 90%, and final design documents, construction cost estimating, and construction schedule.
- Assistance with the bidding process.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with Laugenour and Miekle (L&M) for the West Street Water Main Project, CIP 17-08, for an amount up to $93,480 and authorize a contingency of up to 10% (9,348).

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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

Paul Navazio

Paul Navazio, City Manager

ATTACHMENTS:
A - Resolution
B - Scope of Work
C - Map

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH LAUGENOUR & MIEKLE FOR ENGINEERING CONSULTING SERVICES

WHEREAS, the City of Woodland wishes to enter into an engineering consulting services agreement with Laugenour and Miekle. (L&M) for the West Street Water Main Project, CIP 17-08 ("Agreement") for an amount not to exceed $93,480; and

WHEREAS, the City Council wishes to approve a construction contract contingency of up to 10% ($9,348); and

WHEREAS, L&M was selected through a quality based selection process; and

WHEREAS, L&M is experienced in the design and construction of water main replacement projects; and

WHEREAS, L&M will complete the design including: project management, topographic survey, project plans and specifications, and bidding assistance; and

WHEREAS, the City Council wishes to approve the Agreement and authorize its execution through the adoption of this Resolution.

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

Section 1. The City Council hereby approves the Agreement with Laugenour & Miekle in the amount of $93,480. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 2. The City Council hereby approves a design contract contingency in the amount of $9,348.

Section 3. Copies of the Consultant Agreement for Design Services are available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this 18^{th} day of July 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

June 22, 2017

Mr. Tim Busch
City of Woodland
Community Development Department
300 First Street
Woodland, California 95695
E-mail: Tim.Busch@cityofwoodland.org

Re: **Proposal for CIP #17-08 Transmission Water Main Project, Woodland, California**

Dear Mr. Busch:

Laugenour and Meikle is pleased to present this proposal for civil engineering and land surveying services for the above referenced project. A detailed description of the services to be provided is included in the attached Exhibit "A", Scope of Services & Compensation, which reflects the standard items of work required for this type of project.

If you have any questions or comments, please call.

Sincerely,

LAUGENOUR AND MEIKLE

Todd C. Tommeraason, Principal, P.E.

Enclosure

EXHIBIT "A"

SCOPE OF SERVICES & COMPENSATION

I. SCOPE OF SERVICES:

A. PROJECT MANAGEMENT & MEETINGS:

- Manage the contract scope, schedule and budget for all project activities.
- Coordination calls with Client.
- Periodic project reviews with Client.
- Provide monthly invoices to Client.
- Assumes 16 hours of engineering time, any additional time will be charged on a time and materials basis

B. TOPOGRAPHIC SURVEY & BASE MAPPING:

- Horizontal and vertical control, including boundary ties, per Agency Control Data.
- Research current record maps, deeds and easements.
- Have site marked for USA utility locations.
- Topographic survey for water main design, including setting project control and benchmarks.
- Determine existing utility inverts for design (based on being able to physically determine inverts, does not include potholing).
- Create a topographic base map showing property lines and easements created from the record data and the topographic survey. This base map will be used in our analysis and design.
- Supply Client with electronic file (AutoCAD).

C. POTHOLING (ALLOWANCE):

- Potholing for existing utilities to assess possible conflicts.
- Potholing to be performed by subconsultant ($5,000 allowance).
- Allowance for one (1) full day of potholing.

D. PUBLIC IMPROVEMENT PLANS FOR WATER MAIN:

- Review Client requirements and City Standards.
- Prepare improvement plans per City Design and Construction Standards.
- Design water main in West Street from south City limits to Southwood Drive.
- Modify plans per City review comments.
- Prepare cost estimate, special provisions for project specifications and unit price schedules for construction items. Coordinate front end contract documents by others.

E. BIDDING & CONSTRUCTION ADMINISTRATION:

- Bidding assistance including written clarification of plans and specifications, preparation of addendums and attend pre-construction meeting.
- Attend meeting (progress and coordination meeting at owner's request).
- Site visit during construction (per Owner's request).
- Review and comment on project submittals related to civil design items.
- Conduct final project review of site improvements and assist in preparation of punch list.
- Prepare as-constructed record plans and specifications (electronic and hard copy) based on Contractor's mark-ups (no field survey time).

F. STORM WATER POLLUTION PREVENTION PLAN (SWPPP):

- Prepare Storm Water Pollution Prevention Plan (SWPPP) for Construction Activities.
- Prepare erosion and sedimentation control plan.
- Complete Notice of Intent (NOI) for filing by Owner.
- A single SWPPP to be developed for both onsite and offsite improvements.
- Excludes Qualified SWPPP Practitioner (QSP) services which are required for implementation and monitoring of SWPPP.

II. COMPENSATION:

Consultant shall be compensated on a "Fixed-Fee" basis per project total shown below. New tasks not associated with the above Scope of Services will be negotiated prior to starting any work on any additional new task:

A.	Project Management & Meetings	$ 3,040.00
B.	Topographic Survey/Base Mapping	$ 18,880.00
C.	Potholing (Allowance)	$ 7,600.00
D.	Public Improvement Plans for Water Main	$ 52,160.00
E.	Bidding & Construction Administration	$ 7,600.00
F.	Strom Water Pollution Prevention Plan	$ 4,200.00
	PROJECT TOTAL	**$93,480.00**

These costs are based on the following Laugenour and Meikle Prevailing Wage Rate Schedule (Exhibit B). Government agency fees are not included in this cost proposal.

III. EXCLUSIONS AND/OR RESPONSIBILITIES OF CLIENT OR OTHERS:

1. Client agrees consultant will not perform on-site construction review, construction management, supervision of construction of engineering structures, or other construction supervision for this project unless specifically provided for in another Agreement.
2. All work pertaining to environmental impact report mitigation monitoring, if required.
3. Client agrees to assume complete responsibility and liability for changes in design, construction quantities, project cost, etc., whenever Client uses unsigned or unapproved survey maps or construction drawings for bidding or construction purposes.
4. All submittals of plans/reports for Agency approval are the responsibility of the Client.
5. Any regulatory agency related fees for submitting, checking, filing, inspection, performance of services, etc. are the responsibility of the Client.

EXHIBIT "B"

RATE SCHEDULE

PERSONNEL CLASSIFICATION	RATE PER HOUR
Principal Engineer	$190.00
Principal Surveyor	$190.00
Senior Engineer/Project Manager	$180.00
Senior Engineer	$170.00
Senior Surveyor	$165.00
Associate Engineer	$165.00
Surveyor	$150.00
Assistant Surveyor	$135.00
Assistant Engineer	$135.00
Junior Engineer	$110.00
Senior Engineering Technician	$110.00
Engineering Technician	$ 80.00
Survey Technician	$ 80.00
Technician	$ 60.00
Clerical	$ 60.00
Survey Party, 1-Man*	$175.00
Survey Party, 2-Man*	$270.00

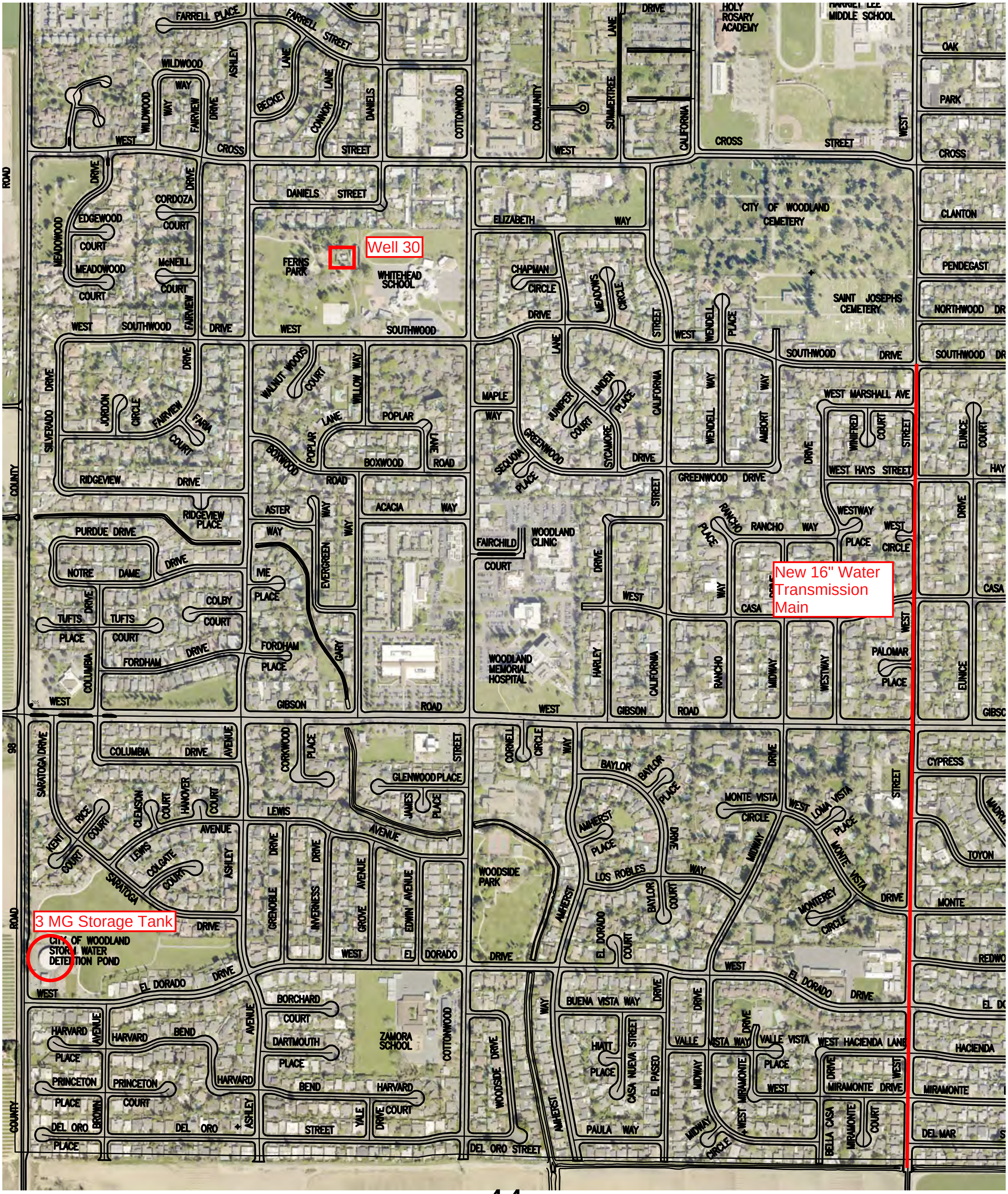
EQUIPMENT CLASSIFICATION:

Field Materials	—	Charged at cost plus 10%
Reproduction Items	—	Charged at cost plus 10%
Subconsultants	—	Charged at cost plus 10%

* Public Works Prevailing Wage Rate

City of Woodland

Project Location Map



Legislation Text

5.

File #: 17-0565, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Contract Award - FY2017/18 Annual Cyclical Tree Pruning

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the FY 2017/18 annual cyclical tree pruning and maintenance service contract to West Coast Arborist (WCA) in the amount not-to-exceed $179,000.

Staff Contact

Alex Halcon, Management Analyst II, 661-5885, alex.halcon@cityofwoodland.org

Council Goal

To maintain the City's urban forest in a manner that promotes safety, enhances quality of life, and reflects our dedication as a Tree City USA.

Fiscal Impact

In the FY 17/18 budget the City Council approved funding in the amount of $100,000 for General Fund (GF) cyclical pruning. This, funding coupled with money from other funding sources in the approved FY17/18 budget (e.g., lighting and landscape districts and other GF pruning programs), will bring the total budget for this annual project to $178,474.

Background

Cyclical pruning is a standard maintenance procedure which is performed by most agencies across the country in an effort to promote a healthy urban forest and mitigate potential liability.

Over the years our cyclical pruning has lagged due to extensive budget cuts to this program. This has caused our urban forest cyclical pruning program to fall several years behind in our seven year pruning cycle. This lag in maintenance has noticeably increased our reactive maintenance and has made the City more susceptible to liability claims related to failed trees.

The City Council has made a commitment to bring our cyclical pruning program back to an acceptable level approving the funding that will help us reach our seven year cyclical goal and provide our urban forest with the required care it needs.

Discussion

Cyclical pruning is a vital part of urban forestry care and must be done by qualified professionals who are well versed in approved pruning techniques. By performing annual pruning, we not only reduce potential liability claims, but we also help ensure the health and vigor of our urban forest.

This is a task that cannot be accomplished with in-house staff. Over the years our tree maintenance program has been severely hampered by budget cuts and staff reductions, to the point where due to staffing levels we are not able to perform this task. With over 15,000 City trees to maintain and only two full-time employees in our Urban Forestry Group, it has become necessary to contract out our cyclical pruning and old growth tree care.

Staff is requesting approval of a service agreement with WCA, a well-established vendor who possesses the means, as well as a strong historical working knowledge of our City's urban forest, to fulfill this agreement.

WCA is a notable tree service provider that has a well-established working relationship with the City of Woodland, as well as many other local agencies in our area, e.g. West Sacramento, Roseville, Elk Grove, and Davis. If approved, this service agreement would "piggy-back" off a competitive bid contract that WCA was awarded by the City of Sacramento for "like" services. By utilizing Sacramento's contract, we would not only benefit from their historical knowledge maintaining our trees, but also from the economy-of-scale pricing that Sacramento received due to their large urban forest.

An additional benefit associated with this contract is the requirement to provide detailed electronic documentation of all maintenance performed on our trees. This information can then be easily uploaded into our Maintenance Management Software (MMS) and used for tracking maintenance, as well as identifying immediate and potential long term issues.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the FY 2017/18 annual cyclical tree pruning and maintenance service contract to West Coast Arborist (WCA) in the amount not-to-exceed $179,000.

Prepared by: Alex Halcon
Management Analyst II

Reviewed by: Christine Engel
Community Service Department Director

Paul Navazio

Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZATION THE CITY MANAGER TO EXECUTE THE FY2017/18 CONTRACT WITH WEST COAST ARBORISTS IN THE AMOUNT OF ONE HUNDRED SEVENTY EIGHT THOUSAND FOUR HUNDRED SEVENTY FOUR DOLLARS

WHEREAS, the City performs annual cyclical pruning and tree maintenance on our urban forest to promote public safety and tree health; and

WHEREAS, West Coast Arborist; a tree maintenance company, provides municipal tree maintenance service to the Cities of Woodland, Roseville, Elk Grove, West Sacramento, Davis and Sacramento; and

WHEREAS, the proposed contract results in an annual cost of one hundred seventy eight thousand four hundred and seventy four dollars for tree maintenance services provided to the City of Woodland; and

WHEREAS, "piggy-backing" on the City of Sacramento's competitively bid tree maintenance contract would benefit the City by economy of scale pricing; and

WHEREAS, funding in support of this contract is provided in the FY2017/18 annual budget previously approved by the Council.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. That the City Council hereby authorizes the City Manager to execute the FY2017/18 contract with West Coast Arborists in the amount of one hundred seventy eight thousand four hundred and seventy four dollars.

PASSED AND ADOPTED by the City Council this 18th day of July, 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

6.

File #: 17-0555, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Award Construction Contract with Euro Style Management, Inc. to Provide Construction Services for the WPCF Clarifier Coating Project, CIP 17-20, and Appropriate Project Funding

Recommendation for Action: Staff recommends that the City Council:
1) Adopt Resolution No. _____, authorizing the City Manager to:
2) Create a new capital project, the WPCF Clarifier Coating Project, CIP 17-20; and
3) Appropriate $270,000 from CIP 14-02, Water Pollution Asset Replacement Project, to CIP 17-20; and
4) Award a construction contract with Euro Style Management, Inc. for construction services in the not-to-exceed amount of $173,500 for the WPCF Clarifier Coating Project; and
5) Approve construction contract change order(s) for construction contingencies of up to an additional 10% of the contract award amount ($17,350).

Staff Contact

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

Fiscal Impact

The Water Pollution Control Facility (WPCF) has numerous assets that allow the facility to work as designed. The exterior coatings of the secondary clarifiers are one of the assets that need to be evaluated every few years to assess their condition due to the corrosive nature of the facility environment. The overall project budget for the WPCF asset replacement/repair is $3,288,119 as identified in the FY 2017-18 budget.

Since CIP 14-02 encompasses multiple projects, City staff is coming back to Council at this time to move secondary clarifier related coatings work to CIP 17-20 to allow better tracking of costs. The total project budget for CIP 17-20 will be $270,000. The construction contract for the clarifier coating work is for a not-to exceed amount of $173,500. Other items that make up the total project budget represent the amount allocated for staff costs, construction contingency and construction management/inspection.

Background

The WPCF has four (4) secondary clarifiers. Secondary clarifiers No. 1 and No. 2 were constructed in 1988 and are 95 feet in diameter. Secondary clarifiers No. 3 and No. 4 are 135 feet in diameter and were constructed in 1998 and 2006, respectively. City staff recoated secondary clarifier No. 3 last year. The recoating effort took one and a half years using in house staff. City staff visually observed coating damage to the remaining clarifier bridges and skimmers (portions of the clarifier that are above the water line) and noted that outside assistance would be needed to complete the recoating effort of all the clarifiers in order to minimize the worsening of the coating conditions. Some locations may need steel replacement due to the severity of the corrosion.

Discussion

The City consulted with a coatings specialty consultant, V&A, who performed visual and field testing of the existing condition of the steel and coating systems of secondary clarifiers No. 1, 2, and 4. The City worked with V&A to put together the plans and specifications for the coatings project. City Council approved Resolution No. 6617 on April 19, 2017 to approve the plans and specifications and to authorize bid advertisement for the WPCF Clarifier Coating Project.

The City advertised for bids on June 8, 2017. On July 6, 2017, the City received 7 bids for CIP 17-20 ranging from $173,500 to $237,679. The Engineer's estimate was $189,500. Staff has performed due diligence in reviewing the bids. Euro Style Management, Inc. has been determined to be the lowest responsive, responsible bidder and has complied with all technical submittal requirements. Please see the following table for complete bid results.

	CONTRACTOR	BASE BID
1	Euro Style Management	$173,500.00
2	TRB Coating & Construction dba TRB Industrial Coatings	$176,800.00
3	Jeffco Painting & Coatings Inc.	$185,889.44
4	JPB Designs Inc.	$188,700.00
5	F.D. Thomas, Inc	$191,175.00
6	Advanced Industrial Services, Inc.	$216,900.00
7	Olympus and Associates Inc.	$237,679.00

All necessary documents have been acquired to construct the project. The construction contract is for 45 working days for completion of the project which excludes weekends, holiday, delays due to weather, and lead time for ordering material. With authorization to award the contract, staff anticipates beginning construction in mid-August 2017 and completion by October 2017.

Conclusion

Staff recommends that the City Council:

1) Adopt Resolution No. _____, authorizing the City Manager to:
2) Create a new capital project, the WPCF Clarifier Coating Project, CIP 17-20; and
3) Appropriate $270,000 from CIP 14-02, Water Pollution Asset Replacement Project, to CIP 17-20; and
4) Award a construction contract with Euro Style Management, Inc. for construction services in the not-to-exceed amount of $173,500 for the WPCF Clarifier Coating Project; and
5) Approve construction contract change order(s) for construction contingencies of up to an additional 10% of the contract award amount ($17,350).

Prepared by: Chris Fong, Senior Associate Civil Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer
Ken Hiatt, Assistant City Manager - Community and Economic Development

Paul Navazio, City Manager

ATTACHMENTS:
A - Resolution

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT WITH EURO STYLE MANAGEMENT, INC. IN THE NOT-TO-EXCEED AMOUNT OF $173,500 WITH A TEN PERCENT (10%) CONTINGENCY FOR CIP 17-20, WPCF CLARIFIER COATING PROJECT.

WHEREAS, the City of Woodland wishes to enter into a Construction Contract with Euro Style Management, Inc. for CIP 17-20, WPCF Clarifier Coating Project for a not-to-exceed amount of $173,500; and

WHEREAS, the City of Woodland wishes to have a construction contingency of up to 10% of the construction contract amount ($17,350); and

WHEREAS, the City Council approved the plans and specifications and authorized advertisement for bids on June 6, 2017; and the City of Woodland advertised for bids on June 8, 2017; and

WHEREAS, on July 6, 2017 the City of Woodland received 7 bids, and Euro Style Management, Inc. was determined to be the lowest responsive bidder with a base bid of $173,500; and

WHEREAS, the City Council wishes to approve a Construction Contract with Euro Style Management, Inc., and authorize its execution through adoption of this Resolution; and

WHEREAS, the City Council wishes to appropriate $270,000 from CIP 14-02, Water Pollution Asset Replacement Project to CIP 17-20, WPCF Clarifier Coating Project.

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 Construction Contract with Euro Style Management, Inc. in the not-to-exceed amount of $173,500. The City Manager is hereby authorized and directed to execute the contract, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

<u>Section 2</u>. The City Council hereby approves a ten (10%) percent construction contingency in the amount of $17,350. The City Manager is hereby authorized and directed to execute contract change orders, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

<u>Section 3</u>. Copies of the Construction Contract are available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

<u>Section 4</u>. The City Council hereby creates a new project, the WPCF Clarifier Coatings Project, CIP 17-20.

Section 5. The City Council hereby approves an appropriation of $270,000 in FYI 17/18 from CIP 14-02, Water Pollution Asset Replacement Project to CIP 17-20, WPCF Clarifier Coating Project

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

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

Legislation Text

7.

File #: 17-0554, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017 Council meeting

SUBJECT: Memorandum of Understanding with the Woodland Police Supervisor Association, covering the period from July 1, 2017 through June 30, 2021

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, ratifying a four (4) year, Memorandum of Understanding with the Woodland Police Supervisor Association, covering the period from July 1, 2017 through June 30, 2021.

Staff Contact

Sheila McShane, HR Manager - (530) 661-5807, Sheila.mcshane@cityofwoodland.org

Fiscal Impact

The recommended action would result in the approval of a new four-year MOU with the Woodland Police Supervisors' Association covering the period from July 1, 2017 through June 30, 2021. The average annual cost of the terms of the agreement is estimated at $2,602,000 and represents an average annual increase of $227,708 over the cost of the current agreement. The first year cost of the new contract reflects an increase of $62,700 (2.7%) over the funding provided in the approved FY17/18 budget.

Background

The previous agreement between the City of Woodland and the Woodland Police Supervisor Association (WPSA) expires on June 30, 2017. Negotiations began with WPSA in May 2017. This new MOU implemented includes structural changes specific to health insurance and pension benefits to assist in mitigating City's exposure to future cost increases.

The tentative agreement was discussed with the City Council in closed session on June 20, 2017 and has since been ratified by the WPSA membership. Tonight's City Council action would formally ratify the terms of the new four-year agreement with the WPSA.

Discussion

The new four-year labor agreement between the City and the WPSA represents a successor contract to the prior agreement that expires June 30, 2016. Both parties negotiated in good-faith starting with a discussion of goals and objectives, followed by an exchange of specific proposals.

Staff believes that the resulting labor agreement reached with the WPSA is consistent with direction and authority provided by the City Council in terms of both overall budget impacts and, significantly, maintaining and building upon the structural reforms identified as necessary to advance the Council's goal related to long-term fiscal stability. At the same time, the agreement has been structured to assist with the recruitment and retention of police department personnel charged with provision of essential city services related to police and emergency preparedness.

The following table summarizes the major terms of the negotiated agreement:

COLA's
Effective July 1, 2017: 2.0%
Effective January 1, 2018: 1.0%
Effective July 1, 2018: 3% (possible additional increase of 0.5% contingent on CalPERS rates)
Effective July 1, 2019: 2% (possible additional increase of 2% contingent on CalPERS rates)
Effective July 1, 2020: 1%

Equity Adjustments
Effective July 1, 2019 a 2.5% Equity increase for the job classification of Police Records Supervisor

Longevity Pay
Change in the schedule of Longevity pay. Employees are now eligible for longevity pay after 12 years.

Health Insurance
Health Insurance is set to a flat amount. The flat amount is 5% above the 2017 contribution, and then 5% each year thereafter.

Changes in the Educational Incentive pay.
Effective July 1, 2017 the addition of 2.5% for a Bachelor's Degree, provided a Bachelor's degree is not a minimum job requirement.
Effective July 1, 2019:
- Advance Certification pay increases from 2.5% to 4%
- Post Supervisor Certification will be increases from 2.5% to 5%
- Crime Analysis Certification Pay will increase from 2.5% to 4%

Conclusion

Staff recommends that the City Council adopt Resolution No _____, to implement a three-year agreement (July 1, 2017 through June 30, 2021) with the Woodland Police Supervisor Association.

Submitted by: Sheila McShane
Human Resources Manager

Paul Navazio, City Manager

Attachment: Resolution - Woodland Police Supervisor Association MOU

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF WOODLAND

AND THE

WOODLAND POLICE SUPERVISORS ASSOCIATION

July 1,2017– June 30, 2021

MEMORANDUM OF UNDERSTANDING
CONCERNING POLICE SUPERVISORS ASSOCIATION
OF THE
CITY OF WOODLAND

The City of Woodland and the Woodland Police Supervisors Association, representing employees employed by the City of Woodland in the classifications of Police Sergeant by and through their authorized representatives, hereby ratify as and for a Memorandum of Understanding the attached Resolution entitled "A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for Police Supervisor Employees' and the exhibits appended hereto, and recommend that the same be adopted by the City Council of the City of Woodland. Provisions outlined in this Resolution shall be incorporated into the City's adopted Personnel Rules and Regulations and, thereafter, the attached Resolution shall be used for the purpose of interpreting the specific rules and regulations addressed. In resolving questions of interpretation the Resolution shall in all cases be the primary source.

DATED: ____________________

______________________________ ______________________________

Representative of the Woodland Police Supervisors Association

Representative of the City of Woodland

The foregoing Resolution and exhibits appended thereto hereby are approved by the City Council of the City of Woodland on this ___day of ___ 2017.

____

Mayor

RESOLUTION NO.______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CERTAIN TERMS AND CONDITIONS FOR POLICE SUPERVISORS ASSOCIATION

Table of Contents

ARTICLE I
GENERAL PROVISIONS

1.1 Application

1.1.1 This resolution applies to the employees of the City of Woodland in the following classifications: Police Sergeants. Effective October 2015 the MOU was modified to include the Crime Intelligence Analyst and Police Records Supervisor classifications.

1.2 Term

1.2.1 Except where the context otherwise determines or otherwise provides, the provisions of this Resolution shall apply from July 1, 2017 to June 30, 2021 and or such reasonable time thereafter as may be required to ratify, revise and supersede such provisions by action taken by the Woodland City Council after good faith negotiations pursuant to the Meyers-Milias-Brown Act (MMB).

1.3 Purpose

1.3.1 The purpose of this Resolution is to provide certainty in payment of employee compensation during the term of this Agreement.

1.4 Peaceful Performance

1.4.1 The Association agrees that during the term of this Memorandum of Understanding neither it nor the employee it represents will engage in, encourage, sanction, support, any:

a. strikes,
b. mass resignations,
c. mass absenteeism,
d. picketing which would involve suspension of or interference with normal work of this department, or,
e. any other similar actions which could involve suspension of or interference with any work of this department.
f. This clause will specifically expire on June 30, 2021.

1.5 Negotiations

1.5.1 The City and Association agree to begin negotiations for a successor agreement no later than April 15, 2021.

ARTICLE II
COMPENSATION

2.1 Salary

2.1.1 During the term of this agreement, represented employees shall receive the following increases: COLA's

- July 1, 2017 2.00%
- January 1, 2018 1.00%
    - July 1, 2018 3.00%Contingent on CalPERS Rate Increase
    - If CalPERS contribution amount for Unfunded Liability increases by less than 19% from 2017/18 to 2018/19, then COLA = 3.5%
- July 1, 2019 2%
    - Contingent on CalPERS Rate increases
    - If CalPERS contribution amount for Unfunded Liability increases by less than 17% from 2018/19 to 2019/20 and less than 39% from 2017/18 to 2019/20, then COLA = 4%
- July 1, 2020 1%

Equity Adjustment

Effective July 1, 2019 2.5% Equity Adjustment for the Police Records Supervisor Classification.

2.2 Uniform Allowance

2.3.1 For the purchase and maintenance of required uniforms, and rain gear employees will receive an annual allowance of $900.00. The City agrees it will not require class "A" uniforms (as described in the Police Mid Management MOU) for the Sergeant classification during the term of this agreement. This amount is paid monthly on a pro rata basis.

2.3.2 If a non-sworn employee is required to wear a uniform, with the approval of the Public Safety Chief or their designee, the employee will be required to purchase and maintain the required uniforms, and rain gear. The employee will receive an annual allowance of $900.00. This amount is paid monthly on a pro rata basis.

2.3.3 The City will replace soft body armor within six (6) months of the expiration of the manufacturer's warranty.

2.4 Personal Property

2.4.1 Personal property which is destroyed or damaged in the course of employment shall be repaired or replaced.

2.4.2 Personal property are those items necessary during job-related activities. Items include uniforms, eyeglasses, false teeth and watches.

2.4.3 Personal property shall not include those items not required for job related activities. Items not included are necklaces or chains, earrings, bracelets, and other jewelry.

2.4.4 The total payable claims for eye glasses shall be $175.00 per occurrence. The total payable claims for watches shall be $50.00 per occurrence.

2.4.5 The procedure for the repair or replacement of damaged personal property shall be the same for City property as described in the Department's Operations and Procedures Manual.

2.5 <u>City Equipment and Clothing Return</u>

2.5.1 All City furnished equipment remains in the ownership of the City and must be returned when employee leaves employment.

2.5.2 Unit employees will be provided with pagers and cellular phones in accordance with Department Policy.

2.6 <u>Call-Back Duty</u>

2.6.1 All represented employees called back to duty or required to appear in court for hours not contiguous to their shift shall be compensated at one and one-half (1-1/2) times their regular hourly rate of pay for four (4) hours or the number of hours actually spent on duty or in court, whichever is greater.

2.6.2 Call-back minimum compensation shall not be provided to employees who are called back to correct incomplete or substandard work. Employees will not be called back to correct faulty work if the correction can reasonably await the start of the employee's next regularly scheduled shift. If an employee is called back to correct incomplete or substandard work, normal overtime shall be paid.

2.7 <u>Departmental Meetings and Training</u>

2.7.1 Employees on their day off who are required to attend a meeting or training will be compensated at the rate of one and one-half (1-1/2) times their hourly rate for a minimum of four (4) hours.

2.7.2 When an employee is required to attend a scheduled meeting on a regularly scheduled duty day and there is less than eight hours between the time an officer went off duty and his/her next regularly scheduled shift, compensation will be at the rate of one and one half (1-1/2) times their hourly rate for a minimum of four (4) hours.

2.7.3 A required scheduled meeting requires personal notification to the employee at least forty-eight (48) hours prior to the meeting time.

2.7.4 Employees required to attend a scheduled meeting on a regularly scheduled duty day where the time of occurrence is contiguous with the beginning or ending of the employee's shift, will be compensated at the rate of one and one-half (1-1/2) times their hourly rate for the actual time spent in attendance.

2.7.5 Contiguous means connected to the employee's regular duty schedule, or if the meeting or duty day were continued, it would have been contiguous to the employee's regular duty schedule and would be less than four (4) hours.

2.7.6 Employees required to attend a scheduled meeting on a regularly scheduled duty day where there has been more than eight (8) hours between the conclusion of their last duty shift and the scheduled meeting, shall be compensated at the rate of one and one half (1-1/2) times their hourly rate of pay for a minimum of four (4) hours. However, in no event will an officer be compensated for more than would result if the meeting or assignment were scheduled in a way as to be contiguous with the officer's regularly scheduled shift. (Example: If an officer was off duty at 12 midnight and was required to attend a meeting at 1:00 p.m. which lasted until 2:00 p.m., and who was scheduled to return to work at 3:00 p.m., the maximum compensation allowable would be two (2) hours at one and one-half (1-1/2) times.)

2.7.7 If an employee volunteers for a committee assignment, and the particular committee is scheduled to meet on the officer's day off, the officer may attend the committee meeting and be compensated at one and one-half (1-1/2) times their hourly rate for the actual time in attendance at the meeting.

2.8 Overtime Pay

2.8.1 Employees who work in excess of their standard work day ***or forty (40) hours per week*** shall be compensated for such overtime at a rate of one and one-half (1-1/2) times the employee's regular rate of pay. ***Paid time off shall be counted as hours worked for overtime calculation purposes.***

2.8.2 If the Department cancels prescheduled and posted overtime with less than 48 hours' notice, on an employee's regularly scheduled day off, the City shall pay the employee $70 for the cancellation. Only one occurrence can be claimed for any one day off.

If the overtime is canceled with less than 48 hours' notice and the overtime was on the day of a regular duty shift, the employee shall be paid at the rate of $40 per occurrence. Only one occurrence can be claimed per day.

2.8.3 Overtime may be taken in cash or in the form of compensatory time off. Compensatory time off is set forth in Section 2.9 below.

2.8.4 All training assignments occurring outside of regular duty hours shall be compensated at one and one-half (1-1/2) times the hourly rate of pay for the actual time spent in mandatory departmental training.

2.9 Compensatory Time

2.9.1 Definition: As used in this section, the term compensatory time refers to that time which an employee is entitled to be absent from their duty with pay for hours worked in addition to or excess of their normal work schedule.

2.9.2 Use:

2.9.2.1 Requests for compensatory time off must be made no earlier than fourteen (14) days in advance of the requested time off. In cases where overtime or additional staffing will be required to cover the absence, requests must be submitted no later than 5 days in advance of the requested CTO. The Division Head or designee will respond within 72 hours of having received the CTO request.

2.9.2.2 Once compensatory time is approved, authorization cannot be rescinded, except in the case of an emergency.

2.9.3 Payment: Once seventy (70) hours of compensatory time is accrued on the books, all other hours worked in excess of forty (40) hours in a seven (7) day work period must be recorded on the timecard as overtime pay. At the end of each calendar year, all compensatory time will be carried forward (up to seventy (70) hours maximum), unless the employee's elects to have the compensatory balance paid. Carry over compensatory time and accumulated compensatory time cannot exceed the seventy (70) hour maximum.

2.10 Court Appearance Policy

2.10.1 Employees who are served a subpoena for a criminal matter will call their individual voice mail box to determine if the appearance has been canceled or continued to another date and time. The call must be made before the scheduled appearance. For the morning calendar, the employee must call by 1700 the prior day for a 9:00 a.m. appearance. For hearings scheduled in the afternoon, the employee must call at 12:00 noon. Afternoon cancellations and continuances will be made by 12:00 noon.

2.10.2 If canceled or continued to another day or another time, the Court Liaison, the District Attorney, or Department representative will leave a message to that effect on your individual voice mailbox. If the employee is not canceled, the employee is required to make the appearance as directed on the subpoena.

2.10.3 The Court Liaison Unit is required to maintain accurate records of all subpoenas issued. These records include subpoenas canceled and continued. These records are presumed to be accurate based on the track record of the Court Liaison Unit. The Court Liaison Unit will forward a copy of their subpoena records weekly to the Day Shift Patrol Lieutenant or other designated person. These records will be used to verify claims for compensation for all court appearances. Employees who dispute Court Liaison records may rebut the presumption with proper proof to the Patrol Lieutenant. The Patrol Lieutenant's findings are final.

2.10.4 If an employee makes an appearance for a case which has been canceled or continued and the message was delivered by the Court Liaison, the District Attorney or the Department representative to the employee's voice mailbox in the time frames described above, there is no compensation for that appearance.

2.10.5 If the subpoena was canceled with less than 48 hours' notice and the subpoena was issued for a regularly scheduled day off, compensation shall be paid at the rate of $70.00 per occurrence. Only one occurrence can be claimed for any one day off.

2.10.6 If the subpoena was cancelled with less than 48 hours' notice and the subpoena was issued for a regularly scheduled work day, outside of scheduled work hours for that day, compensation shall be paid at the rate of $40.00 per occurrence. Only one occurrence can be claimed for any one workday.

2.11 Emergency Stand-By

2.11.1 Sergeants shall be available, as designated by a written schedule approved by the Chief of Police, or his designee, for emergency call-out on weekends, holidays, days off or other off duty hours. Claims for stand-by compensation shall be made only when an employee has been assigned to stand-by.

2.11.2 Sergeants shall be paid two dollars ($2.00) per hour for any hours assigned to stand-by duty. During the time Sergeants are being compensated for emergency call-back, stand-by will not apply. Stand-by duty requires that the officer:

a. Be ready to respond immediately to calls for service;
b. Be reachable by telephone, pager or vehicle radio;
c. Remain a reasonable distance (45 minutes driving time) from the City; and,
d. Refrain from activities which might impair the ability of the officer to perform the assigned duties.

2.11.3 "Stand-by" duty differs from other assignments in which an employee may be equipped with a pager to facilitate contact. In those instances, employee's activities and response distance are not restricted; therefore, they are not eligible for emergency stand-by compensation.

2.12 Longevity Pay

2.12.2 Effective July 1, 2017

a. Employees with 12 years completed service will receive an additional 2.5% of base pay as a retention incentive; and

b. Employees with 17 years completed service will receive an additional five (5%) percent of base pay as a retention incentive (not cumulative).

ARTICLE III
SPECIAL ASSIGNMENTS

3.1 Special Assignment Rotation

3.1.1 Every reasonable effort will be made to align special assignments with shift rotations.

3.2 Bilingual Pay

3.2.1 The City shall maintain the existing bilingual policy. Bilingual pay shall be One Hundred and Fifty ($150.00) Dollars per month. City will explore the addition of other languages as appropriate, including sign language.

ARTICLE IV
EDUCATIONAL INCENTIVE

4.1 POST Certificates and Educational Pay

4.1.1 Subject to the limitation in 4.1.1.6:

4.1.1.1 Employees shall receive an additional two and one-half (2.5%) percent of base pay for holding a POST Advanced Certificate.

4.1.1.1.1.1.1 Effective January 1, 2019 Advanced Certificate Pay will increase to 4%

4.1.1.2 Employees shall receive an additional two and one half (2.5%) percent of base pay for holding a POST Supervisory certificate.

4.1.1.2.1 Effective January 1, 2019 Post Supervisor Certificate pay will be 5%.

4.1.1.3 For up to four (4) years after promotion to Sergeant, employees shall continue to receive an additional two and one half (2.5%) percent of base pay for holding a POST Intermediate certificate. Additional pay for POST

Intermediate certificate shall terminate upon receipt of the POST Supervisory certificate or four (4) years whichever comes first.

4.1.1.4 Employees in the class of Police Records Supervisor will receive an additional two and one-half (2.5%) percent of base pay for holding and maintaining a valid POST Records Supervisor Certificate.

4.1.1.5 Employees in the class of Crime Intelligence Analyst and will receive an additional two and one-half (2.5%) percent of base pay for holding Crime and Intelligence Analysis Certificate Program.

Effective July 1, 2019, the Crime Intelligence Analysis Certificate pay will be 4%.

- Bachelor Degree. Effective July 1, 2017, employees shall receive an additional 2.5% of base pay rate for having a Bachelor's Degree; excludes classification(s) which require Bachelor's degree as minimum requirement

4.1.1.6 The maximum increase under this section shall be 7.5 percent of base pay total.

Effective January 1, 2019 the maximum increase under this section shall be 11.5%

4.2 Professional Growth Incentive

4.2.1 Employees covered by this Resolution are eligible to participate in the Professional Growth Incentive Program. Employees may receive a reimbursement for professional memberships, subscriptions, professional training (including travel, lodging and parking fees), attainment of academic degrees, and equipment limited to desktop computers or components (memory, hard drives, video cards, power supplies, mother boards), keyboards, monitors, computer mouse(s)/pointing devices, laptop/notebook/tablet computers, printers, City standard suite of office productivity software (currently Microsoft Office Suite), and personal digital assistants (PDA) and accessories, unless considered used mostly for personal entertainment. All such requests require advance approval by the City. Maximum reimbursement per fiscal year per employee shall be $625.00.

4.3 Training and Travel Expenses

4.3.1 The Woodland Police Supervisors Association and the City of Woodland mutually agree that education and training are one of the most important aspects of law enforcement. It is the desire of both entities to provide the members of the Woodland Police Department with the best training possible, while making it equitable to both the employee and the City. To accomplish this task, both entities agree to the following:

4.3.2 The employee being sent to the training, will convert the time spent in training, the travel time to and from the training and any additional hours required by the training to replace their normal duty hours. No additional compensation will be paid by the City. Accordingly, employees shall have their rate of pay adjusted in those instances to preclude any claim for additional compensation related to the travel/training assignment. If the employee is required to produce any other work not related to the training while away on training the employee shall be paid for that work at the normal rate of pay at one and one half (1 1/2) times their rate for the time actually spent. This will be agreed upon by the division commander and the employee prior to the training leave.

4.3.3 At the discretion of the department, the employee shall be given his or her normal days off either before or after the training period to total the normal number of days off in that month's work cycle.

4.3.4 The City will determine the mode of transportation that will be used by the employee attending the out of town training. This mode may be either by air, department vehicle, or by the employee's personal vehicle. If the employee drives their personal vehicle, the employee will be paid for the actual mileage driven by the employee to the motel, or the training facility. If the employee stays at a motel, the employee will be paid mileage to and from the motel to the training facility, each day. The rate of pay will be determined by the City. No other transportation costs will be paid by the City. If the employee chooses to drive their own vehicle, they will be compensated in accordance with the Travel Policy up to a maximum of current air fare to the destination or on a per mile basis, whichever is the less. If training is reimbursed by POST, employees may get the maximum rate for mileage by either POST or the City, whichever is greater.

4.3.5 Meals while away on training will be provided as agreed upon in the City's Meal Policy.

4.4 <u>Professional Projects</u>

4.4.1 Upon development of appropriate policies, and approval of the Chief of Police, unit employees may be assigned to perform special projects and/or undertake professional development programs.

ARTICLE V
WELLNESS PROGRAM

5.1 <u>Wellness Program</u>

5.1.1 For Safety Employees Effective with this Memorandum of Understanding, the five percent (5%) "Wellness Pay" is consolidated into base salary and is no longer received as a separate payment of "Wellness Pay." The consolidation is included in Section 2.1 and reflected in the city Salary Schedule.

ARTICLE VI
MEDICAL AND RELATED BENEFITS

6.1 <u>Medical Insurance</u>

6.1.1 The City shall make available to all unit employees, the CalPERS medical insurance program. Employees shall have the option of enrolling in any of the plans provided by CalPERS. The city has the right to explore other options outside of CalPERS for Health Insurance. The Association reserves the right to meet and confer over any options.

6.1.2 For Employees **<u>hired *before* July 1, 2006</u>**, the City provides a <u>two tier</u> medical benefits program:

- Tier One: Employee Only and Employee plus One
- Tier Two: Employee plus Family

Employees hired before July 1, 2006 who provide proof of dual coverage under PERS or there medical insurance program may decline to accept medical coverage. These employees shall be eligible for a payment of $565 per month. Effective July 1, 2017, the eligible payment will be decreased to $405 per month. For those employees who are currently receiving the payment of $565 they will continue until they are no longer eligible for this benefit

6.1.3 For Employees **<u>hired *on or after* July 1, 2006</u>**, the City provides a <u>three tier</u> medical benefits program:

- Tier One: Employee Only
- Tier Two: Employee plus One
- Tier Three: Employee plus Family

6.1.3.1 Employees hired after July 1, 2006 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

6.1.4 Effective January 1, 2018, the City will provide a flat health premium contribution of 5% greater than the 2017 contribution. According to the following table:

Effective Date	Employee Only	Employee plus One	Family
January 1, 2018	$721.92	$1,443.82	$1,876.97
January 1, 2019	$758.01	$1,516.02	$1,970.82

January 1, 2020	$795.91	$1,591.82	$2,069.36
January 1, 2021	$835.71	$1,671.41	$2,172.83

6.1.5 The City shall contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

6.1.4.1 Effective January 1, 2018 through December 31, 2018, the City shall contribute the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	$133.00	Note 3	$721.92
Employee plus one	$133.00	Note 3	$1,443.82
Employee plus family	$133.00	Note 3	$1,876.97

Note 1: Per paragraph 6.1.2 above, employees hired before July 1, 2006 who qualify for the "Employee only" tier shall receive medical insurance coverage and cafeteria plan benefit equal to the "Employee plus one" tier.

Note 2: The Medical Benefit will be equal to the minimum established by the CalPERS Board (currently $133 from the January 2018 table). It is anticipated that this amount will be adjusted annually based on changes to the medical component of the CPI.

Note 3: Cafeteria Plan benefit will be equal to the difference between the Medical Benefit and the Total Benefit.

Note 4:For years 2019, 2020, 2021, the Total Benefits amounts are identified in paragraph 6.1.4 above

6.2 <u>Medical Insurance Upon Retirement</u>

6.2.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan. Dental, Vision and Long Term Disability Insurance is not provided to retirees.

6.2.2 For employees who were **<u>hired *before* July 1, 2006</u>**, with five (5) or more years of continuous City service who either retire and are eligible to receive benefits under the City's PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

6.2.2.1 Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved;

6.2.2.2 Insurance benefits levels to retirees will be equal to the schedule reflected in paragraph 6.1.4 above. Retirees who were hired before July 1, 2006, will receive a benefit equal to the "Total Benefit" reflected in 6.1.4 above; however, provisions of paragraphs 6.1.2.1 do not apply to retired employees;

6.2.2.2.1 Retirees who were hired prior to July 1, 2006 have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees. In the immediate case, such retirees shall receive the combined value of the medical benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.

6.2.2.3 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan;

6.2.2.4 Health Insurance coverage will be coordinated with Medicare when retirees become eligible;

6.2.2.5 Dental, Vision and Long Term Disability Benefits will not be offered or provided to retirees.

6.2.3 Employees who were **hired *on or after* July 1, 2006**, will receive medical insurance benefits in retirement as follows:

6.2.3.1 Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the "Medical Benefit" reflected in 6.1.4 above; however, provision of paragraphs 6.1.2.1 do not apply to retired employees;

6.2.3.2 Retirement Health Savings Plan. The City of Woodland has established a program in which employees participate to save, on a tax deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.

6.2.3.2.1 For employees hired on or after July 1, 2006, participation in the City's RHSP is mandatory.

6.2.3.2.2 Contributions: The City shall contribute $50 per month to the employee's RHSP account; likewise, the employee shall contribute $50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period. However, upon successful completion of probation, the City shall contribute a lump sum of $50 per month for each month served in the employee's initial probation.

6.2.3.2.3 Initial Probationary Period. During an employee's initial probationary period with the City, neither the employee nor the City shall contribute to the employee's RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.

6.2.3.2.4 Conversion of Sick Leave. Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee's RHSP account. This results in all sick leave earned above 500 hours being changed to 4 hours per month (versus 8 hours) with the value of 4 hours of salary being contributed to the employee's RHSP account.

6.2.3.2.5 Employees hired prior to July 1, 2006, were provided, on a one-time, irrevocable basis, the opportunity to opt out of the City's retiree medical plan (paragraph 6.2.2). Employees who selected this option shall continue to participate in the City's retiree health savings plan under the terms set forth above in paragraph 6.2.3.2. For these employees, the City' contribution is $250 per month and the employee's contribution is $50 per month. At the employee's option, any portion of this $250 City contribution may be paid into an approved deferred compensation plan.

6.3 Retirement Health Savings Plan

6.3.1 The City agrees to allow this group to contribute towards a Retirement Health Savings Plan (RHSP) in addition to the amount contributed by employees in Section 6.2.3. These contributions shall be determined by the bargaining group. The City will not contribute to any additional contributions beyond what is defined in Section 6.2.3.2.

6.4 Long Term Disability Insurance

6.4.1 The WPSA shall provide long term disability for represented members. All represented employees will have $61.08 added to their monthly salary payment. The City will then provide a monthly disbursement to the Woodland Police Supervisors Association of $61.08 per Association member deducted from each employee's net pay (or such other amount as determined by the Association) and the WPSA will assume responsibility of making long term disability payments and any other related benefits from the City provided payment. The City's sole responsibility in the operation of the long-term disability insurance program shall be to deduct the designated amount. The WPSA shall hold harmless and indemnify the City for any liability as a result of implementation of this long-term disability insurance program.

6.5 Sick Leave

6.5.1 Sick Leave Accumulation

Regular full-time employees earn and accumulate sick leave at the rate of one (1) day (eight (8) hours) per month. An employee continues to earn sick leave while on any paid leave. There shall be no limit to the amount of sick leave credit an employee may accrue.

6.5.2 Use of Sick Leave

An employee eligible for sick leave is granted such leave for the following reasons:

a. Non service-related illness or injury to the employee or physical or mental incapacity of the employee due to non-service-related illness or injury.

b. Medical or dental office of hospital visits for examination, diagnosis, or treatment.

c. Up to 48 hours sick leave off with pay may be granted in the event of illness or disability or birth or adoption of a child of the employee's immediate family.

6.5.3 Sick Leave

No lump sum payment shall be made for sick leave upon retirement, resignation, or discharge from employment with the City. Upon service retirement, however, accumulated sick leave shall be added to the length of time served for purposes of determining retirement benefits and shall include sick leave which accumulates during leave for non-service illness or injury.

6.6 Vision/Optical

6.6.1 The City agrees to provide vision insurance to unit employees with a fifteen dollar ($15) deductible.

6.7 Life Insurance

6.7.1 The City agrees to provide life insurance to unit employees in the amount of fifty thousand dollars ($50,000).

6.8 Flexible Spending Account

6.8.1 The City agrees to institute a qualified plan under Internal Revenue Code Section 125 for using pre-taxed dollars for payment of child care expenses, dependent care expenses, as well as health, dental or other related qualifying expenses.

6.9 Use of Tobacco Products

6.9.1 Employees hired after July 1, 2006 shall refrain from the use of all tobacco products during the term of their employment with the City. This section also applies to smokeless tobacco products.

ARTICLE VII
LEAVES

7.1 Holidays

7.1.1 Employees will receive 8.3 hours per month of vacation leave in lieu of holiday time off. The use and limitations of this additional leave is subject to the same rules and regulations pertaining to vacation leave.

7.1.2 If during the term of this Agreement the City Council officially recognizes any new dates as City holidays the City shall increase the vacation leave totals of each represented employee by a corresponding amount of hours.

7.2 Vacation

7.2.1 Employees who have sufficient accrued vacation shall have the option of receiving pay in lieu of time off for two (2) weeks of the accrued time, provided that they are taking at least one (1) consecutive week of vacation time off. Payment will be made at the straight time rate. No employee may buy-out more than two (2) weeks of vacation per fiscal year.

7.3 Vacation Accrual

7.3.1 Vacation accrual for Unit personnel shall be as follows:

Years of Service	Earned per Month	Earned per Year
0 to 3 years	6.7 hours	10 days
4 to 5 years	8.7 hours	13 days
6 to 10 years	10 hours	15 days

11 to 15 years	12 hours	18 days
16 and over	14 hours	21 days

7.4 Vacation Accumulation

7.4.1 Employees with less than ten (10) years of service may carry a vacation leave balance of no more than three hundred twenty (320) hours past January 1 of each year. Employees with ten (10) years' service or more may carry a vacation leave balance of no more than three hundred eighty-four (384) hours past January 1 of each year. Maximum vacation accumulation will be increased by 96 hours for the term of this agreement.

7.4.2 Vacation schedules shall be established with primary consideration for the needs of the City, but with as much regard as possible for the wishes of the employee. Leave may be taken only after it has been earned.

7.5 Bereavement Leave

7.5.1 In the event of a death in the employee's immediate family, an employee may be granted time off charged to sick leave not to exceed five (5) working days per occurrence.

7.6 Other Leave

7.6.1 All other leave is provided for in the Personnel Rules and Regulations.

7.7 Catastrophic Leave Bank

7.7.1 With prior approval, vacation, CTO or holiday leave credits may be donated to a specified employee by one or more employee(s) to an employee when:

(a) The receiving employee faces financial hardship due to his/her injury or prolonged illness, or due to the injury and/or prolonged illness of the employee's spouse or member of his/her immediate family; and

(b) the receiving employee has exhausted all leave credits.

7.7.2 The transfer of vacation, CTO, or holiday leave credits must be made in one (1) hour increments or more. Donations shall be made on a form to be developed by the City and signed by the donating employee. Donations are irrevocable.

ARTICLE VIII
WORK HOURS

8.1 Patrol Work Schedule

8.1.1 The City will continue the 4-10 work schedule for the term of this agreement, unless the City provides prior notice and affords the Association the right to meet and confer.

8.1.2 Regular Duty Shift schedules, including starting and stopping times, will be designated by the Chief of Police or his/her designee. Once posted, work schedules will be changed only upon seventy-two (72) hours advance notice. Upon mutual agreement the 72-hour notice can be waived.

8.1.3 Paid leaves shall accrue at the current hourly rate. Time off shall be changed based upon the hours missed, i.e., one day equals ten (10) hours.

8.2 Alternate Work Schedules

8.2.1 In addition to the Patrol Work Schedule established in Section 8.1 above, the Chief of Police may establish alternative work schedules for employees of his/her department.

8.2.2 For purposes of this section, alternative work schedules may include, but not be limited to:

8.2.2.1 Alternate Work Week - A biweekly work schedule consisting of eighty (80) hours of work (over a 14 day period) in no fewer than eight (8) work days, and with no more than ten (10) hours scheduled on any work day.

8.2.2.2 Flex Time Schedule - A weekly work schedule consisting of forty (40) work hours during a seven day work period at other than traditionally scheduled hours for the assigned shift.

8.2.2.3 Note that for non-sworn personnel, any alternative or flex time schedule must provide that employees will be scheduled to work no more than forty (40) hours per seven (7) day work period.

8.2.2.4 Other schedules approved by the Chief of Police.

8.2.3 Alternative work schedules may be discontinued by the Chief of Police at any time if it is determined that such schedules inhibit the efficiency or maintenance of City operations and/or services. At the request of affected employees, or the Association the Chief of Police shall meet and discuss the discontinuance of an alternative work schedule prior to terminating the schedule. The City may eliminate the schedule with advance notice. However, upon mutual agreement; the advance notice can be waived.

8.2.4 Meal Breaks
Employees subject to regular call back shall remain on duty during meal breaks. The duration of the meal break will be 30 minutes. Employees subject to call back who miss their meal break are not entitled to overtime

Employees in administrative positions shall get an unpaid 30 minute lunch. If employee must work through lunch, requires supervisor approval

ARTICLE IX
LIGHT/LIMITED DUTY

9.1 Light/Limited Duty

9.1.1 When due to injury or illness, whether or not the injury or illness is work related, an employee is unable to perform his/her usual duties, the employee may work in a light/limited duty capacity if the department determines such work is available.

9.1.2 An employee may work light/limited duty only upon authorization of the employee's attending physician or a properly appointed City physician, and only to the extent that the employee's illness or injury is not further aggravated by working in this capacity nor is a hazard created for other employees.

9.1.3 If light/limited duty is available, and the employee is cleared by an attending physician, or a properly appointed City physician to perform such work, he/she shall accept light/limited duty. Every reasonable effort will be made to allow the employee to work light/limited duty on the same shift to which he/she is assigned for up to a period of one (1) week. Following the one (1) week period, light/limited duty assignments will be made in accordance with the best interests of the department.

ARTICLE X
PERS RETIREMENT

10.1 PERS Retirement Safety Employee

10.1.1 The City will continue its participation in the Public Employee's Retirement System during the term of this agreement.

10.1.2 Regular Safety Employees of the City of Woodland fall under one of the three CalPERS Pension formulas as follows:

10.1.2.1 Tier 1: Employees hired by the City of Woodland on or before June 30, 2012 are eligible for the 3.0% @ 50 CalPERS retirement pension program calculated at the single highest year pensionable compensation formula.

