City of Woodland

Meeting Agenda

City Council

City Hall
300 First Street
Woodland, CA 95695

Tuesday, March 6, 2018 | 6:00 PM | Council Chambers

CITY COUNCIL
CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

B.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Government Code Section 54956.8

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code § 54956.8)
Properties: Yolo County Assessor's Parcel Numbers 066-270-055 and 042-580-019
Agency Negotiators: City Manager, Assistant City Manager, City Engineer, Fire Chief, Community Services Director, City Attorney
Negotiating Parties: Woodland Joint Unified School District
Under Negotiation: Price and terms of payment

JOINT MEETING CITY COUNCIL/WOODLAND FINANCE AUTHORITY

March 6, 2018
6:00 PM

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.

1. Long Range Calendar

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

F. MINUTES

2. City Council Meeting Minutes of February 6, 2018 and February 20, 2018

   Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of February 6, 2018 and February 20, 2018.

3. Commission on Aging Minutes for January 18, 2018

   Staff recommends that the City Council receive the January 18, 2018 Commission on Aging meeting minutes that were approved on February 15, 2018.

4. Parks & Recreation Commission Meeting Minutes for January 22, 2018

   Staff recommends that the City Council receive the January 22, 2018 Parks & Recreation Commission Minutes that were approved on February 26, 2018.

G. PRESENTATIONS

5. Winter Family Homeless Shelter Pilot Program Update and Recognition of Volunteers and Host Site

   Staff recommends that the City Council receive an update on the winter family shelter pilot program and recognize the volunteers and host site that participated in the program.

6. Summer at City Hall

   Staff recommends that the City Council receive a presentation on planning for the "Summer at City Hall" program, a new collaboration between the City of Woodland and the Woodland Joint Unified School District.

H. CONSENT CALENDAR

7. Approval of Major Projects Financing Plan Fee Deferral Agreement for Mutual at Spring Lake Apartments Phase 2 Project

   Staff recommends that the City Council take the following actions:

   1. Adopt Resolution No. ___, approving the deferral of $530,141 in Major Projects Financing Plan (MPFP) fees until the property owner (Phase 2 Spring Lake Mutual Housing Associates, L.P.) requests a certificate of occupancy for the Mutual at Spring Lake Apartments Phase 2 project or December 31, 2019, whichever occurs first.

   2. Direct the City Manager to execute the attached deferral agreement in substantially the same form with Phase 2 Spring Lake Mutual Housing Associates, L.P. or another entity established by Mutual Housing to own the Mutual at Spring Lake Apartments Phase 2 project.

8. Approve and Implment new four (4) year agreeement with the Woodland Mid-Management Professional Association (MMPA)

   Adopt Resolution No. ___ to implement a four (4) year agreement (July 1, 2018 to June 30, 2022) with the Mid Management Professional Association (MMPA) as described herein.

9. Award Construction Contract for 2018 ADA Improvement Project, CIP 18-03

   Staff recommends that the City Council Adopt Resolution No. ______, to award the construction contract in the amount of $119,287.00 for the base bid plus Alternates B and C to B&M Builders, Inc. for the 2018 ADA Improvement Project, CIP 18-03, authorize a contract contingency up to 15%, and authorize the City Manager to execute the construction contract and change orders.

10. Award Construction Contract for 2018 Road Maintenance Project, CIP 18-02

    Staff recommends that the City Council:

    1. Adopt Resolution No. ______, to award the construction contract in the amount of $728,861.29 for the base bid plus Alternate B to Pavement Coatings Company for the 2018 Road Maintenance Project, CIP 18-02, authorize a contract contingency up to 15%, and authorize the City Manager to execute the construction contract and change orders; and
    2. Approve a consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc., in the amount of $125,072.00 for the Project and authorize the City Manager to execute the agreement and amendments up to 10%.