10.1.2.2 Tier 2: Employees hired by the City of Woodland on or after July 1, 2012 and before January 1, 2013 or who are new hires to the City of Woodland and are legacy/classic members determined by CalPERS are eligible for the 3.0% @ 55 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.

10.1.2.3 Tier 3: Public Employees' Pension Reform Act (PEPRA) Employees hired on or after January 1, 2013 and who are not CalPERS legacy/classic members are eligible for the 2.7% @ 57 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.

10.1.3 PERS Employee Contribution towards Employees Share of Retirement cost.

10.1.3.1 Tier 1: Effective October 1, 2011, employees shall pay the full 9% of pensionable salary of the employee share towards the 3.0%@50 CalPERS retirement pension program.

10.1.3.2 Tier 2: Effective July 1, 2012, employees shall pay the full 9% of pensionable salary of the employee share towards the 3.0%@55 CalPERS retirement pension program.

10.1.3.3 Tier 3: (PEPRA) employees shall pay 50% of the normal cost as determined by CalPERS towards the 2.7%@57 CalPERS retirement pension program.

10.1.4 Employee Contribution towards Employer Cost.

10.1.4.1 Tier 1 and Tier 2 employees:

10.1.4.1.1 The City shall withhold 4% of salary to help pay for the cost of the enhanced 3.0%@ 50 retirement formula and the 3.0%@ 55.

10.1.4.1.2 Effective August 4, 2015 the City amended the CalPERS contract to increase the PERS Cost Share of 4% by .887% to a total of 4.887%.

10.1.4.1.3 Effective July 1, 2013, employees shall pay an additional 3% towards the employers PERS contribution.

10.1.4.1.4 Tier 1 and Tier 2 employees pay a total of 16.887% towards the PERS contribution.

10.1.5 The City has amended its contract with PERS to include the military buy-back option (Section 20930.3) for employees.

10.1.6 The City shall continue reporting the employees' retirement contribution (nine (9%) for Safety as special compensation. Pursuant to Section 20023 (c)(4) of the Public Employees Retirement Law, these retirement contributions (nine (9%) percent shall then be considered compensation for retirement purposes. Effective September 7, 2011, the City shall discontinue reporting the employees' retirement contribution (nine (9%) for Safety as special compensation.

10.1.7 The City will provide the PERS 1959 Survivor Benefit, Level IV.

10.1.8 The City has adopted a resolution pursuant to IRS Code Section 4.14(h)(2) to allow the PERS payments to be done on a pre-tax basis.

10.1.9 The City will requested from PERS an actuarial estimate for the Pre-retirement Option 2 Death Benefit option. The City and WPSA executed a side letter of agreement addressing the steps to be taken upon receipt of the actuarial study. Effective September 1, 2010, the City has amended its contract with PERS to provide the Pre-retirement Option 2W Death Benefit.

10.2 <u>PERS Non Safety – Miscellaneous Members</u>

10.2.1 Miscellaneous Employees of the City of Woodland fall under one of the three CalPERS Pension formulas as follows:

10.2.1.1 Tier 1: Employees hired by the City of Woodland on or before December 4, 2012 are eligible for the 2.7% @ 55 CalPERS retirement pension program calculated at the single highest year pensionable compensation formula.

10.2.1.2 Tier 2: Employees hired by the City of Woodland on or after December 5, 2012 and before January 1, 2013 or who are new hires to the City of Woodland but are legacy/classic members determined by CalPERS are eligible for the 2% @ 60 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.

10.2.1.3 Tier 3: Public Employees' Pension Reform Act (PEPRA) Employees hired on or after January 1, 2013 and who are not CalPERS legacy/classic members are eligible for the 2% @ 62 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.

10.2.2 PERS Employee Contribution towards Employee's Share of Retirement cost.

10.2.2.1 Tier 1: Employees shall pay the full 8% of pensionable salary of the employee share towards the 2.7%@55 CalPERS retirement pension program.

10.2.2.2 Tier 2: Employees shall pay the full 7% of pensionable salary of the employee share towards the 2%@60 CalPERS retirement pension program.

10.2.2.3 Tier 3: (PEPRA) employees shall continue to pay 50% of the normal cost as determined by CalPERS towards the 2%@62 CalPERS retirement pension program.

10.2.3 Employee contribution to Employers Cost of CalPERS Retirement Pension Program.

10.2.3.1 Employees in Tier 1 and Tier 2, the City shall withhold 3% of salary to help pay for the cost of the enhanced 2.7% @ 55 retirement formula and the 2% @ 60.

10.2.3.2 Employees in Tier 1 and Tier 2 shall pay an additional 3% towards the employers PERS contribution.

10.2.3.3 Tier 1 employees pay a total of 14% towards the PERS contribution, and Tier 2 employees pay a total of 13% towards the PERS contribution.

10.2.4 The City provides the 1959 Survivor's Security Benefit as specified in the Government Code, Section 21574. This benefit provides a monthly allowance to certain eligible survivors of an employee who dies prior to retirement.

10.2.5 The City provides the sick leave conversion benefit as specified in the Government Code, Section 20965.

10.2.6 The City has adopted a resolution pursuant to IRS Code Section 4.14(h)(2) to allow the PERS payments to be done on a pre-tax basis.

ARTICLE XI
EMPLOYMENT PROBATION

11.1 Probation

11.1.1 All new and promoted employees shall serve a probationary period. The probationary period shall be considered the last portion of the selection process. Its purpose is to allow the City Manager or, under his/her direction, the Police Chief, to observe and appraise the conduct, performance, attitude, adaptability and job knowledge of new or promoted employees and to determine whether the employee is fully qualified for the position.

11.1.2 The probationary period for new Police Supervisory employees shall be one (1) year following promotion or selection.

11.1.3 Any employee who has gained permanent status and thereafter accepts a promotion, may be rejected during the probationary period without cause. Said employee shall retain all other rights of a permanent employee in the classification held prior to promotion. Those rights can only be affected for cause. The probationary period for promoted employees shall be twelve (12) months.

11.1.4 The Police Chief may extend the probationary period in three (3) month increments not to exceed one (1) year if he feels additional time is necessary to adequately evaluate the employee.

ARTICLE XII
MISCELLANEOUS

12.1 No Discrimination

12.1.1 The City and Association both agree not to discriminate against any employee because of membership or non-membership in the Association or because of any activities or lack of activity on behalf of the Association. Association activities shall not interfere with the normal operation of the City. Neither the City nor the Association shall discriminate for or against any employee or applicant for employment on account of race, color, creed, sex, national origin, age, physical handicap, or mental handicap which does not prevent an employee from meeting the minimum standards established.

12.2 Modification

12.2.1 There will be no alteration or modification of any provision contained in this Memorandum without the consent of all parties hereto.

12.3 Separability of Provisions

12.3.1 Should any section, clause or provision of this Memorandum be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Memorandum. In the event of such invalidation, the parties agree to meet and confer concerning substitute provisions for provisions rendered or declared illegal.

ARTICLE XIII
MANAGEMENT RIGHTS

13.1 Management Rights

13.1.1 Nothing contained in this Memorandum of Understanding shall be construed to waive or reduce any rights of the City, which include, but are not limited to the exclusive rights: to determine the mission of its constituent department, commissions and boards, set standards of service; to determine the procedures and standards of selection for employment; to direct its employees; to maintain the efficiency of governmental operations; to determine methods, means and personnel by which government operations are to be conducted; to take all necessary actions to carry out its mission in emergencies, including overtime; and to exercise complete control and discretion over the technology of performing the work. City rights also include the right to determine the procedures and standards of selection for promotion, to relieve employees from duty because of lack of work or other legitimate reasons, to take disciplinary action, and to determine the content of job classifications.

13.1.2 The exercise by the City of the rights in the above paragraph does not preclude employees or their recognized organizations from filing a grievance regarding the practical consequences that decisions on such matters may have on wages, hours or other terms and conditions of employment.

ARTICLE XIV
SURVEY AGENCIES

14.1 Survey Agencies

14.1.1 The City and Association have agreed to utilize the following agencies in conducting compensation surveys:

Rocklin	
Davis	West Sacramento
Lodi	Yuba City
Manteca	Lincoln

ARTICLE XV
OTHER COMPENSABLE ITEMS NOT SET FORTH HEREIN

15.1 Other Compensable Items Not Set Forth Herein

15.1.1 Other items not set forth herein which are compensable as terms and conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable on July 1, 2017, unless determined otherwise by the Woodland City Council in Accordance with law or required otherwise by law.

PASSED AND ADOPTED THIS __ day of, by the following vote:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

____

Mayor

STATE OF CALIFORNIA)
)
COUNTY OF YOLO)

I, Ana Gonzalez, City Clerk of the City of Woodland in Yolo County, California, hereby certify this Resolution to be a full, true and correct copy of the record of the action taken by the City Council of the City of Woodland, by vote of the members present, as the same appears in the official minutes of said Council at its meeting.

DATED: _______________, 2015 .

____

Ana Gonzalez, Woodland City Clerk

Exhibit A – Salary Schedule
Woodland Police Supervisors Association
Effective July1, 2017

CLASSIFICATION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Crime Intelligence Analyst *	$4,808.42	$5,048.85	$5,301.29	$5,566.35	$5,844.66			
Police Records Supervisor	$4,400.60	$4,620.62	$4,851.65	$5,094.26	$5,348.98			
Police Sergeant **	$6,591.53	$6,921.11	$7,267.16	$7,630.52	$8,012.05	$8,412.66	$8,833.29	$9,274.96

For future Salaries please refer to the City of Woodland published Salary Schedule.

Legislation Text

8.

File #: 17-253, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Memorandum of Understanding with the Woodland Police Officers' Association, covering the period from July 1, 2017 through June 30, 2021.

Recommendation for Action: Staff recommends that the City Council Adopt Resolution No. _____, ratifying a four-year, Memorandum of Understanding with the Woodland Police Officers' Association, covering the period from July 1, 2017 through June 30, 2021.

Staff Contact
Sheila McShane, HR Manager - (530) 661-5807, Sheila.mcshane@cityofwoodland.org

Fiscal Impact
The recommended action would result in a new four-year labor agreement between the City and the Woodland Police Officers' Association (WPOA). The average annual cost of the new agreement is estimated at $9,954,000 per year and represents an average annual increase of $536,000 (5.58%) over the prior agreement, and $148,500 (1.51%) over the costs included in the city's baseline budget forecast. The year-one cost of the proposed contract represents an increase of $111,000 over the costs included in the FY2017/18 adopted budget across all funds, with the majority allocated to the city's General Fund.

Background

The previous agreement between the City of Woodland and the Woodland Police Officers' Association (WPOA) expires on June 30, 2017. Negotiations began with WPOA in February 2017. This new MOU implemented includes structural changes specific to health insurance and pension benefits to assist in mitigating City's exposure to future cost increases.

The tentative agreement was discussed with the City Council in closed session on June 6, 2017 and ratified by the WPOA membership. Tonight's City Council action would formally ratify the terms of the new four-year agreement with the WPOA.

Discussion

The new four-year labor agreement between the City and the WPOA represents a successor contract to the prior agreement that expires June 30, 2016. Both parties negotiated in good-faith starting with a discussion of goals and objectives, followed by an exchange of specific proposals.

Staff believes that the resulting labor agreement reached with the WPOA is consistent with direction and authority provided by the City Council in terms of both overall budget impacts and, significantly, maintaining and building upon the structural reforms identified as necessary to advance the Council's goal related to long-term fiscal stability. At the same time, the agreement has been structured to assist with the recruitment and retention of police department personnel charged with provision of essential city services related to police and emergency preparedness.

The following table summarizes the major terms of the negotiated agreement:

Cost of Living / Salary Adjustments:
Effective July 1, 2017 2.00%
Effective January 1, 2018 1.00%
Effective July 1, 2018 2% (possible additional 1.5% contingent on CalPERS rates)
Effective July 1, 2019 2% (possible additional 2.0% contingent on CalPERS rates)
Effective July 1, 2020 2% (possible additional 2.0% contingent on CalPERS rates)

Longevity Pay
Change in the schedule of Longevity pay. Employees are now eligible for 2.5% (of base rate) longevity pay after 12 (twelve) years instead of 15 (fifteen) years and an additional 2.5% (of base rate) at 17 (seventeen) years instead of 20 (twenty) year.

Health Insurance
Effective January 1, 2018 Health Insurance is a flat amount based on the 2017 PORAC rate with an annual increase of 7%.

Uniform Allowance
WPOA has agreed to delete the Uniform allowance for all employees

Education Incentive Pay
Incentive pay for a Bachelors degree of 2.5%
POST Advance Certificate pay will increase effective January 1, 2019 to 4%.

<u>Conclusion</u>

Staff recommends that the City Council adopt Resolution No _____, to implement a four-year agreement (July 1, 2017 through June 30, 2021) with the Woodland Police Officers' Association.

Submitted by: Sheila McShane
Human Resources Manager

Paul Navazio, City Manager

Attachment: Resolution - Woodland Police Officers' Association MOU

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
WOODLAND POLICE OFFICERS' ASSOCIATION
OF THE
CITY OF WOODLAND

The City of Woodland and the Woodland Police Officers' Association, representing employees employed by the City of Woodland in the classifications of Police Officer, Community Services Officer, Crime Prevention Specialist, Senior Police Records Specialist and Police Records Specialist by and through their authorized representatives, hereby ratify as and for a Memorandum of Understanding the attached Resolution entitled "A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for Police Employees" and the exhibits appended hereto, and recommend that the same be adopted by the City Council of the City of Woodland. Provisions outlined in this Resolution shall be incorporated into the City's adopted Personnel Rules and Regulations and, thereafter, the attached Resolution shall be used for the purpose of interpreting the specific rules and regulations addressed. In resolving questions of interpretation the Resolution shall in all cases be the primary source.

DATED: ________________

______________________________	______________________________
Jason Drobish, President of the Woodland Police Officers' Association	Representative of the City of Woodland

The foregoing Resolution and exhibits appended thereto hereby are approved by the City Council of the City of Woodland on this __ day of.

____
Mayor

RESOLUTION NO. ____________.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF WOODLAND
AND THE
WOODLAND POLICE OFFICERS' ASSOCIATION**

TABLE OF CONTENTS

ARTICLE I - GENERAL PROVISIONS

1.1 Recognition

1.1.1 The City recognizes the Woodland Police Officers' Association (WPOA) as the sole and exclusive representative for full time employees of the City of Woodland in the classifications of Police Officer, Community Services Officer, Senior Police Records Specialist, Crime Prevention Specialist, and Police Records Specialist.

1.2 Term

1.2.1 This Memorandum of Understanding (MOU) shall be in effect from July 1, 2017, and shall remain in full force and effect through 11:59 p.m. on June 30, 2021.

1.3 Peaceful Performance

1.3.1 The Association agrees that during the term of this Memorandum of Understanding the Association will not engage in, encourage, sanction, support, any:

a. Strikes;
b. Mass resignations;
c. Mass absenteeism.
d. Picketing which would involve suspension of or interference with normal work of this department; or,
e. Any other similar actions, which could involve suspension of or interference with any work of this department.

1.4 Salary Survey

1.4.1 Total compensation survey shall be conducted prior to negotiations using the following cities: Davis, Lincoln, Lodi, Manteca, Rocklin, West Sacramento and Yuba City. The total compensation shall include and be limited to the following: top step salary, maximum education incentives, maximum POST Certificates, uniform allowance, maximum longevity, employee contribution to the Public Employees Retirement System paid on behalf of employee by employer, and employer contribution towards family medical, dental and vision insurance.

1.5 Base Rate of Pay

1.5.1 Base rate of pay is defined as the straight time (hourly) rate of pay, excluding premiums and incentives.

1.6 Regular Rate of Pay

1.6.1 Regular rate of pay is defined as the rate of pay paid to an employee which includes: longevity pay, FTO pay, corporal pay, bilingual pay, holiday in-lieu pay, POST and education incentives, medical in-lieu pay, and any other premium pay as required by the Fair Labor Standards Act (FLSA).

ARTICLE II – COMPENSATION

2.1 Salary

2.1.1 All classifications shall receive the following salary increases:

- Effective July 1, 2017, two percent (2%) salary increase.
- Effective January 1, 2018, one percent (1%) salary increase.
- Effective July 1, 2018, two percent (2%) salary increase.
  - If the CalPERS Safety contribution amount for unfunded liability increases by less than nineteen percent (19%) from 2017/18 to 2018/19, then the salary increase shall be an additional one and one-half percent (1.5%).
- Effective July 1, 2019, two percent (2%) salary increase.
  - If the CalPERS Safety contribution amount for unfunded liability increases by less than seventeen percent (17%) from 2018/19 to 2019/20 and less than thirty-nine percent (39%) from 2017/18 to 2019/20, then the salary increase shall be an additional two percent (2%).
- Effective July 1, 2020, two percent (2%) salary increase.
  - If the CalPERS Safety contribution amount for unfunded liability increases by less than fourteen percent (14%) from 2019/20 to 2020/21 and less than fifty-eight percent (58%) from 2017/18 to 2020/21, then the salary increase shall be an additional two percent (2%).

2.1.2 Senior Police Records Specialist shall be benchmarked ten percent (10%) above Police Records Specialist.

2.2 Uniform Allowance

2.2.1 New Police Officers shall receive one set of Level IIIA soft body armor upon hire. The City will replace soft body armor within six (6) months prior to the expiration of the manufacturers warranty

2.2.2 The City shall provide each newly hired Police Officer, Community Service Officer and Police Records Specialist with a set of uniforms consisting of:

1. One Long Sleeve Shirt
2. Two Short Sleeve Shirts
3. Two Uniform Trousers
4. One Winter Jacket
5. One Pants Belt
6. Eight Shoulder Patches
7. Baseball Cap (Police Officers Only)
8. Beanie (Police Officers Only)
9. Raincoat (Police Officers Only)

In the event the City of Woodland mandates a uniform change the employees shall have eighteen (18) months to transition to the new uniforms. If the City requires the transition to be completed in less than eighteen (18) months, the City will incur the costs.

If the Chief or Police approves the Association's request for a uniform change, the change shall be implemented over six (6) months.

2.3 Personal Property

2.3.1 Personal property which is destroyed or damaged in the course of employment shall be repaired or replaced by the City of Woodland.

2.3.2 Personal property are those items necessary during job-related activities. Items include uniforms, eyewear, false teeth, cell phones, and watches.

2.3.3 Personal property shall not include those items not required for job related activities. Items not included are necklaces or chains; earrings, bracelets, and other jewelry.

2.3.4 The total payable claims for non–prescription glasses shall be $100.00 and $175.00 for prescription glasses per occurrence. The total payable claims for watches shall be $50.00 per occurrence.

2.3.5 Personal property claims must have a police report or memo to the Chief of Police attached to the claim identifying loss or damage in the course of a law enforcement action.

2.4 City Equipment and Clothing Return

2.4.1 City furnished equipment remains in the ownership of the City and must be returned when employee leaves employment.

2.4.2 Safety Equipment Issued

The City shall provide each police officer the below listed safety equipment to use in the performance of their duties:

1. Handgun and ammunition.
2. Handgun holster.
3. Three hand gun magazines and magazine holder.
4. Taser and Taser holster.
5. Sam Browne Belt and four keepers.
6. Handcuffs and handcuff case.
7. Radio and radio holder.
8. Riot baton and baton holder.

9. ASP and ASP holder.
10. Pepper spray and pepper spray holder.
11. Flashlight (rechargeable) and flashlight holder.
12. Body armor (Level III A).
13. Riot helmet.
14. Gas Mask and carrier.

2.4.3 Disposition of Service Weapon

Upon a disability or service retirement each sworn employee shall be given the opportunity to purchase their issued service weapon without magazines, as long as they have a minimum of ten (10) years of service with the City. The purchase price of the service weapon shall be based on the following number or years of service to the City.

Years of Service	Cost of Weapon
10	$100.00
15	$ 50.00
20 or more	$ 1.00

Purchasing the service weapon at the time of retirement may be denied for a psychological or stress related disability retirement.

The employee shall pay all transfer fees changing ownership from the City to the employee.

2.5 Call-Back Pay

2.5.1 Employees called back to duty or required to appear in court shall be compensated at one and one-half (1-1/2) times their regular rate of pay for four (4) hours or the number of hours actually spent on duty or in court, whichever is greater.

2.5.2 Callback minimum compensation shall not be provided to employees who are called back to correct incomplete or substandard work. Employees will not be called back to correct faulty work if the correction can reasonably await the start of the employee's next regularly scheduled shift. If an employee is called back to correct incomplete or substandard work, overtime shall be paid for actual time spent.

2.6 Departmental Meetings and Training

2.6.1 Employees on their day off who are required to attend a meeting or training, will be compensated at the rate of one and one-half (1-1/2) times their regular rate for a minimum of four (4) hours.

2.6.2 When an employee is required to attend a scheduled meeting on a regularly scheduled duty day and there is less than eight hours between the time an officer went off duty and their next regularly scheduled shift, compensation will be at the rate of one and one half (1-1/2) times their regular rate for a minimum of four (4) hours.

2.6.3 A required scheduled meeting requires personal notification to the employee at least forty-eight (48) hours prior to the meeting time.

2.6.4 Employees required to attend a scheduled meeting on a regularly scheduled duty day where the time of occurrence is contiguous with the beginning or ending of the employee's shift, will be compensated at the rate of one and one-half (1-1/2) times their regular rate for the actual time spent in attendance.

2.6.5 Contiguous means connected to the employee's regular duty schedule, or if the meeting or duty day were continued, it would have been contiguous to the employee's regular duty schedule and would be less than four (4) hours.

2.6.6 Employees required to attend a scheduled meeting on a regularly scheduled duty day where there has been more than eight (8) hours between the conclusion of their last duty shift and the scheduled meeting, shall be compensated at the rate of one and one half (1-1/2) times their regular rate of pay for a minimum of four (4) hours. However, in no event will an officer be compensated for more than would result if the meeting or assignment were scheduled in a way as to be contiguous with the officer's regularly scheduled shift. (Example: If an officer was off duty at 12 midnight and was required to attend a meeting at 1:00 p.m. which lasted until 2:00 p.m., and who was scheduled to return to work at 3:00 p.m., the maximum compensation allowable would be two (2) hours at one and one-half (1-1/2) times.)

2.6.7 If an employee volunteers for a committee assignment, and the particular committee is scheduled to meet on the officer's day off, the officer may attend the committee meeting and be compensated at one and one-half (1-1/2) times their regular rate for the actual time in attendance at the meeting.

2.7 Overtime Pay

2.7.1 Employees who work in excess of their regularly scheduled shift or forty (40) hours per workweek shall be compensated at a rate of one and one-half (1-1/2) times their regular rate of pay. All paid time shall count as time worked for purpose of calculating overtime.

2.7.2 The Department shall not cancel overtime without at least forty-eight (48) hours prior notice. If the Department cancels overtime with less than forty-eight (48) hours' notice, on a n employee's regularly scheduled day off, the City shall pay the employee seventy dollars ($70.00) for the cancellation. Only one occurrence can be claimed for any one day off.

If the overtime is cancelled with less than forty-eight (48) hours' notice and the overtime was on a regularly scheduled shift, the employee shall be paid at the rate of forty dollars ($40.00) per occurrence. Only one occurrence can be claimed per day. Over time assigned contiguous to the current shift and cancelled during the same shift shall not result in cancellation pay.

2.7.3 Overtime may be taken in cash or in the form of Compensatory Time Off (CTO). CTO time off shall be earned at the rate of time and one half to a maximum accrual of seventy (70) hours. Employees may elect to accrue CTO or be paid in cash.

2.8 Compensatory Time Usage

2.8.1 CTO requests shall be approved up to one (1) below minimum staffing. Any CTO requests which would cause the affected shift to be two (2) or more below minimum staffing would have to be backfilled by the employee before approved.

2.8.2 Requests for CTO must be made no earlier than fourteen (14) days in advance of the requested time off. In cases where overtime or additional staffing will be required to cover the absence, requests must be submitted no later than five (5) days in advance of the requested CTO. The Chief of Police or designee will respond within seventy-two (72) hours of having received the CTO request.

2.8.3 Once CTO is approved, authorization cannot be rescinded, except in the case of an emergency.

2.9 Court Appearance

2.9.1 If canceled or continued to another day or another time, the Court Liaison, the District Attorney, or Department representative will notify the employee by phone or text. If the employee is not canceled, the employee is required to make the appearance as directed on the subpoena.

For the morning calendar, the employee must be notified by 5:00 p.m. the prior day for a 9:00 a.m. appearance. For hearings scheduled in the afternoon, the employee must be notified by 12:00 noon. Afternoon cancellations and continuances will be made by 12:00 noon.

2.9.2 The Court Liaison Unit is required to maintain accurate records of all subpoenas issued. These records include subpoenas canceled and continued. These records are presumed to be accurate based on the track record of the Court Liaison Unit. The Court Liaison Unit will forward a copy of their subpoena records weekly to the Day Shift Patrol Lieutenant or other designated person. These records will be used to verify claims for compensation for all court appearances. Employees who dispute Court Liaison records may rebut the presumption with proper proof to the Patrol Lieutenant. The Patrol Lieutenants findings are final.

2.9.3 If an employee makes an appearance for a case which has been canceled or continued and the message was delivered by the Court Liaison, the District Attorney or the Department representative to the employees' voice mailbox in the time frames described above, there is no compensation for that appearance.

2.9.4 If the subpoena was canceled with less than 48 hours' notice and the subpoena was issued for a regularly scheduled day off, compensation shall be paid at the rate of seventy dollars ($70.00) per occurrence. Only one occurrence can be claimed for any one day off.

2.9.5 If the subpoena was canceled on a duty day, but the employee was not on duty at the time of cancellation, compensation shall be paid at the rate of forty dollars ($40.00) per occurrence. Only one occurrence can be claimed per day.

2.10 On-Call Pay

2.10.1 Officers shall be available, as designated by a written schedule approved by the Chief of Police, or his designee, for emergency call-out on weekends, holidays, days off or other off duty hours. Claims for stand-by compensation shall be made only when an employee has been assigned to on-call.

2.10.2 Officers shall be paid five dollars ($5.00) per hour for any hours assigned to on-call. During the time officers are being compensated for emergency call-back, on-call will not apply. On-Call duty requires that the officer:

a. Be ready to respond to calls for service;
b. Be reachable by telephone, or vehicle radio;
c. Remain a reasonable distance (45 minutes driving time) from the City; and,
d. Refrain from activities, which might impair the ability of the officer to perform the assigned duties.

2.11 Longevity Pay

2.11.1 Longevity Pay shall be earned as follows:

a. Employees with twelve (12) years completed service will receive an additional two and half (2.5%) of base pay as a retention incentive; and
b. Employees with seventeen (17) years completed service will receive an additional five (5%) percent of base pay as a retention incentive
c. Pay increases are not cumulative.

ARTICLE III - SPECIAL ASSIGNMENTS

3.1 Field Training Officer

3.1.1 Employees in the assignment of Field Training Officer (FTO) pursuant to Police Department policy shall receive an additional seven-five percent (7.5%) of base rate of pay for the pay period when they have a trainee**.**

3.1.2 Employees assigned as Field Training Officers shall not be assigned a trainee for training purposes in excess of one hundred twenty (120) consecutive days. In determining the one hundred twenty (120) consecutive days, interruptions of seven (7) or less days, including excused absences by the trainee, shall be included in the total calculation of days.

3.1.3 A one hundred twenty (120) consecutive day period shall be followed by a minimum of thirty (30) consecutive days without a trainee. During this time, a Training Officer may be assigned to other Field Training Officer administrative functions.

3.1.4 The Chief of Police may declare that exigent circumstances exist, and may override the one hundred twenty (120) day maximum training limitation in order to avoid leaving a trainee without a trainer. It would be the Department's intent to take reasonable steps to insure any such declarations are the exception, rather than the rule.

3.2 Corporal

3.2.1 The Chief of Police may assign officers to the position of Corporal for which they will be compensated an additional five (5%) percent of base rate of pay for the duration of the assignment.

3.3 Canine Officer

3.3.1 Employees assigned to work as Canine Officers shall receive additional compensation at the rate of three and a half (3.5) additional hours of overtime pay per week. This pay is recognition of the additional hours required of employees assigned to care for a City dog. City and association mutually agree that the additional three and a half (3.5) hours pay does represent reasonable compensation for the additional task required. No employee shall work more than three and a half (3.5) hours in performing Canine Officer duties without the express direction of their supervisor.

3.4 Bilingual Pay

3.4.1 The City shall maintain the existing bilingual policy. Employees who are bilingual shall receive two hundred ($200.00 dollars) dollars per month. City will explore the addition of other languages as appropriate, including sign language.

ARTICLE IV - EDUCATIONAL INCENTIVE

4.1 POST Certificates

4.1.1 Employees shall receive an additional two and one-half (2.5%) percent of base rate of pay for holding a POST Intermediate certificate.

4.1.2 Employees shall receive an additional two and one half (2.5%) percent of base rate of pay for holding a POST Advanced certificate. Effective January 1, 2019, employees shall receive an additional four (4%) percent of base rate of pay for holding a POST Advanced certificate.

4.1.3 Employees shall receive an additional two and one-half (2.5%) percent of base rate of pay for having a Bachelor's degree.

4.2 Training and Travel Expenses

4.2.1 Employees in training, will convert the time spent in training, the travel time to and from the training and any additional hours required by the training to replace their normal duty hours. If the employee is required to produce any other work not related to the training while away on training the employee shall be paid for that work at one and one half (1 1/2) times their regular rate of pay for the time actually worked. This will be agreed upon by the division commander and the employee prior to the training leave.

4.2.2 At the discretion of the department, the employee shall be given their normal days off either before or after the training period to total the normal number of days off in that month's work cycle.

4.2.3 The City will determine the mode of transportation that will be used by the employee attending the out of town training. This mode may be either by air, City vehicle, or by the employee's personal vehicle. If the employee drives their personal vehicle, the employee will be paid for the actual mileage driven by the employee to the motel, and/or the training facility. If the employee stays at a motel, the employee will be paid mileage to and from the motel to the training facility, each day. The rate of pay will be as determined by the City. No other transportation costs will be paid by the City. If the employee chooses to drive their own vehicle, they will be compensated in accordance with the Travel Policy up to a maximum of current air fare to the destination or on a per mile basis, whichever is the less. If training is reimbursed by POST, employees may get the maximum rate for mileage by either POST or the City, whichever is greater.

4.2.3 Meals while away on training will be provided as agreed upon in the City's Travel Policy.

ARTICLE V - MEDICAL AND RELATED BENEFITS

5.1 Medical Insurance

5.1.1 The City shall make available to all employees, the CalPERS medical insurance program. Employees shall have the option of enrolling in any of the plans provided by CalPERS.

5.1.2 The City shall contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	Note 1	Note 2	Note 3
Employee plus one	Note 1	Note 2	Note 3
Employee plus family	Note 1	Note 2	Note 3

Note 1: The Medical Benefit will be equal to the minimum established annually by CalPERS.

Note 2: Cafeteria Plan Benefit will be equal to the difference between the Medical Benefit and the Total Benefit.

Note 3: Effective January 1, 2018, the Total Benefit shall be $730.46 for employee only, $1533.02 for employee plus one, and $1960 for employee plus family. These amounts will increase by seven percent (7%) annually on January 1. Employees who purchase medical through the City are not entitled to cash-back.

Note 4: Employees hired before July 1, 2006, who qualify for the "employee" only tier shall receive a total benefit equal to the "employee plus one" tier.

5.1.3 If the CalPERS PORAC rate increase by more than fifteen percent (15%) in any given year, the City shall increase "Note 3" by fifty percent (50%) of the amount over the fifteen percent (15%) increase. Article 5.1.3 shall sunset on June 30, 2021.

5.1.4 Employees who provide proof of dual coverage under CalPERS or other qualified medical insurance program may decline to accept medical coverage and receive medical in lieu. Employees who received medical in lieu of $565 per month as of July 1, 2017, shall continue to receive $565 per month; all other employees shall be eligible for medical in lieu of $405 per month.

5.1.5 Retirees who qualify for Medicare who enroll in CalPERS medical insurance must enroll in a CalPERS supplemental medical Plan.

5.2 Medical Insurance Upon Retirement

5.2.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan.

5.2.2 For employees who were hired before July 1, 2006, with five (5) or more years of continuous City service who either retire and are eligible to receive benefits under the City's PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

5.2.2.1 Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved;

5.2.2.2 Insurance benefits levels to retirees will be equal to the schedule reflected above. Retirees who were hired before July 1, 2006, will receive a benefit equal to the "Total Benefit" reflected in Note 3.

5.2.2.2.1 Retirees who were hired prior to July 1, 2006, have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees. In the immediate case, such retirees shall receive the combined value of the medical benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.

5.2.2.3 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan;

5.2.2.4 Health Insurance coverage will be coordinated with Medicare when retirees become eligible.

5.2.3 Employees who were hired on or after July 1, 2006, will receive medical insurance benefits in retirement as follows:

5.2.3.1 Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the "Medical Benefit" reflected in Note 1.

5.2.3.2 Retirement Health Savings Plan. The City of Woodland has established a program in which employees participate to save, on a tax-deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.

5.2.3.2.1 For employees hired on or after July 1, 2006, participation in the City's RHSP is mandatory.

5.2.3.2.2 Contributions: The City shall contribute fifty dollars ($50.00) per month to the employee's RHSP account; likewise, the employee shall contribute fifty dollars ($50.00) per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period. However, upon successful completion of probation, the City shall contribute a lump sum of fifty dollars ($50.00) per month for each month served in the employee's initial probation.

5.2.3.2.3 Initial Probationary Period. During an employee's initial probationary period with the City, neither the employee nor the City shall contribute to the employee's RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.

5.2.3.2.4 Conversion of Sick Leave. Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee's RHSP account. This results in all sick leave earned above 500 hours being changed to 4 hours per month (versus 8 hours) with the value of 4 hours of salary being contributed to the employee's RHSP account.

5.3 Sick Leave

5.3.1 Sick Leave Accumulation

Employees earn and accumulate sick leave at the rate of eight (8) hours per month. An employee continues to earn sick leave while on any paid leave. There shall be no limit to the amount of sick leave credit an employee may accrue.

5.3.2 Use of Sick Leave

5.3.3 An employee eligible for sick leave is granted such leave for the following reasons:

- Non-service-related illness or injury to the employee or physical or mental incapacity of the employee due to non-service-related illness or injury.
- Medical, dental office or hospital visits for examination, diagnosis, or treatment.
- Up to 48 hours sick leave off with pay may be granted in the event of illness or disability or birth or adoption of a child of the employee's immediate family.

5.4 Dental Insurance

5.4.1 The City will maintain the Delta Dental insurance program.

5.5 Vision/Optical

5.5.1 The City agrees to provide vision insurance to employees with a fifteen-dollar ($15.00) deductible.

5.6 Life Insurance

5.6.1 The City agrees to provide life insurance to employees with minimum benefit payable of fifty thousand dollars ($50,000).

5.7 Flexible Spending Account

5.7.1 The City agrees to maintain in effect a qualified plan under Internal Revenue Code Section 125 for using standby-taxed dollars for payment of child care expenses, dependent care expenses, as well as health, dental or other related qualifying expenses.

5.8 Use of Tobacco Products

5.8.1 Employees hired after July 1, 2006, shall refrain from the use of all tobacco products during the term of their employment with the City. This section also applies to smokeless tobacco products.

ARTICLE VI - LEAVES

6.1 Holidays

6.1.1 Employees will receive 8.3 hours per month of vacation leave in lieu of holiday time off. The use and limitations of this additional leave is subject to the same rules and regulations pertaining to vacation leave.

6.1.2 If during the term of this Agreement the City Council officially recognizes any new dates as City holidays the City shall increase the vacation leave totals of each represented employee by a corresponding number of hours.

6.2 Vacation

6.2.1 Employees who have sufficient accrued vacation shall have the option of receiving pay in lieu of time off for two (2) weeks of the accrued time, provided that they are taking at least one (1) consecutive week of vacation time off. Payment will be made at the straight time rate. No employee may buy-out more than two (2) weeks of vacation per fiscal year.

6.3 Vacation Accrual

6.3.1 Vacation accrual for employees shall be as follows:

Years of Service	Earned per Month
0 to 3 years	6.7 hours
4 to 5 years	8.7 hours
6 to 10 years	10 hours
11 to 15 years	12 hours
16 and over	14 hours

6.4 Vacation Accumulation

6.4.1 Employees with less than ten (10) years of service may carry a vacation leave balance of no more than three hundred twenty (320) hours past January 1 of each year. Employees with ten (10) years service or more may carry a vacation leave balance of no more than three hundred eighty-four (384) hours past January 1 of each year.

6.4.2 Vacation schedules shall be established with primary consideration for the needs of the City, but with as much regard as possible for the wishes of the employee. Leave may be taken only after it has been earned.

6.5 Sick Leave

6.5.1 City shall amend personnel rule language on use of sick leave as follows:

6.5.1.1 No lump sum payment shall be made for sick leave upon retirement, resignation, or discharge from employment with the City. Upon service retirement, however, accumulated sick leave shall be added to the length of time served for purposes of determining retirement benefits and shall include sick leave which accumulates during leave for non-service illness or injury.

6.6 Other Leave

6.6.1 All other leave is provided for in the Personnel Rules and Regulations.

6.7 Bereavement Leave

6.7.1 In the event of a death in the employee's immediate family, an employee may be granted time off charged to sick leave not to exceed five (5) working days.

6.8 Catastrophic Leave Bank

6.8.1 Employees may donate vacation, CTO or holiday leave to Catastrophic Leave Bank. Employees may receive donated time when:

a. the receiving employee faces financial hardship due to injury or prolonged illness, or due to the injury and/or prolonged illness of the employee's spouse or member of their immediate family; and
b. The receiving employee has exhausted all leaves.

6.8.2 The transfer of vacation, CTO, or holiday leave credits must be made in one (1) hour increments or more. Donations shall be made on a form to be developed by the City and signed by the donating employee. Donations are irrevocable.

ARTICLE VII - WORK HOURS

7.1 Sworn Schedule

7.1.1 Sworn employees shall work the 4/10 work schedule consisting of four (4) consecutive days of ten (10) hours per day. All days off shall be consecutive.

7.1.2 Shift schedules, including starting and stopping times will be designated by the Chief of Police or designee. Employees may be transferred to another shift with seventy-two (72) hours notice.

7.1.3 Paid leaves shall accrue at the current hourly rate. Time off shall be changed based upon the hours missed, i.e., one day equals ten (10) hours.

7.2 Non-Sworn 4/10 Work Schedule

7.2.1 CSOs assigned to Patrol and Investigations shall work the 4/10 work schedule consisting of four (4) consecutive days of ten (10) hours per day. All days off shall be consecutive.

7.2.2 Shift schedules, including starting and stopping times will be designated by the Chief of Police or designee. Employees may be transferred to another shift with seventy-two (72) hours notice.

7.2.3 Paid leaves shall accrue at the current hourly rate. Time off shall be changed based upon the hours missed, i.e., one day equals ten (10) hours.

7.3 Non-Sworn 9/80 Work Schedule

7.3.1 Non-Sworn employees shall work the 9/80 work schedule consisting of four (4) days of nine (9) hours per day and one (1) eight (8) hour day one week and four nine (9) hours days the next week.. All days off shall be consecutive.

7.3.2 Shift schedules, including starting and stopping times will be designated by the Chief of Police or designee. Employees may be transferred to another shift with seventy-two (72) hours notice.

7.3.3 Paid leaves shall accrue at the current hourly rate.

7.4 Lunch Periods

7.4.1 Sworn employees shall receive a paid lunch period.

7.4.2 CSOs assigned to patrol shall receive a paid lunch period.

7.4.3 Non-sworn employees shall receive an unpaid thirty (30) minute lunch period. Employees must have supervisor approval to work through their lunch period.

7.5 Alternate Work Schedules

7.5.1 In addition to the 4/10 or 9/80 work schedules, the Chief of Police may establish alternate work schedules.

7.5.2 For purposes of this section, alternate work schedules shall include, but not be limited to:

7.5.2.1 Alternate Work Week - A biweekly work schedule consisting of eighty (80) hours of work in no fewer than eight (8) work days, and with no more than ten (10) hours scheduled on any work day.

7.5.2.2 Flex Time Schedule - A weekly work schedule consisting of forty (40) work hours during five (5) workdays at other than traditionally scheduled hours for the assigned shift.

7.5.2.3 Other schedules approved by the Chief of Police.

7.5.2.4 Alternate work schedules may be discontinued by the Chief of Police at any time if it is determined that such schedules inhibit the efficiency or maintenance of City operations and/or services. At the request of affected employees, the Chief of Police shall meet and confer over the discontinuance of an alternate work schedule prior to terminating the schedule.

ARTICLE VIII - LIGHT/LIMITED DUTY

8.1 Light/Limited Duty

8.1.1 When due to injury or illness, whether or not the injury or illness is work related, an employee is unable to perform their usual duties, the employee may work in a light/limited duty capacity if the department determines such work is available.

8.1.2 An employee may work light/limited duty only upon authorization of the employee's attending physician or a properly appointed City physician, and only to the extent that the employee's illness or injury is not further aggravated by working in this capacity nor is a hazard created for other employees.

8.1.3 If light/limited duty is available, and the employee is cleared by an attending physician, or a properly appointed City physician to perform such work, the employee shall accept light/limited duty. Every reasonable effort will be made to allow the employee to work light/limited duty on the same shift to which they are assigned for up to a period of one (1) week. Following the one (1) week period, light/limited duty assignments will be made in accordance with the best interests of the department.

ARTICLE IX - PERS RETIREMENT

9.1 PERS Retirement

9.1.1 The City will continue its participation in the Public Employee's Retirement System (CALPERS).

9.1.2 Tier-1 Police Safety Members.

9.1.2.1 Police Safety Members hired on or before June l, 2012, shall receive the 3% @ 50 formula. highest twelve (12) months for final compensation determination, the Fourth Level of the 1959 Survivor's Benefit, Unused Sick Leave Option and Military Service Credit as Public Service.

9.1.2.2 These Police Safety Members shall pay the employees share of nine percent (9%) plus four point eight-eight-seven percent (4.887%) of the employer contribution via PERS contract amendment and another three (3%) percent of the employer share for a total of sixteen point eight-eight-seven percent (16.887%), on a pre-tax basis.

9.1.3 Tier-2 Police Safety Members.

9.1.3.1 Police Safety Members hired after June 1, 2012, and before January 1, 2013 or Classic members as defined by CalPERS, shall receive the 3% @ 55 formula, highest thirty-six (36) months for final compensation determination, the Fourth Level of the 1959 Survivor's Benefit, Unused Sick Leave Credit option and Military Service Credit as Public Service.

9.1.3.2 These Police Safety Members shall pay the employees share of nine percent (9%) plus four point eight-eight-seven percent (4.887%) of the employer contribution via PERS contract amendment and another three (3%) percent of the employer share for a total of sixteen point eight-eight-seven percent (16.887%), on a pre-tax basis.

9.1.4 Tier-3 Police Safety PEPRA Members

9.1.4.1 New Police Safety Members, as defined by CalPERS, hired on or after January 1, 2013, shall receive the 2.7% @ 57 •formula, thirty-six (36) months for final compensation determination the Fourth Level of the 1959 Survivor's Benefit Unused Sick Leave Credit option and Military Service as Public Service.

9.1.4.2 These Police Safety Members will pay half the total normal cost as determined annually CalPERS on a pre-tax basis.

9.2 Miscellaneous Members

9.2.1 The City will continue its participation in the California Public Employees' Retirement System (CalPERS).

9.2.2 Tier-1 Miscellaneous Members

9.2.2.1 Miscellaneous Members hired on or before December 5, 2012, shall receive the 2.7% @ 55 formula the Fourth Level of the 1959 Survivor's Benefit. highest twelve (12) months for final compensation determination, Military Service Credit as Public Service and the Unused Sick Leave Credit option.

9.2.3 These Miscellaneous Members shall pay the employees share of eight percent (8%) plus six percent (6%) of the employer contribution via PERS contract amendment for a total of fourteen percent (14%), on a pre-tax basis.

9.2.4 Tier-2 Miscellaneous Members

9.2.4.1 Miscellaneous Members hired after December 5, 2012, and before January 1, 2013 or Classic Members as defined by CalPERS shall receive the 2% @ 60 formula the Fourth Level of the 1959 Survivor's Benefit, highest thirty-six (36) months for final compensation determination Military Credit as Public Service, and the Unused Sick Leave Credit option.

9.2.4.2 These Miscellaneous Members shall pay the employees share of eight percent (8%) plus six percent (6%) of the employer contribution via PERS contract amendment for a total of fourteen percent (14%), on a pre-tax basis.

9.2.5 Tier-3 Miscellaneous PEPRA Members

9.2.5.1 New Miscellaneous Members as defined by CalPERS, hired on or after January l, 2013, shall receive the 2% @ 62 formula the Fourth Level of the 1959 Survivor's Benefit. highest thirty-six (36) months for final compensation determination, Military Service Credit as Public Service, and the Unused Sick Leave Credit option.

9.2.5.2 These Miscellaneous Members will pay half the total normal cost as determined by CalPERS on a pre-tax basis.

ARTICLE X - EMPLOYMENT PROBATION

10.1 Probation

10.1.1 New and promoted employees shall serve a probationary period. The probationary period shall be considered the last portion of the selection process. Its purpose is to allow the City Manager or, under his/her direction, the Police Chief, to observe and appraise the conduct, performance, attitude, adaptability and job knowledge of new or promoted employees and to determine whether the employee is fully qualified for the position.

10.1.2 The probationary period for new (Sworn) employees shall be one (1) year following successful completion of Police Academy training. The probationary period for new (Non-sworn) employees shall be one (1) year. Merit increases from initial hire step to the next step will occur after twelve (12) months on the basis of merit.

10.1.3 Any employee who has gained permanent status and thereafter accepts a promotion, may be rejected during the probationary period without cause. Said employee shall retain all other rights of a permanent employee in the classification held prior to promotion. Those rights can only be affected for cause. The probationary period for promoted employees shall be twelve (12) months.

10.1.4 The Police Chief may extend the probationary period in three (3) month increments not to exceed one (1) year if he feels additional time is necessary to adequately evaluate the employee.

ARTICLE XI - MEMORANDUM OF UNDERSTANDING

11.1 No Discrimination

11.1.1 The City and Association both agree not to discriminate against any employee because of membership or non-membership in the Association or because of any activities or lack of activity on behalf of the Association. Association activities shall not interfere with the normal operation of the City. Neither the City nor the Association shall discriminate for or against any employee or applicant for employment on account of race, color, creed, sex, national origin, age, physical handicap, or mental handicap which does not prevent an employee from meeting the minimum standards established.

11.2 Modification

11.2.1 There will be no alteration or modification of any provision contained in this Memorandum without the consent of all parties hereto.

11.3 Separability of Provisions

11.3.1 Should any section, clause or provision of this Memorandum be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Memorandum. In the event of such invalidation, the parties agree to meet and confer concerning substitute provisions for provisions rendered or declared illegal.

ARTICLE XII - MANAGEMENT RIGHTS

12.1 Management Rights

12.1.1 Nothing contained in this Memorandum of Understanding shall be construed to waive or reduce any rights of the City, which include, but are not limited to the exclusive rights: to determine the mission of its constituent department, commissions and boards, set standards of service; to determine the procedures and standards of selection for employment; to direct its employees; to maintain the efficiency of governmental operations; to determine methods, means and personnel by which government operations are to be conducted; to take all necessary actions to carry out its mission in emergencies, including overtime; and to exercise complete control and discretion over the technology of performing the work. City rights also include the right to determine the procedures and standards of selection for promotion, to relieve employees from duty because of lack of work or other legitimate reasons, to take disciplinary action, and to determine the content of job classifications.

12.1.2 The exercise by the City of the rights in the above paragraph does not preclude employees or their recognized organizations from filing a grievance regarding the practical consequences that decisions on such matters may have on wages, hours or other terms and conditions of employment.

ARTICLE XIII – AGENCY SHOP

13. Employees in Association

13.1 Employees covered by this MOU are required to either join the Woodland Police Officers'Association (WPOA) or pay a service fee within 30 days of being hired. If an employee elects neither option and does not qualify for the conscientious objection status set forth below; the City shall deduct the service fee from the employee's paycheck and remit to WPOA.

An employee who exercise's their rights under Government Code Section 3502.2 (c) shall be required, in lieu of periodic dues, initiation fees, or agency shop fees, to pay an amount equal to the dues to one of the nonreligious, no labor charitable funds exempt from taxation under Section 501(c)(3) of the Internal Revenue Code listed below:

a) National Law Enforcement Officers Memorial Fund.
b) California Police Memorial.
c) Concerns of Police Survivors.

ARTICLE XIV – SEPARATION FROM SERVICE

14.1 Dismissal

An employee in the classified service may be dismissed by the Appointing Authority as provided for in the personnel rules. Whenever it is the intention of the Appointing Authority to dismiss an employee in the classified service, the Assistant City Manager shall be notified.

14.1.1 Non-Disciplinary Dismissal

14.1.1.1 Inability to Perform Job Functions/Fitness for Duty
An employee with a disability (including a disability related to use of alcohol or drugs) or other condition which render the employee unable to perform the essential functions of his or her job with reasonable accommodation.

14.1.2 Disciplinary Dismissal
Shall be as set forth in Personnel Rule 14.

14.2 Lay-Off

14.2.1 General Policy
An employee in the classified service may be laid-off because of either the abolishment of his or her position or a determination by the City that there is a shortage of work or funds. The City Council shall determine when and in what classifications lay-offs are to occur. The Personnel Officer shall be responsible for the implementation of a lay-off order of the City Council in accordance with the procedures described herein.

14.2.2 Scope and Order of Lay-off
Lay-offs shall occur in inverse order of seniority date (as defined in Personnel Rule 13.2.5) within a job classification in the following order of employee status:

a. provisional
b. temporary part-time
c. temporary full-time
d. probationary employee
e. regular classified part-time
f. regular classified full-time

The Personnel Officer shall make an effort to transfer an employee who is affected by a lay-off to a vacant position for which the Personnel Officer determines the employee is qualified.

14.2.3 Notice of Lay-Off to employee Organization

When lay-offs are to occur, the Personnel Officer shall notify the applicable employee organization whose member(s) would be affected at the time the employees are notified.

14.2.4 Notice of Lay-Off to Employees

An employee to be laid-off shall be notified in writing of the impending action at least twenty (20) working days in advance of the effective date of the lay-off. The notice shall include the following information:

- Reason for lay-off
- Effective date of lay-off
- Employee rights as provided in these rules including all pertinent forms (e.g., LP-1, LP-2) and a copy of all Personnel Rules regarding the City's lay-off procedure.

14.2.5 Seniority Date

The seniority date of an employee shall be based upon time in classification for regular City employment or, in cases where there has been a break in continuous employment (other than any authorized leave), the recalculated date of hire as specified in Personnel Rule 6.1.2. Periods of approved leaves of absence shall be credited as continuous service with the City.

14.2.6 Seniority List

When the City Council has determined that lay-offs shall occur, the Personnel Officer shall prepare a seniority list for employees in affected classifications. The list shall place the employee with the most recent seniority date first, the employee with the next most recent seniority date second, and so forth. A copy of the list shall be made available to the impacted employee(s) and their employee organization(s).

14.2.6.1. Same Seniority Date:

In cases of the same seniority date, employees will first be rated according to the extent of their other City of Woodland service not otherwise considered for seniority. If no other City of Woodland service helps determine seniority, and if no other departmental policies or procedures establish seniority, then seniority shall be determined by lottery. The lottery should be conducted at the time of hire; but in absence of such, the Personnel Officer shall conduct a lottery to determine seniority for individuals with the same seniority date.

14.2.7 Reinstatement Following Lay-Off

For a period of twelve (12) months from the date an employee is laid-off due to non-disciplinary reasons the name of the employee shall be placed on a reinstatement list for the job classification held by the employee at the time of the lay-off. The Personnel Officer may extend reinstatement lists for up to an additional twelve (12) months. The time period for reinstatement shall be thirty-six (36) months in cases of demotion in lieu of lay-off. Placement on the reinstatement list shall be in order of seniority. Any vacancy occurring in a classification for which such a list has been developed shall be filled by the most senior person on the list provided that the following conditions are met:

a. the most senior person listed is still qualified for the classification; and
b. the most senior person listed is available and accepts the reinstatement offer; and
c. the City is not prohibited by law or court ruling from making the reinstatement on this basis.

A regular classified employee who has been laid-off may request that his or her name be placed on the reinstatement list for:

a. a lower class in his or her current job series, or
b. classification(s) held by the employee provided the employee meets the classification's current qualifications.

Such requests shall be made to the Personnel Officer within ten (10) working days of the employee's date of lay-off, using form LP-1 and shall be made in the manner specified by the Personnel Officer.

14.2.8 Removal of Names from Reinstatement Lists

The Personnel Officer may remove an employee's name from a reinstatement list if any of the following occur:

a. the individual indicates that he or she will be unable to return to employment with the City during the life of the list; or
b. the individual cannot be reached after reasonable efforts have been made to do so; or
c. the individual refuses three (3) reinstatement offers.

14.2.9 Rights and Responsibilities

In addition to others identified herein, employees affected by these procedures shall have the following rights:

Through prior arrangement with their immediate supervisor an employee who has been notified of their impending lay-off shall be granted reasonable time off without loss of pay to participate in a prescheduled interview or test for other employment. Additionally, through prior arrangement with their immediate supervisor, an employee may also use accrued vacation leave time to seek and apply for other employment.

14.2.10 Accrued Leave and COBRA Rights

An employee who has been laid-off shall be paid in full for their unused accrued vacation leave and unused compensation time on the effective date of the lay-off. An employee who has been laid-off may elect to continue health insurance coverage through the City of Woodland in accordance with COBRA regulations.

14.2.11 Employee Displacement

An employee who receives a notice of lay-off may displace either: an employee holding a lower classification in the laid-off employee's current series or an employee in a position previously held permanently in the City by the laid-off employee provided the employee:

a. has more City seniority than the employee to be displaced. Seniority shall be defined as time in classification plus time in higher classifications;
b. is willing to accept the reduced level of compensation, if any;
c. can meet the qualifications in effect on the date of the lay-off for the other classification;
d. requests displacement action within ten (10) days after receipt of the notification of lay-off using form LP-2, in the manner prescribed by the Personnel *Officer*.

14.2.12 Employee Reinstatement

When an individual is reinstated he or she shall be entitled to:

a. retain his or her seniority date with an adjustment for the period of lay-off. The employee shall not accrue employment seniority while on a reinstatement list.
b. accrue vacation leave currently in effect based on the recalculated hire date.
c. have any unused sick leave reinstated.
d. retain the same salary range and step they held at the time of the lay-off (if the individual is reinstated into the job classification from which he or she was laid-off).
e. be assigned to the salary range of the new classification in the step closest to the salary he or she earned at the time of the lay-off (for individuals reinstated into a job classification other than the classification from which they were laid-off).

14.2.13 Probationary Period During Lay-offs

An individual reinstated into the classification from which he or she was laid-off while still a probationary employee shall complete, upon return to the job, the remaining portion of their probationary period, if any, in effect at the time of the lay-off. Similarly, reinstated employees shall complete the appropriate work time necessary to attain a higher vacation leave accrual rate or to become eligible for a salary step increase, if such changes are possible.

14.2.14 Appeals

An employee may appeal actions taken or interpretations made pursuant to the procedures described in this Rule as provided in Personnel Rule 14.7. Determinations by the City Council relative to when and in what classifications lay-offs are to occur shall not be matters subject to the appeal procedures.

14.3 Interpretation

In applying this layoff procedure to employees the City shall:

a. Utilize a 24 month reinstatement period.
b. Allow individuals removed from a reinstatement list to be reinstated if there was valid reason(s) for the City being unable to contact them.
c. Break seniority ties by lottery.

14.4 Mediation

Prior to the submittal of a disciplinary appeal to the Personnel Board pursuant to Personnel Rule 14, either the City or appellant may request the matter be submitted to mediation. Upon such request, time limits shall be stayed pending completion of the mediation process. The State Mediation and Conciliation service shall be contacted to assign a mediator. The mediator shall, in a confidential process, attempt to help the City and appellant reach a mutually acceptable resolution. If no resolution is reached the appeal process shall continue as outlined in the Personnel Rules without reference to the mediation process or discussions

ARTICLE XV – ASSOCIATION TIME BANK

15.1 Association Time Bank

15.1.1 Association members shall donate three (3) hours of their vacation time, from the first pay period of each year to the Association Time Bank under the following guidelines:

The City shall deposit two hundred (200) hours annually on July 1, into the Association Time Bank.

15.1.2 Requests to use time from the bank must have prior approval from the President of the Association and made reasonably in advance. Approval will be subject to the operational necessity of the department.

15.1.3 Time may be used for:

a. Bargaining preparation.
b. Association meetings.
c. Association training/conferences.

ARTICLE XVI – REOPENERS

16.1 Military Leave Reopener

16.1.1 The Association and the City shall meet with all City bargaining units to establish military leave benefits, if an agreement is not reached by December 31, 2017, then the City and the Association shall meet and confer to establish military leave benefits to be added to this MOU. The addition of any military leave benefits must be reached by mutual agreement.

16.2 Medical Reopener

16.2.1 The Association agrees to reopen with the City prior to December 31, 2019, to evaluate replacing CalPERS medical with another provider. The elimination of CalPERS medical and replacement plan must be reached by mutual agreement.

16.3 Take-Home Vehicle Reopener

16.3.1 The Association and the City shall meet and confer prior to December 31, 2017, on the take-home vehicle policy. Changes to this Memorandum of Understanding must be reached by mutual agreement.

ARTICLE XVII OTHER COMPENSABLE ITEMS

17.1 Other Compensable Items Not Set Forth Herein

17.1.1 Other items not set forth herein which are compensable as terms and conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable on July 1, 2017, unless determined otherwise by the Woodland City Council in Accordance with law or required otherwise by law.

PASSED AND ADOPTED THIS ___ day of 2017 by the following vote:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

____
Mayor

STATE OF CALIFORNIA)
)
COUNTY OF YOLO)

I, Ana Gonzalez, City Clerk of the City of Woodland in Yolo County, California, hereby certify this Resolution to be a full, true and correct copy of the record of the action taken by the City Council of the City of Woodland, by vote of the members present, as the same appears in the official minutes of said Council at its meeting.

DATED: ________________

____
Ana Gonzalez, Woodland City Clerk

Exhibit A – Salary Schedule
Woodland Professional Police Officers Association
Effective July 1, 2017
2% Increase

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP
Community Services Officer *	Base	P	$3,605.77	$3,786.05	$3,975.35	$4,174.13	$4,382.83	$4,601.98	
Crime Prevention Specialist *	Base	P	$3,605.77	$3,786.05	$3,975.35	$4,174.13	$4,382.83	$4,601.98	
Police Officer **	Base	P	$5,477.98	$5,751.87	$6,039.47	$6,341.45	$6,658.52	$6,991.44	$7,341.02
Police Records Specialist *	Base	P	$3,200.44	$3,360.44	$3,528.48	$3,704.90	$3,890.15		
Senior Police Records Specialist *	Base	P	$3,520.48	$3,696.50	$3,881.33	$4,075.41	$4,279.19		

Effective January 1, 2018
1% Increase

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP
Community Services Officer *	Base	P	$3,641.82	$3,823.91	$4,015.10	$4,215.87	$4,426.66	$4,648.00	
Crime Prevention Specialist *	Base	P	$3,641.82	$3,823.91	$4,015.10	$4,215.87	$4,426.66	$4,648.00	
Police Officer **	Base	P	$5,532.76	$5,809.39	$6,099.86	$6,404.86	$6,725.10	$7,061.35	$7,414.43
Police Records Specialist *	Base	P	$3,232.45	$3,394.05	$3,563.76	$3,741.94	$3,929.05		
Senior Police Records Specialist *	Base	P	$3,555.68	$3,733.46	$3,920.14	$4,116.16	$4,321.98		

Future COLA's are contingent on CalPERS Unfunded Liability rates. Please refer to the City of Woodland published Salary Schedule.

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Memorandum of Understanding with the Woodland Police Mid-Management Association, covering the period from July 1, 2017 through June 30, 2020

Recommendation for Action: Staff recommends that the City Council Adopt Resolution No. _____, ratifying a three-year, Memorandum of Understanding with the Woodland Police Mid-Management Association, covering the period from July 1, 2017 through June 30, 2020.

Staff Contact

Sheila McShane, HR Manager - (530) 661-5807, Sheila.mcshane@cityofwoodland.org

Background

The previous agreement between the City of Woodland and the (WPMMA) expires on June 30, 2017. Negotiations began with WPMMA in June 2017. This new MOU implemented includes structural changes specific to health insurance and pension benefits to assist in mitigating City's exposure to future cost increases.

The tentative agreement was discussed with the City Council in closed session on June 6, 2017 and ratified by the WPMMA membership. Tonight's City Council action would formally ratify the terms of the new three-year agreement with the WPMMA.

Discussion

The new four-year labor agreement between the City and the WPMMA represents a successor contract to the prior agreement that expires June 30, 2016. Both parties negotiated in good-faith starting with a discussion of goals and objectives, followed by an exchange of specific proposals.

Staff believes that the resulting labor agreement reached with the WPMMA is consistent with direction and authority provided by the City Council in terms of both overall budget impacts and, significantly, maintaining and building upon the structural reforms identified as necessary to advance the Council's goal related to long-term fiscal stability. At the same time, the agreement has been structured to assist with the recruitment and retention of police department personnel charged with provision of essential city services related to police and emergency preparedness.

The following table summarizes the major terms of the negotiated agreement:

COLA's

Effective July 1, 2017 2.00%
Effective January 1, 2018 1.00%
Effective July 1, 2018 3% with a contingency based on CalPERS (possible additional of 0.5%)
Effective July 1, 2019 2% with a contingency based on CalPERS (possible additional of 2%)

Delete Pay for Performance Program and replace with POST/Education Incentives
POST Supervisory Certificate 2.5%
POST Management Certificate 2.5%
Master’s Degree or POST Command College 2.5%
Effective January 1. 2019 Master’s Degree or4 POST Command College will be 5%

Longevity Pay
Change in the schedule of Longevity pay. Employees are now eligible for 2.5% (of base rate) longevity pay after 12 (twelve) years instead of 15 (fifteen) years and an additional 2.5% (of base rate) at 17 (seventeen) years instead of 20 (twenty) year.

Health Insurance
Effective January 1, 2018 Health Insurance is a flat amount based on the 2017 Rates with a 5% increase each year.

Conclusion

Staff recommends that the City Council adopt Resolution No _____, to implement a three-year agreement (July 1, 2017 through June 30, 2020) with the Woodland Police Mid-Management Association.

Submitted by: Sheila McShane
Human Resources Manager

Paul Navazio, City Manager

Attachment: Resolution - Woodland Police Mid-Management Association MOU

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF WOODLAND

AND THE

WOODLAND POLICE MID-MANAGEMENT UNIT

July 1, 2017 to June 30, 2020

MEMORANDUM OF UNDERSTANDING
CONCERNING POLICE MID-MANAGEMENT UNIT EMPLOYEES OF THE
CITY OF WOODLAND

The City of Woodland and the Woodland Police Mid-Management employees by and through their authorized representatives, hereby ratify as and for a Memorandum of Understanding the attached Resolution entitled "A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for Police Mid-Management Employees" and the exhibits appended hereto, and recommend that the same be adopted by the City Council of the City of Woodland.
Representative of the Woodland

DATED: ___________________

____________________________	________________
Lieutenant Anthony Cucchi	Representative of the
Police Mid-Management Employees	City of Woodland

The foregoing Resolution and exhibits appended thereto hereby are approved by the City Council of the City of Woodland on this 18th day of July 2017

I

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CERTAIN TERMS AND CONDITIONS FOR POLICE MID-MANAGEMENT EMPLOYEES

TABLE OF CONTENTS

ARTICLE I GENERAL PROVISIONS

1 .0 Application

This Resolution applies to the employees employed by the City of Woodland in the following classifications:

Police Captain

Police Lieutenant

1 .1 Term

The term of this agreement is July 1, 2017 to June 30,2020

ARTICLE II COMPENSATION

2.1 Salary

2.1 .1 During the term of this agreement, represented employees shall receive the following adjustments to salary:

- Effective July 1, 2017: 2.00%
- Effective January 1, 2018: 1.00%
- July 1, 2018 3.00%
- Contingent on CalPERS Rate Increase. If CalPERS contribution amount for Unfunded Liability increases by less than 19% from 2017/18 to 2018/19, then COLA = 3.50%
- July 1, 2019 2.00%
- Contingent on CalPERS Rate increases. If CalPERS contribution amount for Unfunded Liability increases by less than 17% from 2018/19 to 2019/20 and less than 39% from 2017/18 to 2019/20, then COLA = 4.00%

2.2 Uniform Allowance

2.2.1 Bi-Annual Payments. Employees covered by this Resolution required by the Police Chief to wear a uniform shall receive Nine Hundred ($900) Dollars annually. Payment shall be made on biannual basis on August 1 and December 1. This uniform allowance is paid in advance. Should a represented employee leave employment after payment, a pro-rated portion of the advance uniform allowance payment will be deducted from final payments made by the City. Prorating shall be calculated on a whole month basis.

2.2.2 Body Armor. The City will replace soft body armor within six (6) months of the expiration of the manufacturer's warranty.

2.3 Longevity

2.3.1 Effective July 1, 2017
Employees with 12 years completed service will receive an additional 2.5% of base pay as a retention incentive; and

Employees with 17 years completed service will receive an additional five (5%) percent of base pay as a retention incentive (not cumulative).

2.4 Out of Class Work

2.4.1 Assignment to perform work of a higher level classification: Employees assigned by their supervisors to perform the essential duties of a higher-level classification shall receive an additional five percent (5%) of base pay as out of class compensation. Payment shall continue for the term of the assignment to the higher-level classification duties. Assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.

2.4.2 Assignment as Acting Department Head: In the case of assignment as an acting department head, the compensation shall be an additional ten percent (10%) of the base pay. Payment shall continue for the term of the assignment to the higher level classification duties. Acting assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.

2.4.3 Assignment of duties beyond the scope of employee's classification: Employees assigned to perform significant and additional duties outside the scope of their job description shall receive an additional five percent (5%) of base pay as special assignment pay.

2.5 Professional Growth Incentive

2.5.1 Employees covered by this Resolution are eligible to participate in the Professional Growth Incentive Program. Employees may receive a reimbursement for professional memberships, subscriptions, professional training (including travel, lodging and parking fees), attainment of academic degrees, and equipment limited to desktop computers or components (memory, hard drives, video cards, power supplies, mother boards), keyboards, monitors, computer mouse(s)/pointing devices, laptop/notebook/tablet computers, printers, City standard suite of office productivity software (currently Microsoft Office Suite), and personal digital assistants (PDA) and accessories, unless considered used mostly for personal entertainment. All such requests require advance approval by the City. Maximum reimbursement per fiscal year per employee shall be $625.00.

2.6 Bilingual Pay

2.6.1 Employees covered by this resolution shall be eligible for the City's Bilingual Policy. Employees meeting the policy's designation criteria shall receive additional compensation above their regular salary at a rate of $150 per month.

2.7 Certificate Pay

2.7.1 Employees shall receive an additional two and one-half (2.5%) percent of base pay for holding a POST Supervisory Certificate.

2.7.2 Employees shall receive an additional two and one-half (2.5%) percent of base pay for holding a Management Certificate.

2.7.3 Employees shall receive an additional two and half (2.5%) percent of base pay for holding a Master's Degree or have completed POST Command College.

Effective January 1, 2019 employees will receive an additional two and half (2.5%) percent of bas pay for holding a Master's Degree or have completed POST Command College for a total of five (5%) percent.

ARTICLE III - PERS RETIREMENT

3.1 PERS Retirement

3.1.1 The City will continue its participation in the Public Employee's Retirement System (CALPERS).

3.2 Tier-1 Police Safety Members.

3.2.1 Police Safety Members hired on or before June l, 2012, shall receive the 3% @ 50 formula. highest twelve (12) months for final compensation determination, the Fourth Level of the 1959 Survivor's Benefit, Unused Sick Leave Option and Military Service Credit as Public Service.

3.2.2 These Police Safety Members shall pay the employees share of nine percent (9%) plus four point eight-eight-seven percent (4.887%) of the employer contribution via PERS contract amendment and another three (3%) percent of the employer share for a total of sixteen point eight-eight-seven percent (16.887%), on a pre-tax basis.

3.3 Tier-2 Police Safety Members.

3.3.1 Police Safety Members hired after June 1, 2012, and before January 1, 2013 or Classic members as defined by CalPERS, shall receive the 3% @ 55 formula, highest thirty-six (36) months for final compensation determination, the Fourth Level of the 1959 Survivor's Benefit, Unused Sick Leave Credit option and Military Service Credit as Public Service.

3.3.2 These Police Safety Members shall pay the employees share of nine percent (9%) plus four point eight-eight-seven percent (4.887%) of the employer contribution via PERS contract amendment and another three (3%) percent of the employer share for a total of sixteen point eight-eight-seven percent (16.887%), on a pre-tax basis.

3.4 Tier-3 Police Safety PEPRA Members

3.4.1 New Police Safety Members, as defined by CalPERS, hired on or after January 1, 2013, shall receive the 2.7% @ 57 •formula, thirty-six (36) months for final compensation determination the Fourth Level of the 1959 Survivor's Benefit Unused Sick Leave Credit option and Military Service as Public Service.

3.4.2 These Police Safety Members will pay half the total normal cost as determined annually CalPERS on a pre-tax basis.

ARTICLE VI
MEDICAL AND RELATED BENEFITS

4.1 Medical Insurance

4.1.1 The City shall make available to all unit employees, the CalPERS medical insurance program. Employees shall have the option of enrolling in any of the plans provided by CalPERS. The city has the right to explore other options outside of CalPERS for Health Insurance. The Association reserves the right to meet and confer over any options.

4.1.2 For Employees hired before July 1, 2006, the City provides a two tier medical benefits program:

- Tier One: Employee Only and Employee plus One
- Tier Two: Employee plus Family

Employees hired before July 1, 2006 who provide proof of dual coverage under PERS or there medical insurance program may decline to accept medical coverage. These employees shall be eligible for a payment of $565 per month. Effective July 1, 2017, the eligible payment will be decreased to $405 per month. For those employees who are currently receiving the payment of $565 they will continue until they are no longer eligible for this benefit

For Employees hired on or after July 1, 2006, the City provides a three tier medical benefits program:

- Tier One: Employee Only
- Tier Two: Employee plus One
- Tier Three: Employee plus Family

Employees hired after July 1, 2006 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

Effective January 1, 2018, the City will provide a flat health premium contribution of 5% greater than the 2017 contribution. According to the following table:

Effective Date	Employee Only	Employee plus One	Family
January 1, 2018	$721.92	$1,443.82	$1,876.97
January 1, 2019	$758.013	$1,516.02	$1,970.82
January 1, 2020	$795.91	$1,591.82	$2,069.36

Note: However, if third Highest CalPERS Plan premium increases more than 20% over prior year's third Highest Plan, City health premium contribution will increase 8% over prior year contribution.

The City shall contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

4.1.3 Effective January 1, 2018 through December 31, 2018, the City shall contribute the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	$133.00	Note 1	$721.92
Employee plus one	$133.00	Note 1	$1,443.83
Employee plus family	$13300.	Note 1	$2,172.83

Note 1:Per paragraph 4.1.2 above, employees hired before July 1, 2006 who qualify for the “Employee only” tier shall receive medical insurance coverage and cafeteria plan benefit equal to the “Employee plus one” tier.

Note 2:The Medical Benefit will be equal to the minimum established by the CalPERS Board (currently $133 from the January 2018 table). It is anticipated that this amount will be adjusted annually based on changes to the medical component of the CPI.

Note 3:Cafeteria Plan benefit will be equal to the difference between the Medical Benefit and the Total Benefit.

Note 4: For years 2019, and 2020, the Total Benefits amounts are identified in paragraph 4.1.2 above

4.2 Medical Insurance Upon Retirement

4.2.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan. Dental, Vision and Long Term Disability Insurance is not provided to retirees.

4.2.2 For employees who were hired before July 1, 2006, with five (5) or more years of continuous City service who either retire and are eligible to receive benefits under the City's PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

4.2.2.1 Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved;

4.2.2.2 Insurance benefits levels to retirees will be equal to the schedule reflected in paragraph 4.2.1 above. Retirees who were hired before July 1, 2006, will receive a benefit equal to the "Total Benefit" reflected in 4.1 .4 above; however, provisions of paragraphs 4.12.1 and 4.12.2 do not apply to retired employees;

4.2.2.2.1 Retirees who were hired prior to July 1, 2006 have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees In the immediate case, such retirees shall receive the combined value of the medical benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.

4.2.2.3 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan;

4.2.2.4 Health Insurance coverage will be coordinated with Medicare when retirees become eligible; and

4.2.2.5 Dental, Vision and Long Term Disability Benefits will not be offered or provided to retirees.

4.2.3 Employees who were hired on or after July 1, 2006, will receive medical insurance benefits in retirement as follows:

4.2.3.1 Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the "Medical Benefit" reflected in 4.2.1 above; however, provision of paragraphs 4.3.1 do not apply to retired employees.

4.2.3.2 Retirement Health Savings Plan. As soon as practical following ratification of this MOU by the City Council, the City of Woodland will establish a program in which employees participate to save, on a tax deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.

4.2.3 4 For employees hired on or after July 1, 2006, participation in the City's RHSP is mandatory.

4.2.3.5. Contributions: The City shall contribute $50 per month to the employee's RHSP account; likewise, the employee shall contribute $50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period. However, upon successful completion of probation, the City shall contribute a lump sum of $50 per month for each month served in the employee's initial probation.

4.2.3.5 Initial Probationary Period. During an employee's initial probationary period with the City, neither the employee nor the City shall contribute to the employee's RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.

4.2.3.6 Conversion of Sick Leave. Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee's RHSP account. This results in all sick leave earned above 500 hours being changed to 4 hours per month (versus 8 hours) with the value of 4 hours of salary being contributed to the employee's RHSP account.

4.3 Life Insurance

4.3.1 Active Employees: The City shall continue to provide life insurance coverage in the amount of Fifty Thousand Dollars ($50,000).

4.3.2 Retirees shall be eligible for continued life insurance coverage subject to the following terms and conditions:

4.3.2.1 Employees 50 years old or older who "retire" from City Service but postpone application to receive PERS retirement benefits must pay the premiums for any continued life insurance coverage until the application for benefits is approved;

4.3.2.2 The City shall pay the premiums for eligible retired employees who have maintained the applicable life insurance coverage and whose application for PERS retirement benefits has been approved;

4.3.2.3 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan.\

4.4 Dental Insurance

4.4.1 City shall continue to provide employees identified in Section 1.0 of this Resolution and, at the employees request, any eligible dependents, coverage in the City's dental insurance plan provided to other employees. This benefit shall be paid by the City except where the plan requires the employee to pay a deductible or copayment.

4.5 Long Term Disability Insurance

4.5.1 All represented members will have $68.57 added to their monthly salary payment.

4.5.2 The City provides a monthly disbursement to the Police Mid-Management Association of $68.57 per member deducted from each employee's net pay (or such other amount as determined by the Association).

4.5.3 Police Mid-Management assumes responsibility of making long term disability payments and any other related benefits from the City provided payment.

4.5.4 The City's sole responsibility in the operation of the long-term disability insurance program shall be to deduct the designated amount. Police Mid-Management shall hold harmless and indemnify the City for any liability as a result of implementation of long-term disability insurance program.

4.6 Vision/Optical Insurance

4.6.1 The City shall provide employees covered by this Resolution with vision insurance.

4.7 Flexible Spending Account

The City agrees to establish a provision allowed by Section 125 of the Internal Revenue Code. Such account shall provide for pre-tax treatment of employee obligations for medical and dependent care costs.

4.7 Use of Tobacco Products

4.7.1 Employees hired after July 1, 2006 shall refrain from the use of all tobacco products during the term of their employment with the City. This section also applies to smokeless tobacco products.

ARTICLE V LEAVES

5.1 Vacation Leave

5.1 .1 The vacation leave earning rate shall be as follows:

Years of Service	Vacation Earned Per Month
0 to 3 years	6.7 hours (10 days/year)
4 to 5 years	8.7 hours (13 days/year)
6 to 10 years	10 hours (15 days/year)
1 1 to 15 years	12 hours (18 days/year)
16 years and over	14 hours (21 days/year)

5.1 .2 Employees with less than ten (10) years of service may carry over a vacation leave balance of no more than three hundred twenty (320) hours past January 1 of each year. Employees with ten (10) years of service or more may carry a vacation leave balance of no more than three hundred eighty-four (384) hours past January 1 of each year.

5.1.3 Employees who have sufficient accrued vacation shall have the option of receiving pay in lieu of time off for eighty (80) hours of the accrued time, provided that the employee is taking at least one (1) consecutive week vacation time off. Payment will be made at the straight time rate. No employee may buy-out more than eighty (80) hours of vacation per fiscal year.

5.1.4 The City will explore options for this unit to convert vacation over maximum to a Retiree Health Savings Plan Account. This will be subject to the rules of the plan and the unit will meet and confer on the final language.

5.2 Holidays

5.2. Each employee shall receive an additional 8.3 hours per month of vacation leave in lieu of holiday time off. The use and limitations of this additional leave are subject to the same rules and regulations pertaining to vacation leave.

5.3 Administrative Leave

5.3.1 Effective July 1 of each year of this agreement, represented employees in the classification in Section 1.0 above will receive fifty six (56) hours of administrative leave. This administrative leave shall be in addition to accrued vacation leave and other leaves provided by the City. Administrative leave shall be subject to the same rules for usage and accounting as vacation leave with the following exceptions:

5.3.1.1 Except as noted in 5.3.1.2 below, each employee may, at his/her request, have up to eighty (80) unused hours of the bank paid directly to him/her at their hourly rate of pay in effect at the time of the request.

5.3.1.2 Represented members who were appointed to the rank of Lieutenant or Captain after July 1, 2006, shall also receive fifty-six (56) hours of administrative leave each July 1.

5.3.2 In the Memorandum of Understanding that expired on June 30, 2006, ninety six (96) hours of administrative leave was provided to each represented employee; however, effective with the start of this MOU, forty (40) of the ninety six (96) hours were removed from Administrative Leave and the value added to base salary.

5.4 Catastrophic Illness or Iniury

5.4.1 Represented employees may donate portions of their vacation or administrative leave accumulations to other employees who have suffered catastrophic illness or injury. Employees receiving donation of time from other employees must first exhaust all available vacation, compensatory time, administrative leave and sick leave.

ARTICLE VI WORKING CONDITIONS

6.1 Work Hours

6.1.1 Work hours for represented employees shall be those agreed to between the employee and the Police Chief,

6.2 Probationary Period

6.2.1 The probationary period for employees hired or promoted into positions covered by this Resolution shall be one (1) year.

ARTICLE VII

7.1 Other Compensable Items Not Set Forth Herein

7.1.1 Other items not set forth herein which are compensable as terms and conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

PASSED AND ADOPTED the 18th day of July 2017 by the following vote:

AYES:Council Members

ABSTAIN:

ABSENT:

, Mayor

ATTEST:

Ana Gonzalez

City Clerk

Exhibit A – Salary Schedule

Woodland Professional Mid Management Association
Effective July 1, 2017

CLASSIFICATION	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Police Captain	$10,021.02	$10,522.08	$11,048.18	$11,600.60	$12,180.62	$12,789.65	$13,429.14	$14,100.60
Police Lieutenant	$9,117.52	$9,573.40	$10,052.07	$10,554.68	$11,082.42	$11,636.54	$12,218.37	$12,829.29

Exhibit
Salar
Sched
Woodl
Police M
Manage
Employ

Please
publish
City
Woodl
Salar
Sched

For Future Schedules please see the City of Woodland Published Salary Schedule.

City Hall
300 First Street
Woodland, CA 95695

Legislation Text

10.

File #: 17-0570, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Annexation of Property into the Community Facilities District 2004-1 (Spring Lake) and into the Spring Lake Maintenance Community Facilities District

Recommendation for Action: Staff recommends that the City Council:
(1) adopt Resolution No. _____, declaring its intent to annex property into Community Facilities District 2004-1 (Spring Lake) and setting a public hearing for August 22, 2017; and
(2) adopt Resolution No. _____, declaring its intent to annex property into the Spring Lake Maintenance Community Facilities District and setting a public hearing for August 22, 2017.

Staff Contact

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

Fiscal Impact

No direct fiscal impact results from this action. Once the property is annexed into the Community Facilities District 2004-1 (Spring Lake) and receives Building Unit Allocations, it will generate additional special tax revenue to be used to pay for debt service on outstanding Mello Roos bonds in Spring Lake. Annexation into the Spring Lake Maintenance Community Facilities District will generate additional revenues that contribute to maintenance of the Sports Park.

Background

In 2004, the City formed Community Facilities District (CFD) 2004-1 (Spring Lake) to allow for the issuance of debt to pay for construction of the necessary infrastructure for the Spring Lake Specific Plan (SLSP). The CFD boundaries at that time were established to include only those properties within the SLSP that had received Building Unit Allocations (BUAs) for development within the first release of Spring Lake. It was intended at that time that, as development progressed and additional releases of BUAs occurred, any properties outside the CFD boundaries would be required to annex as a condition of development.

The park requirement of the SLSP includes acquisition, development and maintenance of 56.4 acres of parks. Included in this acreage is 28 acres of the Sports Park. In 2005 the Spring Lake Maintenance CFD was formed as a mechanism to collect the required costs to meet the maintenance requirement of the Sports Park acreage. The boundaries of this CFD are identical to those of the CFD 2004-1, and future development was likewise intended to annex into this CFD.

Discussion

The tentative map for BHKKS, LLC (owners of the property known as "Oyang North") included conditions of approval that require the property to annex into both the CFD 2004-1 and the Spring Lake Maintenance CFD. The property owners have requested to proceed with annexation.

The first step of the annexation is to approve the Resolutions of Intent to annex this territory into the boundaries of each CFD and to call for public hearings on August 22, 2017 regarding the annexation. Following the public hearings, the property owner being annexed into the CFD will vote to approve the annexations. Because there is only one property owner, they are permitted to, and have indicated that they will, waive the statutory time limits on the election steps so that it may occur immediately following the public hearing.

Maps of the revised CFD boundaries are attached as exhibits to their respective resolutions.

Conclusion

Staff recommends that the City Council:

(1) adopt Resolution No. _____, declaring its intent to annex property into Community Facilities District 2004-1 (Spring Lake) and setting a public hearing for August 22, 2017; and

(2) adopt Resolution No. _____ declaring its intent to annex property into the Spring Lake Maintenance Community Facilities District and setting a public hearing for August 22, 2017.

Prepared by: Kim McKinney, Finance Officer

Paul Navazio, City Manager

Attachments: Resolution of Intention - CFD 2004-1 (including Exhibits)
Resolution of Intention - Spring Lake Maintenance CFD (including Exhibits)

CITY OF WOODLAND

RESOLUTION NO. _______
A RESOLUTION OF INTENTION TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT 2004-1 (SPRING LAKE) AND TO LEVY A SPECIAL TAX TO PAY FOR CERTAIN PUBLIC FACILITIES

Annexation No. 2

WHEREAS, pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), the City Council (the "City Council") of the City of Woodland (the "City"), on June 22, 2004 approved Resolution No. 4559 forming the City of Woodland Community Facilities District No. 2004-1 (Spring Lake) (the "CFD");

WHEREAS, the City Council called a special election for June 22, 2004, at which the questions of levying a special tax, establishing an appropriations limit with respect to the CFD, and the incurrence of a bonded indebtedness of the CFD were submitted to the qualified electors within the CFD;

WHEREAS, on June 22, 2004, the City Council adopted Resolution No. 4560 determining the results of the special election and finding that more than two-thirds (2/3) of all votes cast at the special election were cast in favor of the propositions presented, and such propositions passed; and

WHEREAS, the City Council has determined, because of the proposed development of certain property within the City, to initiate proceedings for the annexation of such property to the CFD in accordance with the Act.

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

<u>Section 1</u>. <u>Description of Territory to be Annexed</u>. Public convenience and necessity require, and this City Council proposes and intends, that the City annex certain territory to the CFD. The territory to be annexed is described in a map entitled "Annexation Map No. 2 of Community Facilities District No. 2004-1 (Spring Lake), City of Woodland, Yolo County, California," which is on file with the City Clerk. The City Clerk is hereby authorized and directed to endorse the certificates set forth on the map and to record the map in accordance with the provisions of Section 3111 of the Streets and Highways Code of the State of California.

<u>Section 2</u>. <u>Description of Territory Included in Existing CFD</u>. The boundaries of the territory currently included in the CFD are described (i) in a map entitled "Community Facilities District 2004-1 Boundary Map," approved by the City Council in Resolution No. 4536 and recorded on June 7, 2004, in Book 2004 at Page 2 of Maps of Assessment and Community Facilities Districts, in the office of the County Recorder of Yolo County, and (ii) in a map entitled "Annexation Map No. 1 of Community Facilities District 2004-1 (Spring Lake), City of Woodland, Yolo County, California," approved by the City Council in Resolution No. 6401 and recorded on April 9, 2015, in Book 2015 at Page 43 of Maps of Assessment and Community Facilities Districts, in the office of the County Recorder of Yolo County.

Section 3. Description of Facilities. The facilities proposed to be financed by the CFD (the "Facilities") are described in Exhibit A hereto. The cost of the facilities includes all costs associated with the annexation, the determination of the amount of any taxes, and collection of any taxes; all costs otherwise incurred in order to carry out the authorized purposes of the CFD, and any other expenses incidental to the provision of the services.

Section 4. Determination Regarding Demands for Services. In accordance with Government Code Section 53326(b), the City Council finds and determines that the proposed Facilities are necessary to meet increased demands put upon the City as the result of new development occurring within the territory proposed to be annexed to the CFD.

Section 5. Plan for Sharing Facilities in Common with the Existing CFD. The Facilities that are financed and provided from taxes collected in the CFD will be used by residents of the current CFD and residents of the territory proposed to be annexed (or shared between them) on the same basis.

Section 6. Specification of Special Taxes to be Levied. Except where funds are otherwise available, a special tax sufficient to pay the costs of the Facilities for all services to be provided in or for the territory to be annexed, and secured by a continuing lien against all nonexempt real property in the CFD, will be annually levied within the territory proposed to be annexed to the CFD. The rate, method of apportionment, and manner of collection of such special tax (the "Special Tax Formula") is set forth in Exhibit B hereto in sufficient detail to allow each landowner or resident within the territory proposed to be annexed to the CFD to estimate the maximum annual amount that such person will be required to pay.

Section 7. No Alteration of the Special Tax Levied in the Existing CFD. No alteration of the special tax currently levied within the existing boundaries of the CFD is proposed.

Section 8. Tax Subject to Election. The levy of the special tax shall be subject to the approval of the qualified electors of the territory proposed to be annexed to the CFD at a special election to be held in the City for such purpose.

Section 9. Private Leaseholds in Public Property. Pursuant to Government Code section 53340.1, the special tax shall be levied against all leasehold or possessory interests in property owned by a public agency, if such leasehold or possessory interest is held by a non-exempt person or entity.

Section 10 Special Tax Formula. The Finance Director is hereby directed to review the proposed annexation and, if necessary, update the Special Tax Formula on file with the City in order to adequately meet the needs of the territory proposed to be annexed.

Section 11. Notice of Hearing. The City Council hereby fixes 6:00 p.m., or as soon thereafter as practicable, on Tuesday, August 22, 2017, at the regular meeting place of the City Council, City Hall, 300 First Street, Woodland, California, as the time and place for a public hearing on the annexation of territory to the CFD.

Section 11. Publication of Notice of Hearing. The City Clerk shall publish a notice of the hearing once in a newspaper of general circulation in the territory proposed to be annexed to the CFD. Publication shall be completed at least seven days prior to the hearing.

Section 12. Content of Notice. Notice of the hearing shall be in substantially the form attached hereto as Exhibit C.

Section 13. Description of Proposed Voting Procedure. If, at the conclusion of the proposed hearing, the City Council determines to proceed with the annexation, the City Council will order an election to be held by the qualified electors of the territory proposed to be annexed by mailed ballot, with each qualified elector having one vote for each acre or portion of an acre of land that such elector owns, on the questions of levying the special tax and establishing an appropriations limit.

Section 14. City Clerk to Conduct Election. The City Council hereby appoints the City Clerk as the election official to conduct any mailed ballot election held in these proceedings.

Section 15. Effective Date. This resolution shall take effect immediately upon its passage.

APPROVED, PASSED, AND ADOPTED on July 18, 2017, by the following vote:

AYES:

NOES:

ABSENT:

____
City Clerk of the City of Woodland

EXHIBIT A

CITY OF WOODLAND
COMMUNITY FACILITIES DISTRICT NO. 2004-1
(Spring Lake)

LIST OF AUTHORIZED FACILITIES

A. <u>PUBLIC IMPROVEMENTS</u>

The following improvements represent the primary facilities that are authorized to be constructed with Mello-Roos CFD Special Tax proceeds. These facilities are representative of the authorized local infrastructure required for development of the Spring Lake Specific Plan area.

(1) <u>Sewer System Improvements</u>

Authorized facilities include any and all sewer system improvements designed to serve the development needs of the Spring Lake area. These facilities may include major collection system, sewer lines (gravity lines and force main), lift station, water wells (for the flushing of sewer lines), maintenance roads, and all other appurtenances related to sewer system improvements.

(2) <u>Water System Improvements</u>

Authorized facilities include any and all water transmission main improvements designed to serve the development needs of the Spring Lake area. These facilities may include water wells, pumping systems, transmission mains, and any other appurtenances related to water system improvements.

(3) <u>Drainage Improvements</u>

Authorized facilities include any or all off –site drainage and storm water conveyance improvements designed to serve the needs of development within the CFD. These facilities include, but are not limited to: pipeline and appurtenances; drainage channels; detention basins/ponds; temporary drainage facilities; water quality improvements (including basins); and related drainage system improvements.

(4) <u>Park Improvements</u>

Authorized facilities include any and all park improvements designed to serve the needs of the Spring Lake area. These facilities may include neighborhood and sports parks, including the development of parks, parkways, bike trails, paths, open space, playing facilities, and any other appurtenances related to park improvements.

(5) <u>Transportation Improvements</u>

Authorized facilities include, but may not be limited to, the following transportation-related improvements:

- Portions of Gibson Road
- Portions of County Road 102
- Portions of Pioneer Avenue
- Parkway Drive
- Portions of East Street
- Portions of County Road 25A
- Portions of County Road 101
- County Road 24C
- Farmer's Central Road

Eligible transportation-related facility improvements include, but are not limited to: grading and paving; existing pavement removal; joint trenches; utility relocations and underground utilities; curbs; gutters; bridge and/or box culvert crossings; street lights and signalization; signage and striping; and median landscaping related thereto.

B. OTHER EXPENSE

In addition to the above facilities, other incidental expenses as authorized by the Mello-Roos Community Facilities Act of 1982, including, but not limited to: the cost of planning, permitting, and designing the facilities (including the cost of environmental evaluation and environmental remediation/mitigation); land acquisition for authorized CFD facilities; project management; construction staking, utility relocation and demolition cost incident to the construction of the public facilities; cost associated with the creation of the Mello-Roos CFD: issuance of bonds: determination of the amount of taxes; collection of taxes; payment of taxes; or costs otherwise incurred in order to carry out the authorized purposes of the CFD; reimbursements to parties funding infrastructure facilities serving development within the CFD; and, any other expenses incidental to the construction, completion, and inspection of the facilities.

EXHIBIT B

CITY OF WOODLAND
COMMUNITY FACILITIES DISTRICT NO. 2004-1
(Spring Lake)

RATE, METHOD OF APPORTIONMENT, AND MANNER OF COLLECTION OF SPECIAL TAX

A Special Tax applicable to each Assessor's Parcel in Community Facilities District No. 2004-1 (Spring Lake) [herein "CFD No. 2004-1"] shall be levied and collected according to the tax liability determined by the City Council, through the application of the appropriate amount or rate for Taxable Property, as described below. All of the property in CFD No. 2004-1, unless exempted by law or by the provisions of Section F below, shall be taxed for the purposes, to the extent, and in the manner herein provided, including property subsequently annexed to CFD No. 2004-1 unless a separate Rate, Method of Apportionment, and Manner of Collection of Special Tax is adopted for the annexation area.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Acre or Acreage" means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable Final Map, parcel map or other map recorded in the County Recorder's Office.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, (commencing with Section 53311), Part 1, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means any or all of the following: the fees and expenses of any fiscal agent or trustee (including any fees or expenses of its counsel) employed in connection with any Bonds, and the expenses of the City carrying out its duties with respect to CFD No. 2004-1 and the Bonds, including, but not limited to, costs of levying and collecting the Special Tax, the fees and expenses of legal counsel, charges levied by the County Auditor's Office, Tax Collector's Office, and/or Treasurer's Office, costs related to annexing property into CFD No. 2004-1, costs related to property owner inquiries regarding the Special Tax, amounts needed to pay rebate to the federal government with respect to the Bonds, costs associated with complying with any continuing disclosure requirements for the Bonds and the Special Tax, and all other costs and expenses of the City in any way related to the establishment or administration of CFD No. 2004-1.

"Administrator" shall mean the person or firm designated by the City to administer the Special Tax according to this Rate and Method.

“Affordable Cluster Unit” means a residential unit that is smaller and built at a higher density than indicated by the Specific Plan Land Use Designation for the Parcel in order to meet the City’s affordable housing requirements. The City shall determine, in its sole discretion, whether Affordable Cluster Units are included in each Final Map that is submitted to the City for approval.

“Affordable Multi-Family Property” means a Parcel of Multi-Family Property that is either deed-restricted to maintain the affordability of the residential units within the building or, in the City’s sole discretion, otherwise qualifies as affordable housing.

“Assessor’s Parcel” or **“Parcel”** means a lot or parcel shown on an Assessor’s Parcel Map with an assigned Assessor’s Parcel number.

“Assessor’s Parcel Map” means an official map of the County Assessor designating parcels by Assessor’s Parcel number.

“Attachment 1” means Attachment 1 to this Rate and Method, which will be updated regularly by the Administrator as Successor Parcels are created within CFD No. 2004-1, Expected Units/Acres are transferred among Parcels, and additional BUAs are assigned to Parcels above the amount assigned as of CFD Formation.

“Base Maximum Special Tax” means the Maximum Special Tax for each Specific Plan Land Use Designation, as shown in Section C.1 below, that was used to assign the Maximum Special Tax to each Original Parcel at CFD Formation. The Base Maximum Special Tax for Residential Units shown in Section C.1 is also intended to be the final Maximum Special Tax that will be in effect when a Residential Unit is sold to a homeowner, although the actual Maximum Special Tax per Residential Unit may be higher if a mandatory prepayment is not received to offset a Unit/Acre Deficit, as set forth in Section C.3a below.

“Bonds” means any bonds or other debt (as defined in Section 53317(d) of the Act), whether in one or more series, issued by the City for CFD No. 2004-1 under the Act.

“BUA” means the single family residential building unit allocations assigned by the City to Parcels within CFD No. 2004-1 pursuant to Chapter 26 of the City of Woodland Municipal Code.

“BUA Release” means that the City has allocated additional BUAs to Parcels in CFD No. 2004-1 and, because of the BUA Release, additional Residential Units or High Density Acres can be developed on such Parcels.

“Capitalized Interest” means funds in any capitalized interest account available to pay debt service on Bonds.

“CFD Formation” means the date on which the Resolution of Formation to form CFD No. 2004-1 was adopted by the City Council.

"City" means the City of Woodland.

"City Council" means the city council of the City of Woodland, acting as the legislative body for CFD No. 2004-1.

"County" means the County of Yolo.

"Developed Property" means, in any Fiscal Year, any Parcel of Taxable Property in CFD No. 2004-1 for which a building permit was issued prior to January 1 of the preceding Fiscal Year.

"Development Rights" means, for any Parcel within CFD No. 2004-1, either of the following (i) that BUAs have been assigned to the Parcel based on a BUA Release that has already taken place, (ii) on which single family detached or single family attached affordable units can be built without BUAs being assigned for such units, or (iii) that the Parcel, or a portion thereof, is High-Density Property pursuant to the definition set forth below.

"Duplex/Half-Plex Property" means, in any Fiscal Year, any Parcel of Developed Property for which a building permit was issued for construction of a residential dwelling unit that shares a common wall with one other residential unit.

"Expected Units/Acres" means the number of Residential Units or High-Density Acres within each Specific Plan Land Use Designation that are expected on an Original Parcel in CFD No. 2004-1. The Expected Units/Acres for each Original Parcel as of CFD Formation are shown in Attachment 1 of this Rate and Method. In relation to Successor Parcels, "Expected Units/Acres" means the number of Residential Units or High Density Acres within each Specific Plan Land Use Designation that was assigned by the Administrator to the Successor Parcel when the Original Parcel was subdivided.

"Expected Maximum Special Tax Revenues" means the amount of revenue that would be available in any Fiscal Year if the Maximum Special Tax were levied on the Expected Units/Acres. The Expected Maximum Special Tax Revenues for each Original Parcel as of CFD Formation are shown in Attachment 1 of this Rate and Method. The Administrator shall update the Expected Maximum Special Tax Revenues for each Parcel within the CFD after each BUA Release, and the Administrator shall update Attachment 1 to keep a current record of the Expected Maximum Special Tax Revenues within the CFD.

"Final Map" means a final map, or portion thereof, approved by the County pursuant to the Subdivision Map Act (California Government Code Sections 66410 *et seq.*) that creates Residential Lots. The term "Final Map" shall not include any Assessor's Parcel Map or subdivision map or portion thereof that does not create Residential Lots, including Assessor's Parcels that are designated as remainder parcels.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"High Density Acres" means the Acreage of High Density Property.

“High-Density Property” means property with a Specific Plan Land Use Designation of R-15, R-20 or R-25.

“Maximum Special Tax” means the maximum Special Tax, determined in accordance with Section C, that can be levied in any Fiscal Year.

“Multi-Family Property” means, in any Fiscal Year, any Parcel of Developed Property for which a building permit was issued for construction of a residential structure with three or more residential units that share common walls, all of which are offered for rent to the general public.

“Original Parcel” means an Assessor’s Parcel in CFD No. 2004-1 at the time of CFD Formation or added to the CFD upon annexation, as identified in Attachment 1 (which shall be updated after each annexation). A Successor Parcel that is being further subdivided shall also be considered an Original Parcel for purposes of determining the Maximum Special Taxes pursuant to Section C below.

“Proportionately” means that the ratio of the actual Special Tax levied in a Fiscal Year to the Maximum Special Tax authorized to be levied in that Fiscal Year is equal for all Assessor’s Parcels within a class of property (Developed Property, Small Lot Tentative Map Property or Undeveloped Property).

“Public Property” means any property within the boundaries of CFD No. 2004-1 that is owned by the federal government, State of California, City, County or other public agency.

“Rate and Method” means this Rate, Method of Apportionment, and Manner of Collection of Special Tax.

“Residential Lot” means a Parcel within a Final Map on which an individual Residential Unit, single family attached building, condominium unit, or multi-family building can be constructed without further subdivision of the Parcel.

“Residential Unit” means a single family detached residential dwelling unit or, for Duplex/Half-Plex Property, an individual residential dwelling unit that shares a common wall with another unit.

“Small Lot Tentative Map” means a map that is made for the purpose of showing the design of a proposed subdivision, including the individual Residential Lots that are expected within the subdivision, as well as the conditions pertaining thereto. A Small Lot Tentative Map is not based on a detailed survey of the property within the map and is not recorded at the County Recorder’s Office to create legal lots.

“Small Lot Tentative Map Property” means, in any Fiscal Year, all Parcels which are included within a Small Lot Tentative Map that was approved by June 30 of the prior Fiscal Year (including any such maps that have subsequently expired), and which have not yet become Developed Property.

"Special Tax" means any tax levied pursuant to the Act on property within CFD No. 2004-1.

"Special Tax Requirement" means the amount necessary in any Fiscal Year to: (i) pay the principal of and interest on Bonds that is due in the calendar year that begins in such Fiscal Year; (ii) create and/or replenish reserve funds for the Bonds; (iii) cure any delinquencies in the payment of the principal of or interest on Bonds that have occurred in the prior Fiscal Year or, based on existing delinquencies in the payment of Special Taxes, are expected to occur in the Fiscal Year in which the tax will be collected; (iv) pay Administrative Expenses; and (v) pay the costs of public improvements and public infrastructure authorized to be financed by CFD No. 2004-1. The amounts referred to in clauses (i) and (ii) of the preceding sentence may be reduced in any Fiscal Year by: (i) interest earnings on or surplus balances in funds and accounts for the Bonds to the extent that such earnings or balances are available to apply against debt service pursuant to a Bond indenture, Bond resolution, or other legal document that sets forth these terms; (ii) proceeds from the collection of penalties associated with delinquent Special Taxes; and (iii) any other revenues available to pay debt service on the Bonds as determined by the Administrator.

"Specific Plan Land Use Designation" means the land use designation dictated by the Spring Lake Specific Plan, as determined in the sole discretion of the City. For purposes of designating the Expected Land Uses in Attachment 1, Duplex/Half-Plex Property and Affordable Cluster Units shall also be considered a Specific Plan Land Use Designation.

"Successor Parcel" means a Parcel of Taxable Property created from an Original Parcel or another Successor Parcel by subdivision or lot line adjustment.

"Taxable Non-Residential Property" means, in any Fiscal Year, any Assessor's Parcel of Developed Property that: (i) had a building permit issued prior to January 1 of the prior Fiscal Year for construction of a commercial or industrial building, and (ii) had, in prior Fiscal Years, been developed and taxed as residential property or designated for Residential Units or High-Density Acres in the Spring Lake Specific Plan. If a Parcel that had been designated for Residential Units or High-Density Acres is subsequently designated for non-residential development, the Parcel will not become Taxable Non-Residential Property <u>if</u>, in the City's sole discretion, the Expected Units/Acres from that Parcel were shifted to another Parcel with no resulting decrease in the Expected Maximum Special Tax Revenues associated with those Expected Units/Acres.

"Taxable Property" means any Assessor's Parcel within the boundaries of CFD No. 2004-1 that is not exempt from the Special Tax pursuant to law or Section F below.

"Undeveloped Property" means, in any Fiscal Year, any Parcel of Taxable Property within CFD No. 2004-1 that is not Developed Property or Small Lot Tentative Map Property, as defined above.

"Unit/Acre Deficit" means the difference between the Expected Units/Acres within each Specific Plan Land Use Designation for a particular Parcel and the number of Residential Units and High-Density Acres within each Specific Plan Land Use Designation indicated on a Final Map for the Parcel to the extent such Unit/Acre Deficit is not offset by a Residential Unit or High-Density Acre transfer pursuant to Section C.5 of this Rate and Method. The City shall determine, in its sole discretion, whether a Unit/Acre Deficit exists pursuant to the steps set forth in Section C below.

B. DATA FOR ANNUAL ADMINISTRATION OF SPECIAL TAX

On or about July 1 of each Fiscal Year, the Administrator shall identify the current Assessor's Parcel numbers for Taxable Property within CFD No. 2004-1. Each Fiscal Year, the Administrator shall also (i) categorize each Parcel of Taxable Property as Developed Property, Small Lot Tentative Map Property or Undeveloped Property, (ii) determine if Parcels of Multi-Family Property are Affordable Multi-Family Property, (iii) determine if there are Parcels of Taxable Non-Residential Property in CFD No. 2004-1, and (iv) calculate the Special Tax Requirement for the Fiscal Year.

In addition, on an ongoing basis, the Administrator shall track the subdivision of Original Parcels and Successor Parcels within CFD 2004-1, meet with the City to determine how the Expected Units/Acres should be allocated among Successor Parcels, determine if there has been an additional BUA Release, determine whether transfers of Expected Units/Acres have occurred pursuant to Section C.5 below, and update Attachment 1 to reflect new Parcel numbers and the current allocation of Expected Units/Acres among the Parcels.

In any Fiscal Year, if it is determined that (i) a parcel map for a portion of property in CFD No. 2004-1 was recorded after January 1 of the prior Fiscal Year (or any other date after which the Assessor will not incorporate the newly-created Parcels into the then current tax roll), (ii) because of the date the parcel map was recorded, the Assessor does not yet recognize the new Parcels created by the parcel map, and (iii) one or more of the newly-created Parcels meets the definition of Developed Property, the Administrator shall calculate the Special Tax for the property affected by recordation of the parcel map by determining the Special Tax that applies separately to each newly-created Parcel, then applying the sum of the individual Special Taxes to the Original Parcel or Successor Parcel that was subdivided by recordation of the parcel map. Similarly, if a portion of a Parcel is included in an approved Small Lot Tentative Map while the remainder of the Parcel is Undeveloped Property, the Administrator shall separately calculate the Special Tax that applies to the Small Lot Tentative Map Property and the Undeveloped Property within the Parcel, and the Special Tax levied on the Parcel shall be the sum of the two figures.

C. MAXIMUM SPECIAL TAX

1. Base Maximum Special Tax

The Fiscal Year 2004-05 Base Maximum Special Taxes shown in Table 1 below were used to determine the Expected Maximum Special Tax Revenues from each Original Parcel as of CFD

Formation and shall be used to allocate the Maximum Special Tax to Successor Parcels as explained below in this Section C.

TABLE 1	
Zoning Designation	**Base Maximum Special Tax (Fiscal Year 2004-05)***
R-3	$1,975 per Residential Unit
R-4	$1,900 per Residential Unit
R-5	$1,700 per Residential Unit
R-8	$1,400 per Residential Unit
Duplex/Half-Plex Property	$1,400 per Residential Unit
Affordable Cluster Units	$667 per Residential Unit
R-15	$10,000 per Acre
R-20	$9,200 per Acre
R-25	$9,200 per Acre

On July 1, 2005 and on each July 1 thereafter, the Maximum Special Taxes shown in Table 1 shall be increased by an amount equal to 2.0% of the amount in effect for the prior Fiscal Year.

Once a Special Tax has been levied on a Parcel of Developed Property, the Maximum Special Tax applicable to that Parcel shall not be reduced in future Fiscal Years regardless of changes in land use on the Parcel. Notwithstanding the foregoing, the actual Special Tax levied on a Parcel of Developed Property in any Fiscal Year may be less than the Maximum Special Tax if a lower Special Tax is calculated pursuant to Step 1 in Section D below.

2. Original Parcels

The Maximum Special Tax as of CFD Formation for each Original Parcel in CFD No. 2004-1 is identified in Attachment 1. Thereafter, the Parcels and Expected Units/Acres within each Specific Plan Land Use Designation and the Maximum Special Tax assigned to each Original Parcel may be revised due to lot line adjustments, tentative map revisions, changes in BUA assignments, rezonings, an additional BUA Release or Expected Unit/Acre transfers (as discussed in Section C.5 below) as long as such revisions do not reduce the Expected Maximum Special Tax Revenues available within the CFD. Revisions to the number of Expected Units/Acres shall be allowed at the City's discretion after receipt of a written request from the owners of Parcels affected by the revision.

3. Successor Parcels

When a Final Map is submitted to the City that will result in the subdivision of an Original Parcel, the Administrator shall compare the land uses proposed for the Successor Parcels to the land uses that had been expected for the Original Parcel, based on reference to Attachment 1. ***Prior to approval of the Final Map***, the Maximum Special Tax shall be determined for each Successor Parcel as follows:

a. All Successor Parcels are Residential Lots

If all Successor Parcels are Residential Lots, the Maximum Special Tax for each Successor Parcel shall be determined as follows:

(i) If the total number of Residential Units and High-Density Acres within each Specific Plan Land Use Designation proposed on the Successor Parcels is ***greater than or equal to*** the Expected Units/Acres for that Original Parcel (as shown in Attachment 1), the Maximum Special Tax for each Successor Parcel shall be determined by multiplying the Base Maximum Special Tax for each Specific Plan Land Use Designation from Table 1 above by the number of Residential Units and High-Density Acres within each Specific Plan Land Use Designation expected on each Successor Parcel.

(ii) If the total number of Residential Units and High-Density Acres within each Specific Plan Land Use Designation proposed on the Successor Parcels is ***less than*** the Expected Units/Acres within each Specific Plan Land Use Designation for that Original Parcel (as shown in Attachment 1), the Maximum Special Tax for each Successor Parcel shall be determined by multiplying the Base Maximum Special Tax for each Specific Plan Land Use Designation from Table 1 above by the number of Residential Units and High-Density Acres within each Specific Plan Land Use Designation expected on each Successor Parcel. In addition, the Administrator shall identify the Unit/Acre Deficit and, prior to recordation of the Final Map, the landowner shall be required to prepay the Maximum Special Tax associated with the Unit/Acre Deficit per the formula provided in Section G.

Notwithstanding the above, if there was not a Unit/Acre Deficit based on the proposed Final Map, but the number of Residential Units or High-Density Acres within each Specific Plan Land Use Designation shifted resulting in a reduction in the Expected Maximum Special Tax Revenues, a mandatory prepayment shall still be required to make up for the loss in revenues. In such case, the Maximum Special Tax to be used in Step 1 of the prepayment formula set forth in Section G

below shall be the dollar amount by which the Expected Maximum Special Tax Revenues were reduced due to the change in Specific Plan Land Use Designation.

If, for any reason, a Final Map is recorded that will result in a reduction in the Expected Maximum Special Tax Revenues, and the mandatory prepayment was not collected prior to the recordation, the amount of the prepayment that should have been collected may be spread on a per-acre basis and included on the next property tax bill for all Assessor's Parcels within the Final Map. Alternatively, the Maximum Special Tax on Residential Lots within the Final Map that have not yet been sold to individual homebuyers may be increased until the amount that can be collected from all property within the Final Map is equal to the Expected Maximum Special Tax Revenues for that area.

b. Some, But Not All, Successor Parcels are Residential Lots

If some, but not all, Successor Parcels are Residential Lots, the Administrator shall apply the following steps to determine Maximum Special Tax for each Successor Parcel:

(i) Determine the Expected Units/Acres within each Specific Plan Land Use Designation for the portion of the Original Parcel that is being subdivided into Residential Lots and apply steps (i) and (ii) from Section C.3.a above to calculate the Maximum Special Tax for the Successor Parcels created from that portion of the Original Parcel. The Administrator shall also determine whether a Unit/Acre Deficit exists based on the number of Expected Units/Acres within each Specific Plan Land Use Designation for the portion of the Original Parcel compared to the number of Residential Units and High-Density Acres within each Specific Plan Land Use Designation that would result from the proposed Final Map. If a Unit/Acre Deficit or change in Specific Plan Land Use Designation is proposed that would reduce the Expected Maximum Special Tax Revenues from that portion of the Original Parcel, a mandatory prepayment will be required to offset such reduction. Alternatively, the Maximum Special Tax on Residential Lots within the Final Map that have not yet been sold to individual homebuyers may be increased until the amount that can be collected from all property within the Final Map is equal to the Expected Maximum Special Tax Revenues for that area.