I. REPORTS OF THE CITY MANAGER

11. West Woodland Safe Routes to School Improvement Project, CIP 17-09; Approve Plans and Specifications and Authorize Bid Advertisement

    Staff recommends that the City Council approve Resolution No. ______, approving the project plans and specifications and authorizing bid advertisement for the West Woodland Safe Routes to School Project, CIP 17-09.

12. Conceptual Buildout of the Sports Park

    Staff recommends that the City Council:

    1. Receive and provide feedback on an updated Woodland Community Sports Park Draft Master Plan for buildout of the Sports Park
    2. Receive information related to the cost to design, construct, operate, and maintain new facilities at the Sports Park
    3. Adopt Resolution No. _____, approving an additional $30,000 of Measure E funding for CIP #18-04, Park/Recreation Facility Planning, for continued design and project management assistance with planning the proposed facilities.

13. Southeast Area Pool Feasibility Study

    Staff recommends that the City Council:

    1) Receive a report related to the need for a second City pool complex to meet community needs,

    2) Provide feedback on the preferred location identified by the City Council/Parks & Recreation Commission Recreation Facilities Subcommittee as WJUSD property adjacent to Pioneer High School,

    3) Provide direction to staff related to completion of the feasibility study to

include, a layout of the proposed pool site, options for pool design and features, and further development of project cost estimates,

4) Direct staff to proceed with discussions with WJUSD on an agreement to secure the property for a future pool complex to include provisions for joint use of the facility.

14. Renaming of Southland Park

    Staff recommends that the City Council adopt Resolution No. _____, approving the renaming of Southland Park to Gracie Hiddleson Park.

15. Fiscal Year 2017/18 Mid-Year Budget Update

    Information purposes only; no action required.

16. Fiscal Year 2017/18 Mid-Year Budget Amendments

    Staff recommends that the City Council adopt Resolution No.________, authorizing the amendments to the Fiscal Year 2017/18 Budget totaling $3,319,325.

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 March 6, 2018 was posted on March 2, 2018 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.

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	1.
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: Jennifer Robinson, Secretary to the City Manager

ATTACHMENTS:

Description	Upload Date	Type
Long Range Calendar	3/2/2018	Cover Memo

UPDATED COUNCIL LONG RANGE CALENDAR

MARCH 20th **REGULAR MEETING**

Consent Calendar

Public Works Quarterly Report

Regular Calendar

Board and Commission Appointment Process
Spring Budget Workshop

APRIL 3rd **REGULAR MEETING**

Social Services Coordinator - Job Description / Funding Recommendations
Community Based Transitional Housing Project
Considerations of Postion on Statewide Ballot Measures

APRIL 17th **CAP-TO-CAP** **REGULAR MEETING**

Interim Zoning Update (1st Reading)
Ag Mitigation Ordinance (1st Reading)
Fire Department – Fee Update
Sewer Rate Study Consultant Contract

FUTURE TOPICS / STUDY SESSIONS (TBD):

Development Impact Fee Update

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	2.
SUBJECT:	City Council Meeting Minutes of February 6, 2018 and February 20, 2018

Recommendation for Action:
Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of February 6, 2018 and February 20, 2018.

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

ATTACHMENTS:

Description	Upload Date	Type
Draft CC Minutes of Feb 6, 2018	2/26/2018	Minutes
Draft CC Minutes of Feb 20, 2018	2/26/2018	Minutes

City of Woodland

City Hall
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, February 6, 2018

6:00 PM

Council Chambers

City Council

CITY COUNCIL
CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

B.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8

PROPERTIES: APNs 027-360-010
AGENCY NEGOTIATOR: Assistant City Manager and City Attorney
NEGOTIATING PARTIES: Boundary Bend Olives, Inc.
UNDER NEGOTIATIONS: Price and Terms of Payment

JOINT MEETING CITY COUNCIL/WOODLAND FINANCE AUTHORITY

February 6, 2018
6:00 PM

VIDEO **A. CALL TO ORDER**

Meeting called to order at 6:00PM.