(ii) Determine the Expected Units/Acres within each Specific Plan Land Use Designation for the other Successor Parcels created from the subdivision of the Original Parcel, and apply the direction set forth in Sections C.3.c or C.3.d, as appropriate.

c. Taxable Non-Residential Property and Public Property

If a Successor Parcel that had been assigned Expected Units/Acres becomes Taxable Non-Residential Property or Public Property, and the Expected Units/Acres have not been transferred to another Parcel of Taxable Property, the Administrator shall determine the Maximum Special Tax for the Parcel as follows:

(i) Determine the Expected Units/Acres within each Specific Plan Land Use Designation for the Successor Parcel.

(ii) Multiply the Base Maximum Special Tax from Section C.1 by the number of Expected Units/Acres within each Specific Plan Land Use Designation for the Parcel.

d. <u>Property Subject to Further Subdivision or Future BUA Release</u>

If a Successor Parcel will be further subdivided prior to issuance of building permits, the Maximum Special Tax assigned to the Successor Parcel shall be determined by multiplying the number of Expected Units/Acres within each Specific Plan Land Use Designation for the Successor Parcel by the Base Maximum Special Tax for each Specific Plan Land Use Designation as set forth in Section C.1. Notwithstanding the foregoing, if the City determines that a Successor Parcel has no Development Rights until there is an additional BUA Release, such Successor Parcel shall not have a Maximum Special Tax assigned to it and shall not be subject to a Special Tax levy until such BUA Release takes effect. Notwithstanding the foregoing, if only a <u>portion</u> of a Successor Parcel cannot be developed until a future BUA Release, the full Parcel shall be subject to the Special Tax levy based on the Development Rights that are already assigned to the Parcel.

In determining the Maximum Special Tax for any Successor Parcel, the City shall make the final determination of the Expected Units/Acres within each Specific Plan Land Use Designation. In no event shall a transfer of Expected Units/Acres among Parcels result in a reduction in the total Expected Maximum Special Tax Revenues for CFD No. 2004-1, as identified in Attachment 1.

4. Parcels Annexed into CFD No. 2004-1

Any Parcel annexed into CFD No. 2004-1 shall be assigned a number of Expected Units/Acres and a corresponding Maximum Special Tax in accordance with the annexation documents adopted by the City Council. The Parcel shall thereafter be treated as an Original Parcel for purposes of this Rate and Method, and the Administrator shall update Attachment 1 to include the new Parcel(s).

5. Unit/Acre Transfers

If a landowner proposes reducing the number of Expected Units/Acres on one Parcel and increasing the Expected Units/Acres on another Parcel, the City may allow such a transfer of Expected Units/Acres and the corresponding Expected Maximum Special Tax Revenues if <u>both</u> of the following conditions are met: (i) any decrease in one Parcel's Expected Maximum Special Tax Revenues is offset by an equal increase in the Expected Maximum Special Tax Revenues assigned to other Parcels, and (ii) written consent has been received by the City from all owners of Parcels affected by the transfers. After the transfers have been approved by the City, the

Administrator shall update Attachment 1 to reflect the new assignments. This Section C.5 does not relate to the transfer of BUAs among property owners, which will be handled separately by the City.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAX

Each Fiscal Year, the Administrator shall determine the Special Tax Requirement to be collected in that Fiscal Year, and a Special Tax shall be levied according to the following steps:

Step 1: The Special Tax shall be levied Proportionately on each Parcel of Developed Property within CFD No. 2004-1 up to 100% of the Maximum Special Tax for such Fiscal Year determined pursuant to Section C until the amount levied on Developed Property is equal to the Special Tax Requirement prior to applying any Capitalized Interest that is available in the CFD accounts.

Step 2: If additional revenue is needed after applying Step 1, and after applying Capitalized Interest to the Special Tax Requirement, the Special Tax shall be levied Proportionately on each Parcel of Small Lot Tentative Map Property within CFD No. 2004-1 up to 100% of the Maximum Special Tax for such Small Lot Tentative Map Property determined pursuant to Section C.

Step 3: If additional revenue is needed after applying Step 2, the Special Tax shall be levied Proportionately on each Parcel of Undeveloped Property within CFD No. 2004-1 up to 100% of the Maximum Special Tax for such Undeveloped Property determined pursuant to Section C.

E. MANNER OF COLLECTION OF THE SPECIAL TAX

The Special Taxes for CFD No. 2004-1 shall be collected in the same manner and at the same time as ordinary ad valorem property taxes provided, however, that prepayments are permitted as set forth in Section G below and provided further that the City may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner, and may collect delinquent Special Taxes through foreclosure or other available methods.

The Special Tax shall be levied and collected until the principal of and interest on Bonds have been repaid and authorized facilities to be constructed directly from Special Taxes proceeds have been completed. However, in no event shall Special Taxes be levied after Fiscal Year 2049-2050. Under no circumstances may the Special Tax on one Parcel be increased by more than ten percent (10%) as a consequence of delinquency or default in payment of the Special Tax levied on another Parcel or Parcels.

F. EXEMPTIONS

Notwithstanding any other provisions of the Rate and Method, no Special Tax shall be levied on: (i) Public Property, except as otherwise provided in the Act and in Section C.3.c of this Rate and Method, (ii) Parcels that have prepaid the Special Tax obligation and had a Release of Special Tax Lien recorded against the property, (iii) Parcels developed with non-residential land uses if such Parcels are not determined to be Taxable Non-Residential Property, (iv) Parcels of Affordable Multi-Family Property, and (v) Parcels that, in the City's sole discretion, do not have Development Rights and, because of this lack of Development Rights, are not able to develop until a future BUA Release takes place.

G. PREPAYMENT OF SPECIAL TAX

The following definitions apply to this Section G:

"Future Facilities Costs" means the Public Facilities Requirement (as defined below) minus public facility costs funded by Previously Issued Bonds (as defined below), interest earnings on the construction fund actually earned prior to the date of prepayment, Special Taxes collected to directly fund authorized facilities, developer equity, and/or any other source of funding.

"Outstanding Bonds" means all Previously Issued Bonds that remain outstanding, with the following exception: if a Special Tax has been levied against, or already paid by, an Assessor's Parcel making a prepayment, and a portion of the Special Tax will be used to pay a portion of the next principal payment on the Bonds that remain outstanding, that next principal payment shall be subtracted from the total Bond principal that remains outstanding, and the difference shall be used as the amount of **"Outstanding Bonds"** for purposes of the prepayment formula.

"Previously Issued Bonds" means all Bonds that have been issued with respect to CFD No. 2004-1 prior to the date of prepayment.

"Public Facilities Requirement" means either $30,500,000 in 2004 dollars, which shall increase by the greater of (i) the percentage increase, if any, in the construction cost index for the San Francisco region for the prior twelve (12) month period as published in the Engineering News Record or other comparable source if the Engineering News Record is discontinued or otherwise not available, or (ii) three percent (3%) on January 1, 2004, and on each January 1 thereafter, or such other number as shall be determined by the City as sufficient to fund public facilities to be provided by CFD No. 2004-1 under the authorized bonding program for CFD No. 2004-1. Notwithstanding the foregoing, after each BUA Release, the Administrator shall recalculate the Public Facilities Requirement to include the estimated public facilities costs that will be funded by the increased Expected Maximum Special Tax Revenue that is generated from the Residential Units and High Density Acres that were added to the Expected Land Uses by the BUA Release. In addition, a separate

Public Facilities Requirement shall be identified by the City for property that annexes into CFD No. 2004-1 in future years.

The Special Tax obligation applicable to an Assessor's Parcel in CFD No. 2004-1 may be prepaid and the obligation of the Assessor's Parcel to pay the Special Tax permanently satisfied as described herein, provided that (i) a prepayment may be made only if there are no delinquent Special Taxes with respect to such Assessor's Parcel at the time of prepayment, and (ii) the Special Tax obligation shall not be fully released from a Parcel if such Parcel is expected to be subject to a Special Tax levy after a future BUA Release. An owner of an Assessor's Parcel intending to prepay the Special Tax obligation shall provide the City with written notice of intent to prepay. Within 30 days of receipt of such written notice, the City shall notify such owner of the prepayment amount for such Assessor's Parcel. Prepayment must be made not less than 60 days prior to any interest payment date for Bonds to be redeemed with the proceeds of such prepaid Special Taxes.

The Prepayment Amount shall be calculated as follows (capitalized terms as defined below):

Bond Redemption Amount	
plus:	Future Facilities Amount
plus:	Redemption Premium
plus:	Defeasance Requirement
plus:	Administrative Fees and Expenses
plus:	Reserve Fund Credit
equals	Prepayment Amount

As of the proposed date of prepayment, the Prepayment Amount shall be determined by application of the following steps:

Step 1. Compute the total Maximum Special Tax that could be collected from the Assessor's Parcel prepaying the Special Tax in the Fiscal Year in which prepayment would be received by the District. The Maximum Special Tax for the Parcel shall include the Expected Units/Acres assigned to the Parcel from all BUA Releases that have taken place as of the date the prepayment is calculated.

If this Section G is being applied to effect a mandatory prepayment pursuant to Section C above, use, for purposes of this Step 1, the amount by which the Expected Maximum Special Tax Revenues have been reduced due to the Unit Deficit or change in Specific Plan Land Use Designation that required the mandatory prepayment.

Step 2. Divide the Maximum Special Tax computed pursuant to Step 1 for such Assessor's Parcel by the then-current Expected Maximum Special Tax Revenues for the entire CFD, which shall take into account the Maximum Special Tax Revenues that can be collected from the Expected Units/Acres from all BUA Releases that have taken place as of the date the prepayment is calculated.

Step 3. Multiply the quotient computed pursuant to Step 2 by the Outstanding Bonds to compute the amount of Outstanding Bonds to be retired and prepaid (the "***Bond Redemption Amount***").

Step 4. Compute the current Future Facilities Costs.

Step 5. Multiply the quotient computed pursuant to Step 2 by the amount determined pursuant to Step 4 to compute the amount of Future Facilities Costs to be prepaid (the "***Future Facilities Amount"***).

Step 6. Multiply the Bond Redemption Amount computed pursuant to Step 3 by the applicable redemption premium, if any, on the Outstanding Bonds to be redeemed (the ***"Redemption Premium").***

Step 7. Compute the amount needed to pay interest on the Bond Redemption Amount starting with the first Bond interest payment date after which the prepayment has been received until the earliest redemption date for the Outstanding Bonds, which, depending on the Bond offering document, may be as early as the next interest payment date.

Step 8. Compute the amount of interest the City reasonably expects to derive from the reinvestment of the Bond Redemption Amount plus the Redemption Premium from the first Bond interest payment date after which the prepayment has been received until the redemption date for the Outstanding Bonds.

Step 9. Take the amount computed pursuant to Step 7 and subtract the amount computed pursuant to Step 8 (the "***Defeasance Requirement***").

Step 10. The administration fees and expenses of CFD No. 2004-1 are as calculated by the City and include the costs of computing the prepayment, the costs of redeeming Bonds, and the costs of recording any notices to evidence the prepayment and the redemption (the "***Administrative Fees and Expenses***").

Step 11. A reserve fund credit shall be calculated equal to the amount of the reduction, if any, in the applicable reserve fund for the Outstanding Bonds to be made as a result of the redemption of Bonds pursuant to the prepayment (the "***Reserve Fund Credit***").

Step 12. The Special Tax prepayment is equal to the sum of the amounts computed pursuant to Steps 3, 5, 6, 9, and 10, less the amount computed pursuant to Step 11 (the " ***Prepayment Amount***").

H. INTERPRETATION OF SPECIAL TAX FORMULA

The City reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning Special Taxes. In addition, the interpretation and application of any section of this document shall be left to the City's discretion. Interpretations may be made by the City by ordinance or resolution for purposes of clarifying any vagueness or ambiguity in this Rate and Method.

ATTACHMENT 1

Expected Units/Acres and
Expected Maximum Special Tax Revenues
For Original Parcels

Developer or Owner as of CFD Formation	Assessor's Parcel Number for Original Parcel	Land Use Designation	Expected Residential Units or High-Density Acres as of 3/6/2015	Base Maximum Special Tax (FY 2014-15) /1	Expected Maximum Special Tax Revenue (FY 2014-15) /1
Prudler Sievers	041-070-43	R-5	136 units	$2,072 per unit	$281,832
		Duplex/Halfplex	18 units	$1,707 per unit	$30,719
		R-15	2.1 acres	$12,190 per acre	$25,599
Merritt	042-010-51	R-5	42 units	$2,072 per unit	$87,036
		Duplex/Halfplex	4 units	$1,707 per unit	$6,826
		R-20	2.8 acres	$11,215 per acre	$31,401
Heidrick	042-010-05	R-5	127 units	$2,072 per unit	$263,181
		R-8	14 units	$1,707 per unit	23892.29063
		Duplex/Halfplex	14 units	$1,707 per unit	$23,892
		R-25	0 acres	$11,215 per acre	$0
TOC-160 (East)	042-010-58	R-5	220 units	$2,072 per unit	$455,904
		R-8	103 units	$1,707 per unit	$175,779
		Duplex/Halfplex	45 units	$1,707 per unit	$76,797
		Affordable Cluster	10 units	$813 per unit	$8,131
TOC-160 (West)	042-010-59	R-5	113 units	$2,072 per unit	$234,169
		R-8	187 units	$1,707 per unit	$319,133
		Duplex/Halfplex	26 units	$1,707 per unit	$44,371
		R-20	0 acres	$11,215 per acre	$0
Beeghly	042-010-44	R-4	75 units	$2,316 per unit	$173,707
		R-5	194 units	$2,072 per unit	$402,024
		R-8	5 units	$1,707 per unit	$8,533
		Duplex/Halfplex	28 units	$1,707 per unit	$47,785
		Affordable Cluster	10 units	$813 per unit	$8,131
		R-15	3.5 acres	$12,190 per acre	$42,665
Russell	042-030-14	R-3	67 units	$2,408 per unit	$161,303
		R-4	270 units	$2,316 per unit	$625,344
		Affordable Cluster	26 units	$813 per unit	$21,140
		R-15	4.69 acres	$12,190 per acre	$57,171
Hollman	042-010-18	R-20	4.38 acres	$11,215 per acre	$49,121
Hollman	042-010-17	R-15	4.2 acres	$12,190 per acre	$51,198
Total Expected Maximum Special Tax Revenues					$3,736,782

/1 Includes expected land use changes as of January 1, 2014.
Includes all Second Release BUAs released by the City through March 6, 2015.
Excludes all parcels that have prepaid their special tax obligation in time to be removed from the fiscal year 2014-15 tax levy.

On July 1, 2005 and on each July 1 thereafter, the Base Maximum Special Taxes and Expected Maximum Special Tax Revenues shown above shall be increased by an amount equal to 2.0% of the amount in effect for the prior Fiscal Year.

EXHIBIT C

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON RESOLUTION OF INTENTION TO ANNEX TERRITORY TO AN EXISTING COMMUNITY FACILITIES DISTRICT AND TO LEVY A SPECIAL TAX TO PAY FOR CERTAIN PUBLIC FACILITIES

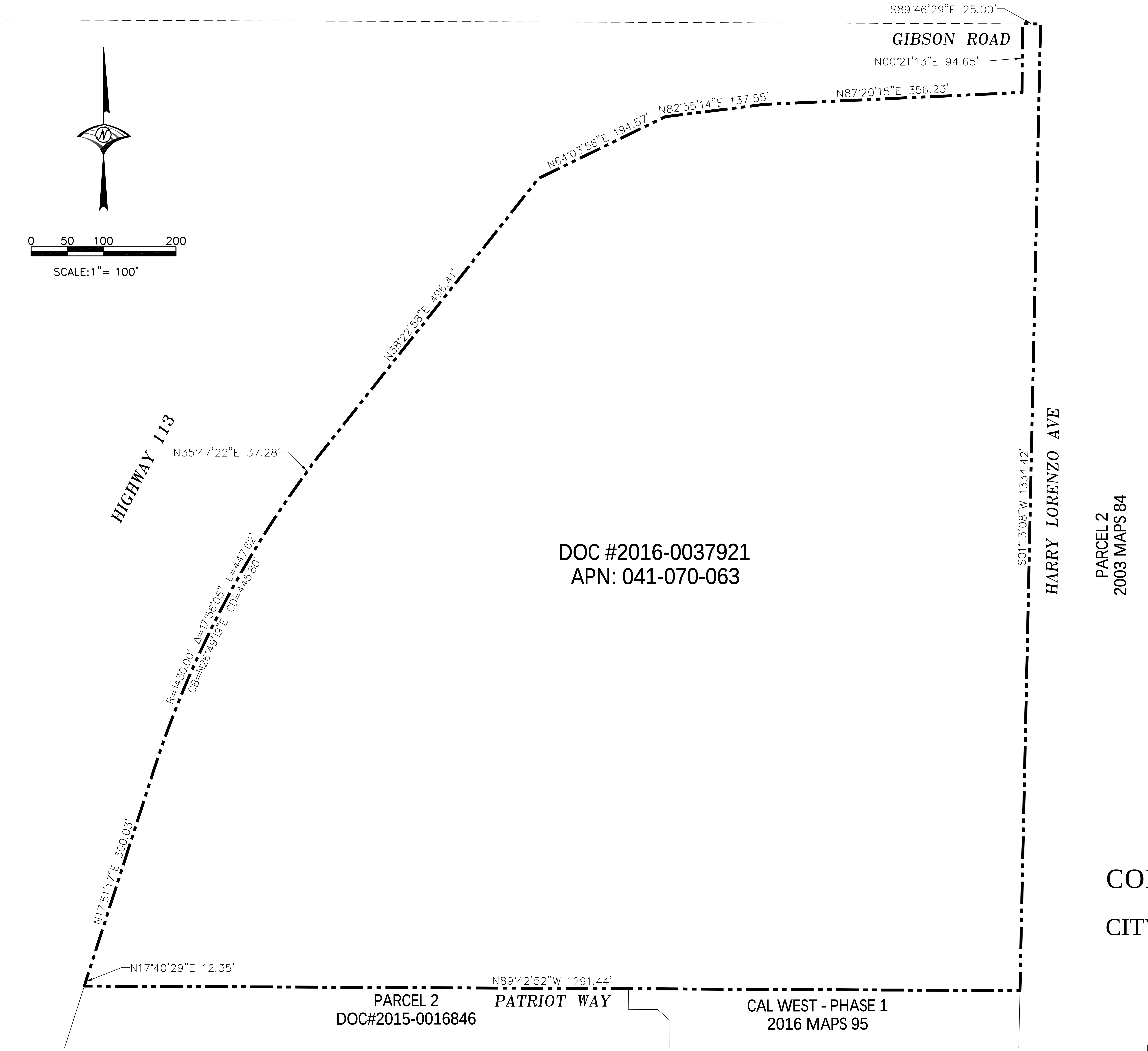
NOTICE IS HEREBY GIVEN that the City Council of the City of Woodland on July 18, 2017, adopted its Resolution No. ____, in which it declared its intention to annex territory to existing Community Facilities District No. 2004-1 (Spring Lake) (the "CFD"), and to levy a special tax to pay for certain public facilities, all pursuant to the provisions of the Mello Roos Community Facilities Act of 1982, Chapter 2.5, Part 1, Division 2, Title 5 of the California Government Code. The resolution describes the territory to be annexed, specifies the type of facilities to be financed, and describes the rate and method of apportionment of the proposed special tax. No change in the tax levied in the existing CFD is proposed. For further details, the resolution is available at the office of the City Clerk, City Hall, 300 First Street, Woodland, California 95695.

NOTICE IS HEREBY FURTHER GIVEN that the City Council has fixed Tuesday, ____________, 2017 at the hour of 6:00 p.m., or as soon thereafter as the matter may be heard, at the regular meeting place of the City Council, City Hall, 300 First Street, Woodland, California, California, as the time and place when and where the City Council will hold a public hearing to consider the annexation. At the hearing, the testimony of all interested persons for or against the annexation of the territory or the levying of the special taxes will be heard.

Dated: ____________, 2017

____

Ana Gonzalez, City Clerk



CITY CLERK'S FILING STATEMENT

FILED IN THE OFFICE OF THE CITY CLERK THIS ________ DAY OF __________ ________ 2017.

____
CITY CLERK, CITY OF WOODLAND

CITY CLERK'S STATEMENT

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF ANNEXATION NO. 2 OF COMMUNITY FACILITIES DISTRICT NO. 2004-1(SPRING LAKE), CITY OF WOODLAND, YOLO COUNTY, CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AT A REGULAR MEETING THEREOF, HELD ON THE ___________ DAY OF ___________________ 2017, BY ITS RESOLUTION NO. __________________.

DATED:_________________ ____________________________________
CITY CLERK, CITY OF WOODLAND

RECORDER'S STATEMENT

FILED THIS ________ DAY OF ___________________, 2017, AT __________ _ M. IN BOOK _______________ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE _____________ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF YOLO, STATE OF CALIFORNIA.

____
COUNTY RECORDER COUNTY OF YOLO

BY:____________________________

LEGEND

ANNEXATION AREA BOUNDARY

EXISTING PROPERTY LINES

PROPOSED ANNEXATION MAP NO. 2 OF COMMUNITY FACILITIES DISTRICT NO. 2004-1 (SPRING LAKE)

CITY OF WOODLAND, YOLO COUNTY, CALIFORNIA

SHOWING THE PROPOSED BOUNDARIES OF THE ANNEXATION AND THE EXTENT OF THE INCLUDED LANDS
CITY OF WOODLAND, COUNTY OF YOLO, STATE OF CALIFORNIA

JULY 2017

WOOD RODGERS
DEVELOPING • INNOVATIVE • DESIGN • SOLUTIONS
3301 C St., Bldg. 100-B Tel 916.341.7760
Sacramento, CA 95816 Fax 916.341.7767

Sheet 1 of 1

3251.003

CITY OF WOODLAND

RESOLUTION NO. ________
A RESOLUTION OF INTENTION TO ANNEX TERRITORY TO THE SPRING LAKE MAINTENANCE COMMUNITY FACILITIES DISTRICT AND TO LEVY A SPECIAL TAX TO PAY FOR CERTAIN MAINTENANCE SERVICES

Annexation No. 2

WHEREAS, pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), the City Council (the "City Council") of the City of Woodland (the "City"), on March 22, 2005, approved Resolution No. 4622 forming the City of Woodland Spring Lake Maintenance Community Facilities District (the "CFD");

WHEREAS, the City Council called a special election for March 22, 2005, at which the questions of levying a special tax and establishing an appropriations limit with respect to the CFD were submitted to the qualified electors within the CFD;

WHEREAS, on March 22, 2005, the City Council adopted Resolution No. 4624 determining the results of the special election and finding that more than two-thirds (2/3) of all votes cast at the special election were cast in favor of the propositions presented, and such propositions passed; and

WHEREAS, the City Council has determined, because of the proposed development of certain property within the City, to initiate proceedings for the annexation of such property to the CFD in accordance with the Act.

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

Section 1. Description of Territory to be Annexed. Public convenience and necessity require, and this City Council proposes and intends, that the City annex certain territory to the CFD. The territory to be annexed is described in a map entitled "Annexation Map No. 2 of Spring Lake Maintenance Community Facilities District, City of Woodland, County of Yolo, California" which is on file with the City Clerk. The City Clerk is hereby authorized and directed to endorse the certificates set forth on the map and to record the map in accordance with the provisions of Section 3111 of the Streets and Highways Code of the State of California.

Section 2. Description of Territory Included in Existing CFD. The boundaries of the territory currently included in the CFD are described (i) in a map entitled "Boundary Map of Proposed City of Woodland Spring Lake Maintenance Community Facilities District," approved by the City Council in Resolution No. 4622 and recorded on February 28, 2005, in Book 2005 at Page 20 of Maps of Assessment and Community Facilities Districts, in the office of the County Recorder of Yolo County, and (ii) in a map entitled "Annexation Map No. 1 of Spring Lake Maintenance Community Facilities District, City of Woodland, County of Yolo, California" approved by the City Council in Resolution No. 6402 and recorded on April 9, 2015, in Book 2015 at Page 44 of Maps of Assessment and Community Facilities Districts, in the office of the County Recorder of Yolo County.

Section 3. Description of Services. The type of services to be provided in the territory proposed to be annexed to the CFD is the same as those provided in the existing CFD and are described in Exhibit A hereto. The services authorized to be financed by the CFD are in addition to those currently provided in the territory of the CFD and do not supplant services already available within that territory.

Section 4. Determination Regarding Demands for Services. In accordance with Government Code Section 53326(b), the City Council finds and determines that the services to be provided are necessary to meet increased demands put upon the City as the result of new development occurring within the territory proposed to be annexed to the CFD.

Section 5. Plan for Providing Services. The public services that are financed by taxes collected in the CFD will be provided to residents of the current CFD and residents of the territory proposed to be annexed on the same basis.

Section 6. Specification of Special Taxes to be Levied. Except where funds are otherwise available, a special tax sufficient to pay for all services (including incidental expenses) to be provided in or for the territory to be annexed, and secured by a continuing lien against all nonexempt real property in the CFD, will be annually levied within the territory proposed to be annexed to the CFD. The rate, method of apportionment, and manner of collection of such special tax (the "Special Tax Formula") is set forth in Exhibit B hereto in sufficient detail to allow each landowner or resident within the territory proposed to be annexed to the CFD to estimate the maximum annual amount that such person will be required to pay.

Section 7. No Alteration of the Special Tax Levied in the Existing CFD. No alteration of the special tax currently levied within the existing boundaries of the CFD is proposed.

Section 8. Tax Subject to Election. The levy of the special tax shall be subject to the approval of the qualified electors of the territory proposed to be annexed to the CFD at a special election to be held in the City for such purpose.

Section 9. Private Leaseholds in Public Property. Pursuant to Government Code section 53340.1, the special tax shall be levied against all leasehold or possessory interests in property owned by a public agency, if such leasehold or possessory interest is held by a non-exempt person or entity.

Section 10 Special Tax Formula. The Finance Director is hereby directed to review the proposed annexation and, if necessary, update the Special Tax Formula on file with the City in order to adequately meet the needs of the territory proposed to be annexed.

Section 11. Notice of Hearing. The City Council hereby fixes 6:00 p.m., or as soon thereafter as practicable, on Tuesday, August 22, 2017, at the regular meeting place of the City Council, City Hall, 300 First Street, Woodland, California, as the time and place for a public hearing on the annexation of territory to the CFD.

Section 11. Publication of Notice of Hearing. The City Clerk shall publish a notice of the hearing once in a newspaper of general circulation in the territory proposed to be annexed to the CFD. Publication shall be completed at least seven days prior to the hearing.

Section 12. Content of Notice. Notice of the hearing shall be in substantially the form attached hereto as Exhibit C.

Section 13. Description of Proposed Voting Procedure. If, at the conclusion of the proposed hearing, the City Council determines to proceed with the annexation, the City Council will order an election to be held by the qualified electors of the territory proposed to be annexed by mailed ballot, with each qualified elector having one vote for each acre or portion of an acre of land that such elector owns, on the questions of levying the special tax and establishing an appropriations limit.

Section 14. City Clerk to Conduct Election. The City Council hereby appoints the City Clerk as the election official to conduct any mailed ballot election held in these proceedings.

Section 15. Effective Date. This resolution shall take effect immediately upon its passage.

APPROVED, PASSED, AND ADOPTED on July 18, 2017, by the following vote:

AYES:

NOES:

ABSENT:

____
City Clerk of the City of Woodland

EXHIBIT A

Description of Services

The services (the "Services") described below are proposed to be financed by the City of Woodland Spring Lake Maintenance Community Facilities District (the "District") of the City of Woodland (the "City"). The cost of the Services shall include incidental expenses, including costs associated with forming the District, determination of the amount of the Special Tax, collection of the Special Tax, payment of the Special Tax, and costs incurred in order to carry out the authorized purposes of the District.

Services

The Services to be financed are the maintenance of the Facilities. Maintenance services include, but are not limited to, sports park maintenance, including but not limited to athletic fields, snack bars, restrooms, multi-use paths, parking lot and park roadway. The costs of Services shall include the costs of labor, material, administration, personnel, equipment, and utilities.

EXHIBIT "B"

CITY OF WOODLAND
SPRINGLAKE MAINTENANCE COMMUNITY FACILITES DISTRICT
RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

A Special Tax of the City of Woodland Spring Lake Maintenance Community Facilities District ("CFD") shall be levied on all Assessor's Parcels in the CFD and collected each Fiscal Year commencing in Fiscal Year 2005-06 in an amount determined through the application of the rate and method of apportionment of the Special Tax set forth below. All of the real property in the CFD, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. <u>DEFINITIONS</u>

The terms hereinafter set forth have the following meanings:

"Acre or Acreage" means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable Final or other map recorded in the Office of the County Recorder.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Part 1, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means the actual or estimated costs incurred by the City, acting for and on behalf of the CFD as the administrator thereof, to determine, levy and collect the Special Taxes, including salaries and benefits of City employees to the extent that such employees provide administrative services to the CFD and a proportionate amount of the City 's general administrative overhead related thereto; the fees of consultants and legal counsel providing services related to the administration of the CFD; the costs of collecting installments of the Special Taxes; and any other costs required to administer the CFD as determined by the City .

"Approved Property" means all Assessor's Parcels of Taxable Property: (i) that are included in a Final Map, excluding lettered lots thereon, that were recorded prior to the January 1st preceding the Fiscal Year in which the Special Tax is being levied, and (ii) that have not been issued a building permit prior to the March 1st preceding the Fiscal Year in which the Special Tax is being levied.

"Assessor's Parcel" means a lot or parcel shown in an Assessor's Parcel Map with an assigned assessor's parcel number.

"Assessor's Parcel Map" means an official map of the Assessor of the County designating parcels by assessor's parcel number.

"CFD Administrator" means an official of the City, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"CFD" means the City of Woodland Spring Lake Maintenance Community Facilities District.

"City" means the City of Woodland.

"Council" means the city council of the City of Woodland, acting as the legislative body of the CFD.

"County" means the County of Yolo, California.

"Developed Property" means all Taxable Property for which a building permit was issued prior to January 1 of the preceding Fiscal Year.

"District General Manager" means the General Manager for the City of Woodland or his or her designee.

"Dwelling Unit" means each separate residential dwelling unit that comprises an independent facility capable of conveyance or rental separate from adjacent residential dwelling units.

"Final Map" means a final map, or portion thereof, approved by the County pursuant to the Subdivision Map Act (California Government Code Section 66410 et seq.) that creates Residential Lots.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"Gross Acres" means, for an Assessor's Parcel of Taxable Property which is not located on a Final Map, equal to the Acres for such Assessor's Parcel. The Gross Acres for each Lot or Dwelling Unit, of Residential Property that is located on a Final Map, and for which a building permit may be or has been issued for purposes of constructing one or more Dwelling Units, shall be computed by dividing the Final Map Acres by the number of such Lots or Dwelling Units. The Gross Acres for each Assessor's Parcel of Non-Residential Property that is located within a Final Map shall be determined by allocating the applicable Final Map Acres pro rata on the basis of the Acres for each such Assessor's Parcel.

"Land Use Class" means any of the classes listed in Table 1.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Section C below, that may be levied in any Fiscal Year on any Assessor's Parcel of Taxable Property.

"Mixed Use Property" means all Assessor's Parcels that have been classified by the County to allow both Residential Property and Non-Residential Property uses on each such Assessor's Parcel. For an Assessor's Parcel of Mixed Use Property, each Land Use Class thereon is subject to taxation pursuant to the provisions of Section C regardless of the geographic orientation of such Land Use Classes on such Assessor's Parcel.

"Multi-Family Property" means all Assessor's Parcels of Developed Property for which a building permit has been issued for a residential structure consisting of two or more residential units that share common walls, including, but not limited to, duplexes, triplexes, townhomes, condominiums, and apartment units.

"Non-Residential Property" means all Assessor's Parcels of Developed Property for which a building permit(s) has been issued for a structure or structures for non-residential use.

"Operating Fund" means a fund that shall be maintained for the CFD for each Fiscal Year to pay for Park Maintenance and Administrative Expenses.

"Operating Fund Requirement" means, for any Fiscal Year, the sum of the applicable Park Maintenance Requirement.

"Park Maintenance" means the labor, material, administration, personnel, equipment and utilities necessary to maintain the Sports Park improvements, including recreational facilities, trees, plant material, sod, irrigation systems, sidewalks, drainage facilities, weed control and other abatements, public restrooms, signs, monuments, playground equipment and associated appurtenant facilities located within the Sports Park.

"Park Maintenance Requirement" means, for any Fiscal Year in which Special Taxes are levied, the amount equal to the budgeted costs for Park Maintenance applicable to the CFD for such Fiscal Year.

"Property Owner Association Property" means any property within the CFD boundaries that is owned by, or irrevocably dedicated as indicated in an instrument recorded with the County Recorder to, a property owner association, including any master or sub-association.

"Proportionately" means in a manner such that the ratio of the actual Special Tax levy to the Maximum Special Tax is equal for all Assessor's Parcels of Taxable Property within each Land Use Class.

"Public Property" means any property within the CFD boundaries that is, at the time of the CFD formation, expected to be used for any public purpose and is owned by or dedicated to the federal government, the State, the County, the City or any other public agency.

"Reserve Fund" means a fund that shall be maintained for the CFD for each Fiscal Year to provide necessary cash flow for the first six months of each Fiscal Year, reserve capital to cover monitoring, maintenance and repair cost overruns and delinquencies in the payment of Special Taxes and a reasonable buffer to prevent large variations in annual Special Tax levies.

"Reserve Fund Requirement" means an amount equal to up to 100% of the Operating Fund Requirement for any Fiscal Year.

"Residential Property" means all Assessor's Parcels of Developed Property for which a building permit(s) has been issued for purposes of constructing one residential dwelling unit.

"Special Tax" means the Special Tax levied pursuant to the provisions of sections C and D below in each Fiscal Year on each Assessor's Parcel of Developed Property and Undeveloped Property in the CFD to fund the Special Tax Requirement.

"Special Tax Requirement" means that amount required in any Fiscal Year for the CFD to: (a) (i) pay the Park Maintenance Requirement; (ii) pay reasonable Administrative Expenses; (iii) pay any amounts required to establish or replenish the Reserve Fund to the Reserve Fund Requirement; (iv) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year; less (b) a credit for funds available to reduce the annual Special Tax levy, including the excess, if any, in the Reserve Fund above the Reserve Fund Requirement.

"Sports Park" means 28.39 Acres of the 34 Acre park located south of Farmers Central Road, east of Highway 113 and west of Road 101 or other location as determined by the City.

"State" means the State of California.

"Taxable Property" means all of the Assessor's Parcels of Residential Property, Multi-Family Property, Non-Residential Property, Approved Property, Undeveloped Property, and Taxable Property Owner

Association Property within the boundaries of the CFD that are not exempt from the Special Tax pursuant to law or as defined below.

"Tax-Exempt Property" means an Assessor's Parcel not subject to the Special Tax. Tax-Exempt Property includes: (i) Public Property, or (ii) Property Owner Association Property, or (iii) Assessor's Parcels with public or utility easements making impractical their utilization for other than the purposes set forth in the easement.

"Taxable Property Owner Association Property" means all Association Property which is not exempt from the Special Tax pursuant to Section E below.

"Undeveloped Property" means, for each Fiscal Year, all Taxable Property not classified as Developed Property, Approved Property or Taxable Property Owners Association Property.

B. ASSIGNMENT TO LAND USE CATEGORIES

Each Fiscal Year using the definitions above, all Taxable Property within the CFD shall be classified as Developed Property, Approved Property, Undeveloped Property or Taxable Property Owners Association Property, and shall be subject to Special Taxes pursuant to Sections C and D below. Developed Property shall be further assigned to a Land Use Class as specified in Table 1. Once the Land Use Class of an Assessor's Parcel of Residential Property, Multi-Family or Mixed Use Property is determined it cannot be changed.

C. MAXIMUM SPECIAL TAX RATE

1. Developed Property

TABLE 1
Maximum Special Tax for Developed Property
Community Facilities District No. 2004-1

Land Use Class	Description	Maximum Special Tax
1	Residential Property	$135.00 per Dwelling Unit
2	Multi-Family Property	$112.00 per Dwelling Unit
3	Non-Residential Property	$411.00 per Acre

Multiple Land Use Classes

In some instances an Assessor's Parcel of Developed Property may contain more than one Land Use Class. The Maximum Special Tax that may be levied on an Assessor's Parcel shall be the sum of the Maximum Special Tax levies that may be levied on all Land Use Classes located on that Assessor's Parcel. The CFD Administrator's shall determine the allocation to each Land Use Class.

2. **Approved Property, Undeveloped Property and Taxable Property Owner Association Property**

The Maximum Special Tax for Approved Property, Undeveloped Property and Taxable Property Owner Association Property shall be $823.00 per Acre.

3. **Annual Escalation of Maximum Special Tax**

The Maximum Special Tax as shown in the tables above that may be levied on each Assessor's Parcel in The CFD shall be increased each Fiscal Year beginning in Fiscal Year 2006-07 and thereafter by a factor equal to the annual percentage increase in the Engineering News Record Common Labor Cost Index rate.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAX

Commencing with Fiscal Year 2005-06, and for each following Fiscal Year, the Council shall levy the CFD Special Tax at the rates established pursuant to steps 1 through 4 below so that the amount of the Special Tax levied equals the Special Tax Requirement. The Special Tax shall be levied each Fiscal Year as follows:

First: The Special Tax shall be levied proportionately on each Assessor's Parcel of Developed Property up to 100% of the applicable Maximum Special Tax;

Second: If additional monies are needed to satisfy the Special Tax Requirement after the first step has been completed, the Special Tax shall be levied Proportionately on each Assessor's Parcel of Approved Property at up to 100% of the Maximum Special Tax for Approved Property;

Third: If additional monies are needed to satisfy the Special Tax Requirement after the first two steps have been completed, the Special Tax shall be levied Proportionately on each Assessor's Parcel of Undeveloped Property at up to 100% of the Maximum Special Tax for Undeveloped Property;

Fourth: If additional moneys are needed to satisfy the Special Tax Requirement after the first three steps have been completed, the Special Tax shall be levied proportionately on each Assessor's Parcel of Taxable Property Owner Association Property at up to 100% of the Maximum Special Tax for Taxable Property Owner Association Property.

Notwithstanding the above, under no circumstances will the Special Tax levied against any Assessor's Parcel of Residential Property for which an occupancy permit for private residential use has been issued be increased by more than ten percent annually up to the Maximum Special Tax as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

E. EXEMPTIONS

The CFD Administrator shall classify as exempt property (i) Assessor's Parcels defined as Public Property, and (ii) Assessor's Parcels with public or utility easements making impractical their utilization for other than the purposes set forth in the easement.

The CFD Administrator shall classify as exempt property those Assessor's Parcels defined as Property Owner's Association Property provided that no such classification would reduce the sum of all taxable Property to less than 605 Acres. Assessor's Parcels defined as Property Owner Association Property that cannot be classified as exempt property will be classified as Taxable Property Owner Association Property and shall be taxed as part of the fourth step in Section D.

The CFD Administrator will assign Tax-Exempt status in the chronological order in which property becomes exempt.

F. INTERPRETATION OF SPECIAL TAX FORMULA

The City reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning Special Taxes. In addition, the interpretation and application of any section of this document shall be left to the City's discretion. Interpretations may be made by the City by ordinance or resolution for purposes of clarifying and vagueness or ambiguity in this Rate and Method of Apportionment.

G. MANNER OF COLLECTION

Special Taxes levied pursuant to Section D above shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that the CFD Administrator may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of the CFD or as otherwise determined appropriate by the CFD Administrator.

H: **TERM OF SPECIAL TAX**

Taxable Property in the CFD shall remain subject to the Special Tax in Perpetuity.

EXHIBIT C

NOTICE OF PUBLIC HEARING

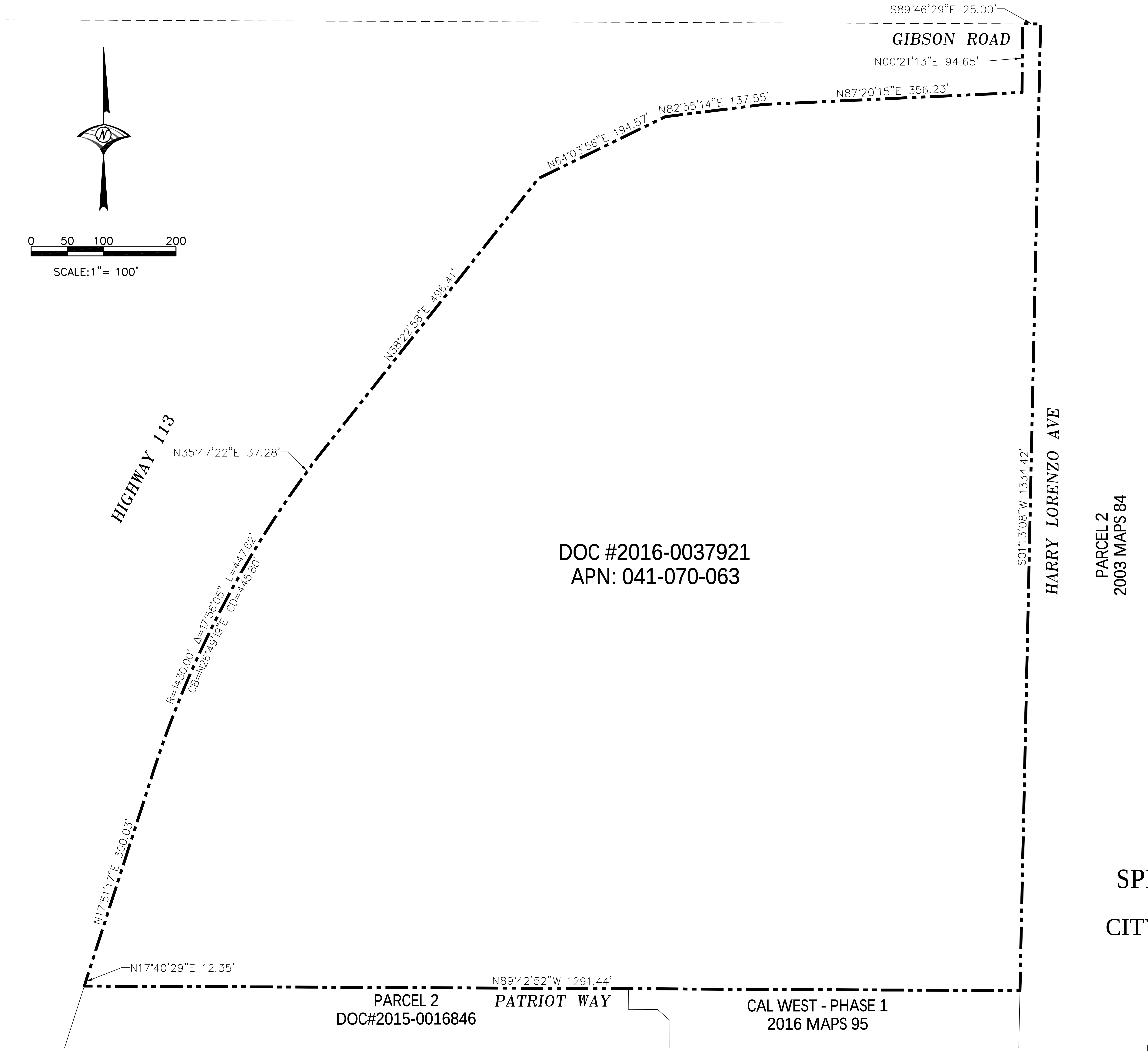
NOTICE OF PUBLIC HEARING ON RESOLUTION OF INTENTION TO ANNEX TERRITORY TO AN EXISTING COMMUNITY FACILITIES DISTRICT AND TO LEVY A SPECIAL TAX TO PAY FOR CERTAIN PUBLIC SERVICES

NOTICE IS HEREBY GIVEN that the City Council of the City of Woodland on July 18, 2017, adopted its Resolution No. ______, in which it declared its intention to annex territory to the existing Spring Lake Maintenance Community Facilities District (the "CFD"), and to levy a special tax to pay for certain public facilities, all pursuant to the provisions of the Mello Roos Community Facilities Act of 1982, Chapter 2.5, Part 1, Division 2, Title 5 of the California Government Code. The resolution describes the territory to be annexed, specifies the type of facilities to be financed, and describes the rate and method of apportionment of the proposed special tax. No change in the tax levied in the existing CFD is proposed. For further details, the resolution is available at the office of the City Clerk, City Hall, 300 First Street, Woodland, California 95695.

NOTICE IS HEREBY FURTHER GIVEN that the City Council has fixed Tuesday, ___________, 2017 at the hour of 6:00 p.m., or as soon thereafter as the matter may be heard, at the regular meeting place of the City Council, City Hall, 300 First Street, Woodland, California, California, as the time and place when and where the City Council will hold a public hearing to consider the annexation. At the hearing, the testimony of all interested persons for or against the annexation of the territory or the levying of the special taxes will be heard.

Dated: ______________, 2017

____
Ana Gonzalez, City Clerk



CITY CLERK'S FILING STATEMENT

FILED IN THE OFFICE OF THE CITY CLERK THIS _______ DAY OF _________ _________ 2017.

____

CITY CLERK, CITY OF WOODLAND

CITY CLERK'S STATEMENT

I HEREBY STATE THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF ANNEXATION NO. 2 OF SPRING LAKE MAINTENANCE COMMUNITY FACILITIES DISTRICT, CITY OF WOODLAND, YOLO COUNTY, CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AT A REGULAR MEETING THEREOF, HELD ON THE _________ DAY OF __________________ 2017, BY ITS RESOLUTION NO. ________________.

DATED:________________ _______________________________

CITY CLERK, CITY OF WOODLAND

RECORDER'S STATEMENT

FILED THIS _______ DAY OF _________________, 2017, AT _________ _ M. IN BOOK _____________ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE ___________ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF YOLO, STATE OF CALIFORNIA.

____

COUNTY RECORDER COUNTY OF YOLO

BY:_________________________

THE ORIGINAL BOUNDARY MAP, ENTITLED "BOUNDARY MAP OF PROPOSED CITY OF WOODLAND SPRING LAKE MAINTENANCE COMMUNITY FACILITIES DISTRICT", WAS RECORDED ON FEBRUARY 28, 2005, IN BOOK 2005 OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE 20, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF YOLO, STATE OF CALIFORNIA.

LEGEND

ANNEXATION AREA BOUNDARY

EXISTING PROPERTY LINES

PROPOSED
ANNEXATION MAP NO. 2 OF SPRING LAKE MAINTENANCE COMMUNITY FACILITIES DISTRICT
CITY OF WOODLAND, YOLO COUNTY, CALIFORNIA

SHOWING THE PROPOSED BOUNDARIES OF THE ANNEXATION AND THE EXTENT OF THE INCLUDED LANDS
CITY OF WOODLAND, COUNTY OF YOLO, STATE OF CALIFORNIA

JULY 2017

WOOD RODGERS
DEVELOPING • INNOVATIVE • DESIGN • SOLUTIONS
3301 C St., Bldg. 100-B Tel 916.341.7760
Sacramento, CA 95816 Fax 916.341.7767

Sheet 1 of 1

3251.003

Legislation Text

11.

File #: 17-0569, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Approve Plans & Specifications, and Authorize Bid Advertisement for WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06

Recommendation for Action: Staff recommends that the City Council:

a. Adopt Resolution No. _____, approving the plans & specifications and authorize bid advertisement; and
b. Create CIP 18-06 into the Capital Improvement Program FY 17/18 budget year; and
c. Authorize the City Manager to execute the construction contract to the lowest, responsive, responsible bidder at an amount not to exceed $325,000, plus a contingency in the amount of 20% of the contract amount for the WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06; and
d. Authorize City Manager to approve a Purchase Order with the Yolo County Landfill for an amount not to exceed $200,000 for the WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06; and
e. Approve the allocation of $575,000 of Sewer Enterprise Funds from Treatment Plant Exp-Biosolids, CIP 10-11 to WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06 to provide for the total project budget.

Staff Contact

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

Fiscal Impact

The funding for CIP # 10-11, WPCF Export Biosolids is included in the Capital Budget approved by City Council on June 20, 2017. The funding source is the Sewer Enterprise Fund. The project has a FY 18 budget of $500,000 with a carry over balance of approximately $350,000. The Engineer's Estimate for the drying and hauling work is approximately $325,000 including construction, construction contingency, and staff time. In addition to the construction work, the project also includes payment of tipping fees at the Yolo County Landfill, the estimate tipping fees are approximately $200,000. In order to better track project costs, staff is proposing to adopt a new capital project (#18-06) to track the costs for this project.

There is no impact to the General Fund.

Background

The City's Water Treatment Control Facility (WPCF) generates biosolids as a result of the wastewater treatment process. The WPCF utilizes a series of ponds to accumulate and stabilize the biosolids over time. Over the past few decades, a significant quantity of biosolids has been accumulated. The WPCF Waste

Discharge Permit requires the WPCF to make a good faith effort to begin disposal of this material.

Previous work has included removal of biosolids from Ponds #9 and #10 and soil/cement lining of these ponds along with improvements to capping water distribution piping system.

Discussion

The work in this project generally includes mechanically drying of the biosolids in Pond #7 and hauling to the Yolo County Landfill for use as daily cover. The Yolo County Landfill is the only authorized receiver of biosolids in Yolo County. The landfill charges a tipping fee of $15.00/ton for biosolids. The quantity of biosolids stored in Pond #7 for drying and hauling is expected to be between 10,000-15,000 tons. The exact quantity cannot be determined until the drying work is completed.

The WPCF has been accumulating biosolids for decades and has a rough estimate of 60,000 tons of stored biosolids in the ponds. The long term plan for biosolids disposal includes permitting for land disposal of the biosolids on nearby agricultural fields. This will reduce project costs by avoiding having to pay tipping fees at the landfill and allow for a beneficial reuse of the material as agricultural soil amendment. Land application of biosolids would be a relatively slow process and will take several years to complete.

The WPCF has a need to remove the biosolids from Pond #7 and prepare the pond to be ready to accept new biosolids. Given the amount of accumulated biosolids in Pond #7 and the time required to permit land application, the only viable option is to dispose of the material at the landfill.

Upon Council authorization, the project bids will be solicited with an approximate bid opening in early August 2017. Staff anticipates construction beginning in August 2017 with an approximate duration of two months. The initial stage of the work involves working the wet biosolids to expedite drying. It is imperative that this work is accomplished during the warm summer months and the material needs to be hauled prior to fall rain events. In order to complete the work during appropriate weather conditions, staff is requesting Council allow for expedited award of the project by authorizing the City Manager to execute the construction contract in an amount not to exceed $325,000 and approve a Purchase Order with the Yolo County Landfill in an amount not to exceed $200,000.

A full set of Plans and Specifications are available for review at the Community Development counter.

Conclusion

Staff recommends that the City Council:

a. Adopt Resolution No. _____, approving the plans & specifications and authorize bid advertisement; and
b. Create CIP 18-06 into the Capital Improvement Program FY 17/18 budget year; and
c. Authorize the City Manager to execute the construction contract to the lowest, responsive, responsible bidder at an amount not to exceed $325,000, plus a contingency in the amount of 20% of the contract amount for the WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06; and
d. Authorize City Manager to approve a Purchase Order with the Yolo County Landfill for an amount not to exceed $200,000 for the WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06.
e. Approve the allocation of $575,000 of Sewer Enterprise Funds from Treatment Plant Exp-Biosolids, CIP 10-11 to WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06 to provide for the total project budget.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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

Paul Navazio, City Manager

ATTACHMENTS:
Attachment A - Resolution

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE PLANS AND SPECIFICATIONS AND AUTHORIZE BID ADVERTISEMENT FOR THE WPCF POND #7 BIOSOLIDS DRYING AND REMOVAL PROJECT, CIP #18-06 AND AUTHORIZE THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT TO THE LOWEST RESPONSIVE & RESPONSIBLE BIDDER, AND REALLOCATE FUNDS FROM CIP #10-11 TO CIP 18-06

WHEREAS, the City Council has the authority to approve projects for bid; and

WHEREAS, the City Council approved the FY 17/18 Capital Budget and included CIP 10-11 as part of the Capital Budget; and

WHEREAS, the City Council wishes to create CIP 18-06 as part of the Capital Budget; and

WHEREAS, the City Council wishes to approve the reallocation of $575,000 of Sewer Enterprise Funds from Treatment Plant Exp-Biosolids, CIP 10-11 to WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06; and

WHEREAS, staff requests that the City Council give the City Manager authority to award and execute the construction contract in an amount not to exceed $325,000 plus a contingency amount of 20% of the contract amount for the WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06; and

WHEREAS, staff requests that the City Council give the City Manager authority to approve a Purchase Order in an amount not to exceed $200,000 with the Yolo County Landfill for the WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06; and

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 WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06, which are available on file with the City Clerk.

Section 2. The City Council authorizes City staff to advertise the WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06 for bids, with bid opening date anticipated to occur in early August 2017.

Section 3. The City Council hereby authorizes the creation of CIP 18-06 and the reallocation of $575,000 from Treatment Plant Exp-Biosolids, CIP 10-11 to WPCF Pond #7 Biosolids Drying and Removal Project, CIP #18-06.

Section 4. The City Council further authorizes the City Manager to execute an agreement with the lowest responsible and responsive bidder following bid opening provided that the total contract amount does not exceed Three Hundred Fifty Thousand Dollars ($325,000) plus a contingency amount not to exceed 20% of the contract amount.

Section 5. The City Council further authorizes the City Manager to give the City Manager authority to approve a Purchase Order in an amount not to exceed $200,000 with the Yolo County Landfill for disposal of the biosolids.

PASSED AND ADOPTED this 18th day of July 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

City Hall
300 First Street
Woodland, CA 95695

Legislation Text

12.

File #: 17-0572, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Approve Plans and Specifications and Authorize Bid Advertisement for Harter Avenue Sewer Rehabilitation, CIP 08-21

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the Harter Avenue Sewer Rehabilitation, CIP #08-21.

Staff Contact

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

Fiscal Impact

The City maintains nearly 200 miles of sewer mains throughout the City. The City has a capital improvement project, CIP 08-21, Annual Sewer Repair and Replacement, to prioritize, design, and develop construction projects to repair and provide for ongoing maintenance of the sewer collection system. The 17/18 fiscal year budget for this project is $750,000. There is no impact to the general fund.

Since CIP #08-21 encompasses multiple projects, City staff intends to come back to Council at bid award to move Harter Avenue Sewer Rehabilitation construction costs to a new project number to allow better tracking of costs. The engineers estimate of construction cost for this project is currently estimated to be $200,000.

Background

Repair and replacement of sewer lines are based on information obtained from the City's Asset Management System and annual closed circuit TV (CCTV) evaluations of sewer lines. Projects are identified based on criticality and budget. Through this process, staff has identified that repairs are necessary on a 300 feet section of sewer line on Harter Avenue (south of E. Kentucky Ave).

Discussion

On March 21, 2017, Council approved Resolution No. 6796 for the City to enter into a design service contract with Laugenour and Miekle for the design of the Harter Avenue Sewer Rehabilitation Project. The design is complete and the plans and specifications are ready to go out to bid.

The project schedule shows bidding the project in late July with project award scheduled for August and work commencing by September 2017.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the Harter Avenue Sewer Rehabilitation, CIP #08-21.

Prepared by: Chris Fong, Senior Associate Civil Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer
Ken Hiatt, Assistant City Manager-Community and Economic Development

Paul Navazio, City Manager

ATTACHMENTS:
Attachment A - Resolution

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE PLANS AND SPECIFICATIONS AND AUTHORIZE BID ADVERTISEMENT FOR THE HARTER AVENUE SEWER REHABILITATION PROJECT, CIP #08-21

WHEREAS, the City of Woodland wishes to approve the plans and specifications for the Harter Avenue Sewer Rehabilitation Project; and

WHEREAS, the City Council wishes to authorize bid advertisement for the Harter Avenue Rehabilitation 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 and authorizes bid advertisement for the Harter Avenue Rehabilitation Project, CIP #08-21.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Angel Barajas, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

Legislation Text

13.

File #: 17-0551, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Approve Plans & Specifications, and Authorize Bid Advertisement for Destroy Old Wells (Well #10, Well #17, and Well #20), CIP #11-10

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the Destroy Old Wells (Well #10, Well #17, and Well #20) Project, CIP #11-10.

Staff Contact

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

Fiscal Impact

The funding for CIP # 11-10, Destroy Old Wells (Well #10, Well #17, and Well #20) is included in the Capital Budget approved by City Council on June 20, 2017. The funding source is the Water Enterprise Fund. The project has a budget of $331,068 with a current balance of approximately $304,000. The Engineer's Estimate for the demolition work is approximately $357,000 including construction, construction contingency, and staff time. After bids are received, the budget will be updated and the Council action to award the project to a construction contractor will include a budget transfer if necessary.

There is no impact to the General Fund.

Background

The City of Woodland switched its main water supply source from groundwater to treated surface water in June 2016. The majority of the existing wells will remain as a backup water supply to surface water. As was discussed at Council on May 16, 2017, certain wells have been slated for destruction for several reasons including: increasing nitrate levels to near or above the Maximum Contaminant Limit, more stringent State requirements on chromium-6, and condition of the wells. The state of California requires that unused wells be demolished within a year of ceasing operation.

Five wells are planned to be destroyed or otherwise permanently removed from the water system. Well #13 was sold to the Yolo County Flood Control & Water Conservation District and Well #18 was sold to Yolo County Fairgrounds. The wells included in this project are planned for destruction for the following reasons:

- Well #10 - nitrates, chromium-6, and age of well
- Well #17 - nitrates, chromium-6, and poor condition of well screen and pump

- Well #20 - nitrates, chromium-6, poor condition of well pump and motor, and low capacity

Discussion

The work generally includes removal of above ground facilities and destruction of the wells in accordance with County and State requirements. The wells have already been disconnected from the water system and electrical and SCADA equipment have already been removed. An asbestos survey has been conducted for the structures at Wells #10 and #17. Both wells were found to be None Detected for asbestos content.

The project schedule anticipates the well destruction work occurring in fall 2017.

After the demolition work is completed, the City will sell the underlying property at Wells #10 and #20 as surplus property. Well #17 is located adjacent to the 3.0 MG tank and booster pump station in David Douglass Park and will remain part of that property.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the Destroy Old Wells (Well #10, Well #17, and Well #20) Project, CIP #11-10.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

Reviewed by: Brent Meyer, City Engineer

Paul Navazio

Paul Navazio, City Manager

Attachments:
Attachment A - Resolution
Attachment B - Project Location Map

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE PLANS AND SPECIFICATIONS AND AUTHORIZE BID ADVERTISEMENT FOR THE DESTROY OLD WELLS (WELL #10, WELL #17, AND WELL #20) PROJECT, CIP #11-10

WHEREAS, the City of Woodland wishes to approve the plans and specifications for the Destroy Old Wells (Well #10, Well #17, and Well #20) Project, CIP #11-10; and

WHEREAS, the City Council wishes to authorize bid advertisement for the Destroy Old Wells (Well #10, Well #17, and Well #20) Project, CIP #11-10; and

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 bid advertisement for the Destroy Old Wells (Well #10, Well #17, and Well #20) Project, CIP #11-10.

PASSED AND ADOPTED this 18th day of July 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

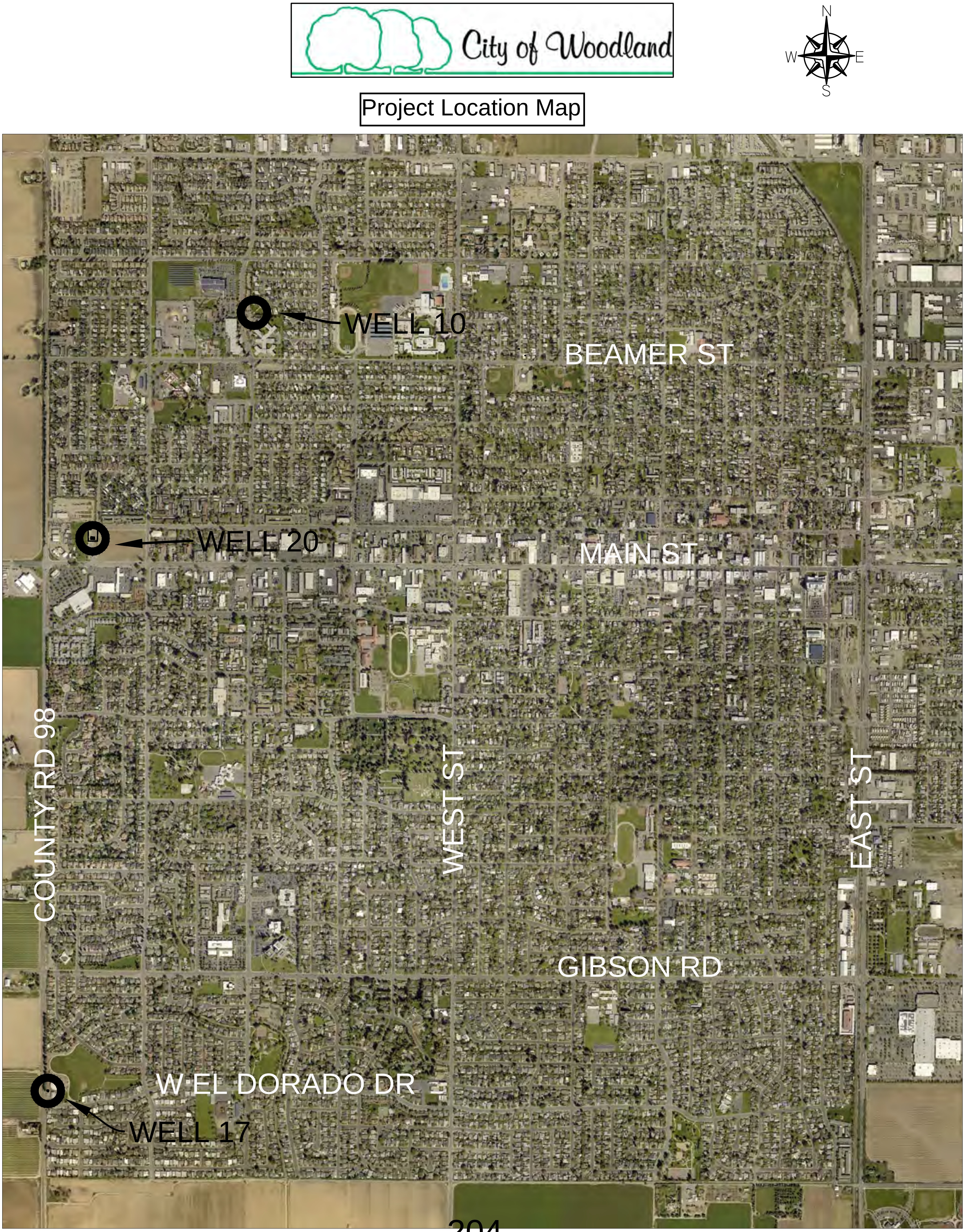
____
Angel Barajas, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

City of Woodland

Project Location Map



File #: 17-0578, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Approve the Sale of the City of Woodland Wastewater Revenue Refunding Bonds, Series 2017

Recommendation for Action: Staff recommends that the City Council, as the Board of the Woodland Finance Authority, adopt Resolution No. _____, approving the Form of and Authorizing Execution and Delivery of the Escrow Agreement and the First Amendment to the Installment Purchase Contract Related to the Refunding of the Woodland Finance Authority Wastewater Revenue Bonds (Second Senior Lien), Series 2009.

Staff Contact

Kim McKinney, Finance Officer - (530)661-5849, kimberly.mckinney@cityofwoodland.org

Fiscal Impact

Currently $9,920,000 is outstanding of the Woodland Finance Authority Wastewater Revenue Bonds (Second Senior Lien), Series 2009. An opportunity exists to refund these bonds and achieve significant total savings in debt service. Based on interest rates as of June 1, 2017, the proposed refunding would result in a total estimated savings of $1,605,537, a net present value savings of $1,379,810 (13.91% savings), or $114,880 per year in the City's Wastewater Enterprise fund. The total cost to complete the refunding is estimated at $105,000 and will be paid through the sale of the bonds.

Background

In 2009, the Woodland Finance Authority ("Authority") issued the 2009 Wastewater Revenue Bonds ("2009 Bonds") to finance the costs of acquiring, constructing and installing improvements to the City's wastewater system, establish a reserve fund for the 2009 Bonds and pay cost of issuance associated with those bonds. The 2009 Bonds were initially issued as second senior lien, on parity with the Wastewater Revenue Bonds, Series 2005 ("2005 Bonds"). Both the 2009 Bonds and the 2005 Bonds were second senior lien, meaning they were second in line to receive net revenues of the City's wastewater system, behind Certificates of Participation that were issued in 1992 and were paid off in March 2012. Following maturity of the Certificates of Participation, the 2009 Bonds and the 2005 Bonds became the senior lien obligation of the wastewater system.

In March 2014, the 2005 Bonds were refunded through the issuance of the Wastewater Revenue Bonds, Refunding Series 2014 (Junior Lien) ("2014 Bonds"). The issuance of these bonds created a junior lien, meaning they are second in line to receive net wastewater revenues behind the 2009 Bonds.

On June 20, 2017, the City Council approved a resolution approving certain documents and authoring the issuance of the City of Woodland Wastewater Refunding Bond, Series 2017. The Woodland Finance Authority must also approve documents to allow the refunding to occur.

Discussion

Over the last few years, the municipal market has experienced extremely low and at times "all-time" low interest rates. The City and the Authority have taken advantage of these market conditions by generating substantial savings through the issuance of refunding bonds.

There is currently an opportunity to refund for significant savings the 2009 Bonds. By refunding the 2009 Bonds, the concept of senior lien and junior lien will be eliminated and both the 2017 Bonds and the 2014 Bonds will be on parity, or have first rights to the net revenues of the City's wastewater system.

Estimated refunding results of the bond issuance, assuming market rates as of June1, 2017, are as follows:

Par Amount of 2017 Bonds	$9,746,381
Par Amount of 2009 Bonds Refunded	$9,920,000
Total 2017 Bonds Net Debt Service (1)	$11,422,161
Total 2009 Bonds Net Debt Service (2)	$13,027,698
Total Net Debt Service Savings	$1,605,537
Average Annual Savings	$114,880
NPV Savings	$1,379,810
NPV Savings %	13.91%
Average Interest Rate 2009 Bonds	4.65%
Final Maturity 2009 Bonds	3/1/2032
Average Interest Rate 2017 Bonds	2.30%
Final Maturity 2017 Bonds	3/1/2031

Notes

(1) The 2017 Bonds will not require a reserve fund
(2) Assumes the reserve fund for the 2009 Bonds would pay the final year of debt service.

The City's Municipal Advisor, Del Rio Advisors, LLC working in conjunction with the Placement Agent, Hilltop Securities, evaluated the refunding either as a public offering or as a direct placement to commercial banks and other lending. A public offering requires preparation of an official statement and receipt of a bond rating from one or more of the rating agencies (S&P, Moody's Investors Service or Fitch Ratings). The increased costs and time associated with conducting a public offering sometimes make it less economically attractive than a direct placement, particularly for smaller and shorter-term obligations.

Assuming interest rates as of June 1, 2017, the public offering provides total estimated savings of $1,226,939, net present value savings of $1,052,967 (10.62%) or $87,638 per year. This is still an attractive refunding but provides less economic benefit than the savings from a direct placement with total estimated savings of $1,605,537, net present value savings of $1,379,810 (13.91%) or $114,880 per year. For this reason, the Municipal Advisor recommended a direct placement and City staff concurred.

The financing team created a term sheet that was sent to 23 lenders. Of these, 14 lenders responded by May 31, 2017 with qualified bids. BBVA was the low bid with an interest rate of 2.30% and JP Morgan Chase was the cover bid (second place bidder) with a rate of 2.45%. The bids ranged from a low of 2.30% to a high of 3.54%.

One additional benefit of the refunding is the ability to shorten the term by one year. The 2009 Bonds have a reserve fund that will be used to pay the final year of debt service on March 1, 2032. This makes the effective date of the 2009 Bonds March 1, 2031. The reserve fund will be contributed to the 2017 refunding to make the 2017 refunding smaller. The 2017 Bonds will be structured with a final maturity of March 1, 2031 or the same effective date as that of the 2009 Bonds.

Currently, the interest rate proposed by BBVA is not locked. Upon approval, it is anticipated that the interest rate will be locked two weeks prior to closing, eliminating any further market risk from interest rate moves.

The City anticipates making payments directly to BBVA, which means no payment of upfront and annual fees of an intermediary such as a Trustee or Fiscal Agent. In addition, the City and BBVA have agreed to certain reporting requirements, primarily for the City's audited financial statements and approved annual budget. This will not create any additional burden to provide ongoing continuing disclosure to the Electronic Municipal Market Access ("EMMA") system like for publicly offered bonds.

The documents presented for approval tonight include the Escrow Agreement and the First Amendment to the Installment Purchase Contract.

Conclusion

Staff recommends that the City Council, as the Board of the Woodland Finance Authority, adopt Resolution No. _____, approving the Form of and Authorizing Execution and Delivery of the Escrow Agreement and the First Amendment to the Installment Purchase Contract Related to the Refunding of the Woodland Finance Authority Wastewater Revenue Bonds (Second Senior Lien), Series 2009.

Prepared by: Kim McKinney, Finance Officer

Paul Navazio

Paul Navazio, City Manager

Attachments: Resolution
Escrow Agreement
First Amendment to the Installment Purchase Contract

WOODLAND FINANCE AUTHORITY

RESOLUTION NO. ________

RESOLUTION APPROVING THE FORM OF AND AUTHORIZING EXECUTION AND DELIVERY OF THE ESCROW AGREEMENT AND THE FIRST AMENDMENT TO INSTALLMENT PURCHASE CONTRACT RELATED TO THE REFUNDING OF THE WOODLAND FINANCE AUTHORITY WASTEWATER REVENUE BONDS (SECOND SENIOR LIEN) SERIES 2009

WHEREAS, the Woodland Finance Authority (the "Authority") previously issued $12,115,000 principal amount of its Wastewater Revenue Bonds (Second Senior Lien) Series 2009 (the "Prior Bonds"), to finance improvements to the wastewater collection, treatment, and disposal facilities owned and operated by the City of Woodland (the "City");

WHEREAS, the City has decided to issue its Wastewater Revenue Refunding Bond, Series 2017 (the "Bond"), to provide funds to prepay its obligations under the Installment Sale Agreement dated March 1, 2005, as supplemented by the First Supplemental Installment Sale Agreement dated November 1, 2009, each between the City and the Authority and thereby refund the Prior Bonds;

WHEREAS, in order to allow the City to make debt service payments on the Bond directly to the purchaser thereof, it is necessary to make an amendment to the Installment Purchase Contract dated March 1, 2014, between the City and the Authority;

WHEREAS, the following proposed agreements relating to the issuance, sale and delivery of the Bond, which are incorporated herein by reference, have been presented to the Board of Directors (the "Board") for its review and approval:

1. the Escrow Agreement (the "Escrow Agreement") between the Authority and U.S. Bank National Association, as escrow agent, relating to the refunding of the Prior Bonds, and

2. the First Amendment to Installment Purchase Contract (the "First Amendment to Installment Purchase Contract") between the City and the Authority, which will make the necessary amendment to the Installment Purchase Contract;

WHEREAS, it appears to the Board that the authorization, approval, execution, and delivery of the Escrow Agreement is desirable and in the best interests of the Authority;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Woodland Finance Authority, as follows:

Section 1. **Recitals.** The foregoing recitals are true and correct and the Board so finds and determines.

Section 2. **Authorization of Officers to Execute and Deliver Documents.** The Board hereby authorizes and directs the President, the Vice President, the Administrator, the Treasurer, and the Secretary of the Authority (the "Designated Officers"), for and in the name of the Authority, to approve, execute, and deliver the Escrow Agreement and the First Amendment to Installment Purchase Contract in substantially the form presented to the Board at this meeting, which documents are is hereby approved, with such changes, insertions, revisions, corrections, or amendments as shall be approved by the officer or officers executing the document for the Authority. The execution of the foregoing documents by a Designated Officer or Officers shall constitute conclusive evidence of such officer's or officers' and the Board's approval of any such changes, insertions, revisions, corrections, or amendments to the form of the document presented to the Board at this meeting.

Section 3. **General Authorization.** The Board hereby authorizes and directs the Designated Officers and other officers and agents of the Authority, and each of them individually, for and in the name of and on behalf of the Authority, to do any and all things and to execute and deliver any and all documents that they may deem necessary or advisable in order to carry out, give effect to, and comply with the terms and intent of this resolution. All actions heretofore taken by such officers and agents that are in conformity with the purposes and intent of this resolution are hereby ratified, confirmed and approved in all respects.

Section 4. Effective Date. This resolution shall take effect immediately upon its passage.

APPROVED, PASSED, AND ADOPTED on July 18, 2017, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ABSTAIN: Board Members:

____
Secretary of the Authority

ESCROW AGREEMENT

between the

WOODLAND FINANCE AUTHORITY

and

U.S. BANK NATIONAL ASSOCIATION
as Escrow Agent

Dated July 1, 2017

relating to the

advance refunding of the
Woodland Finance Authority
Wastewater Revenue Bonds (Second Senior Lien), Series 2009
(Issued: November 5, 2009)

ESCROW AGREEMENT

This ESCROW AGREEMENT dated July 1, 2017 (the "Escrow Agreement"), between the WOODLAND FINANCE AUTHORITY, a joint exercise of powers agency duly organized and validly existing under and by virtue of the laws of the State of California (the "Authority"), and U.S. BANK NATIONAL ASSOCIATION, a national banking association duly organized and existing under and by virtue of the laws of the United States of America (the "Bank") and being qualified to accept and administer the escrow hereby created as escrow agent (the "Escrow Agent"),

WITNESSETH:

WHEREAS, the Authority issued $12,115,000 principal amount of its Wastewater Revenue Bonds (Second Senior Lien), Series 2009 (the "Prior Bonds"), pursuant to the terms of the Trust Agreement dated November 1, 2005, as amended and supplemented by the First Supplemental Trust Agreement, dated November 1, 2009 (together, the "Prior Trust Agreement"), between the Authority and U.S. Bank National Association, as trustee (the "Prior Trustee"), of which $9,920,000 principal amount is currently outstanding, to finance improvements to the wastewater collection, treatment, and disposal facilities of the City of Woodland (the "City");

WHEREAS, the City has determined issue its Wastewater Revenue Refunding Bond, Series 2017 (the "Refunding Bond"), to provide funds to prepay its obligations under the Installment Sale Agreement dated March 1, 2005, as supplemented by the First Supplemental Installment Sale Agreement dated November 1, 2009, each between the City and the Authority, and thereby refund all of the outstanding Prior Bonds;

WHEREAS, the City has taken action to cause to be made available for purchase by the Escrow Agent, from amounts on deposit in the Escrow Fund (as that term is later defined) certain direct noncallable United States Treasury obligations listed on Schedule I attached hereto and made a part hereof, in an aggregate principal amount that, together with the money deposited in the Escrow Fund at the same time as such deposit and the income to accrue on such securities, will be sufficient to pay the principal of and interest on the Prior Bonds through March 1, 2019, and to pay the redemption price of the Prior Bonds that mature on and after March 1, 2020, on March 1, 2019;

WHEREAS, the provisions of the Prior Trust Agreement are incorporated herein by reference as if set forth herein in full;

NOW, THEREFORE, the Authority and the Escrow Agent hereby agree as follows:

Section 1. <u>Escrow Fund</u>. <u>Establishment and Funding of Escrow Fund</u>. (a) The Escrow Agent agrees to establish and maintain a fund for the Prior Bonds designated as the "Escrow Fund" until the Prior Bonds have been paid or redeemed as provided herein. All money in the Escrow Fund is hereby irrevocably pledged to secure the payment and redemption of the Prior Bonds as provided herein; provided that any money held in the Escrow Fund that is not used for the payment or redemption of the Prior Bonds shall be repaid to the City free from the trust created by this Escrow Agreement.

The Escrow Agent shall, on the date of execution and delivery of this Escrow Agreement, accept from Compass Mortgage Corporation, on behalf of the City and the Authority, a portion of the proceeds of the Refunding Bond in the amount $____________, and shall deposit that amount in the Escrow Fund. The Authority hereby directs U.S. Bank National Association, as Prior Trustee, on the date of execution and delivery of this Escrow Agreement, to transfer to the Escrow Agent for deposit into the Escrow Fund $____________, from the Reserve Fund established by the Prior Trust Agreement.

(b) Investment of Money in the Escrow Fund. The Authority hereby directs the Escrow Agent to purchase the Escrow Securities at the price of $_____________ from the amounts in the Escrow Fund and retain the balance of such amounts, $_______, in cash uninvested.

Any receipts on investments made pursuant to this section in excess of the cost of such investments that are not needed for the redemption of the Prior Bonds shall be remitted to the Authority free from the trust created by the Escrow Agreement. The Escrow Agent shall not be liable or responsible for any loss resulting from any investment made pursuant to this section and in full compliance with the provisions hereof.

(c) Payment from the Escrow Fund. The Authority hereby irrevocably instructs the Escrow Agent, and the Escrow Agent hereby agrees, to collect and deposit in the Escrow Fund the interest on and principal of the Escrow Securities promptly as such interest and principal become due, and use such interest and principal, together with the money initially deposited in the Escrow Fund to pay the interest on and principal or redemption price of the Prior Bonds as set forth in Schedule II attached hereto.

(d) Deficiencies in the Escrow Fund. If at any time it appears to the Escrow Agent that the money in the Escrow Fund will not be sufficient to make all payments required by Section 1 hereof, the Escrow Agent shall notify the Authority in writing as soon as reasonably practicable of such fact, stating the amount of such deficiency and the reason therefor (if known to it), and the Authority shall use its best efforts to obtain and deposit with the Escrow Agent for deposit in the Escrow Fund, from any legally available moneys, such additional money as may be required to provide for the timely making of all such payments. The Escrow Agent shall in no event or manner be responsible for the failure of the Authority to make any such deposit.

Section 2. Notices of Defeasance and Redemption. The Authority hereby irrevocably instructs the Escrow Agent, in accordance with the terms and conditions of the Prior Trust Agreement to provide notice of defeasance of the Prior Bonds and notice of redemption for the Prior Bonds that mature on and after March 1, 2020, such notices to be provided in the time and manner specified in the Prior Trust Agreement and substantially in the forms shown in Exhibit A and Exhibit B.

Section 3. Termination. Upon the completion of the payments required from the Escrow Fund and the transfer of any moneys remaining in the Escrow Fund to the City, this Escrow Agreement shall be terminated and of no further force or effect.

Section 4. Compensation and Indemnification of the Escrow Agent. (a) Payment for Services. The Authority shall pay the Escrow Agent a fee for its services hereunder and shall reimburse the Escrow Agent for its out-of-pocket expenses incurred by the Escrow Agent in connection with these services, all as more particularly agreed upon by the Authority and the Escrow Agent; provided that these fees and expenses shall in no event be deducted from the Escrow Fund. Under no circumstances shall the Escrow Agent assert a lien on the Escrow Fund for any of its fees or expenses.

(b) Indemnification. The Authority agrees to indemnify the Escrow Agent, its directors, agents, and its officers or employees for, and hold the Escrow Agent, its directors, agents, and its officers or employees harmless from, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, claims, costs, expenses and disbursements of any kind (including, without limitation, reasonable fees and disbursements of counsel or accountants for the Escrow Agent) that may be imposed on, incurred by, or asserted against the Escrow Agent or such other party at any time by reason of its performance of Escrow Agent's services, in any transaction arising out of this Escrow Agreement or any of the transactions contemplated herein, unless due to the negligence or willful misconduct of the particular indemnified party.

(c) Survival of Obligations. The obligations of the Authority hereunder to the Escrow Agent shall survive the termination or discharge of this Escrow Agreement or the resignation or removal of the Escrow Agent.

Section 5. Functions of the Escrow Agent; Immunities.

(a) Application of Funds. Moneys held by the Escrow Agent hereunder are to be held and applied for the refunding of the Prior Bonds in accordance with the Prior Trust Agreement and this Escrow Agreement.

(b) No Implied Duties. The Escrow Agent undertakes to perform only such duties as are expressly and specifically set forth in this Escrow Agreement and no implied duties or obligations shall be read into this Escrow Agreement against the Escrow Agent.

(c) Reliance on Documents. The Escrow Agent may conclusively rely, as to the truth of the statements and the correctness of the opinions expressed therein, and shall be protected and indemnified as stated in this Escrow Agreement, in acting, or refraining from acting, upon any written notice, instruction, request, certificate, document, report or opinion furnished to the Escrow Agent and reasonably believed by the Escrow Agent to have been signed or presented by the proper party, and it need not investigate any fact or matter stated in such notice, instruction, request, certificate, document, report or opinion.

(d) Escrow Agent's Immunities. The Escrow Agent shall not have any liability hereunder except to the extent of its own negligence or willful misconduct. In no event shall the Escrow Agent be liable for any special, indirect or consequential damages, even if parties know of the possibility of such damages. The Escrow Agent shall have no duty or responsibility under this Escrow Agreement in the case of any default in the performance of covenants or agreements contained in the Prior Trust Agreement, or in the case of the receipt of any written demand with respect to such default. The Escrow Agent is not required to resolve conflicting demands to money or property in its possession under this Escrow Agreement.

(e) Reliance on Advice of Counsel. The Escrow Agent may consult with counsel of its own choice (which may be counsel to the Authority) and the opinion of such counsel shall be full and complete authorization to take or suffer in good faith any action in accordance with such opinion of counsel.

(f) Not Responsible for Authority's Representations. The Escrow Agent shall not be responsible for any of the recitals or representations by the Authority contained herein.

(g) Other Transactions. The Escrow Agent may engage or be interested in any financial or other transaction with the Authority.

(h) Not Responsible for Sufficiency. The Escrow Agent shall not be liable for the accuracy of the calculations as to the sufficiency of the moneys to make the payments of principal and interest with respect to the Prior Bonds in accordance with the terms and conditions herein.

(i) Not Responsible for Acts or Omissions of the Authority. The Escrow Agent shall not be liable for any action or omission of the Authority under this Escrow Agreement or the Prior Trust Agreement.

(j) Reliance On Authority Certification. Whenever in the administration of the trust of this Escrow Agreement, the Escrow Agent shall deem it necessary or desirable that a matter be proved or established prior to taking or suffering any action hereunder, such matter (unless other evidence in respect thereof be herein specifically prescribed) may, in the absence of negligence or willful misconduct on the part of the Escrow Agent, be deemed to be conclusively proved and established by a certificate of the Authority, and such certificate shall, in the absence of negligence or willful misconduct on the part of the Escrow Agent, be full warrant to the Escrow Agent for any action taken or suffered by it under the provisions of this Escrow Agreement upon the faith thereof.

(k) Accounting. The Escrow Agent will provide the Authority with a final accounting of the funds maintained hereunder upon the redemption of the Prior Bonds.

(l) Bank's Funds Not at Risk. None of the provisions of this Escrow Agreement shall require the Escrow Agent to expend or risk its own funds or otherwise to incur any liability, financial or otherwise, in the performance of any of its duties hereunder.

(m) Use of Agents. The Escrow Agent may execute any of the trusts or powers hereunder or perform any duties hereunder either directly or by or through agents, attorneys, custodians or nominees appointed with due care, and shall not be responsible for any willful misconduct or negligence on the part of any agent, attorney, custodian or nominee so appointed.

(n) Force Majeure. The Escrow Agent shall not be liable to the parties hereto or deemed in breach or default hereunder if and to the extent its performance hereunder is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the Escrow Agent and could not have been avoided by exercising due care. Force majeure shall include acts of God, terrorism, war, riots, strikes, fire, floods, earthquakes, epidemics or other similar occurrences.

(o) Communication of Instructions. The Escrow Agent agrees to accept and act upon instructions or directions pursuant to this Escrow Agreement sent by unsecured e-mail, facsimile transmission, or other similar unsecured electronic methods, provided that, the Escrow Agent shall have received an incumbency certificate listing persons designated to give such instructions or directions and containing specimen signatures of such designated persons, which such incumbency certificate shall be amended and replaced whenever a person is to be added or deleted from the listing. If the Authority elects to give the Escrow Agent e-mail or facsimile instructions (or instructions by a similar electronic method) and the Escrow Agent in its discretion elects to act upon such instructions, the Escrow Agent's understanding of such instructions shall be deemed controlling. The Escrow Agent shall not be liable for any losses, costs or expenses arising directly or indirectly from the Escrow Agent's reliance upon and compliance with such instructions notwithstanding such instructions conflict or are inconsistent with a subsequent written instruction. The Authority agrees to assume all risks arising out of the use of such electronic methods to submit instructions and directions to the Escrow Agent, including without limitation the risk of the Escrow Agent acting on unauthorized instructions, and the risk of interception and misuse by third parties.

Section 6. Merger or Consolidation of the Escrow Agent. Any company into which the Escrow Agent may be merged or converted or with which it may be consolidated or any company resulting from any merger, conversion or consolidation to which it shall be a party or any company to which the Escrow Agent may sell or transfer all or substantially all of its corporate trust business shall be the successor to the Escrow Agent and vested with all of the title to the Escrow Fund and all of the trusts, powers, discretions, immunities, privileges and all other matters as was its predecessor, without the execution or filing of any paper or any further act, anything herein to the contrary notwithstanding.

Section 7. Amendment of this Escrow Agreement. This Escrow Agreement may not be revoked or amended by the parties hereto unless there shall first have been filed with the Authority and the Escrow Agent (i) an unqualified opinion of bond counsel that such amendment will not adversely affect the excludability from gross income for federal income tax purposes of interest evidenced by the refinancing or the Prior Bonds, and (ii) unless such amendment is not materially adverse to the interests of the registered owners of the Prior Bonds, as evidenced by an opinion of counsel, the written consent of the registered owners of all Prior Bonds then outstanding.

Section 8. Governing Law. This Escrow Agreement shall be construed and governed in accordance with the laws of the State of California.

Section 9. Notices. All notices and communications hereunder shall be in writing and shall be deemed to be duly given if received or sent by first class mail, as follows:

If to the Authority:
Woodland Finance Authority
300 First Street
Woodland, CA 95695
Attention: Treasurer

If to the Escrow Agent:

U.S. Bank National Association
One California Street, Suite 1000
San Francisco, CA 94111
Attention: Corporate Trust Services

Section 10. Severability. If any section, paragraph, sentence, clause or provision of this Escrow Agreement is for any reason held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, sentence, clause or provision shall not affect any of the remaining provisions of this Escrow Agreement.

Section 11. Definitions. Unless the context otherwise requires, capitalized terms used herein have the meanings specified in the Prior Trust Agreement.

Section 12. Execution. This Escrow Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all together shall constitute but one and the same agreement.

[Signature page follows]

IN WITNESS WHEREOF, the Authority and the Escrow Agent have caused this Escrow Agreement to be executed each on its behalf as of the day and year first above written.

WOODLAND FINANCE AUTHORITY

By:__________________________________
Treasurer/Controller

U.S. BANK NATIONAL ASSOCIATION,
as Escrow Agent

By:__________________________________
Authorized Officer

EXHIBIT A

NOTICE OF DEFEASANCE

OF THE

Woodland Finance Authority
Wastewater Revenue Bonds (Second Senior Lien), Series 2009
(Issued November 5, 2009)

NOTICE IS HEREBY GIVEN pursuant to the Trust Agreement dated November 1, 2005, as amended and supplemented by the First Supplemental Trust Agreement, dated November 1, 2009 (together, the "Trust Agreement"), between the Woodland Finance Authority (the "Authority") and U.S. Bank National Association, as trustee thereunder, which authorized and provided for the issuance and sale of the above-captioned bonds (the "Refunded Bonds"), that the Authority has deposited in escrow with U.S. Bank National Association, as its escrow agent (the "Escrow Agent"), money in the necessary amount (as evidenced in a verification report provided to the Escrow Agent) to pay the principal of and interest on the Refunded Bonds to and including March 1, 2019, and to redeem all of the Refunded Bonds that mature on and after March 1, 2020, on March 1, 2019.

The owners of the Refunded Bonds are no longer entitled to the pledge of assets made under the Trust Agreement. All agreements and covenants of the Authority contained in the Trust Agreement with respect to the Refunded Bonds have been released and have ceased, terminated, become void and have been discharged and satisfied, except for the obligation to pay the interest on and the principal or redemption price of the Refunded Bonds, but only from moneys on deposit with the Escrow Agent.

The Escrow Agent will send a notice of redemption to the owners of the Refunded Bonds that mature on and after March 1, 2020, prior to the redemption date in accordance with the requirements of the Trust Agreement.

THIS IS NOT A NOTICE OF REDEMPTION. THIS NOTICE OF DEFEASANCE IS FOR INFORMATION PURPOSES ONLY, AND DOES NOT REQUIRE OR SOLICIT THE PRESENT SURRENDER OF THE DESCRIBED REFUNDED BONDS.

DATED: (date of notice generation) U.S. Bank National Association, as escrow agent]

EXHIBIT B

NOTICE OF REDEMPTION

of the

Woodland Finance Authority
Wastewater Revenue Bonds (Second Senior Lien), Series 2009
(Issued: November 5, 2009)

NOTICE IS HEREBY GIVEN pursuant to the Trust Agreement dated November 1, 2005, as amended and supplemented by the First Supplemental Trust Agreement, dated November 1, 2009 (together, the “Trust Agreement”), which authorized and provided for the issuance and sale of the above-captioned bonds (the “Bonds”), that:

The Woodland Finance Authority (the “Authority”) has called for redemption, on March 1, 2019 (the “Redemption Date”), all of the outstanding Bonds that mature on and after March 1, 2020 (the “Refunded Bonds”), which are currently outstanding in an aggregate principal amount of $8,925,000, at a redemption price equal to 100% of the principal amount of the Refunded Bonds called for redemption, plus interest accrued thereon to the Redemption Date.

The Refunded Bonds are further identified as follows:

Maturity Date (March 1)	Principal Amount	Interest Rate	CUSIP[1]
2020	$ 525,000	4.000%	
2021	550,000	4.000	
2022	575,000	4.000	
2023	595,000	4.000	
2024	620,000	4.125	
2025	640,000	4.250	
2026	675,000	4.375	
2027	705,000	4.375	
2028	735,000	4.500	
2032	3,305,000	5.000	

The redemption price of the Refunded Bonds shall become due and interest on the Refunded Bonds shall cease to accrue from and after the Redemption Date.

On the Redemption Date, the Bonds shall be surrendered at the office of U.S. Bank National Association, as trustee, at the address shown below for redemption.

[1] The Authority and the Escrow Agent are not responsible for the use of the CUSIP number(s) selected, nor is any representation made as to their correctness indicated in the notice or as printed on any Refunded Bond. They are included solely for the convenience of the owners.

<u>Delivery Instructions:</u>
U.S. Bank
Global Corporate Trust Services
111 Fillmore Ave E
St. Paul, MN 55107

IMPORTANT NOTICE

Under the Jobs Growth Tax Relief Reconciliation Act of 2003 (the "Act"), 28% will be withheld if tax identification number is not properly certified. Please furnish a properly completed Form W-9 or exemption certificate or equivalent when presenting your securities.

DATED: _________, 2019 U.S. Bank National Association, as escrow agent

SCHEDULE I

ESCROW SECURITIES

Type	Principal Amount	Interest Rate	Price	Maturity Date

SCHEDULE II

PAYMENT AND REDEMPTION SCHEDULE

Payment Date	Principal	Interest	Redemption Price	Total
September 1, 2017			--	
March 1, 2018	$490,000		--	
September 1, 2018			--	
March 1, 2019	505,000			

FIRST AMENDMENT TO
INSTALLMENT PURCHASE CONTRACT

between

the CITY OF WOODLAND

and the

WOODLAND FINANCE AUTHORITY

Dated July 1, 2017

This FIRST AMENDMENT TO INSTALLMENT PURCHASE CONTRACT, dated July 1, 2017 (this "First Amendment"), between the CITY OF WOODLAND, a municipal corporation duly organized and existing under and by virtue of the laws of the State of California (the "City"), and the WOODLAND FINANCE AUTHORITY, a joint exercise of powers agency established pursuant to the laws of the State of California (the "Authority");

W I T N E S S E T H:

WHEREAS, the Authority has heretofore assisted the City to finance and refinance the acquisition of certain improvements to its wastewater collection and treatment facilities pursuant to an Installment Purchase Contract dated March 1, 2014, as supplemented by the First Supplemental Installment Purchase Contract, dated March 1, 2014 (together, the "Installment Purchase Contract"), each between the Authority and the City;

WHEREAS, to secure the repayment of wastewater revenue bonds (the "Bonds") of the Authority issued pursuant to the Trust Agreement dated March 1, 2014 (the "Trust Agreement"), between U.S. Bank National Association, as trustee (the "Trustee"), and the Authority, the Authority assigned its rights under the Installment Purchase Contract to the Trustee;

WHEREAS, Section 5.2(A) (Allocation of Wastewater Revenues – Revenue Fund) of the Installment Purchase Contract requires, among other things, that the City transfer to the Trustee for deposit into the applicable payment fund the moneys required for debt service payments on City Revenue Bonds and Contracts, in accordance with the provisions of the resolution or indenture relating thereto;

WHEREAS, the City and the Authority wish to amend the Installment Purchase Contract to authorize the City to make such debt service payments directly to the owners of City Revenue Bonds or Contracts or the trustee of paying agent for such City Revenue Bonds or Contracts;

WHEREAS, Section 8.2 (Contract Represents Complete Agreement; Amendments) of the Installment Purchase Contract provides that the City and the Authority may amend the Installment Purchase Contract with the consent of the Trustee;

WHEREAS, Section 7.04 (Amendments to Installment Purchase Contract) of the Trust Agreement provides in clause (a) that the Trustee may consent to an amendment if such amendment will not materially adversely affect the interests of the owners of the Bonds or result in any material impairment of the security given by the Trust Agreement for the payment of the Bonds;

WHEREAS, the neither the Installment Purchase Contract nor the Trust Agreement makes the moneys transferred to the Trustee for deposit into payment funds for City Revenue Bonds and Contracts available for the payment of debt service on the Bonds;

WHEREAS the Authority and the City have duly authorized the execution of this First Amendment;

WHEREAS, all acts, conditions, and things required by law to exist, to have happened, and to have been performed precedent to and in connection with the execution and delivery of this First Amendment do exist, have happened, and have been performed in regular and due time, form, and manner as required by law, and the parties hereto are now duly authorized to execute and enter into this First Amendment;

NOW, THEREFORE, the parties hereto agree as follows:

I. Definitions. For all purposes of this First Amendment and of any certificate, opinion, or other document herein mentioned, unless the context otherwise requires or unless otherwise defined herein, all defined terms shall have the meanings set forth in the Installment Purchase Contract.

II. Amendment to Section 5.2(A). Section 5.2(A) (Allocation of Wastewater Revenues – Revenue Fund) of the Installment Purchase Contract is hereby amended to read as follows:

> (A) Revenue Fund. On or before each Installment Payment Date, the City shall, from the moneys in the Wastewater Revenue Fund, transfer to the Trustee for deposit in the Revenue Fund a sum equal to the Installment Payment coming due on such Installment Payment Date (less any amount available as capitalized interest). On or before each debt service payment date with respect to the City Revenue Bonds and the Contracts, the City shall, from the moneys in the Wastewater Revenue Fund, pay to the owners thereof or transfer to the trustee or paying agent with respect thereto the amounts coming due thereon on such debt service payment date, without preference or priority, and in the event of any insufficiency of such moneys ratably without any discrimination or preference.
>
> No deposit need be made in the Revenue Fund as Installment Payments if the amount in the Revenue Fund is at least equal to the amount of the Installment Payment due and payable on such Installment Payment Date.

III. Provisions of the Installment Purchase Contract. Except as in this First Amendment expressly provided, every term and condition contained in the Installment Purchase Contract shall apply to this First Amendment with the same force and effect as if the same were herein set forth at length, with such omissions, variations and modifications thereof as may be appropriate to make the same conform to this First Amendment.

This First Amendment and all the terms and provisions herein contained shall form part of the Installment Purchase Contract as fully and with the same effect as if all such terms and provisions had been set forth in the Installment Purchase Contract. The Installment Purchase Contract is hereby ratified and confirmed and shall continue in full force and effect in accordance with the terms and provisions thereof, as supplemented and amended hereby.

IV. Separability of Invalid Provisions. If any one or more of the provisions contained in this First Amendment shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions contained in this First Amendment and such invalidity, illegality, or unenforceability shall not affect any other provision of this First Amendment, and this First Amendment shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. The City and the Authority each hereby declares that it would have adopted this First Amendment and each and every other Section, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more Sections, paragraphs, sentences, clauses, or phrases of this First Amendment may be held illegal, invalid, or unenforceable.

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

VI. **Execution in Counterparts**. This First Amendment may be executed in several counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Installment Purchase Contract by their officers thereunto duly authorized as of the day and year first written above.

WOODLAND FINANCE AUTHORITY

By___________________________________
Angel Barajas, Administrator

ATTEST:

____
Ana Gonzalez, Secretary

CITY OF WOODLAND

By:___________________________________
Angel Barajas, Mayor

ATTEST:

____
Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

____
City Attorney

CONSENT:

U.S. BANK NATIONAL ASSOCIATION,
as trustee under the Trust Agreement

By___________________________________

Legislation Text

15.

File #: 17-0579, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Cooperation and Administrative Services Agreement with Valley Clean Energy Alliance

Recommendation for Action: Staff recommends that the City Council approve the Cooperation and Administrative Services Agreement with Valley Clean Energy Alliance (VCEA).

Staff Contact

Roberta Childers, Environmental Sustainability Manager
(530) 661-2060, roberta.childers@cityofwoodland.org

Fiscal Impact

There is no fiscal impact. The agreement provides for VCEA reimbursement of the City for support services provided by the City and other expenses incurred by the City for or on behalf of VCEA.

Discussion

VCEA was established to develop and implement a Community Choice Aggregation - or Community Choice Energy - program, pursuant to California Public Utilities Code Section 366.2(c)(12). VCEA, with the City of Davis and Yolo County as members, became effective October 25, 2016. The City of Woodland joined VCEA on June 13, 2017. Background information regarding VCEA and the process leading to the City Council's decision to join the VCEA Joint Powers Agency are described in a May 16, 2017 staff report.

While in the process of developing its operational capacity and hiring staff to perform the agency's work, VCEA is using a combination of local member agency staff and consultant support to conduct its business, including key human resources, community outreach, legal, financial, and other services. VCEA has entered into Cooperation and Administrative Services Agreements with the City of Davis and the County of Yolo to provide administrative and support services and certain financial assistance to VCEA as needed. The attached Cooperation and Administrative Services Agreement between VCEA and the City of Woodland establishes that the City will similarly provide such support and assistance to VCEA as needed, and that VCEA will reimburse the City for its costs and financial assistance.

Conclusion

Staff recommends that the City Council approve the Cooperation and Administrative Services Agreement with VCEA.

Prepared by: Roberta Childers, Environmental Sustainability Manager

Reviewed by: Gregor G. Meyer, Public Works Director

Paul Navazio, City Manager

Attachments: Resolution and Agreement

RESOLUTION NO. _______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A COOPERATION AND ADMINISTRATIVE SERVICES AGREEMENT WITH THE VALLEY CLEAN ENERGY ALLIANCE

WHEREAS, the Valley Clean Energy Alliance ("VCEA") is a joint powers agency established under the Joint Exercise of Powers Act of the State of California (Government Code Section 6500 et seq.) ("Act"), and pursuant to a Joint Exercise of Powers Agreement Relating to and Creating the Valley Clean Energy Alliance between the County of Yolo ("County") and the City of Davis ("Davis") and the City of Woodland ("City") (the "JPA Agreement"), was formed to study, promote, develop, conduct, operate, and manage energy programs; and

WHEREAS, the VCEA is an independent joint powers authority with the power to conduct its business and enter into agreements; and

WHEREAS, the City of Davis and the County were the first member agencies of VCEA, and the City of Woodland joined VCEA on June 13, 2017; and

WHEREAS VCEA will require time to develop its operational capacity, including the hiring of staff to perform the work of VCEA, and in the meantime, VCEA will use a combination of local member agency staff and consultant support to conduct the business of VCEA; and

WHEREAS, VCEA has entered into Cooperation Agreements with the City of Davis and the County of Yolo to provide administrative and support services to VCEA, and such other Cooperation Agreements are similar to the Cooperation Agreement with the City of Woodland; and

WHEREAS, with Woodland joining VCEA, VCEA desires to enter into a cooperation and administrative service agreement whereby the City will provide administrative and support services, and provide certain financial assistance to VCEA, and VCEA will reimburse the City for such costs and financial assistance; and

WHEREAS, Section 2.5 of the JPA Agreement provides the VCEA with the power to make and enter into contracts, employ agents and employees, and make and enter into services agreements relating to the provisions of services necessary to plan, implement, operate, and administer the Community Choice Energy Program.

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

1. The City Council hereby approves the Cooperation and Administrative Services Agreement with the City of Woodland ("City Cooperation Agreement") in substantially the form attached hereto as **Exhibit A** and incorporated herein by reference, subject to any minor,

82093.00016\29956223.1

clarifying, and conforming changes approved by the City Attorney provided that the City's financial commitment does not change.

ADOPTED, this 18th day of July, 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

EXHIBIT A

COOPERATION AND ADMINISTRATIVE SERVICES AGREEMENT

("City Cooperation Agreement")

COOPERATION AND ADMINISTRATIVE SERVICES AGREEMENT

THIS COOPERATION AGREEMENT is entered into as of ________________, 2017, by and between the VALLEY CLEAN ENERGY ALLIANCE (the "VCEA") and the CITY OF WOODLAND (the "City").

Recitals

A. The City of Davis, by Resolution No. 16-153, adopted on October 25, 2016, and the County of Yolo, by Resolution No. 16-100, adopted on October 25, 2016, authorized Davis and the County, respectively, to enter into a Joint Powers Agreement Relating to and Creating the Valley Clean Energy Alliance (the "JPA Agreement") pursuant to the Joint Exercise of Powers Act of the State of California (Government Code Section 6500 et seq.) (the "Act").

B. The City of Woodland by Resolution No. 6842, adopted on May 16, 2017, joined the Valley Clean Energy Alliance as a member. The City of Woodland adopted Ordinance No. 1616 on June 6, 2017, authorizing the implementation of the Community Choice Aggregation Program through a Community Choice Energy Program ("CCE Program") to be operated by VCEA, pursuant to California Public Utilities Code section 366.2(c)(12);

C. The parties to the JPA Agreement are currently the County of Yolo and the cities of Davis and Woodland (each referred to herein as member or members).

D. Section 2.5 of the JPA Agreement authorizes the VCEA to make and enter into contracts and accept loans or other aids from any federal, state, or local public agency. Section 3.10 of the JPA Agreement authorizes the VCEA to enter into an Administrative Services Agreement with a member for the provision of administrative services to the VCEA.

E. Section 5.3 of the JPA Agreement acknowledges that the members have funded certain activities necessary to implement the CCE Program, and if the CCE Program becomes operational, the costs paid by the members shall be reimbursed from the payment of such charges by customers of VCEA.

F. The VCEA and City desire to enter into this Agreement for the following purposes:

(1) To set forth activities, services, and facilities that the City will render for and make available to the VCEA in furtherance of the activities and functions of the VCEA under the JPA Agreement and in furtherance of the CCE Program. These interim support services shall include, but not be limited to: 1) Project management, JPA development and Board administration, 2) Advisory Committee work, 3) Technical and energy-services support, and 4) General Counsel/legal services; and

(2) To provide that the VCEA will reimburse the City for actions undertaken and costs and expenses incurred by it for and on behalf of the VCEA.

Agreements

1. The City agrees to provide for the VCEA such staff assistance, supplies, technical services, and other services and facilities of the City as the VCEA may request from time to time in carrying out its functions under the JPA Agreement and in furtherance of the CCE Program. Such assistance and services may include the services of officers, employees, and special consultants.

2. The City agrees to advance necessary funds to the VCEA or expend funds on behalf of the VCEA for the implementation of the JPA Agreement and the CCE Program, including, but not limited to, the costs of preparation of an Implementation Plan, and the planning, studies, and environmental assessments for the implementation of the CCE Program, the costs of acquisition and management of energy, equipment, facilities, and property as necessary to implement the CCE Program.

3. The City will keep records of activities and services undertaken pursuant to this Agreement and the costs thereof so that an accurate determination of the VCEA's liability to the City can be made. The City shall provide a monthly invoice to the VCEA providing a breakdown of the costs and expenses incurred by the City in rendering activities and services of the City to or on behalf of the VCEA pursuant to this Agreement, together with documentation satisfactory to the VCEA of such costs. Such statement of costs may include a proration of the City's administrative and salary expense attributable to services of City officials, employees, and departments rendered for the VCEA.

4. The VCEA agrees to reimburse the City for all costs incurred for services by the City pursuant to this Agreement from and to the extent that funds are available to the VCEA from charges to CCE customers receiving electric services from the VCEA, or from revenues from grants or other third-party sources; provided, however, that the VCEA shall have the sole and exclusive right to pledge any such sources of funds to the repayment of other indebtedness incurred by the VCEA in implementing the CCE Program. The costs of the City under this Agreement will be shown on statements submitted to the VCEA pursuant to Section 3 above. Although the parties recognize that payment may not occur for a few years and that repayment may also occur over a period of time, it is the express intent of the parties that the City shall be entitled to repayment of the expenses incurred by the City under this Agreement, consistent with the VCEA's financial ability, in order to make the City whole as soon as practically possible.

5. The parties acknowledge and agree that the VCEA has entered into a similar Cooperation and Administrative Services Agreements with the County (the "County Agreement") which provides for reimbursement to the County for any costs and funds advanced to or on behalf of the VCEA by the County, and with the City of Davis, which provides for reimbursements to the City of Davis for any costs and funds advanced to or on behalf of VCEA by the City of Davis (the "Davis Agreement") and that this Agreement, the Davis Agreement and the County Agreement shall each have equal priority for such reimbursement. Unless otherwise agreed to between the VCEA, the Cities, and County, all reimbursement payments made by the VCEA shall be prorated so that the Cities and County shall each receive a portion of such reimbursement payment equal to its proportionate share of the total aggregate amount

owed, from time to time, by VCEA to the Cities and County under this Agreement, the Davis Agreement, and the County Agreement, respectively.

6. The City shall be reimbursed for costs described in this Agreement incurred by City. The parties agree that the City previously advanced to the VCEA funding in the amount of $500,000, to assist with funding of Initial Costs as referenced in Section 5.3.2 of the JPA Agreement. Said amount shall be deemed the initial amount owed to VCEA under this Agreement, and further costs incurred by the City, or funding provided to VCEA, pursuant to this Agreement shall be added to such amount, as incurred from time to time.

7. The City agrees to perform all services required by this Agreement in a manner commensurate with the standards of a reasonable professional having specialized knowledge and expertise in the services provided under this Agreement.

8. Under no circumstances shall the employees of City be considered employees of the VCEA. The City shall be solely responsible and liable for paying all compensation and benefits owned to its employees for the service provided by the City under this Agreement.

9. The VCEA is organized as a Joint Powers Authority in accordance with the Joint Powers Act of the State of California (Government Code Section 6500 et seq.) pursuant to the JPA Agreement, and is a public entity separate from its constituent members. The VCEA shall solely be responsible for all debts, obligations, and liabilities accruing and arising out of this Agreement. The City shall have no rights and shall not make any claims, take any actions, or assert any remedies against any of the CEA's constituent members in connection with this Agreement.

10. Each party shall defend, indemnify, and hold harmless the other party (including its officers, employees, and agents) against any claim, loss, or liability arising out of the performance of this Agreement by such party. Nothing contained herein shall be construed as a waiver of any immunities or defenses that a party may have under applicable provisions of the law, including the provisions of the California Tort Claims Act (Government Code Section 801 et seq.). This mutual indemnification agreement is adopted pursuant to Government Code Section 895.4 and in lieu of and notwithstanding the pro rata risk allocation that might otherwise be imposed between the parties pursuant to Government Code Section 895.6. This provision shall survive expiration or termination of this Agreement.

11. The City shall make all documentation and records concerning all services performed under this Agreement available to the VCEA for inspection and copying at any reasonable time. The City shall maintain such records for a period of five (5) years following completion of work hereunder.

12. Either party may terminate this Agreement by providing no less than sixty (60) days written notice to the other party. The VCEA shall pay the City for services satisfactorily performed up to the effective date of termination; provided, however, that the terms and conditions set forth in Sections 5 and 6 of this Agreement shall continue in effect following such termination until all amounts due and owing the City hereunder have been repaid in full. In the

event of termination, the City, within fourteen (14) days following the date of termination, shall deliver to the VCEA all records and work products generated by the City under this Agreement.

13. This Agreement and obligations of the parties hereunder are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successor of those authorities). Any suits brought pursuant to this Agreement shall be filed in the Superior Court of the County of Yolo, State of California. A waiver by any party of any breach of any term, covenant, or conditions contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or conditions contained herein, whether of the same or a different character.

14. The Initial Costs contribution by the City, as referenced in Section 5.3.2 of the JPA Agreement, shall constitute a contribution, payment, and advance of funds, and use of personnel, equipment, and property as authorized under Government Code Section 6504, to be repaid to the City by the VCEA as authorized under Government Code Section 6512.1, with a simple interest rate of Average Yield plus one percent (1%) per annum.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

ATTEST: CITY OF WOODLAND

______________________________ By: ______________________________

City Clerk Mayor

APPROVED AS TO FORM: "CITY"

____

City Attorney

ATTEST: VALLEY CLEAN ENERGY ALLIANCE

____________________________________ By: ________________________________

Secretary Chairperson

APPROVED AS TO FORM: "VCEA"

____

Legal Counsel

City Hall
300 First Street
Woodland, CA 95695

Legislation Text

16.

File #: 17-0580, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Second Reading and Adoption of Ordinance Amending Section 23-62 of the Woodland Municipal Code Related to the Documentary Transfer Tax

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, amending Section 23-62 of the Woodland Municipal Code Related to the Documentary Transfer Tax

Staff Contact

Kimberly McKinney, Finance Officer, Kimberly.McKinney@cityofwoodland.org, 530-661-5849

Background

At the June 6th meeting, Council waived the first reading and introduced by title only an ordinance Amending Section 23-62 of the Woodland Municipal Code Related to the Documentary Transfer Tax.

Staff is asking Council to adopt the Ordinance that will allow the City and County to take the necessary steps to bring the City's documentary transfer tax in line with other neighboring jurisdictions by adjusting the tax rate to 27.5 cents per $500 of value (equivalent of $0.55 per $1,000).

Prepared by: Kimberly McKinney, Finance Officer

Paul Navazio

Paul Navazio, City Manager

Attachment: Ordinance

ORDINANCE NO. ________

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING SECTION 23-62 OF THE WOODLAND MUNICIPAL CODE RELATED TO THE DOCUMENTARY TRANSFER TAX

The City Council of the City of Woodland does hereby ordain as follows:

Section 1. Section 23-62 of the Woodland Municipal Code, which is a part of Article IV, Chapter 23, entitled "Real Property Transfer Tax Ordinance of the City of Woodland," is hereby amended to read as follows:

> Sec. 23-62. – Imposition.
>
> There is imposed on each deed, instrument, or writing by which any lands, tenements, or other realty sold within the city shall be granted, assigned, transferred, or otherwise conveyed to, or vested in the purchaser or purchasers, or any other person or persons, by their direction, when the consideration or value of the interest or property conveyed (exclusive of the value of any lien or encumbrances remaining hereon at the time of sale) exceeds one hundred dollars, a tax at the rate of twenty-seven and one half cents for each five hundred dollars or fractional part thereof of the consideration of value.

Section 2. Effective Date. This Ordinance shall take effect and be in force thirty (30) days following its adoption.

APPROVED AND ADOPTED this _______ day of June, 2017, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

____
Angel Barajas, Mayor

Attest:

____
Ana B. Gonzalez
City Clerk

Approved as to form:

____
Kara K. Ueda
City Attorney

City Hall
300 First Street
Woodland, CA 95695

Legislation Text

17.

File #: 17-0581, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 20, 2017

SUBJECT: Second Reading and Adoption of Ordinance amending the City's Parking Ordinance

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, amending the City's Parking Ordinance (Municipal Code Chapter 14, Article VII) to add 20 minute, 3-hour, 4-hour parking time zones to the City's Ordinance.

Staff Contact

Stephen Coyle, Deputy Community Planning Director, (530) 661-5910, Stephen.coyle@cityofwoodland.org

Background

At the June 20th meeting, Council waived the first reading and introduced by title only an ordinance amending the City's Parking Ordinance (Municipal Code Chapter 14, Article VII).

Staff is recommending that Council adopt this ordinance.

Prepared by: Stephen Coyle, Deputy Community Planning Director

Paul Navazio, City Manager

Attachment: Ordinance

ORDNANCE NO. _______

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING SECTION 14-7-1 OF AND ADDING SECTION 14-7-8 TO THE CITY OF WOODLAND MUNICIPAL CODE RELATED TO STOPPING, STANDING, OR PARKING RESTRICTIONS AND ESTABLISHING ADDITIONAL DOWNTOWN PARKING TIME ZONES IN THE CITY OF WOODLAND

WHEREAS, the City of Woodland currently has a parking ordinance, Chapter 14, Article VII, which establishes and regulates the Stopping, Standing, or Parking Restricted or Prohibited on Certain Streets; and

WHEREAS, the City Council now desires to amend Section 14-7-1 and add new section 14-7-8 to the Municipal Code to add new parking time zones that allow 20 minute, and three and four hour parking time zones; and

WHEREAS, the City of Woodland desires to better and more precisely manage parking spaces to meet the needs of Downtown residents, businesses, shoppers, and tourists; and

WHEREAS, the City of Woodland does not have an adequate range of parking time limit options to meet the growing and varied demands in the Downtown desired in order to bring visitors and activity to enliven the Downtown, and to generally promote and encourage economic development in the Downtown; and

WHEREAS, the proposed amendments and additions to the Municipal Code will support the goals and purpose of the 2035 General Plan and Downtown Specific Plan.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Authority. The City of Woodland may adopt this ordinance pursuant to the general police power granted to cities by Article 11, Section 7 of the California Constitution. California Vehicle Code Section 22507 authorizes the City by resolution or ordinance to establish Parking Zones covering streets, public rights-of-way, and publicly-controlled off-street Parking Facilities.

Section 2. Findings.

1. The Ordinance is consistent with the goals and policies of the General Plan and shall provide a sufficient amount of convenient, safe and attractive parking; and

2. The Ordinance is consistent with the goals and strategies contained in the City's Draft Downtown Parking Management Plan and will provide a tool for the City to more effectively manage the use of parking resources in Downtown Woodland so that adequate supply is available for residents, retail patrons, businesses, government, and visitors; and

3. The Ordinance will implement policies and standards contained in the Downtown Specific Plan.

Section 3. Amendment. Section 14-7-1 of Chapter 14 of the City of Woodland Municipal Code is hereby amended to read as follows:

Sec 14-7-1. – **Twenty and** Thirty-minute parking.

When official signs or curb markings have been placed by the traffic engineer to prohibit stopping, standing or parking a vehicle in a certain place for any time longer than **twenty or** thirty minutes, between the hours of 8:00 AM and 5:00 PM of any day except Saturday, Sunday or any holiday**, as** set forth in Chapter 1 of this code, it is unlawful for an operator of a vehicle to stop, stand or park his **or her** vehicle in violation thereof.

Section 4. Addition to Municipal Code. Section 14-7-8 of Chapter 14 is hereby added to the City of Woodland Municipal Code to read as follows:

Sec 14-7-8. – Three or Four-hour parking.

When official signs or curb markings have been placed by the traffic engineer to prohibit stopping, standing or parking a vehicle in a certain place for any time longer than three or four hours, between the hours of 8:00 AM and 5:00 PM of any day except Saturday, Sunday or any holiday, as set forth in Chapter 1 of this code, it is unlawful for an operator of a vehicle to stop, stand or park his or her vehicle in violation thereof.

Section 5. CEQA Finding. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption of this Ordinance will have a significant effect on the environment because the Ordinance will maintain current levels of development provided for in the General Plan EIR and Downtown Specific Plan. It is therefore exempt from any California Environmental Quality Act (CEQA) review pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

Section 6. Certification and Publication. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published once in an adjudicated newspaper in the City of Woodland.

PASSED AND ADOPTED by the City Council this 18th day of July, 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

Legislation Text

18.

File #: 17-0575, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017
SUBJECT: PUBLIC HEARING - Waste Management Liens

Recommendation for Action: Staff recommends that the City Council conduct a Public Hearing to receive input from property owners and adopt Resolution No. _____, "A Resolution Requesting Collection of Charges on Tax Roll".

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

Background

This annual Public Hearing is held to allow those property owners with delinquent Waste Management accounts for services received, including garbage, recycling and yard refuse pick-up and disposal, and for sweeping of the street, to address the Council prior to the attachment of a lien against their property. The Hearing is required prior to adoption of the Resolution to request the lien attachment. The list is attached to Council packets only for review and will not be placed on the website for general public review.

Before filing a lien with the County, a Public Hearing needs to be held to allow protests of the proposed liens.

The current City Municipal Code Section 23C-4 provides the parameters for garbage and yard refuse disposal and services, while Section 23C-12 discusses the recycling portion of the service as provided by the Waste Management Franchise Agreement.

Staff has worked with Waste Management to determine the accuracy of the proposed lien list. Those inaccuracies will be corrected and/or removed from the list prior to attachment of the liens. The City should not be actively involved in discussions regarding the billing itself and refers those questions to the Waste Management staff for resolution. While it is not City responsibility to become involved in the dispute of the billing, staff does attempt to mediate by providing contact information at Waste Management for resolution attempts. The primary role of the City is to obtain approval to attach the lien and to release the lien once verification of payment has been received.

Discussion

The utilization of Waste Management for the issuance of service bills has saved the City a tremendous amount of time and funds to issue and collect such bills.

As this method of collecting past due accounts has saved the City time and money, staff believes that the process should continue. Should Council determine another course of action, the cost factor would need to be considered. It is anticipated that another full time staff member would be required to adequately handle the billing and collection of delinquent accounts. As well, the collection would be subject to the Small Claims Court process which would have further costs associated with that process.

Fiscal Impact

There is little to no fiscal impact to the City to maintain the current process, other than staff time for processing and releasing the liens. The fees for the recordings are attached to the total amount of the lien and the property owner assumes that cost.

Conclusion

Staff recommends that the City Council Conduct the Public Hearing to receive input from property owners and adopt Resolution No. _____, "A Resolution Requesting Collection of Charges on Tax Roll".

Prepared by: Ana B. Gonzalez
City Clerk

Paul Navazio

Paul Navazio, City Manager

Attachment: Resolution
Waste Management Lien List available in the City Clerk's Office

Recording requested by
City of Woodland

and when recorded send to:
City Clerk
City of Woodland
300 First Street
Woodland, CA 95695

RESOLUTION NO. _____

A Resolution Requesting Collection of Charges on Tax Roll

Whereas, the City of Woodland (hereinafter City), requests the County of Yolo collect on the County tax rolls certain charges which have been imposed pursuant to an Agreement with Waste Management; and

Whereas, the County has required as a condition of the collection of said charges that the City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof;

Now, therefore be it hereby resolved by the City Council of the City of Woodland that:

1. The Auditor-Controller of Yolo County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.

2. The City of Woodland warrants and represents that the taxes, assessments, fees and/or charges imposed by the City of Woodland and being requested to be collected by Yolo County comply with all requirements of State law, including but not limited to Articles XIIIC and XIIID of the California Constitution (Proposition 218).

3. The City of Woodland releases and discharges the County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by the County of any taxes, assessments, fees and/or charges on behalf of the City.

4. The City agrees to and shall defend, indemnify and hold harmless the County, it's officers, agents and employees (the "Indemnified Parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of the City's said taxes, assessments, fees, and/or charges requested to be collected by the County for the City, or in any manner arising out of the City's establishment and imposition of said taxes, assessments, fees and/or charges. City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of the City's taxes, assessments, fees and/or charges, the County may offset the amount of

the judgment from any monies collected by County on behalf of the City, including property taxes.

5. The City agrees that it's officers, agents and employees will cooperate with the County in answering questions referred to City by the County from any person concerning the City's taxes, assessments, fees and/or charges and that the City will not refer such persons to County officers and employees for response.

6. The City agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs in placing on the tax rolls and collecting taxes, assessments, fees and/or charges, as provided by Government Code Sections 29304 and 51800.

PASSED AND ADOPTED by the City Council this 18th day of July, 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

Legislation Text

19.

File #: 17-0567, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: PUBLIC HEARING - Fiscal Year 2017/18 Community Development Block Grant Action Plan and Authorization of Submittal of Action Plan

Recommendation for Action: Staff recommends that the City Council hold a public hearing and approve the 2017/18 Community Development Block Grant Annual Action Plan. The City Council's approval is based on taking the following actions:

1. Hold a public hearing to receive community input on the Fiscal Year (FY) 2017/18 Community Development Block Grant (CDBG) Action Plan (Attachment A); and
2. Adopt a Resolution to approve the Fiscal Year FY 2017/18 CDBG Action Plan with the funding allocations as recommended by the CDBG Review Panel and staff (Attachment C); and
3. Direct staff to complete the FY 2017/18 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period; and
4. Direct staff to forward the completed FY 2017/18 Action Plan once completed; and
5. Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funded activities; and
6. Authorize the Finance Officer to make the budget allocations as specified.

These Actions are consistent with the 2015-2019 CDBG Consolidated Plan goals to reduce slum and blight conditions and assisting low and moderate income people.

Staff Contact

Dan Sokolow, Senior Planner - (530) 661-5927

Fiscal Impact

The total allocation for Administration for FY 2017/18 is $100,589 and helps offset the General Fund expenditure for the administration of the CDBG program.

The CDBG allocation recommended for the Engineering Division's ADA Accessibility Program (ADA compliant curb ramps, sidewalks, and driveways) relieves the General Fund of an expense of $180,000. The CDBG allocation recommended has allowed a mandated project that otherwise would not be funded, to proceed as required by the State of California.

Background

As a CDBG entitlement recipient, the City receives an annual CDBG funding allocation from the U.S. Department of Housing and Urban Development (HUD) and the funding must be used for activities that assist lower-income persons, eliminate conditions of slums and blight from the community, or meet an urgent need. For FY 2017/18, the City's allocation is $469,279, a $28,661 increase (or 6.5 percent) from the FY 2016/17 allocation of $440,618. The City received $33,669.24 in program income (repaid CDBG loans) during FY 2016/17 and these funds will be available for the FY 2017/18 program year. As a result, CDBG funds of $502,948.24 ($469,279 + $33,669.24 = $502,948.24) are available for new allocation during the FY 2017/18 program year.

Overview of FY 2017/18 CDBG Budget

Table 1 displays the breakdown of the allocation of $502,948.24 (new HUD funding + program income generated during FY 2016/17) and unexpended funds totaling an estimated $538,051.66 available for the FY 2017/18 CDBG program. See Attachment B for the proposed FY 2017/18 CDBG budget and the CDBG Review Panel and staff's recommended allocations.

Status of Prior Year Infrastructure Activities

- Yolo Family Service Agency, Meeting Room Conversion - YFSA awarded a construction bid and is working with City staff on the construction contract.
- St. John's Retirement Village, Inc., Cooling Towers for Personal Care Unit and Manors - The activity was delayed by the processing the FY 2016/17 Action Plan Amendment that included additional funds for St. John's.
- Empower Yolo, Capital Project - The HVAC replacement portion of the activity has been completed and the re-roof will be bid out.
- City of Woodland, ADA Accessibility Program - Activity is under construction.
- Woodland Host Lions, Scout Cabin ADA - Location of accessible entrance to Scout Cabin has been relocated and a new design is in process.
- New Hope Community Development Corporation, Cottonwood Meadows Rehabilitation - The rehabilitation work is going through the design process.
- Friends of the Mission, Walter's House HVAC Replacement - The activity was delayed by the processing the FY 2016/17 Action Plan Amendment that included additional funds for the HVAC replacement.
- Friends of the Mission, 925 North Street HVAC Replacement - the activity was delayed by the processing the FY 2016/17 Action Plan Amendment that included funding for this new activity.
- Yolo County Housing, New Community Facility for 1224 Lemen Avenue - A second architect has been hired to finish the design of the facility.

Table 1 - CDBG Summary Table 2017/18

CDBG Program/Activities	Sources		
	2017/18 Entitlement	Unexpended prior year funds	Total Funds Available
Planning and Administration	**$100,589.00**		**$100,589.00**
Subtotal Planning and Administration	**$100,589.00**		**$100,589.00**
Public Facilities and Improvements			
Yolo Family Service Agency Onsite Playground	$22,147.24		**$22,147.24**
Yolo Wayfarer Center Shelter Courtyard	$42,000.00		**$42,000.00**
City of Woodland ADA Accessibility Program	$180,000.00		**$180,000.00**
St. John's Retirement Village, Inc. Reroof	$22,770.00		**$22,770.00**
NHCDC Cottonwood Meadows Stairwell/Siding 2	$60,000.00		**$60,000.00**
Yolo Family Service Agency Mtg Rm Conv (16/17)		$9,375.00	**$9,375.00**
St. John's Cooling Towers PCU/Manors (16/17)		$90,399.00	**$90,399.00**
Empower Yolo Capital Project (16/17)		$22,000.00	**$22,000.00**
COW ADA Accessibility Program (16/17)		$175,000.00	**$175,000.00**
Woodland Host Lions Scout Cabin ADA (16/17)		$43,750.00	**$43,750.00**
NHCDC Cottonwood Meadows Rehab (16/17)		$45,000.00	**$45,000.00**
FOM Walter's House HVAC Replacement (16/17)		$66,829.00	**$66,829.00**
FOM 925 North St HVAC Replacement (16/17)		$42,980.00	**$42,980.00**
YCH Site New Community Facility (13/14)		$42,718.66	**$42,718.66**
Subtotal Public Facilities and Improvements	**$326,917.24**	**$538,051.66**	**$864,968.90**
Public Services			
Planned Parenthood Mar Monte Teen Success	$8,000.00		**$8,000.00**
Norcal Children's Therapy Ctr Proj Hope	$7,500.00		**$7,500.00**
YCCC New Dimensions Supportive Housing	$9,500.00		**$9,500.00**
Yolo Wayfarer Center Emergency Shelter	$11,000.00		**$11,000.00**
STEAC Woodland Homeless Prevention Program	$4,942.00		**$4,942.00**
Empower Yolo Shelter Services	$8,500.00		**$8,500.00**
Meals on Wheels Yolo County	$10,000.00		**$10,000.00**
Yolo County Children's Alliance MediCal Enroll	$6,000.00		**$6,000.00**
LSNC Fair Housing Services	$10,000.00		**$10,000.00**
Subtotal Public Services including unexpended prior year funds	**$75,442.00**	**$0.00**	**$75,442.00**
Total Amount for CDBG Activities for FY 2017/18	**$502,948.24**	**$538,051.66**	**$1,040,999.90**

NOTES: New funding based on FY 2017/18 entitlement of $469,279 and program income of $33,669.24.

Discussion

Under CDBG regulations no more than 15 percent (or $75,442) of the City's allocation and available program income, a total of $502,948.24, can be used for public services and no more than 20 percent (or $100,589) can be used for administration. This leaves 65 percent (or $326,917.24) remaining for infrastructure activities.

On January 17, 2017, the City Council discussed CDBG funding priorities for Fiscal Year 2017/18 and the City

Council reiterated its support for reserving at least 40 percent of the available public service funds for food and shelter programs. To assist the City with the review of CDBG applications and the preparation of funding recommendations, a three-person CDBG Review Panel is used. The Review Panel met on March 20 and 23, 2017 to recommended applications to fund. The panel was composed of three members: Jon-Paul Valcarenghi (Parks and Recreation Commission), Marco Lizarraga (Planning Commission), and Carol Miller (Senior Programs volunteer). The City received nine applications for infrastructure activities with a cumulative funding request of $555,089 and ten applications for public service activities with a cumulative funding request of $114,700.

The Review Panel evaluates the CDBG applications based on a rating and ranking system, which was last revised in 2015. The rating and ranking system is an objective system that scores the applications based on the following criteria: benefit to low and very low income persons; activity need and justification; reasonableness of cost estimates; activity management and timeliness; experience, past performance, and organizational capability; and project budget - evidence of sufficient funding.

Infrastructure Activities (Available CDBG Funds $326,917.24) - The Review Panel/staff recommend funding for five of the nine applications submitted. A detailed listing of the Review Panel's recommendations and related information is attached to this report while a summary is provided below.

Applications Recommended and Funding Amounts:
- Yolo Family Service Agency, Onsite Therapeutic Playground - $22,147.24 (The Review Panel recommended $18,620, but additional funds became available after the panel met and staff supports the increased funding amount.)
- Yolo Wayfarer Center, Shelter Courtyard - $42,000 (The Review Panel recommended $38,380, but additional funds became available after the panel met and staff supports the increased funding amount.)
- City of Woodland, ADA Accessibility Project - $180,000
- St. John's Retirement Village, Inc., New Roof Building 515-516 - $22,770 (The Review Panel recommended funding the $8,500 ADA Side Walk Continuation and provided a backup recommended to replace the sidewalk project with a reroof if additional funds became available.)
- New Hope Community Development Corp., Cottonwood Meadows Siding/Stairwell Phase 2 - $60,000.

Applications Not Recommended and Funding Request Amount:
- St. John's Retirement Village, Inc., ADA Side Walk Continuation - $8,500
- St. John's Retirement Village, Inc., New Roof Building 501-502 - $33,959
- St. John's Retirement Village, Inc., New Roof Building 401-414 - $90,920
- St. John's Retirement Village, Inc., New Roof Stollwood Building - $110,560

Public Services (Available CDBG Funds $75,442) - The Review Panel/staff recommended funding for nine of the ten applications submitted. A detailed listing of the Review Panel's recommendations and related information is attached to this report while a summary is provided below.

Applications Recommended and Funding Amounts:
- Planned Parenthood Mar Monte, Teen Success - $8,000
- Northern California Children's Therapy Center, Project Hope for Children - $7,500
- Yolo Community Care Continuum, New Dimensions Supported Housing - $9,500
- Yolo Wayfarer Center DBA Fourth and Hope, Emergency Shelter Services - $11,000
- Short Term Emergency Aid Committee, Woodland Homeless Prevention Program - $4,942

- Empower Yolo, Shelter Services - $8,500
- Meals on Wheels Yolo County, Home Delivered Meals Program - $10,000
- Yolo County Children's Alliance, MediCal & CalFresh Enrollment & Retention - $6,000
- Legal Services of Northern California, Fair Housing Services - $10,000

Applications Not Recommended and Funding Request Amount:
- Yolo Food Bank, Partner Agency Program - $8,500

It should be noted that the City pursuant to a 2005 Voluntary Compliance Agreement and Conciliation Agreement is required to provide Legal Services with annual funding of at least $10,000 for fair housing services as long as the City receives CDBG funding.

Of the $75,442 allocated for public service programs, 58.2 percent has been recommended for food and shelter programs: Yolo Community Care Continuum, Yolo Wayfarer Center, Short Term Emergency Aid Committee, Empower Yolo, and Meals on Wheels Yolo County.

Staff Recommendation - Staff supports the Review Panel recommendations for infrastructure activities. Because additional funding became available after the panel met, staff supports increasing the funding amounts for the Yolo Family Service Agency (On-Site Therapeutic Playground) and Yolo Wayfarer Center (Shelter Courtyard). A staff recommendation is not provided for the Review Panel's recommendations on public services activities. Because staff's immediate family members are beneficiaries of a trust that rents space to one of the applicants, Yolo Food Bank, staff is not making individual recommendations for the public service applications. The proposed overall funding allocations will provide needed support to the community's public services, such as food, shelter, and fair housing counseling. For the infrastructure activities, the funding allocations will include projects to construct accessibility improvements, improve the operations of the City's only emergency shelter, provide for affordable housing rehabilitation, and construct other improvements.

Public Contact/Outreach

Outreach efforts for the Action Plan included **(1)** holding a discussion with the Woodland City Council at the January 17, 2017 council meeting to discuss funding priorities for FY 2017/18 Action Plan, **(2)** emailing a notice of funding availability (and schedule for FY 2017/18 Action Plan schedule, applications for public service and construction activities, Woodland's rating and ranking system for CDBG applications, and priority rankings from Woodland's 2015-19 Consolidated Plan) to current and previous CDBG subrecipients and other interested parties (approximately 30 nonprofits, government agencies, and other parties); **(3)** having the NOFA forwarded to members of the local continuum of care (Yolo County Homeless and Poverty Action Coalition); **(4)** posting the NOFA and other attachments from the NOFA email on the City's website; **(5)** noticing a February 21 workshop/public meeting for prospective applicants and the general public in the February edition of the Woodland Daily Democrat newspaper; **(6)** holding the February 21 workshop/public meeting at the Woodland Community and Senior Center (2001 East Street); and **(7)** emailing the FY 2017/18 CDBG applicants to provide the funding recommendations from the City's CDBG Review Panel and notify applicants of a June 12 public meeting to obtain public comments on the applications submitted and the review panel's recommendations.

Other outreach efforts include **(8)** noticing the June 12 public meeting in the May edition of the Daily Democrat in Spanish and English; **(9)** holding the June 12 public meeting at the Woodland Community and Senior Center **; (10)** noticing the availability of the draft FY 2017/18 Action Plan and the City Council's July 18 public hearing on the Action Plan in the July edition of the Daily Democrat; **(11)** posting the draft FY 2017/18 Action Plan to the City's website; **(12)** emailing members of the local continuum of care (HPAC) on the availability of the draft FY 2017/18 Action Plan and the City Council's July 18 public hearing on the Action Plan; and **(13)** holding a July 18 public hearing before the City Council to receive comments on the draft FY 2017/18 Action Plan.

Conclusion

Staff recommends that the City Council hold a public hearing and approve the 2017/18 Community Development Block Grant Annual Action Plan. The City Council’s approval is based on taking the following actions:

1. Hold a public hearing to receive community input on the Fiscal Year (FY) 2017/18 Community Development Block Grant (CDBG) Action Plan (Attachment A); and
2. Adopt a Resolution to approve the Fiscal Year FY 2017/18 CDBG Action Plan with the funding allocations as recommended by the CDBG Review Panel and staff (Attachment C); and
3. Direct staff to complete the FY 2017/18 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period; and
4. Direct staff to forward the completed FY 2017/18 Action Plan once completed; and
5. Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funded activities; and
6. Authorize the Finance Officer to make the budget allocations as specified.

These Actions are consistent with the 2015-2019 CDBG Consolidated Plan goals to reduce slum and blight conditions and assisting low and moderate income people.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
CSD Director

Paul Navazio

Paul Navazio, City Manager

Attachments:
Attachment A, Draft Action Plan FY 2017/18
Attachment B, FY 2017/18 Action Plan Funding Recommendations
Attachment C, Resolution for FY 2017/18 Action Plan

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Fiscal Year 2017/18 Annual Action Plan is a one-year plan to address the community development and low- and moderate-income housing needs in the City of Woodland. It is a portion of the implementation of the five-year Consolidated Plan, and provides a detailed summary of how the City's annual Community Development Block Grant (CDBG) entitlement will be spent in the coming year. Both the Consolidated Plan and the Action Plan are implemented by staff from the Community Services Department.

The Fiscal Year 2017/18 Annual Action Plan is a one-year plan to address the community development and low- and moderate-income housing needs in the City of Woodland. It is a portion of the implementation of the five-year Consolidated Plan, and provides a detailed summary of how the City's annual Community Development Block Grant (CDBG) entitlement will be spent in the coming year. Both the Consolidated Plan and the Action Plan are implemented by staff from the Community Services Department.

In FY 2017/18, the City will receive $469,279 in HUD CDBG Entitlement program funds and have additional funds of $33,669.24 available from program income generated during FY 2016/17. This results in total CDBG resources of $502,948.24 available for FY 2017/18.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Action Plan outlines the City's intent to pursue the overall goals of HUD's community development and planning programs, including the following during Fiscal Year 2017/18.

1. To provide decent and quality housing;
2. To establish and maintain a suitable living environment; and
3. To expand economic revitalization opportunities.

The Action Plan serves the following functions.

1. A planning document for the City, based on a participatory process;
2. An application for federal funds under HUD's formula CDBG grant program;
3. A strategy for administering HUD programs; and
4. A plan that provides a basis for assessing performance.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City's FY 2016/17 Annual Action Plan funded the following infrastructure and public services activities.

Infrastructure Activities

1. Yolo Family Service Agency - Meeting Room Conversion (non-housing rehabilitation)

2. St. John's Retirement Village, Inc. - Cooling Towers for PCU and Manors (non-housing rehabilitation)
3. Empower Yolo - Capital Project (non-housing rehabilitation)
4. City of Woodland - ADA Accessibility Program (ADA accessibility)
5. Woodland Host Lions/Scouting Associates - Boy Scout Cabin ADA Ramp (ADA accessibility)
6. New Hope Community Development Corporation - Cottonwood Meadows Stairwell/Siding (Housing rehabilitation)
7. Friends of the Mission - Walter's House HVAC Project (housing rehabilitation)
8. Friends of the Mission - 925 North Street HVAC (housing rehabilitation)

Public Services Activities
1. Planned Parenthood Mar Monte - Teen Success (youth services)
2. Northern California Children's Therapy Center - Project Hope for Children (health services)
3. Yolo Wayfarer Center - Emergency shelter services (food and shelter)
4. Yolo Community Care Continuum - New Dimensions Supported Housing (food and shelter)
5. Short Term Emergency Aid Committee - Woodland Homeless Prevention Program (food and shelter)
6. Elderly Nutrition Program - Home delivered meals to low income seniors (food and shelter)
7. Empower Yolo - Shelter services (food and shelter)
8. Legal Services of Northern California - Fair housing services (fair housing)

For the infrastructure activities, the Yolo Family Service Agency has awarded a construction contract, St. John's will bid out the project this summer, Empower Yolo has completed the replacement of an HVAC unit and will bid out the re-roof this summer, and the City of Woodland project is under construction. Woodland Host Lions is designing a new location for ADA accessible ramp, New Hope Community Development Corporation is designing the siding replacement, and Friends of the Mission will bid out its two HVAC projects this summer. All of the public services activities have been completed. Most of the FY 2016/17 CDBG activities are high priorities in the City Consolidated Plan. For FY 2016/17, the City processed an Action Plan amendment. This has delayed the progress of four activities; however, the City expects seven of the eight infrastructure activities to be completed by this summer or fall. The City will continue the focus on Consolidated Plan high priorities for the FY 2017/18 Action Plan.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

UPDATE ONCE COMMENT PERIOD CLOSES

Outreach efforts for the Action Plan included (1) holding a discussion with the Woodland City Council at the January 17, 2017 council meeting to discuss funding priorities for FY 2017/18 Action Plan, (2) emailing a notice of funding availability (and schedule for FY 2017/18 Action Plan schedule, applications for public service and construction activities, Woodland's rating and ranking system for CDBG applications, and priority rankings from Woodland's 2015-19 Consolidated Plan) to current and previous CDBG subrecipients and other interested parties (approximately 30 nonprofits, government agencies, and other parties); (3) having the NOFA forwarded to members of the local continuum of care (Yolo County Homeless and Poverty Action Coalition); (4) posting the NOFA and other attachments from the NOFA email on the City's website; (5) noticing a February 21 workshop/public meeting for prospective applicants and the general public in the February edition of the Woodland Daily Democrat newspaper; (6) holding the February 21 workshop/public meeting at the Woodland Community and Senior Center (2001 East Street); (7) emailing the FY 2017/18 CDBG applicants to provide the funding recommendations from the City's CDBG Review Panel and notify applicants of a June 12 public meeting to obtain public comments on the applications submitted and the review panel's recommendations; (8) noticing the June 12 public meeting in the May edition of the Daily Democrat in Spanish and English; (9) holding the June 12 public meeting at the Woodland Community and Senior Center; (10) noticing the availability of the draft FY 2017/18 Action Plan and the City Council's July 18 public hearing on the Action Plan in the July edition of the Daily Democrat; (11) posting the draft FY 2017/18 Action Plan to the City's website; (12) emailing members of the local continuum of care (HPAC) on the availability of the draft FY 2017/18 Action Plan and the City Council's July 18 public hearing on the Action Plan; and (13) holding a July 18 public hearing before the City Council to receive comments on the draft FY 2017/18 Action Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

UPDATE ONCE COMMENT PERIOD CLOSES

The City's public outreach efforts for the FY 2017/18 Action Plan are detailed in #4 (Summary of Citizen Participation Process and consultation process). The City received a number of comments on the CDBG application process and CDBG requirements in general from potential subrecipients; however, the City did not receive citizen comments on funding priorities for the FY 2017/18 CDBG Action Plan or other related issues. The Woodland City Council in January 2017 did reiterate its support for using a majority of the available public service funds for food and shelter programs.

6. Summary of comments or views not accepted and the reasons for not accepting them

Not applicable - the City did not decline comments or views submitted during the Annual Action Plan process.

7. Summary

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator		Community Services Department

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Dan Sokolow, Senior Planner
Community Services Department
City of Woodland
2001 East Street
Woodland, CA 95776
(530) 661-5927
dan.sokolow@cityofwoodland.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Goals from the City's FY 2015-19 Consolidated Plan include the following.

Housing

- Develop at least 75 multifamily and/or single family affordable housing units over the next five years.
- Continue to annually monitor the inventory of affordable multifamily rental units/apartments and senior designated housing units.
- Partner with for-profit and non-profit housing developers for the development and/or rehabilitation of affordable housing by exploring various funding mechanisms in order to increase and maintain the number of affordable units and reduce the number of owner and renter households who reside in substandard housing.
- Rehabilitate 5 units over the next 5 years in order to reduce the number of substandard housing units, thereby increasing the viability of the housing stock and improving the quality of residential neighborhoods.
- Assist approximately 500 Woodland households with discrimination allegations, dispute, counseling and education and outreach over the next 5 years in order to reduce fair housing discrimination and improve landlords' and owners' understanding of their fair housing obligations.

Homelessness

- Ensure that homeless programs are effectively operated, new programs are added to meet gaps in services, and continue to partner in Homeless Coordination Project.
- Continue to fund agencies that provide emergency housing assistance and support services to assist the homeless and person threatened with homelessness. Assist approximately 1,000 Woodland residents over the next 5 years in an effort to reduce the number of unsheltered homeless.

Other Community Development Needs

- Complete five public improvement projects over the next five years to remove architectural barriers and improve access to public facilities in the City for mobility-impaired individuals.
- Construct or rehabilitate a minimum of two public facilities providing youth services during the next 5 years to benefit low- and moderate-income residents and prevent crime and substance abuse among youth.

Public Services

- Provide emergency food, shelter and mental health services to over 5,000 homeless individuals or those "at-risk" of homelessness over the next 5 years in an effort to address the reason for homelessness and reduce the number of unsheltered homeless.
- Continue to support youth programs with the assistance of local agencies to primarily benefit very low-, low- and moderate-income youth and families as a means of improving the quality of life and prevent youth from engaging in criminal activity or substance abuse. Assist approximately 50 Woodland residents annually over the next 5 years.

- Continue to support health services with the assistance of local agencies to primarily benefit very low-, low-, and moderate-income individuals and families, and special needs populations such as victims of domestic violence, the homeless and mentally ill. Assist approximately 300 Woodland residents annually over the next 5 years to improve the quality of life for low- and moderate-income persons with added health programs or services that would otherwise be unavailable.
- Partner with local agencies through participation on the Workforce Investment Board to provide job training or other employment-like services to assist low- and moderate-income individuals in obtaining a new job.
- Establish a Neighborhood Revitalization Area if found to be feasible in order to improve the quality of life in a low- and moderate income neighborhood in a strategic collaborative effort.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Goals from the City's FY 2015-19 Consolidated Plan include the following.

Housing

- Develop at least 75 multifamily and/or single family affordable housing units over the next five years.
- Continue to annually monitor the inventory of affordable multifamily rental units/apartments and senior designated housing units.
- Partner with for-profit and non-profit housing developers for the development and/or rehabilitation of affordable housing by exploring various funding mechanisms in order to increase and maintain the number of affordable units and reduce the number of owner and renter households who reside in substandard housing.
- Rehabilitate 5 units over the next 5 years in order to reduce the number of substandard housing units, thereby increasing the viability of the housing stock and improving the quality of residential neighborhoods.
- Assist approximately 500 Woodland households with discrimination allegations, dispute, counseling and education and outreach over the next 5 years in order to reduce fair housing discrimination and improve landlords' and owners' understanding of their fair housing obligations.

Homelessness

- Ensure that homeless programs are effectively operated, new programs are added to meet gaps in services, and continue to partner in Homeless Coordination Project.
- Continue to fund agencies that provide emergency housing assistance and support services to assist the homeless and person threatened with homelessness. Assist approximately 1,000 Woodland residents over the next 5 years in an effort to reduce the number of unsheltered homeless.

Other Community Development Needs

- Complete five public improvement projects over the next five years to remove architectural barriers and improve access to public facilities in the City for mobility-impaired individuals.

- Construct or rehabilitate a minimum of two public facilities providing youth services during the next 5 years to benefit low- and moderate-income residents and prevent crime and substance abuse among youth.

Public Services

- Provide emergency food, shelter and mental health services to over 5,000 homeless individuals or those "at-risk" of homelessness over the next 5 years in an effort to address the reason for homelessness and reduce the number of unsheltered homeless.
- Continue to support youth programs with the assistance of local agencies to primarily benefit very low-, low- and moderate-income youth and families as a means of improving the quality of life and prevent youth from engaging in criminal activity or substance abuse. Assist approximately 50 Woodland residents annually over the next 5 years.
- Continue to support health services with the assistance of local agencies to primarily benefit very low-, low-, and moderate-income individuals and families, and special needs populations such as victims of domestic violence, the homeless and mentally ill. Assist approximately 300 Woodland residents annually over the next 5 years to improve the quality of life for low- and moderate-income persons with added health programs or services that would otherwise be unavailable.
- Partner with local agencies through participation on the Workforce Investment Board to provide job training or other employment-like services to assist low- and moderate-income individuals in obtaining a new job.
- Establish a Neighborhood Revitalization Area if found to be feasible in order to improve the quality of life in a low- and moderate income neighborhood in a strategic collaborative effort.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Woodland is a member of the local Continuum of Care, Yolo County Homeless and Poverty Action Coalition (or HPAC), and participates in HPAC meetings or other meetings convened by HPAC members to discuss and seek solutions for homeless issues. The City in partnership with Woodland-based nonprofit Fourth & Hope (formerly known as the Yolo Wayfarer Center) applies for Federal Continuum of Care (CoC) grant funds on an annual basis. The scope and purpose of the grant applications submitted by the City are coordinated with Fourth & Hope and reviewed/approved by HPAC. HUD has awarded the City CoC funds to provide housing and services and for chronically homeless individuals and families.
The City used contracted with Fourth & Hope (Yolo Wayfarer Center) for a homeless outreach project in FY 2016/17 to identify the chronically unsheltered homeless in Woodland, establish regular ongoing communication with these individuals, and connect them whenever possible to services/programs and housing. This effort was funded through the City's general fund. Fourth & Hope is a member of the local continuum of care (HPAC). During FY 2016/17, the City's general fund budget included an appropriation for initiating a "Housing First" pilot project in collaboration with Yolo County and other partner agencies to assist in placing unsheltered homeless individuals into permanent housing. The City has been unable to rent a home or apartments to temporarily house homeless individuals; however, it remains committed to the pilot project. The City is early 2017 established a cold weather overnight shelter program in collaboration with local churches, Yolo County Health and Human Services Agency (HHSA), and Fourth & Hope. Two churches hosted homeless families during the two-week period of the program and provided volunteers to help staff the shelter, the City purchased cots and sleeping bags, Fourth & Hope supplied a

trained monitor and provided other services included a morning meal, and Yolo County funded the trained monitor's salary.

The City participates in the Countywide Homeless Coordination Project with Yolo County and the other cities located in Yolo County. (All cities in the county and Yolo County are members of the local Continuum of Care, HPAC.) This effort funds a countywide homeless program coordinator and the cold weather shelter (Yolo Wayfarer Center) located in Woodland. The City's annual contribution to the project is $20,000 and the City funds this with affordable housing monitoring fees and a payment in lieu of taxes that it receives from an affordable housing project.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Woodland is a member of the local Continuum of Care, Yolo County Homeless and Poverty Action Coalition (or HPAC), and participates in HPAC meetings or other meetings convened by HPAC members to discuss and seek solutions for homeless issues. The City takes part in HPAC discussions/decisions on prioritizing ESG funding and how the local ESG competition is structured. The City does not provide direct services to the homeless and therefore does not report data in HMIS. However, multiple HPAC members use HMIS and the City participates in discussions/decisions through HPAC on how HIMIS users can share HMIS data in order to more efficiently deliver services to the homeless.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Yolo County Homeless and Poverty Action Coalition	The following Strategic Plan goals overlap with the goals of the Continuum of Care: 1) The City will work to develop at least 75 multi-family and/or single-family affordable housing units over the next five years and revise the Inclusionary Housing Ordinance to increase homeownership opportunities. 2) The City will work to develop of rehabilitate 100 affordable housing units over the next five years. 3) Ensure that homeless programs are effectively operated, new programs are added to meet gaps in services, and continue to partner in the Homeless Coordination Project. 4) Assist approximately 1,000 Woodland residents during the five years of the Plan (by continuing to fund agencies that provide emergency housing assistance and support services to assist the homeless and persons threatened with homelessness). 5) Provide emergency food, shelter and mental health services to over 5,000 homeless individuals or those at-risk of homelessness over the next five years.
City of Woodland Housing Element	City of Woodland	The following Strategic Plan goals overlap with the goals of the 2013-2021 Housing Element for the City of Woodland: 1) The City will work to develop at least 75 multi-family and/or single-family affordable housing units over the next five years and revise the Inclusionary Housing Ordinance to increase home ownership opportunities. 2) The City will continue to annually monitor the current inventory of more than 1,131 affordable multifamily rental units/apartments and senior designated housing units. 3) The City will work to develop or rehabilitate 100 affordable housing units over the next five years. 4) Rehabilitate 5 units over the next five years (for owner-occupied units). 5) Assist approximately 500 Woodland households with discrimination allegations, dispute, counseling and education and outreach during the next five years of the Plan. 6) Ensure that homeless programs are effectively operated, new programs are added to meet gaps in services, and continue to partner in the Homeless Coordination Project. 7) Assist approximately 1,000 Woodland residents during the five years of the Plan (by funding agencies that provide emergency housing assistance and support services to assist the homeless and persons threatened with homelessness).

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Ten-Year Plan to End Homelessness	Ten-Year Plan Commission (Yolo County and cities of county)	The following Strategic Plan goals overlap with the goals of the Ten-Year Plan to End Homelessness (in Yolo County): 1) The City will work to develop at least 75 multi-family and/or single-family affordable housing units over the next five years and revise the Inclusionary Housing Ordinance to increase home ownership opportunities. 2) The City will work to develop or rehabilitate 100 affordable housing units over the next five years. 3) Ensure that homeless programs are effectively operated, new programs are added to meet gaps in services, and continue to partner in the Homeless Coordination Project. 4) Assist approximately 1,000 Woodland residents during the five years of the Plan (by continuing to fund agencies that provide emergency housing assistance and support services to assist the homeless and persons threatened with homelessness). 5) Provide emergency food, shelter and mental health services to over 5,000 homeless individuals or those at-risk of homelessness over the next five years (by continuing to fund agencies that provide assistance to the homeless population). 6) Participate on the Workforce Investment Board (WIB) (in order to partner with local agencies to provide job training or other employment-like services to assist low- and moderate-income individuals in obtaining a new job).

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

UPDATE ONCE COMMENT PERIOD CLOSES

Outreach efforts for the Action Plan included (1) holding a discussion with the Woodland City Council at the January 17, 2017 council meeting to discuss funding priorities for FY 2017/18 Action Plan, (2) emailing a notice of funding availability (and schedule for FY 2017/18 Action Plan schedule, applications for public service and construction activities, Woodland's rating and ranking system for CDBG applications, and priority rankings from Woodland's 2015-19 Consolidated Plan) to current and previous CDBG subrecipients and other interested parties (approximately 30 nonprofits, government agencies, and other parties); (3) having the NOFA forwarded to members of the local continuum of care (Yolo County Homeless and Poverty Action Coalition); (4) posting the NOFA and other attachments from the NOFA email on the City's website; (5) noticing a February 21 workshop/public meeting for prospective applicants and the general public in the February edition of the Woodland Daily Democrat newspaper; (6) holding the February 21 workshop/public meeting at the Woodland Community and Senior Center (2001 East Street); (7) emailing the FY 2017/18 CDBG applicants to provide the funding recommendations from the City's CDBG Review Panel and notify applicants of a June 12 public meeting to obtain public comments on the applications submitted and the review panel's recommendations; (8) noticing the June 12 public meeting in the May edition of the Daily Democrat in Spanish and English; (9) holding the June 12 public meeting at the Woodland Community and Senior Center; (10) noticing the availability of the draft FY 2017/18 Action Plan and the City Council's July 18 public hearing on the Action Plan in the July edition of the Daily Democrat; (11) posting the draft FY 2017/18 Action Plan to the City's website; (12) emailing members of the local continuum of care (HPAC) on the availability of the draft FY 2017/18 Action Plan and the City Council's July 18 public hearing on the Action Plan; and (13) holding a July 18 public hearing before the City Council to receive comments on the draft FY 2017/18 Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Potential CDBG applicants	A notice of funding availability/application workshop/public meeting was advertised in the Woodland Daily Democrat newspaper in February 2017 and the notice included staff contact information for the CDBG program.	Comments were not received based on the notice, but a number of potential CDBG subrecipients contacted the City for additional information on the CDBG application process.	Not applicable - comments were not received in response to the notice.	
2	Public Meeting	Non-targeted/broad community Potential CDBG applicants	A public meeting/application workshop was held on February 21, 2017 at the Woodland Community and Senior Center (2001 East Street, Woodland, CA 95776) to discuss the FY 2017/18 CDBG application and scoring criteria and provide the public with an opportunity to comment on the FY 2017/18 CDBG Program.	A total of six persons attended the public meeting/application workshop. The attendees asked questions about the CDBG application process and the City's funding priorities for the CDBG program.	Not applicable - all comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Local Continuum of Care	An email was forwarded to the Yolo County Homeless and Poverty Action Coalition (HPAC) February on the notice of funding availability for the City's FY 2017/18 CDBG program and the February 21 workshop/public meeting.	HPAC members did not submit comments.	Not applicable - comments were not submitted.	
4	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	A public meeting notice was advertised in the Woodland Daily Democrat newspaper in May to announce a June 12, 2017 public meeting to review CDBG applications submitted, review funding recommendations of the City's CDBG Review Panel, and obtain public input input on the City's CDBG program. The notice was published in English and Spanish.	City staff received phone calls and emails from organizations recommended for CDBG funding.	Not applicable - all comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Non-targeted/broad community	Three persons attended a public meeting held on June 12, 2017 at the Woodland Community and Senior Center to review CDBG applications, announce funding recommendations from the City's CDBG Review Panel, and obtain public input on the CDBG program.	The attendees asked questions about the next steps in the CDBG process and discussed the future of CDBG funding at the Federal level.	Not applicable - all comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	A public hearing notice was advertised in the July Woodland Daily Democrat newspaper to notice the July 18, 2017 public hearing for the FY 2017/18 CDBG Action Plan that will be held at a City Council meeting and announce the availability of the draft Action Plan for public comment during a 16-day public comment period. The notice was published in English and Spanish.	UPDATE ONCE PUBLIC COMMENT PERIOD CLOSES	UPDATE ONCE PUBLIC COMMENT PERIOD CLOSES	
7	Internet Outreach	Local Continuum of Care	An email was sent out to the Yolo County Homeless and Poverty Action Coalition (HPAC) in July to obtain comments on the draft FY 2017/18 CDBG Action Plan and to notify HPAC members of the July 18, 2017 public hearing on the 2017/18 Action Plan.	UPDATE ONCE PUBLIC COMMENT PERIOD CLOSES	UPDATE ONCE PUBLIC COMMENT PERIOD CLOSES	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Hearing	Non-targeted/broad community	A public hearing on the FY 2017/18 CDBG Action Plan was held before the Woodland City Council on July 18, 2017. While a number of community members were present during the public hearing, none of those in attendance provided comments on the Action Plan.	UPDATE AFTER THE PUBLIC HEARING HAS BEEN HELD	UPDATE AFTER THE PUBLIC HEARING HAS BEEN HELD	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

For FY 2017/18, a total of $502,948.24 in CDBG funds (entitlement allocation of $469,279 + $33,669.24 in program income funds generated during FY 2016/17) will be available for infrastructure and public services activities. These funds will be leveraged with approximately $476,564 in non-federal funds.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	469,279	33,669	0	502,948	839,489	The City's FY 2017/18 entitlement allocation is $469,279 and the City is also using $33,669.24 in program income generated during FY 2016/17.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Housing	263,099	0	0	263,099	526,198	In early 2017, the City received notification that its two Tier 1 and one Tier 2 grant applications for the Fiscal Year 2016 Continuum of Care Program Competition (funding year 2017/18) have been awarded funds by the U.S. Department of Housing and Urban Development (HUD). The City and nonprofit Fourth & Hope partnered to submit the grant applications: Reallocation from Transitional Housing to Permanent Supportive Housing (PSH), Consolidated Permanent Supportive Housing for Chronically Homeless, and Bonus Project Permanent Supportive Housing for Chronically Homeless.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
General Fund	public - local	Other	20,000	0	0	20,000	20,000	The City participates in the Countywide Homeless Coordination Project with Yolo County and the other cities located in Yolo County. (All cities in the county and Yolo County are members of the local Continuum of Care, HPAC.) This effort funds a countywide homeless program coordinator and the cold weather shelter (Yolo Wayfarer Center) located in Woodland. The City's annual contribution to the project is $20,000 and the City funds this with affordable housing monitoring fees and a payment in lieu of taxes that it receives from an affordable housing project.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG funds used for FY 2017/18 will be leveraged with approximately $476,564 in non-federal funds for the following infrastructure and public services activities.

Infrastructure Activities:
Yolo Wayfarer Center's Shelter Courtyard- $8,676
Public Services Activities:

Planned Parenthood Mar Monte's Teen Success - $33,246
Northern California Children's Therapy Center's Project HOPE - $94,500
Yolo Community Care Continuum's New Dimensions Supported Housing - $34,035
Yolo Wayfarer Center's Emergency Shelter Services - $113,000
Short Term Emergency Committee's Woodland Homeless Prevention Program - $28,200
Meals on Wheels Yolo County's Home Delivered Meals Program - $19,825
Yolo County Children's Alliance's Woodland MediCal & CalFresh Enrollment & Retention - $30,000
Legal Services of Northern California's Fair Housing Services - $711
Empower Yolo's Shelter Services - $114,371

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	ADA Public Improvement Projects	2015	2019	Non-Housing Community Development		Public Facilities & Improvements (includes ADA)	CDBG: $180,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted
2	Health & Youth Services Public Facility Projects	2015	2019	Non-Housing Community Development		Public Facilities & Improvements (includes ADA)	CDBG: $44,936	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1025 Persons Assisted
3	Develop or Rehabilitate Affordable Units	2015	2019	Affordable Housing		Public Facilities & Improvements (includes ADA)	CDBG: $60,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 46 Households Assisted
4	Assist Homeless & Persons At Risk	2015	2019	Homeless		Public Facilities & Improvements (includes ADA)	CDBG: $38,380	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
5	Public Services - Emergency Food & Shelter	2015	2019	Homeless		Public Services - Emergency Food & Shelter	CDBG: $43,111	Public service activities other than Low/Moderate Income Housing Benefit: 368 Persons Assisted
6	Public Services - Youth Programs	2015	2019	Non-Homeless Special Needs		Public Services - Youth Services	CDBG: $8,000	Public service activities other than Low/Moderate Income Housing Benefit: 24 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Public Services - Health Services	2015	2019	Non-Homeless & Homeless Health Services		Health Services	CDBG: $13,500	Public service activities other than Low/Moderate Income Housing Benefit: 120 Persons Assisted
8	Fair Housing Services	2015	2019	Fair Housing Services		Fair Housing Services	CDBG: $10,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	ADA Public Improvement Projects
	Goal Description	**Woodland's ADA Accessibility Project** - This activity will result in the design and construction of ADA compliant curb ramps, sidewalks, and driveways at approximately 18 locations. The locations are on the City's ADA Priority Route, which was identified in conjunction with the City's ad hoc committee of community members with disabilities and is coordinated with YoloBus routes throughout the City. These bus routes connect government, medical, and other institutions/facilities within the City.
2	**Goal Name**	Health & Youth Services Public Facility Projects
	Goal Description	**Yolo Family Service Agency's (YFSA) Onsite Therapeutic Playground** - This activity will result in the removal of the existing play structure and flooring, installation of a new play structure and appropriate flooring for children ages 5 to 12, and the installation of a basketball hoop for children up to 16 years of ago. YFSA provides preventive mental health services to children, youth, families, couples, and individuals. The improvements to YFSA's therapeutic playground will ensure a safe environment for play therapy. **St. John's Retirement Village's New Roof on Building 515-516** - This activity will result in the replacement of a roof. St. John's is non-profit, multi-level, wellness-focused community that provides four levels of care for approximately 160 seniors including independent assisted living, personal care, memory support, and skilled nursing.

3	**Goal Name**	Develop or Rehabilitate Affordable Units
	Goal Description	**New Hope Community Development Corporation's (NHCDC) Cottonwood Meadows Stairwell/Siding Dry-rot Improvements Phase II** - This activity will result in the repair and replacement of dry-rotted framing, T-1-11 wood siding, wood trim, and painting at the remainder of the rental complex. The replacement siding and trim will be of a "cement-fiber" type and all new wood and trim will be painted. Cottonwood Meadows is an apartment complex serving low to very low income senior and senior disabled residents.
4	**Goal Name**	Assist Homeless & Persons At Risk
	Goal Description	**Yolo Wayfarer Center's Shelter Courtyard** - This activity will result in the expansion of an existing shade structure at the emergency shelter operated by the Yolo Wayfarer Center. The structure will provide protection from the elements. In addition, CDBG funding will be used to renovate an exterior restroom adjacent to the shade structure and to rehabilitate the men's restroom located in the interior of the shelter.

5	**Goal Name**	Public Services - Emergency Food & Shelter
	Goal Description	**Yolo Community Care Continuum's New Dimensions Supported Housing** - This activity provides individualized services to residents of the New Dimensions Supportive Housing Project via YCCC, a 15-unit affordable project for adults at risk of mental illness. Services will be provided also to mentally ill adult residents at YCCC's facilities located in Woodland. Services include teaching independent living skills, clinical and medical support, teaching vocational skills, and ensuring safety for the residents. **Yolo Wayfarer Center's Emergency Shelter** - This activity offers dormitory style shelter for up to 73 individuals daily (including families). The 90-day program requires accountability and offers daily breakfasts, packed lunches, dinner meals, counseling, mailbox services, showers, laundry facilities, employment training, a literacy program, substance abuse education groups, and case management. Assistance accessing mainstream benefit programs, as well as job and housing searches is provided. After 10 days, guests are required to make progress on their personal development plan. This includes classes in life skills, health, employment, and housing readiness. **Meals on Wheels Yolo County's Home Delivered Meals Program -** This activity provides hot, noon-time meals, which are prepared daily, to Woodland senior citizens in need. This critical meal program not only prevents hunger and saves lives, but also benefits the health, quality of life, longevity and independence of seniors. It also provides assurance to the Woodland community that seniors are eating nutritionally and being checked on regularly. **Empower Yolo's Shelter Services** - This activity provides emergency food and shelter for the homeless, who are among the special population, victims of domestic violence. Empower Yolo operates the only shelter in Yolo County that specifically serves victims of domestic violence, sexual assault, stalking, and trafficking. More than just a temporary refuge, the Empower Yolo shelter also provides a comprehensive empowerment program to assist survivors of domestic violence in becoming independent and safe from the violence in their lives. **Short Term Emergency Aid Committee's Woodland Homeless Prevention Program** - This activity provides emergency cash assistance for (1) overdue rent in order to prevent evictions for low-income Woodland residents and (2) first month's rent to help low-income Woodland individuals and families move into permanent, long-term housing.
6	**Goal Name**	Public Services - Youth Programs
	Goal Description	**Planned Parenthood Mar Monte's Teen Success** - This activity assists pregnant and parenting teen mothers, ages 12 to 19, and their offspring. The Teen Success program supports and motivates teens to develop healthy alternatives to having additional children during adolescence; set and achieve short- and long-term goals; complete high school or a GED program; and develop a mature communication style to help foster a healthy relationship with other partners and children.

7	**Goal Name**	Public Services - Health Services
	Goal Description	**Yolo County Children's Alliance's Woodland MediCal & CalFresh Enrollment & Retention -** This activity will assist families going through the enrollment process for the MediCal and CalFresh programs. Staff from the Yolo County Children's Alliance will walk families through the enrollment process, troubleshoot issues that arise, and confirm that all necessary paperwork is complete and reviewed by the Yolo County Health and Human Services Agency. Staff from the Yolo County Children's Alliance will follow up with enrolled families to ensure that they understand their benefits and how to use them. This will including connecting families to the actual health and food services available to them. Bilingual staff will be available since the primary language of many of the families eligible for MediCal and CalFresh is a language other than English. **Northern California Children's Therapy Center's Project Hope for Children** - This activity provides health care access for special needs children through the early intervention, socialization, and an array of comprehensive multiple therapy programs aimed at helping disabled children achieve their greatest level of independence. Services provided through this program are directed toward children who are uninsured or underinsured and otherwise lack access to health care.
8	**Goal Name**	Fair Housing Services
	Goal Description	**Legal Services of Northern California's Fair Housing Services -** This activity provides free information and advice on fair housing issues, case intake and complaint processing, and investigation of alleged fair housing violations. In addition, Legal Services holds a fair housing conference annually in April open to tenants and landlords.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City's Action Plan will fund infrastructure and public services activities for the Woodland's community's low- and moderate-income residents. The infrastructure activities increase capacity or repair/replace infrastructure to meet current standards and they include the Yolo Family Service Agency's Onsite Therapeutic Playground, Yolo Wayfarer Center's Shelter Courtyard, City of Woodland's ADA Accessibility Program, St. John's Retirement Village's New Roof Building 515-516, and New Hope Community Development Corporation's Cottonwood Meadows Stairwell/Siding Improvements Phase II. YFSA provides counseling services for low income families; Yolo Wayfarer Center operates a homeless shelter in Woodland for families and individuals, St. John's provides four levels of care including independent assisted living, personal care, memory support, skilled nursing for 160 seniors; and Cottonwood Meadows is an apartment complex serving low to very low income senior and senior disabled residents.

Public services activities that benefit low- and moderate-income households and individuals will be available on a citywide basis to income-eligible households and they include Planned Parenthood Mar Monte's Teen Success (teen pregnancy prevention program to assist teen mothers and pregnant teens and focused on helping participants maintain their family size and graduate from high school), Northern California Children's Therapy Center (health care access for special needs children through early intervention), Yolo Community Care Continuum's New Dimensions Supported Housing (housing/supportive services for adults with mental illness), Yolo Wayfarer Center's Emergency Shelter Services (emergency shelter services for homeless families and individuals), Short Term Emergency Aid Committee's Woodland Homeless Prevention Program (eviction prevention for low income residents), Empower Yolo's Shelter Services (emergency shelter for victims of domestic violence, sexual assault, stalking, and trafficking), Meals on Wheels Yolo County's Home Delivered Meals Program (home delivered meals to low income seniors), Yolo County Children's Alliance's MediCal & CalFresh Enrollment & Retention (enrollment of families in MediCal and CalFresh), and Legal Services of Northern California's Fair Housing Services (fair housing services).

Projects

#	Project Name
1	Yolo Wayfarer Center - Shelter Courtyard
2	Yolo Community Care Continuum - New Dimensions Supported Housing
3	Yolo Wayfarer Center - Emergency Shelter
4	Short Term Emergency Aid Committee - Woodland Homeless Prevention Program
5	Empower Yolo - Shelter Services
6	Meals on Wheels Yolo County - Home Delivered Meals
7	St. John's Retirement Village - New Roof on Building 515-516
8	Northern California Children's Therapy Center - Project Hope for Children
9	Yolo County Children's Alliance - MediCal & CalFresh Enrollment & Retention
10	Yolo Family Service Agency - Onsite Therapeutic Playground
11	City of Woodland - ADA Accessibility Project
12	New Hope Community Development Corporation - Cottonwood Meadows Stairwell/Siding Dry-Rot Phase 2

OMB Control No: 2506-0117 (exp. 06/30/2018)

#	Project Name
13	Planned Parenthood Mar Monte - Teen Success
14	Legal Services of Northern California - Fair Housing Services

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Emergency food and shelter for the homeless and at risk homeless activities (Consolidated Plan high priority)

Yolo Wayfarer Center's Shelter Courtyard
Yolo Community Care Continuum's New Dimensions Supported Housing
Yolo Wayfarer Center's Emergency Shelter
Short Term Emergency Aid Committee's Woodland Homeless Prevention Program
Empower Yolo's Shelter Services
Meals on Wheels Yolo County's Home Delivered Meals

Health services activities (Consolidated Plan high priority)

St. John's Retirement Village's New Roof on Building 515-516
Northern California Children's Therapy Center's Project Hope for Children
Yolo County Children's Alliance's MediCal & CalFresh Enrollment & Retention

Consolidated Plan high priorities (various ConPlan categories)

Yolo Family Service Agency's Onsite Therapeutic Playground - Mental health services category in ConPlan
Woodland's ADA Accessibility Project - ADA improvements in ConPlan
New Hope Community Development Corporation's Cottonwood Meadows Stairwell/Siding Dry-rot Improvements Phase II - Multi-unit residential rehabilitation category in ConPlan
Planned Parenthood Mar Monte's Teen Success - Youth services category in ConPlan
Legal Services of Northern California's Fair Housing Services - Fair housing category in ConPlan

AP-38 Project Summary
Project Summary Information

1	**Project Name**	Yolo Wayfarer Center - Shelter Courtyard
	Target Area	
	Goals Supported	Assist Homeless & Persons At Risk
	Needs Addressed	Public Facilities & Improvements (includes ADA)
	Funding	CDBG: $42,000
	Description	This activity will result in the expansion of an existing shade structure at the emergency shelter operated by the Yolo Wayfarer Center. The structure will provide protection from the elements. In addition, CDBG funding will be used to renovate an exterior restroom adjacent to the shade structure and to rehabilitate the men's restroom located in the interior of the shelter.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	At least 100 individuals will benefit each year from this improvement. These individuals are homeless.
	Location Description	The activity will occur at the Yolo Wayfarer Center, which is located at 285 Fourth Street in Woodland.
	Planned Activities	This activity will result in the expansion of an existing shade structure at the emergency shelter operated by the Yolo Wayfarer Center. The structure will provide protection from the elements. In addition, CDBG funding will be used to renovate an exterior restroom adjacent to the shade structure and to rehabilitate the men's restroom located in the interior of the shelter.
2	**Project Name**	Yolo Community Care Continuum - New Dimensions Supported Housing
	Target Area	
	Goals Supported	Public Services - Emergency Food & Shelter
	Needs Addressed	Public Services - Emergency Food & Shelter
	Funding	CDBG: $9,500
	Description	This activity provides individualized services to residents of the New Dimensions Supportive Housing Project via YCCC, a 15-unit affordable project for adults at risk of mental illness. Services will be provided also to mentally ill adult residents at YCCC's facilities located in Woodland. Services include teaching independent living skills, clinical and medical support, teaching vocational skills, and ensuring safety for the residents.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	A total of 29 adults with mental illnesses will benefit from this activity.
	Location Description	The activity will take place at the following locations in Woodland: 139 and 141 Elliot Street, 582 Kentucky Avenue, and 166 College Street.

	Planned Activities	This activity provides individualized services to residents of the New Dimensions Supportive Housing Project via YCCC, a 15-unit affordable project for adults at risk of mental illness. Services will be provided also to mentally ill adult residents at YCCC's facilities located in Woodland. Services include teaching independent living skills, clinical and medical support, teaching vocational skills, and ensuring safety for the residents.
3	**Project Name**	Yolo Wayfarer Center - Emergency Shelter
	Target Area	
	Goals Supported	Public Services - Emergency Food & Shelter
	Needs Addressed	Public Services - Emergency Food & Shelter
	Funding	CDBG: $11,000
	Description	This activity offers dormitory style shelter for up to 73 individuals daily (including families). The 90-day program requires accountability and offers daily breakfasts, packed lunches, dinner meals, counseling, mailbox services, showers, laundry facilities, employment training, a literacy program, substance abuse education groups, and case management. Assistance accessing mainstream benefit programs, as well as job and housing searches is provided. After 10 days, guests are required to make progress on their personal development plan. This includes classes in life skills, health, employment, and housing readiness.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	At least 100 homeless individuals will benefit from this activity.
	Location Description	The Yolo Wayfarer Center's emergency shelter is located 285 Fourth Street.
	Planned Activities	This activity offers dormitory style shelter for up to 73 individuals daily (including families). The 90-day program requires accountability and offers daily breakfasts, packed lunches, dinner meals, counseling, mailbox services, showers, laundry facilities, employment training, a literacy program, substance abuse education groups, and case management. Assistance accessing mainstream benefit programs, as well as job and housing searches is provided. After 10 days, guests are required to make progress on their personal development plan. This includes classes in life skills, health, employment, and housing readiness.
4	**Project Name**	Short Term Emergency Aid Committee - Woodland Homeless Prevention Program
	Target Area	
	Goals Supported	Assist Homeless & Persons At Risk
	Needs Addressed	Public Services - Emergency Food & Shelter
	Funding	CDBG: $4,942

	Description	This activity provides emergency cash assistance for (1) overdue rent in order to prevent evictions for low-income Woodland residents and (2) first month's rent to help low-income Woodland individuals and families move into permanent, long-term housing.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This activity will benefit 17 very low income families.
	Location Description	The families benefitting from this activity will reside throughout the City of Woodland.
	Planned Activities	This activity provides emergency cash assistance for (1) overdue rent in order to prevent evictions for low-income Woodland residents and (2) first month's rent to help low-income Woodland individuals and families move into permanent, long-term housing.
5	**Project Name**	Empower Yolo - Shelter Services
	Target Area	
	Goals Supported	Assist Homeless & Persons At Risk
	Needs Addressed	Public Services - Emergency Food & Shelter
	Funding	CDBG: $8,500
	Description	This activity provides emergency food and shelter for the homeless, who are among the special population, victims of domestic violence. Empower Yolo operates the only shelter in Yolo County that specifically serves victims of domestic violence, sexual assault, stalking, and trafficking. More than just a temporary refuge, the Empower Yolo shelter also provides a comprehensive empowerment program to assist survivors of domestic violence in becoming independent and safe from the violence in their lives.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This activity will benefit 20 households (35 individuals) who are victims of domestic violence.
	Location Description	Empower Yolo's emergency shelter is located at an undisclosed location in Yolo County.
	Planned Activities	This activity provides emergency food and shelter for the homeless, who are among the special population, victims of domestic violence. Empower Yolo operates the only shelter in Yolo County that specifically serves victims of domestic violence, sexual assault, stalking, and trafficking. More than just a temporary refuge, the Empower Yolo shelter also provides a comprehensive empowerment program to assist survivors of domestic violence in becoming independent and safe from the violence in their lives.

6	**Project Name**	Meals on Wheels Yolo County - Home Delivered Meals
	Target Area	
	Goals Supported	Public Services - Emergency Food & Shelter
	Needs Addressed	Public Services - Emergency Food & Shelter
	Funding	CDBG: $10,000
	Description	This activity provides hot, noontime meals, which are prepared daily, to Woodland senior citizens in need. This critical meal program not only prevents hunger and saves lives, but also benefits the health, quality of life, longevity and independence of seniors. It also provides assurance to the Woodland community that seniors are eating nutritionally and being checked on regularly.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	The activity will benefit 130 low income senior citizen households.
	Location Description	The beneficiaries of this activity reside throughout the City of Woodland.
	Planned Activities	This activity provides hot, noontime meals, which are prepared daily, to Woodland senior citizens in need. This critical meal program not only prevents hunger and saves lives, but also benefits the health, quality of life, longevity and independence of seniors. It also provides assurance to the Woodland community that seniors are eating nutritionally and being checked on regularly.
7	**Project Name**	St. John's Retirement Village - New Roof on Building 515-516
	Target Area	
	Goals Supported	Health & Youth Services Public Facility Projects
	Needs Addressed	Public Facilities & Improvements (includes ADA)
	Funding	CDBG: $22,770
	Description	This activity will result in the replacement of a roof. St. John's is a non-profit, multi-level, wellness-focused community that provides four levels of care for approximately 160 seniors including independent assisted living, personal care, memory support, and skilled nursing.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This activity will benefit 160 senior citizens.
	Location Description	St. John's Retirement Village is located at 135 Woodland Avenue in Woodland.
	Planned Activities	This activity will result in the replacement of a roof. St. John's is a non-profit, multi-level, wellness-focused community that provides four levels of care for approximately 160 seniors including independent assisted living, personal care, memory support, and skilled nursing.

8	**Project Name**	Northern California Children's Therapy Center - Project Hope for Children
	Target Area	
	Goals Supported	Public Services - Health Services
	Needs Addressed	Health Services
	Funding	CDBG: $7,500
	Description	This activity provides health care access for special needs children through the early intervention, socialization, and an array of comprehensive multiple therapy programs aimed at helping disabled children achieve their greatest level of independence. Services provided through this program are directed toward children who are uninsured or underinsured and otherwise lack access to health care.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Children from 20 low income households will benefit from this activity.
	Location Description	Services provided through this activity will occur at 1321 College Street, Suite E in Woodland.
	Planned Activities	This activity provides health care access for special needs children through the early intervention, socialization, and an array of comprehensive multiple therapy programs aimed at helping disabled children achieve their greatest level of independence. Services provided through this program are directed toward children who are uninsured or underinsured and otherwise lack access to health care.
9	**Project Name**	Yolo County Children's Alliance - MediCal & CalFresh Enrollment & Retention
	Target Area	
	Goals Supported	Public Services - Health Services
	Needs Addressed	Health Services
	Funding	CDBG: $6,000
	Description	This activity will assist families going through the enrollment process for the MediCal and CalFresh programs. Staff from the Yolo County Children's Alliance will walk families through the enrollment process, troubleshoot issues that arise, and confirm that all necessary paperwork is complete and reviewed by the Yolo County Health and Human Services Agency. Staff from the Yolo County Children's Alliance will follow up with enrolled families to ensure that they understand their benefits and how to use them. This will including connecting families to the actual health and food services available to them. Bilingual staff will be available since the primary language of many of the families eligible for MediCal and CalFresh is a language other than English.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 low income families will benefit from this activity. Spanish is the primary language for many of the families.
	Location Description	This activity will take place at the Yolo County Health and Human Services Office in Woodland (25 North Cottonwood Street) and at other locations in Woodland.
	Planned Activities	This activity will assist families going through the enrollment process for the MediCal and CalFresh programs. Staff from the Yolo County Children's Alliance will walk families through the enrollment process, troubleshoot issues that arise, and confirm that all necessary paperwork is complete and reviewed by the Yolo County Health and Human Services Agency. Staff from the Yolo County Children's Alliance will follow up with enrolled families to ensure that they understand their benefits and how to use them. This will including connecting families to the actual health and food services available to them. Bilingual staff will be available since the primary language of many of the families eligible for MediCal and CalFresh is a language other than English.
10	**Project Name**	Yolo Family Service Agency - Onsite Therapeutic Playground
	Target Area	
	Goals Supported	Health & Youth Services Public Facility Projects
	Needs Addressed	Public Facilities & Improvements (includes ADA)
	Funding	CDBG: $22,147
	Description	This activity will result in the removal of the existing play structure and flooring, installation of a new play structure and appropriate flooring for children ages 5 to 12, and the installation of a basketball hoop for children up to 16 years of ago. YFSA provides preventive mental health services to children, youth, families, couples, and individuals. The improvements to YFSA's therapeutic playground will ensure a safe environment for play therapy.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 865 low income families will benefit from this activity.
	Location Description	This activity will occur at 455 First Street in Woodland.

	Planned Activities	This activity will result in the removal of the existing play structure and flooring, installation of a new play structure and appropriate flooring for children ages 5 to 12, and the installation of a basketball hoop for children up to 16 years of ago. YFSA provides preventive mental health services to children, youth, families, couples, and individuals. The improvements to YFSA's therapeutic playground will ensure a safe environment for play therapy.
11	**Project Name**	City of Woodland - ADA Accessibility Project
	Target Area	
	Goals Supported	ADA Public Improvement Projects
	Needs Addressed	Public Facilities & Improvements (includes ADA)
	Funding	CDBG: $180,000
	Description	This activity will result in the design and construction of ADA compliant curb ramps, sidewalks, and driveways at approximately 18 locations. The locations are on the City's ADA Priority Route, which was identified in conjunction with the City's ad hoc committee of community members with disabilities and is coordinated with YoloBus routes throughout the City. These bus routes connect government, medical, and other institutions/facilities within the City.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 300 households will benefit from this activity.
	Location Description	This activity will occur at various locations in Woodland that do not have ADA-compliant curb ramps, sidewalks, and driveways.
	Planned Activities	This activity will result in the design and construction of ADA compliant curb ramps, sidewalks, and driveways at approximately 18 locations. The locations are on the City's ADA Priority Route, which was identified in conjunction with the City's ad hoc committee of community members with disabilities and is coordinated with YoloBus routes throughout the City. These bus routes connect government, medical, and other institutions/facilities within the City.
12	**Project Name**	New Hope Community Development Corporation - Cottonwood Meadows Stairwell/Siding Dry-Rot
	Target Area	
	Goals Supported	Develop or Rehabilitate Affordable Units
	Needs Addressed	Public Facilities & Improvements (includes ADA)
	Funding	CDBG: $60,000

	Description	This activity will result in the repair and replacement of dry-rotted framing, T-1-11 wood siding, wood trim, and painting at the remainder of the rental complex. The replacement siding and trim will be of a "cement-fiber" type and all new wood and trim will be painted. Cottonwood Meadows is an apartment complex serving low to very low income senior and senior disabled residents.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This activity will benefit 46 low income senior citizen households.
	Location Description	This activity will occur at 120 North Cottonwood Street in Woodland.
	Planned Activities	This activity will result in the repair and replacement of dry-rotted framing, T-1-11 wood siding, wood trim, and painting at the remainder of the rental complex. The replacement siding and trim will be of a "cement-fiber" type and all new wood and trim will be painted. Cottonwood Meadows is an apartment complex serving low to very low income senior and senior disabled residents.
13	**Project Name**	Planned Parenthood Mar Monte - Teen Success
	Target Area	
	Goals Supported	Public Services - Youth Programs
	Needs Addressed	Public Services - Youth Services
	Funding	CDBG: $8,000
	Description	This activity assists pregnant and parenting teen mothers, ages 12 to 19, and their offspring. The Teen Success program supports and motivates teens to develop healthy alternatives to having additional children during adolescence; set and achieve short- and long-term goals; complete high school or a GED program; and develop a mature communication style to help foster a healthy relationship with other partners and children.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	A total of 12 families and their children will benefit from the activity.
	Location Description	This activity will occur at 175 Walnut Street in Woodland.
	Planned Activities	This activity assists pregnant and parenting teen mothers, ages 12 to 19, and their offspring. The Teen Success program supports and motivates teens to develop healthy alternatives to having additional children during adolescence; set and achieve short- and long-term goals; complete high school or a GED program; and develop a mature communication style to help foster a healthy relationship with other partners and children.
14	**Project Name**	Legal Services of Northern California - Fair Housing Services
	Target Area	
	Goals Supported	Fair Housing Services

	Needs Addressed	Fair Housing Services
	Funding	CDBG: $10,000
	Description	This activity provides free information and advice on fair housing issues, case intake and complaint processing, and investigation of alleged fair housing violations. In addition, Legal Services holds a fair housing conference annually in April open to tenants and landlords.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This activity will benefit 100 low income families.
	Location Description	This activity will occur at 619 North Street in Woodland.
	Planned Activities	This activity provides free information and advice on fair housing issues, case intake and complaint processing, and investigation of alleged fair housing violations. In addition, Legal Services holds a fair housing conference annually in April open to tenants and landlords.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The following activities are located in low-moderate income Census Tract Block Groups; however, these activities are available on a citywide basis to income-eligible households.
1. Yolo Wayfarer Center's Shelter Courtyard
2. Yolo Wayfarer Center's Emergency Shelter
3. St. John's Retirement Village's New Roof on Building 515-516
4. Yolo Family Service Agency's Onsite Therapeutic Playground
5. Planned Parenthood Mar Monte's Teen Success
6. Legal Services of Northern California's Fair Housing Services

The distribution of minority persons throughout the City does not include any concentrations. A concentration is defined as 51 percent or more. The Black population does not exceed 5 percent in ay one Census Tract Block Group while two block groups have Asian populations that exceed 15 percent. In both instances, the Asian population is under 20 percent. Based on the 2011 - 2015 American Community Survey 5 Year Estimates, the Hispanic or Latino population is nearly half of the City's population at 47.4 percent.

Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

As noted in the above item (Description of the geographic areas of the entitlement...), a number of the FY 2017/18 CDBG activities are located in low-moderate income Census Tract Block Groups. However, the programs offered by the organizations are available citywide to income-eligible households.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The FY 2017/18 Action Plan will provide affordable housing assistance through the following activities.

Yolo Wayfarer Center's Shelter Courtyard - This activity will result in the expansion of an existing shade structure at the emergency shelter operated by the Yolo Wayfarer Center. The structure will provide protection from the elements. In addition, CDBG funding will be used to renovate an exterior restroom adjacent to the shade structure and to rehabilitate the men's restroom located in the interior of the shelter.

Yolo Community Care Continuum's New Dimensions Supported Housing - This activity provides individualized services to residents of the New Dimensions Supportive Housing Project via YCCC, a 15-unit affordable project for adults at risk of mental illness. Services will be provided also to mentally ill adult residents at YCCC's facilities located in Woodland. Services include teaching independent living skills, clinical and medical support, teaching vocational skills, and ensuring safety for the residents.

Yolo Wayfarer Center's Emergency Shelter - This activity offers dormitory style shelter for up to 73 individuals daily (including families). The 90-day program requires accountability and offers daily breakfasts, packed lunches, dinner meals, counseling, mailbox services, showers, laundry facilities, employment training, a literacy program, substance abuse education groups, and case management. Assistance accessing mainstream benefit programs, as well as job and housing searches is provided. After 10 days, guests are required to make progress on their personal development plan. This includes classes in life skills, health, employment, and housing readiness.

Short Term Emergency Aid Committee's Woodland Homeless Prevention Program - This activity provides emergency cash assistance for (1) overdue rent in order to prevent evictions for low-income Woodland residents and (2) first month's rent to help low-income Woodland individuals and families move into permanent, long-term housing.

Empower Yolo's Shelter Services - This activity provides emergency food and shelter for the homeless, who are among the special population, victims of domestic violence. Empower Yolo operates the only shelter in Yolo County that specifically serves victims of domestic violence, sexual assault, stalking, and trafficking. More than just a temporary refuge, the Empower Yolo shelter also provides a comprehensive empowerment program to assist survivors of domestic violence in becoming independent and safe from the violence in their lives.

New Hope Community Development Corporation's (NHCDC) Cottonwood Meadows Stairwell/Siding Dry-rot Improvements Phase II - This activity will result in the repair and replacement of dry-rotted framing, T-1-11 wood siding, wood trim, and painting at the remainder of the rental complex. The replacement siding and trim will be of a "cement-fiber" type and all new wood and trim will be painted. Cottonwood Meadows is an apartment complex serving low to very low income senior and senior disabled residents.

One Year Goals for the Number of Households to be Supported	
Homeless	135
Non-Homeless	63
Special-Needs	29
Total	227

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	46
Acquisition of Existing Units	0
Total	46

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)
Introduction

Yolo County Housing serves as the PHA for Yolo County and operates two public housing facilities in Woodland: Yolano and Donnelly. The City has supported a number of capital improvements near Yolano and Donnelly. These include CDBG assistance for TANA, replacement of a playground used by public housing residents, and design/demolition for a future educational/recreational facility (community center). TANA (Taller Arte del Nuevo Amanecer) offers a silkscreen studio, Chicano/Latino Arts exhibition space, and a teaching center for the arts. Through exhibiting, printing, and teaching, TANA cultivates the cultural and artistic life of the community, viewing the arts as essential to a community's development and wellbeing. Finally, the City funded significant improvements at the intersection of Lemen Avenue/North Street/East Street intersection to realign one of the roadways, install traffic signals, and pedestrian improvements. Public housing residents on a daily basis use this intersection as they walk and bicycle to schools, grocery stores, and other locations.

Actions planned during the next year to address the needs to public housing

For FY 2017/18, the City is using CDBG funds for the Short Term Emergency Aid Committee's Woodland Homeless Prevention Program. This effort provides emergency cash assistance for overdue rents in order to prevent evictions for low-income Woodland residents. The goal is to help low-income individuals and families with emergencies pay for rent to keep them from being evicted.

The City through funding from its Measure J sales tax measure is providing more than 400 scholarships for youth day camps, swim lessons, Lifeguard Training, an Outdoor Adventures trip to Yosemite, and tennis classes. Scholarships result in a substantial fee reduction (except tennis, which is free) and are available to families that earn no more than 60% of the countywide median household income, adjusted for household size. Generally, families that meet the requirements for the school lunch program are eligible for the scholarships.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Yolo County Housing (YCH) is governed by a board of commissioners separate from the City of Woodland's jurisdiction. Two of the commissioners are residents of YCH developments, which includes public housing facilities and other low income developments. A public housing residents group meets on a quarterly basis to discuss issues affecting public housing residents and provide YCH management with input. While the City of Woodland is not involved in the governance or oversight of YCH and its public housing program, City programs including recreation scholarships, first time homebuyer loan assistance, and the Rec2Go (mobile recreation van) are available to public housing residents.

If the PHA is designated as troubled, describe the manner in which financial assistance will be

provided or other assistance

Not applicable, the PHA (Yolo County Housing) is not designated as troubled.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)
Introduction

Consistent with the overall goals of the U.S. Department of Housing and Urban Development, the City has identified the following five-year goals to pursue during the duration of its Consolidated Plan (FY 2015 - 2019) to assist homeless persons or prevent people from becoming homeless again.

- Promote the development of affordable housing in the City to meet the needs of very-low and low to moderate-income households as outlined in the Housing Element (2013 – 2021) of the General Plan and the City's 8-year Implementation Housing Component.
- Continue to support programs to address the need for emergency and transitional housing.
- Continue to support programs to transition homeless persons to permanent housing.
- Continue to support programs for the prevention of homelessness.
- Emergency food and shelter for the homeless and at risk homeless.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The FY 2017/18 Action Plan will assist homeless persons through the following activities.

Yolo Wayfarer Center's Shelter Courtyard - This activity will result in the expansion of an existing shade structure at the emergency shelter operated by the Yolo Wayfarer Center. The structure will provide protection from the elements. In addition, CDBG funding will be used to renovate an exterior restroom adjacent to the shade structure and to rehabilitate the men's restroom located in the interior of the shelter.

Yolo Wayfarer Center's Emergency Shelter - This activity offers dormitory style shelter for up to 73 individuals daily (including families). The 90-day program requires accountability and offers daily breakfasts, packed lunches, dinner meals, counseling, mailbox services, showers, laundry facilities, employment training, a literacy program, substance abuse education groups, and case management. Assistance accessing mainstream benefit programs, as well as job and housing searches is provided. After 10 days, guests are required to make progress on their personal development plan. This includes classes in life skills, health, employment, and housing readiness.

Empower Yolo's Shelter Services - This activity provides emergency food and shelter for the homeless, who are among the special population, victims of domestic violence. Empower Yolo operates the only shelter in Yolo County that specifically serves victims of domestic violence, sexual assault, stalking, and trafficking. More than just a temporary refuge, the Empower Yolo shelter also provides a comprehensive empowerment program to assist survivors of domestic violence in becoming independent and safe from the violence in their lives.

The City participates in the Countywide Homeless Coordination Project with Yolo County and the other cities located in Yolo County. This effort helps fund a countywide homeless program coordinator and the cold weather shelter (Yolo Wayfarer Center) located in Woodland. The City's annual contribution to the project is $20,000 and the City funds this through affordable housing monitoring fees and a payment in lieu of taxes that it receives from an affordable housing project.

Addressing the emergency shelter and transitional housing needs of homeless persons

The FY 2017/18 Action Plan will address the emergency needs of homeless persons through the following activities.

Yolo Wayfarer Center's Shelter Courtyard - This activity will result in the expansion of an existing shade structure at the emergency shelter operated by the Yolo Wayfarer Center. The structure will provide protection from the elements. In addition, CDBG funding will be used to renovate an exterior restroom adjacent to the shade structure and to rehabilitate the men's restroom located in the interior of the shelter.

Yolo Wayfarer Center's Emergency Shelter - This activity offers dormitory style shelter for up to 73 individuals daily (including families). The 90-day program requires accountability and offers daily breakfasts, packed lunches, dinner meals, counseling, mailbox services, showers, laundry facilities, employment training, a literacy program, substance abuse education groups, and case management. Assistance accessing mainstream benefit programs, as well as job and housing searches is provided. After 10 days, guests are required to make progress on their personal development plan. This includes classes in life skills, health, employment, and housing readiness.

Empower Yolo's Shelter Services - This activity provides emergency food and shelter for the homeless, who are among the special population, victims of domestic violence. Empower Yolo operates the only shelter in Yolo County that specifically serves victims of domestic violence, sexual assault, stalking, and trafficking. More than just a temporary refuge, the Empower Yolo shelter also provides a comprehensive empowerment program to assist survivors of domestic violence in becoming independent and safe from the violence in their lives.

The City participates in the Countywide Homeless Coordination Project with Yolo County and the other cities located in Yolo County. This effort helps fund a countywide homeless program coordinator and the cold weather shelter (Yolo Wayfarer Center) located in Woodland. The City's annual contribution to the project is $20,000 and the City funds this with affordable housing monitoring fees and a payment in lieu of taxes that it receives from an affordable housing project.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

In early 2017, the City received notification that its two Tier 1 and one Tier 2 grant applications for the Fiscal Year 2016 Continuum of Care Program Competition (funding year 2017/18) have been awarded funds by the U.S. Department of Housing and Urban Development (HUD). The City and nonprofit Fourth & Hope partnered to submit the grant applications: Reallocation from Transitional Housing to Permanent Supportive Housing (PSH), Consolidated Permanent Supportive Housing for Chronically Homeless, and

Bonus Project Permanent Supportive Housing for Chronically Homeless.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Short Term Emergency Aid Committee's Woodland Homeless Prevention Program. This activity provides emergency cash assistance for (1) overdue rent in order to prevent evictions for low-income Woodland residents and (2) first month's rent to help low-income Woodland individuals and families move into permanent, long-term housing. In addition, the Action Plan includes will fund Legal Services of Northern California's Fair Housing Services. This activity provides free information and advice on fair housing issues, case intake and complaint processing, and investigation of alleged fair housing violations. In addition, Legal Services holds a fair housing conference annually in April open to tenants and landlords.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)
Introduction:

The Woodland City Council on June 20, 2017 approved a $1,500,000 loan commitment for Mutual Housing California's Phase 2 affordable housing project. This affordable housing development will result in the construction of 39 farmworker units for primarily very low income families. Mutual applied for tax credits through the California Tax Credit Allocation Committee (TCAC) in June 2017. If TCAC awards tax credits, Mutual will start construction of Phase 2 in Spring 2018. The City provide a $910,000 long-term loan for Phase 1 of Mutual's project, a $350,000 pre-development loan, and deferred payment of most of the development impact fees until completion of Phase 1. A total of 61 farmworker units were constructed for the first phase.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Housing Development Costs - City staff works with developers to address funding gaps. As part of the City's Inclusionary Housing Program, Development Fees for affordable units built concurrently with the market units are eligible for fee deferrals and Plan Check/Building Permit fees waivers. The Woodland City Council on June 20, 2017 approved a $1,500,000 loan commitment for Mutual Housing California's Phase 2 affordable housing rental project. The project will result in the construction of 39 farmworker rental units; most of the units will be reserved for very low income households. Mutual applied for tax credits in June 2017 and a tax credit award will allow Mutual to begin construction of Phase 2 in Spring 2018.

Access to Credit - The City's housing consultant, NeighborWorks of Sacramento, reviews credit histories of potential homebuyers and provides credit counseling if needed. NeighborWorks will conduct income determinations for twelve low income households who are going through the City's First Time Homebuyer Loan Assistance Program. Households will receive credit counseling if needed.

Public Sector Assistance - The City has worked with developers of affordable housing projects to secure multifamily revenue bonds and low income housing tax credits. The City used repaid CalHome, BEGIN, HELP, and redevelopment low-moderate housing program income (repaid housing loans) for home loans to assist lower-income households. Currently, eight low income households are going through the City's First Time Homebuyer Loan Assistance Program.

Prevailing Wage Laws & Davis-Bacon and Related Acts Law - City staff informs affordable housing developers of these laws and will also consult legal counsel if there are questions as to whether or not these laws will be triggered by the project and public subsidy. Staff also informs developers of the reporting requirements for these laws.

Other Impediments - It should be noted that the City has addressed other impediments to fair housing by adoption of a Reasonable Accommodation Ordinance and updating the Density Bonus Ordinance to assist in affordable housing development.

Discussion:

AP-85 Other Actions – 91.220(k)
Introduction:

The Action Plan will fund construction projects and program activities for low- and moderate-income residents. The projects improve infrastructure to increase capacity or repair/replace infrastructure to meet current standards and they include the Yolo Wayfarer Center's Shelter Courtyard, St. John's Retirement Village's New Roof on Building 515-516, Yolo Family Service Agency's Onsite Therapeutic Playground**,** City of Woodland's ADA Accessibility Project, and New Hope Community Development Corporation's Cottonwood Meadows Stairwell/Siding Dry-Rot Improvements Phase II. The Yolo Wayfarer Center operates the emergency shelter in Woodland; St. John's provides four levels of care including independent assisted living, personal care, memory support, and skilled nursing for 160 seniors; YFSA provides counseling services for low income families; and Cottonwood Meadows is an apartment complex serving 46 low to very low income senior and senior disabled residents.

Program activities that benefit low- and moderate-income individuals and households will be available on a citywide basis to income-eligible households and they include Yolo Community Care Continuum's New Dimensions Supported Housing (housing/supportive services for adults with mental illness), Yolo Wayfarer Center's Emergency Shelter (emergency shelter services), Short Term Emergency Aid Committee's Woodland Homeless Prevention Program (eviction prevention), Empower Yolo's Shelter Services (emergency shelter for victims of domestic violence, sexual assault, stalking, and trafficking), Meals on Wheels Yolo County's Home Delivered Meals (home delivered meals for low income senior citizens), Northern California Children's Therapy Center's Project Hope for Children (health care access for special needs children through early intervention), Yolo County Children's Alliance's MediCal & CalFresh Enrollment & Retention (MediCal and CalFresh enrollment)**,** Planned Parenthood Mar Monte's Teen Success (teen pregnancy prevention program to assist teen mothers and pregnant teens and focused on helping participants maintain their family size and graduate from high school), and Legal Services of Northern California's Fair Housing Services (fair housing services).

Actions planned to address obstacles to meeting underserved needs

The level of communication and contact that exists between various social services, housing, and economic development service providers is effective and continues to improve. Information and referral services are provided to citizens upon request. CDBG staff maintains an agency referral list for affordable housing, clothing, emergency shelter, food, health care coverage and services, homeless prevention, substance abuse treatment, utility assistance, and veterans' programs.
The City has not identified any gaps in the City's Housing and Community Development programs and services provided. However, the City acknowledges that the level of demand for these programs exceeds the supply of funding to meet the demand.

Actions planned to foster and maintain affordable housing

The City continues to explore opportunities to develop affordable housing through collaborative efforts with both for-profit and non-profit developers. The City utilizes all available resources to foster and maintain affordable housing within the community. The City will also continue creating affordable housing through its Inclusionary Housing Program. Specific actions that the City will take during the Action

Plan period include the following.

1. Currently eight families are participating in the City's first time homebuyer loan assistance program and an additional 75 families are on the program's interest list. The program provides loans for low income households and current funds are sufficient to assist at least six families.

2. City staff will monitor the current inventory of affordable units to ensure that the affordability restrictions are being met. Activities will include on-site monitoring visits to multi-family projects, desk reviews of multi-family projects, and mailings to owner-occupied affordable units to verify continued residency.

3. The Action Plan includes funding to assist the New Hope Community Development Corporation with the exterior rehabilitation of Cottonwood Meadows. This apartment complex provides affordable housing for 46 low income senior households.

4. The City has participated in the Countywide Homeless Coordination Project with the other cities in the county and Yolo County. The City has contributed $20,000/year towards this effort, which funds a countywide homeless coordinator and the cold weather shelter (Yolo Wayfarer Center) in Woodland.

5. The Action Plan includes funding to assist the Yolo Wayfarer Center (shelter courtyard improvements and operation of the emergency shelter), Yolo Community Care Continuum (New Dimensions Supporting Housing), Short Term Emergency Aid Committee (Woodland Homeless Prevention Program), and Empower Yolo (shelter services for victims of domestic violence, sexual assault, stalking, and trafficking).

6. The Woodland City Council on June 20, 2017 approved a $1,500,000 loan commitment for Mutual Housing California's Phase 2 affordable housing project. This affordable housing development will result in the construction of 39 farmworker units for primarily very low income families. Mutual applied for tax credits through the California Tax Credit Allocation Committee (TCAC) in June 2017. If TCAC awards tax credits, Mutual will start construction of Phase 2 in Spring 2018.

Actions planned to reduce lead-based paint hazards

The City will take the following actions during FY 2017/18 to reduce lead-based paint hazards:

- Require all CDBG-funded construction projects to comply with HUD lead-based paint hazard reduction requirements;
- Provide technical assistance to people undertaking home improvement projects to avoid exposure to lead-based paint hazards.

Actions planned to reduce the number of poverty-level families

1. The City will continue to work with the Yolo County Employment Development Department (EDD) and Workforce Investment Board to implement the One-Stop Shop for people to gain access to available jobs and assist with job displacement as businesses close or downsize in the current economy.

2. The City plans to support public services to address the needs of extremely low and low-income households to promote self-sufficiency. For FY 2017/18 the City is providing CDBG funding for the Yolo Wayfarer Center (emergency shelter services), Yolo Community Care Continuum (housing and supportive

services for adults with mental illness), Short Term Emergency Aid Committee (eviction prevention program), Empower Yolo (emergency shelter services for victims of domestic violence, sexual assault, stalking, and trafficking), and Yolo County Children's Alliance (MediCal and CalFresh enrollment).

3. Minimize homelessness in the City by improving referrals of homeless and those at-risk of homelessness to homeless shelters and service agencies, which offer programs to increase self-sufficiency. The City has reserved a majority of its FY 2017/18 CBDG public services funds to support specific programs that supply residence with adequate food and shelter. These programs provide the City's homeless population with resources to ensure they can meet basic human needs.

Actions planned to develop institutional structure

The City will continue to improve coordination and eliminate gaps in the institutional structure. The City works regularly with Yolo County Housing (Housing Authority) on affordable housing and related areas. In addition, the City continues to improve communication between City departments and divisions, including the Building/Code Enforcement, Finance, Development Engineering, Planning, Public Works, Police, and Community Services.

Actions planned to enhance coordination between public and private housing and social service agencies

The City plans to support public services to address the needs of extremely low and low-income households to promote self-sufficiency. For FY 2017/18 the City is providing CDBG funding for the Yolo Wayfarer Center (emergency shelter services), Yolo Community Care Continuum (housing and supportive services for adults with mental illness), Short Term Emergency Aid Committee (eviction prevention program), Empower Yolo (emergency shelter services for victims of domestic violence, sexual assault, stalking, and trafficking), and Yolo County Children's Alliance (MediCal and CalFresh enrollment).

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The 2015-19 Consolidated Plan includes the following goals for housing, homelessness, other community development needs, and public services.

Housing
Develop at least 75 multifamily and/or single family affordable housing units over the next five years.
Continue to annually monitor the inventory of affordable multifamily rental units/apartments and senior designated housing units.

Partner with for-profit and non-profit housing developers for the development and/or rehabilitation of affordable housing by exploring various funding mechanisms in order to increase and maintain the number of affordable units and reduce the number of owner and renter households who reside in substandard housing.
Rehabilitate 5 units over the next 5 years in order to reduce the number of substandard housing units, thereby increasing the viability of the housing stock and improving the quality of residential neighborhoods.

Assist approximately 500 Woodland households with discrimination allegations, dispute, counseling and education and outreach over the next 5 years in order to reduce fair housing discrimination and improve landlords' and owners' understanding of their fair housing obligations.

Homelessness
Ensure that homeless programs are effectively operated, new programs are added to meet gaps in services, and continue to partner in Homeless Coordination Project.
Continue to fund agencies that provide emergency housing assistance and support services to assist the homeless and person threatened with homelessness. Assist approximately 1,000 Woodland residents over the next 5 years in an effort to reduce the number of unsheltered homeless.

Other Community Development Needs
Complete five public improvement projects over the next five years to remove architectural barriers and improve access to public facilities in the City for mobility-impaired individuals.
Construct or rehabilitate a minimum of two public facilities providing youth services during the next 5 years to benefit low- and moderate-income residents and prevent crime and substance abuse among youth.

Public Services
Provide emergency food, shelter and mental health services to over 5,000 homeless individuals or those "at-risk" of homelessness over the next 5 years in an effort to address the reason for homelessness and

reduce the number of unsheltered homeless.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	33,669
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**33,669**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	95.00%

Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

5. Describe performance standards for evaluating ESG.

Housing Trust Fund (HTF)
Reference 24 CFR 91.220(l)(5)

1. Distribution of Funds

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

b. Describe the jurisdiction’s application requirements for eligible recipients to apply for HTF funds.

c. Describe the selection criteria that the jurisdiction will use to select applications submitted by eligible recipients.

d. Describe the jurisdiction’s required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low-income and minority concentration) in which it will direct assistance during the ensuing program year.

e. Describe the jurisdiction’s required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

f. Describe the jurisdiction’s required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.

g. Describe the jurisdiction’s required priority for funding based on the financial feasibility of the project beyond the required 30-year period.

h. Describe the jurisdiction’s required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).

i. Describe the jurisdiction’s required priority for funding based on the location of existing affordable housing.

j. Describe the jurisdiction’s required priority for funding based on the extent to which the application makes use of non-federal funding sources.

2. Does the jurisdiction’s application require the applicant to include a description of the eligible activities to be conducted with HTF funds?

3. Does the jurisdiction’s application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements?

4. **Performance Goals and Benchmarks.** The jurisdiction has met the requirement to provide for performance goals, consistent with the jurisdiction’s goals established under 24 CFR 91.215(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and

Objectives screens.

5. **Rehabilitation Standards.** The jurisdiction must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The jurisdiction's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The jurisdiction must attach its rehabilitation standards below. If the jurisdiction will not use HTF funds for the rehabilitation of housing, enter "N/A".

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

6. **Resale or Recapture Guidelines.** Below, the jurisdiction must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

7. **HTF Affordable Homeownership Limits.** If the jurisdiction intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

8. **Limited Beneficiaries or Preferences.** Describe how the jurisdiction will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the jurisdiction will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the jurisdiction must not limit or give preferences to students. The jurisdiction may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303 only if such limitation or preference is described in the action plan.

9. **Refinancing of Existing Debt.** Enter or attach the jurisdiction's refinancing guidelines below. The guidelines describe the conditions under which the jurisdiction will refinance existing rental housing project debt. The jurisdiction's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the jurisdiction will not refinance existing debt, enter "N/A."

Discussion:

Other than CDBG, the City of Woodland does not receive other Federal funds administered by HUD on an entitlement basis.

CDBG Funding for FY 2017/18

TOTAL CDBG FUNDS FY 2017/18 (NOTE 1)	**$502,948.24**
Public Services (15% cap per CDBG)	**$75,442**
Food/Shelter (at least 40% of Public Services)	$30,177
Fair Housing (required funding)	$10,000
Other Public Services	$35,265
Public Infrastructure (65%)	**$326,917.24**
Administration (20% cap per CDBG)	**$100,589**

PUBLIC INFRASTRUCTURE (65%)

Applicant	Project Title	Funding Request	Panel Recommendation	Staff Recommendation	Category	FY 2016/17 Funding
Yolo Family Service Agency	Onsite Therapeutic Playground	$10,000	$18,620	$22,147.24	New Construction	$7,500
Yolo Wayfarer Center	Shelter Courtyard	$38,380	$38,380	$42,000	Rehab & New Const	Did not apply
City of Woodland	ADA Accessibility Program	$180,000	$180,000	$180,000	ADA Accessibility	$140,000
St. John's Retirement Village, Inc.	ADA Side Walk Continuation	$8,500.00	$8,500.00		ADA Accessibility	$45,302
St. John's Retirement Village, Inc.	New Roof Stollwood Building	$110,560.00			Housing Rehab	$45,302
St. John's Retirement Village, Inc.	New Roof Building 401-414	$90,920.00			Housing Rehab	$45,302
St. John's Retirement Village, Inc.	New Roof Building 501-502	$33,959.00			Housing Rehab	$45,302
St. John's Retirement Village, Inc.	New Roof Building 515-516	$22,770.00		$22,770	Housing Rehab	$45,302
New Hope Community Dev Corp. (NOTE 2)	Cottonwood Meadows Stairwell/Siding 2	$60,000	$60,000	$60,000	Housing Rehab	$45,000
TOTAL		**$555,089**	**$305,500**	**$326,917.24**		

PUBLIC SERVICES (15%)

Applicant	Project Title	Funding Request	Panel Recommendation	Staff Recommendation	Category	FY 2016/17 Funding
Planned Parenthood Mar Monte	Teen Success	$15,000	$8,000	Recommendation not offered	Youth Services	$6,000
Northern California Children's Therapy Center	Project HOPE	$7,500	$7,500		Health Services	$6,000
Yolo Community Care Continuum	New Dimensions Supported Housing	$15,000	$9,500		Food & Shelter	$9,500
Yolo Wayfarer Center	Emergency Shelter Services	$15,000	$11,000		Food & Shelter	$10,500
Short Term Emergency Committee	Woodland Homeless Prevention Program	$10,200	$4,942		Food & Shelter	$6,000
Empower Yolo	Shelter Services	$8,500	$8,500		Food & Shelter	$8,342
Meals on Wheels Yolo County	Home Delivered Meals Program	$15,000	$10,000		Food & Shelter	$9,750
Yolo Food Bank	Partner Agency Program	$8,500			Food & Shelter	Did not apply
Yolo County Children's Alliance	MediCal & CalFresh Enrollment & Retention	$10,000	$6,000		Health Services and Food & Shelter	Did not apply
Legal Services of Northern California (Note 3)	Fair Housing Services	$10,000	$10,000		Fair Housing	$10,000
TOTAL		**$114,700**	**$75,442**	**$0**		

NOTE 1 - Funding is based on estimated $469,279 in entitlement funds from HUD and $33,669.24 in FY 2016/17 Program Income available for use in FY 2017/18.

NOTE 2 - New Hope is the non-profit development affiliate of Yolo County Housing (YCH).

NOTE 3 - Pursuant to a 2005 Voluntary Compliance Agreement and Conciliation Agreement, the City is required to provide Legal Services with annual funding of at least $10,000 for fair housing services as long as the City receives CDBG funding.

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO HOLD A PUBLIC HEARING TO RECEIVE COMMUNITY INPUT ON THE FISCAL YEAR 2017/18 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN AND APPROVE THE ACTION PLAN

WHEREAS, the City of Woodland ("City") annually receives an allocation of Community Development Block Grant (CDBG) Funds from the Department of Housing and Urban Development (HUD);

WHEREAS, as part of the program requirements, the City must submit the Annual Action Plan that describes how the funding will be spent for the following program year; and

WHEREAS, the Annual Action Plan is required to be approved after receiving public input.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1: This City Council hereby finds and determines that the foregoing recitals are true and correct;

Section 2: This City Council hereby approves the FY 2017/18 CDBG Annual Action Plan with the funding allocations as recommended by the CDBG Review Panel and staff;

Section 3: This City Council hereby directs staff:

(a) To complete the FY 2017/18 Action Plan, as well as any other items required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period and incorporating changes to past projects as proposed by staff;

(b) To forward the completed FY 2017/18 Action Plan to HUD once completed;

Section 4: This City Council hereby authorizes the City Manager to execute any agreements, contracts or other documents with the appropriate entities to carry out the CDBG Funded activities and authorizes the Finance Officer to make the budget allocations as specified;

Section 5: This Resolution shall take effect from and after the date of its passage and adoption.

PASSED, APPROVED AND ADOPTED this 18th day of July, 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

20.

File #: 17-0576, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: PUBLIC HEARING - Extension of an Urgency Interim Ordinance Establishing a Moratorium on Mini-Storage/ Warehouse Facilities in All Zoning Districts

Recommendation for Action: Staff recommends that the City Council:

1) Hold a public hearing to receive a staff report regarding the Interim Urgency Ordinance adopted by the City Council on June 6, 2017;
2) Issue a Report on the Measures Taken to Study Mini-Storage and Warehouse Uses and appropriate zoning for such uses; and
3) Adopt Ordinance No. _____, by a Four- Fifths Vote Extending Ordinance No. 1617 that Imposed a 45-day Moratorium on the Establishment of Mini-Storage/Warehouse Facilities in all Zones within the City of Woodland.

Staff Contact

Cindy A. Norris, Principal Planner, 661-5911, cindy.norris@cityofwoodland.org

Background

On June 6, 2017, the Woodland City Council adopted an Interim Urgency Ordinance establishing a moratorium in all zoning districts on the establishment of new, or the expansion of existing, mini-storage/warehouse facilities. Pursuant to Government Code Section 65858, the Ordinance is effective for 45 days, or until July 20, 2017, unless the City Council further extends it. The City Council is permitted to extend Ordinance No. 1617 for an additional ten months and fifteen days. The maximum time allowed for a moratorium adopted pursuant to Section 65858 is two years.

The City's existing Zoning Code regulates the location of mini-storage/warehouse facilities, which have been allowed to operate in the Industrial district as a permitted use and in the Commercial Service and Highway Commercial districts as a conditionally permitted use.

The City currently has 15 existing and operational mini-storage/warehouse facilities. Eight of the existing facilities are located within the Industrial district, with four in the East Street Specific Plan area, two in the Highway Commercial district, and one in the Commercial Service district. In addition, the City has approved entitlement applications for two mini-storage/warehouse facilities that have not yet been built and has received proposals or inquiries regarding new facilities. Two projects in the Industrial district received entitlement approval prior to both the May 16, 2017 City Council approval of the 2035 General Plan and the June 6, 2017 City Council adoption of the urgency moratorium ordinance. Both project applicants have been actively working toward the issuance of building permits. Additionally, a mini-storage facility has been permitted but not yet constructed in Yolo County on the east side of County Road 102 within the City's Urban Limit Line. One new project application was submitted on May 14, 2017, for a new mini-storage facility in the recently adopted Community Commercial Land Use District. Further, staff has received several inquiries for new mini-storage/warehouse facilities to be located either on Main Street within the Community Commercial Land Use District, or on Kentucky Avenue within the new Corridor Mixed Use/Light Industrial Flex Overlay Land Use District.

As a result, there remains increasing concern about the over-saturation and proliferation of mini-storage/warehouse facilities within the City of Woodland. There is concern that mini-storage facilities located inappropriately will not promote the City's goals of achieving either aesthetic or fiscal health, do not foster economic growth, and do not promote the City's agricultural heritage or an environmentally sustainable community. Large areas of finite land resources are required for these uses, but result in few jobs and limited fiscal benefit compared to other uses due to the lower building valuation rates and minimal sales tax realized. The City applied the new Community Commercial land use designation along Main Street strategically to areas with the highest tax rate increment allocation (greater than 25 percent). The majority of the currently zoned industrial land within the City falls within the second highest tax rate increment area, between 20-25%.

In addition to the concern regarding the overconcentration of mini-storage/warehouse facilities within the City is the fact that certain new General Plan land use designations and development standards do not expressly allow for storage facilities, including the Corridor Mixed Use and Community Commercial designations. Staff is working with a consultant in developing an interim zoning ordinance and will present both an interim zoning ordinance and comprehensive new zoning ordinance for Planning Commission and City Council consideration that will address many issues and uses where the General Plan and Zoning Code need to be made consistent with each other. It is expected that the interim zoning update recommendations will be complete within 2 to 3 months. Further analysis of appropriate zoning districts and uses is required to evaluate the appropriate location for mini-storage/warehouse facilities within the City.

As a result, staff is recommending that the City Council consider continuing the moratorium in the form of an urgency ordinance that prohibits mini-storage/warehouse facilities from locating in the City of Woodland to prevent over-saturation and the location of such facilities in a manner that is not consistent with General Plan goals and policies.

Discussion

Ordinance 1617 imposed an immediate city-wide moratorium on the establishment of new mini-storage/warehouse facilities anywhere in the City of Woodland. It set forth the reasons for the urgent need for the ordinance. It specifically stated that no application for a building permit, business permit, conditional use permit, or any entitlement for the establishment or expansion of a mini-storage/warehouse facility shall be approved during the term of the moratorium established by the Ordinance.

The City Council is permitted under Government Code Section 65858 to extend Ordinance 1617 for an additional ten months and fifteen days and to further extend the moratorium for a maximum period of two years. Staff is recommending that the moratorium be extended until December 31, 2017, an additional five months and twelve days as it is anticipated that the Interim Phase I Zoning Update will be adopted by the City Council by that date. The intent of the urgency ordinance is for it to remain in effect only until the City Council adopts an ordinance establishing regulations for mini-storage in all zones. If the City Council adopts an interim ordinance that, among other things, regulates the mini-storage/warehouse facilities use prior to

December 31, 2017, the moratorium ordinance would no longer be in effect.

However, in reviewing the various projects and zoning provisions, staff recommends that the moratorium ordinance not apply to any projects that received all applicable entitlements but had not yet received a building permit by June 6, 2017, the date the City Council adopted the urgency ordinance imposing the moratorium. As of that date, two projects had received all applicable entitlements but had not yet received a building permit: Extra Self Storage located at 1425 Cannery Road and Storequest Express located at 1610 Tide Court. City staff had administratively approved both of these facilities prior to final adoption of the 2035 General Plan and prior to the City Council's adoption of the urgency moratorium ordinance. Both facilities are located in the Industrial district where mini-storage has been, and remains, a permitted use (absent the moratorium). Therefore, staff is recommending that City Council consider extending the moratorium ordinance to all mini-storage/warehouse facilities within the City and in all zoning districts except for any project that had been approved but had not yet received a building permit as of June 6, 2017.

ENVIRONMENTAL REVIEW

The City Council determined that the Urgency Interim Zoning Ordinance was not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines because it had no potential for resulting in physical change in the environment, directly or indirectly. Additionally, pursuant to CEQA Section 15061(b)(3), the City Council determined that the Ordinance was exempt from CEQA because the activity is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Those determinations similarly apply to the proposed Ordinance.

Conclusion

Staff recommends that the City Council:

1) Hold a public hearing to receive a staff report regarding the Interim Urgency Ordinance adopted by the City Council on June 6, 2017;
2) Issue a Report on the Measures Taken to Study Mini-Storage and Warehouse Uses and appropriate zoning for such uses; and
3) Adopt an Ordinance by a Four- Fifths Vote Extending Ordinance No. 1617 that Imposed a 45-day Moratorium on the Establishment of Mini-Storage/Warehouse Facilities.

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

Paul Navazio

Paul Navazio, City Manager

ATTACHMENTS:

Attachment 1 - Measures Taken to Alleviate the Conditions that led to the Adoption of Ordinance 1617

Attachment 2 - An Interim Urgency Ordinance Pursuant to Government Code Section 65858 Extending a Moratorium on the Establishment of New or Expansion of Existing Mini-Storage/Warehouse Facilities in the City of Woodland

City of Woodland

Community Development Department 300 First Street, Woodland CA 95695

DATE: July 11, 2017

FROM: Woodland City Council

SUBJECT: Report on Measures Taken to Alleviate the Conditions that led to the Adoption of Ordinance No. 1617, an Urgency Interim Zoning Ordinance Establishing a Moratorium on Any and All Mini-Storage/Warehouse Facilities in the City of Woodland.

On June 6, 2017, the Woodland City Council adopted Ordinance No. 1617, an interim urgency zoning ordinance that imposed a moratorium on the establishment of mini-storage/warehouse facilities in all zones in the City of Woodland. Ordinance No. 1617 was adopted pursuant to Government Code Section 65858, which provides that an interim moratorium expires 45 days from the date of its adoption, unless the ordinance is extended by the Woodland City Council after additional notice and public hearing. The moratorium is set to expire on July 20, 2017.

Government Code Section 65858(d) requires that at least ten (10) days prior to the expiration of the moratorium, the Woodland City Council must issue a written report describing the measures taken to alleviate the condition that led to adoption of the Ordinance. The conditions that led to adoption of the interim moratorium were listed in Ordinance No. 1617, and are still in existence as of the date of this report. The following is a report of the measures and actions that have been taken by the City and other governmental agencies since June 6, 2017, to alleviate the conditions set forth in Ordinance No. 1617:

- During the course of the moratorium, City staff has continued to study the issue of regulation of mini-storage/warehouse facilities. These efforts have included studying how other cities have opted to regulate mini-storage, evaluating goals and policies in the 2035 General Plan, as well as meeting with interested parties and applicants of various mini-storage facilities.

- The City Council has directed City staff to continue studying the issue of regulation of mini-storage facilities and to present additional options for the City Council's consideration.

- The City continues to work on development of the overall Phase I Interim Zoning Ordinance, through which consideration of appropriate permitted, conditionally permitted and prohibited uses in all new and existing zone categories is being analyzed with completion this effort anticipated on or before December 31, 2017.

- After evaluating the two previously approved and entitled mini-storage facilities located in the Industrial Zone Staff recommends that due to prior approval based on current zoning regulations, approval prior to adoption the General Plan, and substantial investment made by each that these two projects be allowed to move forward to complete building permit review and final issuance.

ORDNANCE NO. ______

AN URGENCY INTERIM ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND PURSUANT TO GOVERNMENT CODE SECTION 65858 EXTENDING INTERIM URGENCY ORDINANCE NO. 1617 FOR AN ADDITIONAL FIVE MONTHS AND TWELVE DAYS TO CONTINUE DURING THIS PERIOD THE TEMPORARY MORATORIUM ON THE ESTABLISHMENT OF NEW, OR EXPANSION OF, EXISTING MINI-STORAGE/WAREHOUSE FACILITIES

WHEREAS, on June 6, 2017, pursuant to section 65858 of the California Government Code, the City Council of the City of Woodland adopted Ordinance No. 1617, an Urgency Interim Zoning Ordinance Establishing a Moratorium in All Zoning Districts on Mini-Storage/Warehouse Facilities; and

WHEREAS, Government Code 65858 also provides that prior to expiration of Ordinance 1617, the City Council may extend Ordinance 1617 for up to an additional ten (10) months and fifteen (15) days after giving notice pursuant to Government Code 65090 and conducting a public hearing; and

WHEREAS, on June 6, 2017, the City Council authorized the issuance of a written report describing the measures and actions taken by the City to alleviate the circumstances and conditions that led to the adoption of Ordinance 1617, since its adoption on June 6, 2017, as required by Government Code Section 65858 (d) ("Council Report"); and

WHEREAS, based on the Council Report, the City Council has determined that the circumstances and conditions that led to the adoption of Ordinance No. 1617, which are set forth in the recitals of Ordinance No. 1617 and are fully incorporated herein by reference, have not been alleviated as of the date of this Ordinance and continue to create the concerns described in Ordinance 1617; and

WHEREAS, the City Council now seeks to extend the temporary moratorium on the establishment of new, or expansion of, existing mini-storage facilities, as currently authorized by Ordinance No. 1617, to continue studying possible amendments to the City's zoning regulations to help ensure that mini-storage/warehouse facilities are located in a manner consistent with the goals and policies of the General Plan; and

WHEREAS, the City Council has determined that the scope of the moratorium on mini-storage/warehouse facilities should extend to all projects in all zoning districts of the City except for any projects that had all City approvals and entitlements but had not yet received a building permit prior to June 6, 2017; and

WHEREAS, the purpose of extending Ordinance No. 1617 is to avoid the potentially significant adverse impacts to the public's health, safety, and welfare described in Ordinance No 1617; and

WHEREAS, the City Council has determined that there is a need to extend Ordinance No. 1617 for five (5) months and twelve (12) days as authorized under Government Code section 65858, until 12:00 a.m. on December 31, 2017; and

WHEREAS, the notice and public hearing required by Government Code section 65858 for the extension of Ordinance 1617 has been provided in accordance with applicable law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Adoption of this Urgency Interim Ordinance ("Ordinance") shall constitute an extension of Ordinance No. 1617 pursuant to Government Code Section 65858.

Section 2. During the time this Ordinance is in effect, the City shall not approve or issue land use approvals or permits, including but not limited to, use permits, building permits, variances, zoning code amendments, tentative subdivision or parcel maps, site plan approvals, design review approvals, or other permits or entitlements, whether administrative or discretionary, for mini-storage/warehouse facilities unless the mini-storage/warehouse facility had received all applicable entitlements from the City but had not received a building permit as of June 6, 2017.

Section 3. Mini-Storage/Warehouse Facility, Defined.

A "mini-storage/warehouse facility" has the same definition in this Ordinance as set forth in Section 25-3-10 of the Woodland Municipal Code, which defines "mini-storage/warehouse facility" as "a building or group of buildings in a controlled-access and fenced compound that contains varying sizes of individual, compartmentalized, and controlled-access stalls or lockers for the dead storage of customer's goods or wares."

Section 4. The City Council hereby enacts this Interim Urgency Ordinance by not less than a four-fifths vote, and in light of the findings set forth in Ordinance No. 1617, under the authority granted to it by Article XI, Section 7 of the California Constitution and Government Code Section 65858, which allows the City to adopt an interim urgency ordinance, in order to protect the public safety, health, and welfare, prohibiting any uses that may be in conflict with a zoning proposal that the City Council, Planning Commission, or Community Development Department is considering or studying or intends to study within a reasonable time.

Section 5. The City Council hereby finds and determines that the recitals set forth above are hereby adopted and incorporated herein as a portion of the City Council's findings in support of the adoption of this Ordinance and that the adoption of this Ordinance and the extension of Ordinance No. 1617 is necessary for the current and immediate protection of the public health, safety, and welfare of the City and its residents for all the reasons set forth in the recitals above, the recitals of Ordinance 1617, the Council Report, and the agenda report prepared in connection with this Ordinance, which are hereby expressly incorporated as though fully set forth herein, and for the following additional reasons:

- The City continues to study the issue of regulation of mini-storage/warehouse facilities, which includes studying how other cities have opted to regulate mini-storage, evaluating goals and policies in the 2035 General Plan, as well as meeting with interested parties and applicants of various mini-storage facilities.

- The City continues to work on development of the overall Phase I Interim Zoning Ordinance, through which consideration of appropriate permitted, conditionally permitted, and prohibited uses in all new and existing zone categories is being analyzed with completion of this effort anticipated on or before December 31, 2017.

- Projects that had received all staff-level approvals other than a building permit and are in the Industrial district and permitted in that district, absent the moratorium, should not be prohibited from proceeding due to the moratorium.

Section 6. The City Council hereby directs the Community Development Department to continue considering and studying possible means of regulating or prohibiting mini-storage/warehouse facilities.

Section 7. Ten days prior to the expiration of this Ordinance, the City Council shall issue a written report describing the measures that the City has taken to alleviate the conditions that led to the adoption of this Ordinance.

Section 8. This Ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines because it has no potential for resulting in physical change in the environment, directly or indirectly. The Ordinance will maintain current levels of development and will not permit any mini-storage/warehouse facility that may have a significant impact on aesthetics or traffic levels. The City Council further finds, under Title 14 of the California Code of Regulations, Section 15061 (b)(3), that this Ordinance is nonetheless exempt from the requirements of CEQA, in that the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The City Council therefore directs that a Notice of Exemption be filed with the County Clerk of the County of Yolo in accordance with CEQA Guidelines.

Section 9. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

Section 10. The City Clerk shall certify to the passage of this Ordinance and cause the same or a summary thereof to be published within fifteen (15) days after adoption in a newspaper of general circulation, printed and published in Woodland, California.

PASSED AND ADOPTED by the City Council this 18th day of July, 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

Legislation Text

21.

File #: 17-0573, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Receive General Plan and Housing Element Annual Progress Report for the Period of January 1 - December 31, 2016

Recommendation for Action: Staff recommends that the City Council take the following actions:

1. Receive a report concerning the Housing Element Annual Progress Report, required by the State of California; and

2. Accept the Housing Element Annual Progress Report and direct staff to transmit the report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD) for filing.

Staff Contact

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

Fiscal Impact

There is no impact to the General Fund.

Report in Brief

The State of California Government Code, Section 65400(b), requires planning agencies to provide an annual report to their legislative body (City Council), the Governor's Office of Planning and Research (OPR), and the State Department of Housing and Community Development (HCD) on the status of the General Plan and progress in its implementation.

Background

The Annual Progress Report (APR) provides information to local legislative bodies and the public on the status of its General Plan Housing Element goals, policies, and implementation measures. The intent of the statute is to provide a tool to facilitate implementation of a community's Housing Element and in tracking and monitoring progress in addressing housing needs and goals. The APR includes information on the jurisdiction's progress in addressing the regional housing need allocation, including the number of housing units permitted by income level, the status of programs in the housing element, and efforts to remove governmental constraints.

Discussion

The attached Housing Element Annual Progress Report follows a format established by The Department of Housing and Community Development. The report requires the completion of five (5) tables to report on implementation. The annual housing report requires a calendar based reporting period.

While only one unit was added to the City's affordable housing inventory in 2016, the City took actions in 2016 to support a future multi-family affordable housing development. The City Council on March 1, 2016 approved a general plan amendment, zoning amendment, design review, and site plan entitlements for the Mercy Housing/New Hope Community Development Corporation to construct an 80-unit affordable housing project at the northeast corner of Cottonwood and Beamer streets. This development will include 32 supportive housing units reserved for formerly homeless/disabled. Yolo County Housing (YCH) will supply project-based housing vouchers for 20 of the supportive units while the remaining 12 supportive units will be deep-targeted for families earning 20% or less of the area median income (AMI), adjusted for household size. For the remaining 47 affordable units, 3 units are reserved for families earning 30% or less of AMI, adjusted for household size, and 44 units are reserved for families earning 50% or less of AMI, adjusted for household size. All of the units with the exception of the manager's unit will be occupied by very low- or extremely low-income households. Construction began last month.

Commission/Committee Recommendation

The Planning Commission on June 15, 2017 held a public hearing for the Housing Element Annual Progress Report and voted 5-0 to recommend that the City Council accept the Housing Element Annual Progress Report and direct staff to transmit the report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD) for filing.

Public Contact

Posting of the City Council agenda.

Conclusion

Staff recommends that the City Council take the following actions:

1. Receive a report concerning the Housing Element Annual Progress Report, required by the State of California; and

2. Accept the Housing Element Annual Progress Report and direct staff to transmit the report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD) for filing.

Prepared by: Dan Sokolow

Senior Planner

Reviewed by: Christine Engel
CSD Director

Paul Navazio, City Manager

Attachment
2016 Housing Element Annual Progress Report

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Woodland

Reporting Period 1/1/2016 - 12/31/2016

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information										Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a		6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes: Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Total Units per Project	Est. # Infill Units*		Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
Spring Lake SP	SF	O		1			1			None	Inclusionary	
(9) Total of **Moderate and Above Moderate** from Table A3 ► ►					67	199						
(10) Total by income Table A/A3 ► ►				1	67	199						
(11) Total **Extremely Low-Income** Units*												

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Woodland

Reporting Period 1/1/2016 - 12/31/2016

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA whichmeet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for **Moderate**	67					67	
No. of Units Permitted for **Above Moderate**	199					199	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Woodland

Reporting Period 1/1/2016 - 12/31/2016

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.			2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	390	45		36							81	309
	Non-deed restricted												
Low	Deed Restricted	274	16		12	1						29	245
	Non-deed restricted												
Moderate	Deed Restricted	349											188
	Non-deed restricted		25	32	37	67						161	
Above Moderate		864	73	96	114	199						482	382
Total RHNA by COG. Enter allocation number:		1,877	159	128	199	267						753	1,124
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

Note: units serving extremly low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Woodland

Reporting Period 1/1/2016 - 12/31/2016

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**
See attachment for Program Implementation			
Status.			

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of Woodland
Reporting Period	1/1/2016 - 12/31/2016

General Comments:

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
Development of Housing			
9.A.1 – The City shall continue to cooperate with and advise developers in the use of the P-D Planned Development Overlay Zone to reduce housing costs by utilizing various techniques such as: zero lot lines, cluster development, private streets, parking and setback innovations and other creative development approaches.	Community Development Director	Ongoing	The City continues to work with developers on the use of Planned Development Overlay Zones to reduce housing costs.
9.A.2 – The City has identified lands for housing that can be developed by 2021 and that could accommodate Woodland's share of the regional housing needs by income category. Since adoption of the 2013 Housing Element, the City has rezoned land to R-25 (20-25 units per acre) and shall rezone at least 5 acres to R-25 or equivalent zone that has a minimum density of 20 units per acre and meetings the requirements of California Government Code Section 65583.2, paragraphs "h" and "I". The target for rezoning of 5 acres is based on the assumption that 5 acres, developing at 80% capacity, at 20 units per acre, which would provide for approximately 80 units, exceeding the City's shortfall. This additional land to be rezoned is intended by accommodate the City's Regional Housing Needs Allocation (RHNA) of 664 units affordable to households earning 80% or less of the Yolo County median income. Within 12 months of adoption of the General Plan Update, the City will update the Zoning Code to reflect increased residential densities and housing	Community Development Director	Within 12 months following adoption of the 2035 General Plan or within two years of the adoption of the 2013 Housing Element, whichever comes first	On July 29, 2016, the City released a public review draft of the revised Housing Element. The revised Element requires the city the rezone at least 5 acres to R-25 or equivalent. Upon adoption of the General Plan Update on May 16, 2017, the City will begin an immediate update to the Zoning Code. ▪ The Spring Lake Central Project was filed in November 2014 to rezone 9.3 acres to R-25. ▪ The 2035 General Plan Update was approved May 16, 2017. Actions taken during the update included increasing density categories city wide and more specifically increasing or adding the following:

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
opportunities resulting from the revised General Plan.			- Medium Density from 8.0–15.0 to 8.1-19.9 - High Density from 16.0 -25.0 to 20.0 – 40.0 - Downtown from 16.0 – 25.0 du/ac to no maximum du/ac - Added Corridor Mixed Use 20-40 du/ac - New Specific Plan areas shall have an average density of 8.0. ▪ The City Council in 2016 approved Mercy Housing's general plan and zoning amendments to redesignate an existing site for residential use in order to construct an 80-unit affordable housing project for extremely low and very low income households. The project will include 32 supportive housing units reserved for formerly homeless/disabled. The affordable units constructed may be used to address the City's shortfall for very low units.
9.A.3 – The City shall provide flexibility on the identification of sites for accommodating its Regional Housing Needs Plan (RHNP) Allocation as part of the General Plan update and subsequent comprehensive zoning code update. A request to	Community Development Director	Ongoing as needed	The City did not receive a residential downzone request in 2016. The City worked on a proposed project, known as Oyang North and South, which may result

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
lower the density of a site counted towards meeting the City's RHNP Allocation shall include findings that justify the rezone and identify adequate replacement site(s) that will provide the minimum number of units by income level for accommodating the City's RHNP Allocation and is developable during the term of the Housing Element planning period.			in the relocation of an R-25 site to a more centrally located area along the Gibson Road corridor, eliminate R-15 and up-zone R-3 to R-4.
9.A.4 – The City shall continue to cooperate with and advise developers in the use of the City's Bonus Incentive Program as contained in Section 25-21-25 of the Zoning Ordinance. Bonus incentives are available to developers for including lower income units in their projects. The City will provide a one-page fact sheet that summarizes the Program and options of density bonuses for distribution to developers at the City's permit counter.	Community Development Department	Ongoing	No action was taken on this program in 2016.
9.A.5 – The City shall continue to cooperate with Yolo County, other cities in the County, and actively work with affordable housing developers interested in multi-family housing bonds.	Community Development Department	Ongoing	No action was taken on this program in 2016.
9.A.6 – The City Council shall hold a meeting each year, per Section 65400 of the Government Code, to review accomplishments in implementing the Housing Element and document these accomplishments in a staff report or memo to the City Council.	Community Development Department	Annually	No action was taken on this program in 2016. The City released the draft public review 2035 General Plan in July of 2016 and submitted a Housing Element Amendment to review by HCD in September of 2016. The Planning Commission reviewed these items.

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
9.A.7 – The City shall seek funds to provide financing to assist housing construction of lower income units, and moderate income units that serve special needs groups. Funding sources may include HOME, CalHome, and other Federal and State sources.	Community Development Department	Annually	The City in 2016 continued to work with families through its first time homebuyer loan assistance program. With loan assistance funded through BEGIN Program Income and the City's Housing Trust Fund, the City assisted a low income family purchase a home in 2016.
9.A.8 – The City shall allocate CDBG funds for the provision of extremely low-income units, very low-income units, low-income units, and moderate-income housing units. The City shall identify sites, establish partnerships, and pursue CDBG funds.	Community Development Department	Annually	In 2016, Friends of the Mission completed rehabilitation of its seven-unit affordable housing development 925 North Street. The project was funded through the City's CDBG program and provides housing for very low income families and individuals. During the same year, Yolo Community Care Continuum completed the rehabilitation of its supportive housing facility at 166 College Street that serves very low income individuals.
9.A.9 – The City shall continue to offer incentives to developers of affordable housing such as: 1) waiver and/or deferral of all or a portion of City development fees; 2) waiver or modification of City development standards; or 3) assistance in obtaining federal, state, or local financing and/or subsidies, as codified in Section 6A-3-30 (Affordable Housing – Incentives) of the Municipal Code.	Community Development Department	Ongoing on a case-by-case basis	No action was taken for this program in 2016.

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
9.A.10 – The City shall amend zoning consistent with Health and Safety Code Section 17021.5 and 17021.6 to further facilitate housing for farmworkers. Other programs to facilitate the development of affordable housing may include fee waivers and reduced development standards. Financial and technical assistance will be sought from HCD's Office of Migrant Services, the Joe Serna Jr. Farmworker Housing Grant Program, the California Tax Credit Allocation Committee's Farmworker Housing Assistance Program, and the USDA Rural Development Program.	Community Development Department	Within 12 months following adoption of the updated General Plan; provide financial technical assistance annually, as needed	The General Plan update was underway in 2016 and subsequently completed in May 2017. The city will immediately begin a Zoning Consistency analysis and update.
9.A.11 – The City shall continue to require the provision of affordable housing as a component of market-rate projects, as codified in Chapter 6A of the Municipal Code. The City shall continue to implement the affordable housing requirements of South East Area Specific Plan as applicable. The City shall continue to implement the affordable housing requirements of the Spring Lake Specific Plan as applicable. The City shall monitor and annually report to the City Council on the number of affordable ownership units constructed and converted to unrestricted market-rate units.	Community Development Department	Ongoing	Since 2004, the City adopted an amendment to its citywide inclusionary housing ordinance (Chapter 6A. Affordable Housing). This amendment essentially applied the same inclusionary housing requirements being implemented in the Spring Lake area to the remainder of the City. Any new housing project, for-sale or rental, provide affordable units, thereby implementing the "scattered sites" policy citywide. The Spring Lake Specific Plan Scattered Site Program also requires the development of each market rate unit to pay an "offsite" fee of $1,100 per market rate unit. This

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
			fee is to be used to assist an additional 74 units of affordable housing anywhere in the City, including Spring Lake as long as the parcels meet the affordability requirements under the Spring Lake Specific Plan and the Spring Lake Affordable Housing Plan.
9.A.12 – The City shall continue to facilitate the provision of emergency shelter services through its participation in the countywide Homeless Coordination Project that provides services to the homeless in Yolo County. The Project includes Homeless Coordination and the Cold Weather Shelter.	Community Development Department	Ongoing	The City continues its participation in the Countywide Homeless Coordination Project by funding its participation with housing monitoring fees and other sources. In addition, in 2016 the City awarded CDBG funds to the Yolo Wayfarer Center for operation of its homeless shelter. The City also awarded CDBG funds to the Empower Yolo for operation of its emergency shelter that serves the homeless who are victims of domestic violence, sexual assault, stalking, and trafficking.
9.A.13 – The City shall pursue grant and loan funding opportunities from federal, state, and other agencies and coordinate with other agencies and nonprofit organizations for the provisions of different sizes, scales, and types of housing, including transitional housing, efficiency units, housing with supportive services, and other special-	Community Development Department	Ongoing	In 2016, the City applied for four grants through the Federal Continuum of Care Competition for permanent supportive that will address chronically homeless families and individuals. Fourth & Hope operate the programs.

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
needs housing consistent with policies in the Land Use and Community Design Element.			The U.S. Department of Housing and Urban Development awarded the City three of the four grants.
9.A.14 – The City shall continue to support the services of Yolo County's Homeless Coordinator.	Homeless Coordinator	Ongoing	The City continues its participation in the Countywide Homeless Coordination Project by funding its participation with housing monitoring fees and other sources.
9.A.15 – The City shall consider options to allow Residential Care Homes with more than six mentally disordered or otherwise handicapped persons or dependent and neglected children as a permitted use in the Multiple-Family Residential Zone (R-M).	Community Development Director	Within 12 months following adoption of the updated General Plan	The General Plan update was underway in 2016 and subsequently completed in May 2017. The City will immediately begin a zoning ordinance consistency update.
Maintenance of Housing			
9.B.1 – The City shall periodically review its eligibility for various federal and state programs that will provide rehabilitation and maintenance assistance for lower income units and special needs groups. The City shall submit applications for programs for which the City is eligible, as appropriate.	Community Development Department	Annually	No action was taken on this program in 2016.
9.B.2 – The City shall continue to periodically gather information regarding the status of local housing conditions to determine the need for housing rehabilitation and/or the removal of unsafe units. A housing condition survey that meets the criteria of the state Department of Housing and Community Development will be conducted in targeted neighborhoods.	Community Development Department	Every 5 years	The City employs two full-time code compliance officers.

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
9.B.3 – The City shall continue to include funds in its operating budget for code compliance and nuisance abatement programs.	Community Development Department	Ongoing	The City employs a full-time code compliance officer.
9.B.4 – The City shall continue to implement the Downtown and East Street Corridor Specific Plans to encourage the preservation of existing housing in the downtown area and East Street Corridor, the conversion of underutilized upper floors of commercial buildings to housing, and construction of infill mixed-use housing projects with street-level commercial uses. The City shall monitor and annually report on the number of housing units constructed as part of infill and mixed-use projects in these specific plan areas.	Community Development Department	Ongoing	The City continues to encourage conversion of underutilized upper floors of commercial buildings to residential uses. In 2016, six residential units (apartments) were under construction on the second floor of a building in the downtown on Main Street.
9.B.5 – No later than one year prior to expiration of affordability, the City will contact property owners of units at-risk of converting to market rate housing to discuss the City's desire to preserve complexes as affordable housing. The City will seek participation from agencies interested in purchasing and/or managing units at-risk. Funding assistance, which can be leveraged with outside sources by the developer to either transfer ownership, or provide rent subsidies to maintain affordability, shall utilize applicable federal, state, and local financing sources. Where properties are at risk of conversion, the City will work with tenants to provide education regarding tenant rights and conversion procedures pursuant to California law.	Community Development Department	Ongoing	No action was taken in 2016.
9.B.6 – The City shall continue to strive for greater energy conservation in existing residential	Community Development Director	Ongoing	No action was taken on this program in 2016.

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
development. CDBG monies are available for energy efficiency work as a part of the local housing rehabilitation program. Additionally, the City will continue to provide information to residents regarding available home rehabilitation programs, and increase public awareness of self-help and rehabilitation programs through outreach.			
Equal Opportunity in Housing			
9.C.1 – The City shall continue to distribute Fair Housing brochures and booklets indicating what the Fair Housing laws are and where advice, assistance and enforcement activities can be obtained. The City will provide this information to any person who feels they have been discriminated against in acquiring housing within the City and to any housing provider who requests such information. Information will be made available at the City's website and at the City's Homebuyer Education Seminars. These efforts will also focus on special needs population groups that might face housing discrimination, such as farmworkers and persons with disabilities.	Community Development Department	Ongoing	Information such as Fair Housing brochures are published in English and Spanish and are available at the Community Development Department office and through the City's website.
9.C.2 – The City shall support an Annual Fair Housing Open House for rental property owners and various social services organizations and agencies to discuss mechanisms to evaluate tenant applications according to fair housing law.	Community Development Department	Ongoing	Legal Services of Northern California organized and presented the annual Yolo County Fair Housing Workshop, in collaboration with the City of Woodland, City of Davis, and Yolo County Housing, on April 7, 2016. The City of Woodland contributed to the payment for

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
			lunch and beverages and assisted with marketing. LSNC coordinated the event and obtained speakers, including Deborah Thrope from the National Housing Law Project, who spoke about changes to the laws protecting victims of domestic violence, stalking, dating violence, and sexual assault and reasonable accommodations and reasonable modifications. Gregory Crespo from the U.S. Department of Housing and Urban Development provided an overview of fair housing laws and discussed new HUD guidance on criminal background screening. The workshop was attended by 90 property managers and landlords.
9.C.3 – The City shall continue to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures that may be necessary to ensure equal access to housing pursuant to the Reasonable Accommodations for Persons with Disabilities provisions of Section 25.21.85 of the Municipal Code.	Community Development Department	Ongoing	The City continues to follow the Reasonable Accommodation provisions of its Municipal Code.
9.C.4 – The City shall continue to implement measures to encourage developers to apply universal design principles in new housing developments so	Community Development Department	Ongoing	Barrier-free design is governed by accessibility law and incorporated with all designs. All apartments

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
that housing units and the neighborhoods in which they are located are as accessible as possible to all individuals, regardless of age or abilities. Such measures include density bonuses, fee reduction/deferrals, or other incentives.			are required to comply with Chapter 11B of the California Building Code. The City Council on March 1, 2016 approved a general plan amendment, zoning amendment, design review, and site plan entitlements for Mercy Housing/New Hope Community Development Corporation to construct an 80-unit affordable housing project at the northeast corner of Cottonwood and Beamer streets. A minimum of 5% of the total units will be designed to be fully ADA compliant. All of the remaining ground floor units will designed to be ADA adaptable.
9.C.5 – The City shall increase the educational outreach efforts by providing fair housing information in English and Spanish whenever feasible. Financial and technical assistance may be sought from California Rural Legal Assistance, the Farmworker Justice Fund, the USDA Rural Development Program, and HCD's Office of Migrant Services.	Community Development Department	Ongoing	Information such as Fair Housing brochures are published in English and Spanish and are available at the Community Development Department office and through the City's website.
9.C.6 – The City shall continue to ensure that relocation assistance is provided to tenants relocated as a result of removal of housing, in compliance with	Community Development Director	Ongoing as needed	No residential structures were demolished in 2016.

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
the Federal Housing and Community Development Act of 1974.			
9.C.7 – The City shall affirmatively further fair housing by contracting with the Fair Housing Hotline Project provided through Legal Services of Northern California.	Community Development Department	Ongoing	In 2016 the City provided CDBG funds for Legal Services of Northern California to operate the Fair Housing Hotline Project.
9.C.8 – The City shall refer fair housing complaints to the Fair Housing Hotline Project provided through Legal Services of Northern California and State Department of Fair Employment and Housing for resolution.	Community Development Department	Ongoing	Fair housing issues are referred to the Fair Housing Hotline Project.
Energy Conservation and Sustainable Housing Development			
9.D.1 – The City shall consider citywide application of energy conservation policies in the Spring Lake Specific Plan. These policies include but are not limited to the use of energy efficient air conditioners, light-colored roofing materials, photovoltaic energy systems, and Energy Star appliances. The City shall monitor and report on the number of housing units constructed with energy efficiency features that exceed the requirements of the CalGreen Code.	Community Development Director	FY 2014 / 2015. Monitor and report to the City Council every five years, as a part of the implementation of the Climate Action Plan.	On September 1, 2015, the Woodland City Council adopted Ordinance No. 1589 to create an expedited streamlined permitted process for small residential rooftop solar energy systems. Provisions of the ordinance include accepting applications electronically, directing the City's Building Official to develop a checklist of all requirements which small rooftop solar energy systems shall comply with to be eligible for expedited review, and authorizing the Building Official to administratively approve such applications. The City in 2016 issued 564 building permits for rooftop solar energy systems.

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
			Most of the permits were for residential properties.
9.D.2 – Through its General Plan, Zoning Code, and Climate Action Plan, the City shall promote infill development, including affordable housing, in proximity to services, transit, pedestrian and bicycle facilities, and other urban amenities; mixed use of commercial areas – including upstairs spaces in the downtown area (e.g., uses including retail, entertainment, services, and residential); and redevelopment of vacant or underutilized lots with buildings, including second stories for retail, residential, or offices uses.	Community Development Director	FY 2014 / 2015 and ongoing	The General Plan update was underway in 2016 and subsequently completed in May 2017. The Zoning Code will undergo a comprehensive update to bring it in alignment with the 2017 General Update, which included a number of policy changes to encourage infill development.
9.D.3 – The City shall continue to promote residential energy conservation practices pursuant to the Title 24 provisions of the California Building Code Standards, including the provisions for sustainable construction and development practices that are contained in the CalGreen Code.	Community Development Department	Ongoing	The City adopted the 2016 California Building Standards Code and 2016 California Green Code. For 2016, the City issued 564 building permits for rooftop solar energy systems. Most of the permits were for residential properties.
9.D.4 – The City shall coordinate with Pacific Gas & Electric, community-based organizations, and other public agencies to provide public education and outreach on energy conservation. Specific actions related to energy conservation will be coordinated through the Climate Action Plan.	Community Development Department	Ongoing	The City in October 2014 agreed to participate in a community-specific long-term program sponsored by PG&E to promote residential energy efficiency. The program - Woodland, Step Up and Power Down – was launched in spring 2015 with a local full-time staff that worked with community service groups, churches, and City

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
			staff to enhance Woodland residents' awareness of and participation in strategies for reducing energy use. The program coordinated PG&E assistance programs with educational objectives of the City's Climate Action Plan, toward the shared goal of bringing about lasting behavior changes in energy use. More than 1,600 Woodland households participated in the Woodland Step Up and Power Down effort that ended in 2016.
9.D.5 – The City shall encourage the continued affordability of both rental and ownership housing by encouraging energy conservation in all existing development.	Community Development Director	Ongoing	The City adopted the 2016 California Building Standards Code and 2016 California Green Code. Fees for solar projects have been raised to provide the critical staff support to implement an expedited permitting process for these projects. For 2016, the City issued 564 building permits for rooftop solar energy systems. Most of the permits were for residential properties.

Legislation Text

22.

File #: 17-0571, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: July 18, 2017

SUBJECT: Receive Fiscal Year 2016/17 Report on Affordable Housing Loan Portfolio

Recommendation for Action: Staff recommends that the City Council receive the Fiscal Year 2016/17 report on the City's affordable housing loan portfolio.

Staff Contact

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

Fiscal Impact

There is no impact to the General Fund.

Background

The City's affordable housing loan portfolio dates from the late 1980s, but most of the loans were made in the period of 2006 - 2013. The current principal loan value of the portfolio exceeds $28,000,000 and includes loans held by the Woodland Housing Successor Agency. Repayment of City housing loans is deferred with a few exceptions. The City's portfolio consists of more than 170 loans. The attached inventory details the portfolio. Street addresses and parcel numbers have been removed from the owner occupied loans in order to not identify individual borrowers.

Discussion

Management of the City's affordable housing loan portfolio includes the organization and maintenance of the physical files; maintaining an electronic database of loan agreements, promissory notes, deeds of trust, and affordability agreements; preparing a spreadsheet system for tracking individual loans with key borrower information (property address, borrower name, assessor parcel number, source of funds for loan, principal amount of loan, start date of loan, loan term, interest rate, and City monitoring responsibilities); monitoring affordable housing properties (owner-occupied homes and rental projects); preparing payoff notices; reviewing loan subordination requests for compliance with City loan funding sources; and working with individual City borrowers who are experiencing financial difficulties that may put them at risk of defaulting on their principal loans.

The City's ongoing responsibilities for its affordable housing portfolio vary. For example, the City is a HOME funds lender for three multi-family projects: Sycamore Pointe (11 HOME units), Terracina at Spring Lake (85 HOME units), and Rochdale Grange (43 HOME units). Pursuant to Federal HOME requirements, the City monitors each project in January, which involves inspecting a representative sample of the units, review of tenant files, and an overall inspection of the exterior facilities. For owner-occupied loans (first time homebuyers and rehabilitations), the City contacts the property owners on an annual basis and requires them to certify continued owner-occupancy and provide proof of homeowner insurance coverage. Currently, the City monitors nearly 90 owner-occupied properties. In some instances, borrowers have received more than one loan from the City.

Public Contact

Posting of the City Council agenda.

Conclusion

Staff recommends that the City Council receive the Fiscal Year 2016/17 report on the City's affordable housing loan portfolio.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
CSD Director

Paul Navazio, City Manager

Attachment:
Affordable Housing Loan Portfolio

CITY OF WOODLAND

2017 Housing Loan Portfolio

(1998 HOME FTHB Units)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Abele Street		HOME	39,259	23-May-02	30 yrs	3% simple	Deferred payment.
2	West Lincoln Avenue		HOME	38,305	2-Oct-01	30 yrs	3% simple	Deferred payment.
3	Princeton Place		HOME	40,000	23-Sep-01	30 yrs	3% simple	Deferred payment.
4	Thomas Street		HOME	39,000	28-Jan-02	30 yrs	3% simple	Deferred payment.
5	Van Buren Place		HOME	40,000	17-Jun-02	30 yrs	3% simple	Deferred payment.
6	Woodland Avenue		HOME	29,070	6-Feb-02	30 yrs	3% simple	Deferred payment.
			TOTAL	**225,634**				

Ongoing City Responsibilities

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

CITY OF WOODLAND

2017 Housing Loan Portfolio

(Greenwood RDA Units)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Hecke Drive		RDA Tax Increment	47,900	9-May-03	45 years	None*	Deferred payment.
2	Hecke Drive		RDA Tax Increment	50,900	21-May-03	45 years	None*	Deferred payment.
3	Hecke Drive		RDA Tax Increment	67,400	9-Jun-03	45 years	None*	Deferred payment.
4	Hecke Drive		RDA Tax Increment	68,500	20-May-03	45 years	None*	Deferred payment.
5	Hershey Drive		RDA Tax Increment	50,900	25-Mar-03	45 years	None*	Deferred payment.
6	Hershey Drive		RDA Tax Increment	47,900	18-Apr-03	45 years	None*	Deferred payment.
			TOTAL	**333,500**				

*If during the 45-year term of the promissory note, the property is sold to a non-eligible household or maker then deferred contingent interest is paid. The deferred contingent interest is calculated at the lower of the highest rate then allowed by law or two percent (2%) over the prime interest rate announced by Wells Fargo Bank, N.A. (or any successor financial institution).

Ongoing City Responsibilities

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

CITY OF WOODLAND

2017 Housing Loan Portfolio

(CDBG Owner-Occupied Rehabilitations)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Betty Court (See Notes)		CDBG	35,000	15-Apr-98	See note	3% simple	Deferred payment.
2	Bourn Drive (See Notes)		CDBG	5,312	20-Jul-05	15 yrs	3% simple	Deferred payment.
3	North Cleveland Street		CDBG	29,300	22-Jan-08	30 yrs	3% simple	Deferred payment.
4	Coloma Way		CDBG	42,906	22-Jan-08	30 yrs	3% simple	Deferred payment.
5	Coral Drive		CDBG	47,380	2-Sep-09	30 yrs	3% simple	Deferred payment.
6	Fourth Street		CDBG	36,000	5-Sep-01	?	3% simple	?
7	Harvard Court		CDBG	10,750	18-Aug-10	15 yrs	3% simple	Deferred payment.
8	Inyo Place		CDBG	57,774	24-Feb-06	15 yrs	3% simple	Deferred payment.
9	Schuerle Street		CDBG	40,708	3-Aug-10	30 yrs	3% simple	Deferred payment.
10	Sixth Street		CDBG	72,549	23-Jan-09	30 yrs	3% simple	Deferred payment.
			TOTAL	**377,679**				

Ongoing City Responsibilities

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

Notes

Repayment of Betty Court loan deferred until sale or death, whichever occurs first. Bourn Drive property sold at auction in August 2016.

CITY OF WOODLAND

2017 Housing Loan Portfolio

(Inclusionary Units)

	Street Address/Borrower	APN	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	Boyle Place		BEGIN	30,000.00	16Oct08	30 yrs	3% simple	Deferred payment.
2	Boyle Place		BMPP	29,543.00	16Oct08	30 yrs	Recapture	Deferred payment.
3	Boyle Place		CalHome	35,000.00	29-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
4	Boyle Place		BMPP	62,543.00	29-Sep-08	30 yrs	Recapture	Deferred payment.
5	Boyle Place		HOME	75,000.00	29-Sep-08	30 yrs	3% simple	Deferred payment.
6	Boyle Place		BEGIN	30,000.00	29-Sep-08	30 yrs	3% simple	Deferred payment.
7	Boyle Place		CDBG	12,863.00	29-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
8	Briscoe Court		BMPP	118,955.79	20-Mar-07	30 yrs	Recapture	Deferred payment.
9	California Street		HOME	9,000.00	4-Jun-13	30 yrs	3% simple	Deferred payment.
10	Campos Avenue		CalHome	35,000.00	16-Oct-08	30 yrs	SNA	Shared net appreciation, defer pay.
11	Campos Avenue		BMPP	37,171.00	16-Oct-08	30 yrs	Recapture	Deferred payment.
12	Campos Avenue		BEGIN	30,000.00	16-Oct-08	30 yrs	3% simple	Deferred payment.
13	Campos Avenue		HOME	45,000.00	16-Oct-08	30 yrs	3% simple	Deferred payment.
14	Campos Avenue		CalHome	35,000.00	10-Jun-08	30 yrs	SNA	Shared net appreciation, defer pay.
15	Campos Avenue		HOME	30,000.00	10-Jun-08	30 yrs	3% simple	Deferred payment.
16	Campos Avenue		BEGIN	30,000.00	10-Jun-08	30 yrs	3% simple	Deferred payment.
17	Campos Avenue		BMPP	40,171.00	10-Jun-08	30 yrs	Recapture	Deferred payment.
18	Campos Avenue		BMPP	128,955.79	20-Mar-07	30 yrs	Recapture	Deferred payment.
19	Campos Avenue		CalHome	35,000.00	31-Jan-08	30 yrs	SNA	Shared net appreciation, defer pay.
20	Campos Avenue		BMPP	45,822.00	31-Jan-08	30 yrs	Recapture	Deferred payment.
21	Campos Avenue		CDBG	20,000.00	31-Jan-08	30 yrs	SNA	Shared net appreciation, defer pay.
22	Campos Avenue		BMPP	108,955.79	20-Mar-07	30 yrs	Recapture	Deferred payment.
23	Campos Avenue		RDA TI	45,000.00	26-Oct-09	30 yrs	3% simple	Deferred payment.
24	Campos Avenue		BEGIN	30,000.00	26-Oct-09	30 yrs	3% simple	Deferred payment.
25	Carriage Drive		BEGIN	58,400.00	4-Nov-16	30 yrs	3% simple	Deferred payment.
26	Carriage Drive		HTF	4,600.00	4-Nov-16	30 yrs	3% simple	Deferred payment.
27	Cook Court		HOME	75,000.00	12-Mar-09	30 yrs	3% simple	Deferred payment.
28	Cook Court		BMPP	96,042.00	12-Mar-09	30 yrs	Recapture	Deferred payment.
29	Harry Lorenzo Drive		BMPP	42,910.00	20-Apr-17	30 yrs	Recapture	Deferred payment.
30	Hawkins Court		BMPP	57,042.00	24-Sep-08	30 yrs	Recapture	Deferred payment.
31	Hawkins Court		HOME	70,000.00	24-Sep-08	30 yrs	3% simple	Deferred payment.
32	Hoffman Street		HOME	75,000.00	30-Apr-12	30 yrs	3% simple	Deferred payment.

CITY OF WOODLAND
2017 Housing Loan Portfolio
(Inclusionary Units)

33	Holland Way		CalHome	35,000.00	21-Nov-07	30 yrs	SNA	Shared net appreciation, defer pay.
34	Holland Way		BMPP	69,832.00	21-Nov-07	30 yrs	Recapture	Deferred payment.
35	Holland Way		CDBG	25,000.00	26-Nov-07	30 yrs	SNA	Shared net appreciation, defer pay.
36	Holland Way		BMPP	118,955.79	20-Mar-07	30 yrs	Recapture	Deferred payment.
37	Jones Street		HOME	25,682.00	10-Aug-11	30 yrs	3% simple	Deferred payment.
38	Liberty Lane		BEGIN	30,000.00	30-Oct-06	30 yrs	3% simple	Deferred payment.
39	Liberty Lane		BMPP	109,536.00	10-Jul-06	30 yrs	Recapture	Deferred payment.
40	Liberty Lane		BEGIN	30,000.00	12-Jul-06	30 yrs	3% simple	Deferred payment.
41	Liberty Lane		BMPP	109,536.00	12-Jul-06	30 yrs	Recapture	Deferred payment.
42	Liberty Lane		BEGIN	30,000.00	7-Jul-06	30 yrs	3% simple	Deferred payment.
43	Liberty Lane		BMPP	103,036.00	7-Jul-06	30 yrs	Recapture	Deferred payment.
44	Liberty Lane		BEGIN	30,000.00	7-Nov-06	30 yrs	3% simple	Deferred payment.
45	Liberty Lane		BMPP	103,036.00	7-Nov-06	30 yrs	Recapture	Deferred payment.
46	Mack Way		CalHome	27,917.00	24-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
47	Mack Way		BMPP	25,543.00	24-Sep-08	30 yrs	Recapture	Deferred payment.
48	Mack Way		HOME	60,000.00	24-Sep-08	30 yrs	3% simple	Deferred payment.
49	Mack Way		BEGIN	30,000.00	24-Sep-08	30 yrs	3% simple	Deferred payment.
50	Mack Way		BMPP	87,413.00	2-Jul-08	30 yrs	Recapture	Deferred payment.
51	Mack Way		CalHome	35,000.00	12-Aug-08	30 yrs	SNA	Shared net appreciation, defer pay.
52	Mack Way		HOME	55,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
53	Mack Way		BMPP	82,413.00	12-Aug-08	30 yrs	Recapture	Deferred payment.
54	Mack Way		BEGIN	30,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
55	Mack Way		CalHome	35,000.00	25-Nov-08	30 yrs	SNA	Shared net appreciation, defer pay.
56	Mack Way		HOME	54,625.00	25-Nov-08	30 yrs	3% simple	Deferred payment.
57	Mack Way		BEGIN	30,000.00	25-Nov-08	30 yrs	3% simple	Deferred payment.
58	Mack Way		BMPP	29,543.00	25-Nov-08	30 yrs	Recapture	Deferred payment.
59	Mack Way		HOME	15,000.00	5-Mar-09	30 yrs	3% simple	Deferred payment.
60	Mack Way		BEGIN	30,000.00	5-Mar-09	30 yrs	3% simple	Deferred payment.
61	Mack Way		BMPP	6,182.00	5-Mar-09	30 yrs	Recapture	Deferred payment.
62	Mezger Drive		HOME	63,000.00	13-Jun-13	30 yrs	3% simple	Deferred payment.
63	Mezger Drive		HOME	75,000.00	12-Jun-13	30 yrs	3% simple	Deferred payment.
64	Mezger Drive		HOME	15,000.00	10-Jul-13	30 yrs	3% simple	Deferred payment.
65	Miekle Avenue		HOME	70,000.00	13-Jun-07	30 yrs	3% simple	Deferred payment.
66	Miekle Avenue		BMPP	89,508.00	13-Jun-07	30 yrs	Recapture	Deferred payment.

CITY OF WOODLAND

2017 Housing Loan Portfolio

(Inclusionary Units)

67	Miekle Avenue		HOME	50,000.00	7-Aug-07	30 yrs	3% simple	Deferred payment.
68	Miekle Avenue		BMPP	74,518.00	7-Aug-07	30 yrs	Recapture	Deferred payment.
69	Miekle Avenue		CalHome	35,000.00	28-Oct-08	30 yrs	SNA	Shared net appreciation, defer pay.
70	Miekle Avenue		BMPP	9,171.00	28-Oct-08	30 yrs	Recapture	Deferred payment.
71	Miekle Avenue		HOME	25,000.00	28-Oct-08	30 yrs	3% simple	Deferred payment.
72	Miekle Avenue		SL Off-Site Fund	75,000.00	8-Dec-15	30 yrs	3% simple	Deferred payment.
73	Miller Court		BMPP	86,196.00	23-Aug-07	30 yrs	Recapture	Deferred payment.
74	Miller Court		HOME	50,000.00	23-Aug-07	30 yrs	3% simple	Deferred payment.
75	Molly Avenue		HOME	69,760.82	29-Jul-13	30 yrs	3% simple	Deferred payment.
76	Neal Way		CalHome	35,000.00	17-Sep-08	30 yrs	SNA	Shared net appreciation, defer pay.
77	Neal Way		HOME	27,000.00	17-Sep-08	30 yrs	3% simple	Deferred payment.
78	Neal Way		BEGIN	30,000.00	17-Sep-08	30 yrs	3% simple	Deferred payment.
79	Neal Way		BMPP	29,543.00	17-Sep-08	30 yrs	Recapture	Deferred payment.
80	Neal Way		BEGIN	30,000.00	15-Sep-08	30 yrs	3% simple	Deferred payment.
81	Neal Way		BMPP	62,413.00	15-Sep-08	30 yrs	Recapture	Deferred payment.
82	Neal Way		HOME	40,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
83	Neal Way		BMPP	77,413.00	12-Aug-08	30 yrs	Recapture	Deferred payment.
84	Neal Way		BEGIN	30,000.00	12-Aug-08	30 yrs	3% simple	Deferred payment.
85	Newton Drive		CalHome	8,000.00	10-Aug-11	30 yrs	SNA	Deferred payment.
86	Newton Drive		HOME	22,000.00	10-Aug-11	30 yrs	3% simple	Deferred payment.
87	Nicolson Circle		BEGIN	30,000.00	21-Oct-08	30 yrs	3% simple	Deferred payment.
88	Nicolson Circle		BMPP	33,171.00	21-Oct-08	30 yrs	Recapture	Deferred payment.
89	Nicolson Circle		HOME	20,000.00	21-Oct-08	30 yrs	3% simple	Deferred payment.
90	Ochoa Court		BMPP	96,196.00	23-Aug-07	30 yrs	Recapture	Deferred payment.
91	Ochoa Court		HOME	50,000.00	23-Aug-07	30 yrs	3% simple	Deferred payment.
92	Ortiz Avenue		HOME	70,000.00	7-Aug-07	30 yrs	3% simple	Deferred payment.
93	Ortiz Avenue		BMPP	63,909.00	7-Aug-07	30 yrs	Recapture	Deferred payment.
94	Ortiz Avenue		BEGIN	30,000.00	10-Jun-08	30 yrs	3% simple	Deferred payment.
95	Ortiz Avenue		BMPP	46,645.00	10-Jun-08	30 yrs	Recapture	Deferred payment.
96	Ortiz Avenue		BMPP	128,955.79	20-Mar-07	30 yrs	Recapture	Deferred payment.
97	Ragen Street		CalHome	25,000.00	6-Jul-09	30 yrs	SNA	Shared net appreciation, defer pay.
98	Ragen Street		HOME	15,000.00	6-Jul-09	30 yrs	3% simple	Shared net appreciation, defer pay.
99	Rico Court		HOME	70,000.00	5-Dec-08	30 yrs	3% simple	Deferred payment.
100	Rico Court		BMPP	52,042.00	5-Dec-08	30 yrs	Recapture	Deferred payment.

CITY OF WOODLAND

2017 Housing Loan Portfolio

(Inclusionary Units)

101	Rominger Street		HOME	74,741.00	29-Nov-12	30 yrs	3% simple	Deferred payment.
102	Rominger Street		HOME	71,500.00	12-Dec-11	30 yrs	3% simple	Deferred payment.
103	Savala Court		BMPP	46,042.00	11-Mar-09	30 yrs	Recapture	Deferred payment.
104	Simpson Street		RDA TI	47,030.00	4-Jan-10	30 yrs	3% simple	Deferred payment.
105	Simpson Street		BMPP	12,010.00	4-Jan-10	30 yrs	Recapture	Deferred payment.
106	Simpson Street		CalHome	26,700.00	16-Jun-09	30 yrs	SNA	Shared net appreciation, defer pay.
107	Simpson Street		HOME	40,000.00	15-Jun-09	30 yrs	3% simple	Deferred payment.
108	Simpson Street		CDBG	19,900.00	12-Jan-10	30 yrs	SNA	Shared net appreciation, defer pay.
109	Simpson Street		CalHome	35,000.00	12-Jan-10	30 yrs	SNA	Shared net appreciation, defer pay.
110	Simpson Street		BMPP	860.00	12-Jan-10	30 yrs	Recapture	Deferred payment.
111	Stewart Circle		CalHome	15,000.00	1-Jun-10	30 yrs	SNA	Shared net appreciation, defer pay.
112	Stonehaven Loop		BMPP	112,042.00	12-Feb-08	30 yrs	Recapture	Deferred payment.
113	Strong Drive		BMPP	43,029.00	23-Mar-17	30 yrs	Recapture	Deferred payment.
114	Ulrich Place		CalHome	25,113.00	23-Jun-09	30 yrs	SNA	Shared net appreciation, defer pay.
115	Ulrich Place		RDA TI	27,970.00	23-Jun-09	30 yrs	3% simple	Deferred payment.
116	Ulrich Place		HOME	10,769.00	23-Jun-09	30 yrs	3% simple	Deferred payment.
117	Vaca Court		BMPP	142,042.00	21-Dec-07	30 yrs	Recapture	Deferred payment.
118	Village Lane		BEGIN	30,000.00	9-May-07	30 yrs	3% simple	Deferred payment.
119	Village Lane		BMPP	118,135.00	9-May-07	30 yrs	Recapture	Deferred payment.
120	Village Lane		BEGIN	30,000.00	21-May-07	30 yrs	3% simple	Deferred payment.
121	Village Lane		BMPP	108,335.00	21-May-07	30 yrs	Recapture	Deferred payment.
122	Village Lane		BEGIN	30,000.00	9-May-07	30 yrs	3% simple	Deferred payment.
123	Village Lane		BMPP	118,135.00	9-May-07	30 yrs	Recapture	Deferred payment.
124	Village Lane		HOME	60,000.00	15-May-07	30 yrs	3% simple	Deferred payment.
125	Village Lane		BEGIN	30,000.00	15-May-07	30 yrs	3% simple	Deferred payment.
126	Village Lane		BMPP	108,335.00	15-May-07	30 yrs	Recapture	Deferred payment.
127	Village Lane		BEGIN	30,000.00	9-May-07	30 yrs	3% simple	Deferred payment.
128	Village Lane		BMPP	118,135.00	9-May-07	30 yrs	Recapture	Deferred payment.
129	Village Lane		BEGIN	30,000.00	30-May-07	30 yrs	3% simple	Deferred payment.
130	Village Lane		BMPP	108,335.00	30-May-07	30 yrs	Recapture	Deferred payment.
131	Village Lane		BEGIN	30,000.00	15-May-07	30 yrs	3% simple	Deferred payment.
132	Village Lane		BMPP	118,135.00	15-May-07	30 yrs	Recapture	Deferred payment.
			TOTAL	**6,757,958.77**				

CITY OF WOODLAND
2017 Housing Loan Portfolio
(Inclusionary Units)

Source of Funds Legend

BEGIN = Building Equity and Growth in Neighborhoods
BMPP = Below Market Purchase Price (City and property owner share in portion of sale proceeds that exceeds initial market price - recapture provision.)
CDBG = Community Development Block Grant
HTF = Housing Trust Fund
RDA TI = Redevelopment Agency Tax Increment
SL Off-Site Fund = Spring Lake Off-Site Affordable Housing Fund

Ongoing City Responsibilities

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

CITY OF WOODLAND

2017 Housing Loan Portfolio, Multi-Family Projects

	Street Address	APN	Project Name	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	709 East St	066-092-069	Casa del Sol	RDA Tax Increment	150,000.00	27-Dec-00	20 yrs	5% simple	In repayment, balance approximately $80,000.
2	709 East St	066-092-069	Casa del Sol	CDBG Section 108	1,000,000.00	10-Nov-06	55 yrs	1.25% simple	Deferred payment, residual cash flow provision.
3	436 Main St	See below	Hotel Woodland	RDA Tax Increment	245,076.93	10-Jan-94	30 yrs	4.44% simple	Deferred payment, residual cash flow provision.
4	436 Main St	See below	Hotel Woodland	CDBG	400,000.00	11-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
5	436 Main St	See below	Hotel Woodland	CDBG	74,342.00	16-Sep-96	30 yrs	4.44% simple	Deferred payment, residual cash flow provision.
6	436 Main St	See below	Hotel Woodland	CDBG	50,000.00	18-Oct-95	30 yrs	4.44% simple	Deferred payment, residual cash flow provision.
7	436 Main St	See below	Hotel Woodland	CDBG	89,422.00	3-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
8	436 Main St	See below	Hotel Woodland	CDBG	42,000.00	3-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
9	436 Main St	See below	Hotel Woodland	CDBG	800,000.00	3-Aug-95	30 yrs	4% simple	Deferred payment, residual cash flow provision.
10	1313 E Gibson Rd	066-200-052	Leisureville	HOME & CDBG	1,227,381.00	7-Apr-95	30 yrs	3% simple	Deferred payment, residual receipts provision.
11	2170 Farmers Central Rd	042-010-062	Mutual Housing	Spring Lake Off-Site Affordable Hsng Fund	910,000.00	20-Dec-13	57 yrs	3% simple	Deferred payment, residual receipts provision, and maturity date December 23, 2070.
12	2090 Heritage Parkway	042-580-009	Rochdale Grange	HOME	4,000,000.00	25-Feb-10	55 yrs	3% simple	Deferred payment, residual receipts provision.
13	521 Pioneer Ave	027-860-027	Sycamore Pointe	HOME	885,000.00	1-May-99	32 yrs	3% simple	Deferred payment, maturity date 31Dec31.
14	1620 Miekle Ave	042-580-018	Terracina	HOME	4,189,000.00	12-Sep-06	55 yrs	3% simple	Deferred payment, residual receipts provision.
15	1620 Miekle Ave	042-580-018	Terracina	Land & cash from mkt rate developer.	1,732,000.00	20-Dec-07	55 yrs	None	No repayment and interest accrual as long as units affordable and other obligations meet.
16	1620 Miekle Ave	042-580-018	Terracina	Cash from mkt rate developer	722,122.00	20-Dec-07	35 yrs	3.4% simple	Deferred payment.
				TOTAL	**16,516,343.93**				

Notes

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

2. Loans for Items 6-8 are covered under one promissory note.

Ongoing City Responsibilities

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

2. Casa del Sol (709 East St) - Review of annual audit for residual cash flow calculation. Loan becomes fully amortized between years 40 and 55.

3 through 9. Hotel Woodland (436 Main St) - Review of annual audit for project and residual cash flow calculation.

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

11. Mutual Housing (2170 Farmers Central Rd) - Affordable housing monitoring addressed by covenants recorded by senior lenders (State of California and USDA) and California Tax Credit Allocation Committee. Staff reviews annual audit for residual cash flow calculation.

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

WOODLAND HOUSING SUCCESSOR AGENCY
2017 Housing Loan Portfolio

	Street Address/Borrower	APN	Project Name	Source of Funds	Loan Amount	Loan Date	Loan Term	Interest Rate	Notes
1	709 East St/Community Housing Opportunities Corporation	066-092-069	Casa del Sol	HELP (CalHFA)	1,000,000	18-Dec-01	8 yrs	3% simple	Deferred payment, due 17-Dec-09.
2	186 Muir St/Heritage Oaks, L.P.	064-271-011	Heritage Oaks	HELP (CalHFA)	1,550,000	1-Feb-05	19 yrs	3% simple	See Note, balance due 22-Aug-24.
3	35 West Clover St/Fair Plaza Senior Apartments, L.P.	064-242-006	Fair Plaza East	HELP (CalHFA), Redevelopment Tax increment	1,317,000	3-Apr-08	32 yrs	3.5% simple	Deferred payment, due 1-Apr-40.
				TOTAL	**3,867,000**				

Note

Heritage Oaks property owner is making $100,000 annual payments.

Ongoing Successor Agency Responsibilities

Borrowers for Heritage Oaks and Fair Plaza East required to submit annual report to the Housing Successor Agency in order for staff to verify compliance with affordability covenants. Staff reviews annual audits of Casa del Sol and Fair Plaza to determine whether residual receipts payments to the City are triggered.