VIDEO **B. ROLL CALL**

All Council Members present.

Present: Barajas, Davies, Fernandez, Rodriguez and Stallard

VIDEO **C. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Steve Coyle, Deputy Community Development Director.

VIDEO **D. COMMUNICATIONS-PUBLIC COMMENT**

None.

VIDEO **E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS**

Verbal updates provide by Council Members/Staff.

1. Long Range Calendar

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

VIDEO **F. MINUTES**

2. City Council Meeting Minutes of January 16, 2018

Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of January 16, 2018.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of January 16, 2018.

3. Commission on Aging Minutes for November 16, 2017

Staff recommends that the City Council receive the November 16, 2017 Commission on Aging meeting minutes that were approved on January 18, 2018.

Received the November 16, 2017 Commission on Aging meeting minutes.

VIDEO 4. Parks & Recreation Commission Meeting Minutes for November 27, 2018

Staff recommends that the City Council receive the November 27, 2017 Parks & Recreation Commission Minutes that were approved on January 22, 2018.

Received the November 27, 2017 Parks & Recreation meeting minutes.

On a motion by Council Member Barajas, seconded by Council Member Stallard and carried unanimously, Council Members adopted the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of January 16, 2018; received the November 16, 2017 Commission on Aging meeting minutes and received the November 27, 2017 Parks & Recreation meeting minutes.

Ayes: Barajas, Davies, Fernandez, Rodriguez, Stallard

VIDEO G. CONSENT CALENDAR

5. Budget Appropriation Request: Walmart Foundation Grant Award

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate $2,500 to the FY18 Woodland Fire Department Budget.

Adopted Resolution No. 7001, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO APPROPRIATE $2500 TO THE FY18 WOODLAND FIRE DEPARTMENT BUDGET.

6. Final Acceptance and Notice of Completion for Destroy Wells 10, 17 & 20 Project, CIP #11-10

Staff recommends that the City Council approve Resolution No. ______, accepting the Destroy Wells 10, 17 & 20 Project, CIP #11-10, as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted Resolution No. 7002, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION FOR DESTROY WELLS 10, 17 & 20 PROJECT (CIP #11-10).

7. Appropriation of $31,000 from the Asset Seizure Fund for purchase of Police Department-issued Smart Phones

Staff recommends that the City Council approve Resolution No. ____ authorizing the appropriation of $31,000 from the Asset Seizure Fund for the purchase of department-issued smartphones.

Adopted Resolution No. 7003, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO APPROPRIATE $31,000 IN ASSET SEIZURE FUNDS TO PURCHASE POLICE DEPARTMENT SMARTPHONES.

8. Treasurer's Investment Report Quarter Ending December 31, 2017

   Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended December 31, 2017.

Accepted the Quarterly Treasurer's Investment Report for the quarter ended December 31, 2017.

9. Approve Consultant Agreement for Sewer Collection System Hydraulic Model Update, CIP 08-35

   Staff recommends that the City Council:

   1. Adopt Resolution No. _____, approving reallocation of $50,000 of Sewer Enterprise Funds from the Sewer Collection System Master Plan, CIP #14-07 to the Sewer Collection System Hydraulic Model Update, CIP 08-35 to complete the study budget; and

   2. Authorize the City Manager to execute a consultant agreement with Water Works Engineers, LLC. in the amount of $79,987 for the Sewer Collection System Hydraulic Model Update, CIP 08-35; and

   3. Authorize a contingency of up to 10% ($7,998) for the Sewer Collection System Hydraulic Model Update Project contract.

Adopted Resolution No. 7004, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE CONSULTANT AGREEMENT WITH WATER WORK ENGINEERS IN THE AMOUNT OF $79,987 WITH A 10% CONTINGENCY FOR SEWER COLLECTION SYSTEM HYDRAULIC MODEL UPDATE, CIP 08-35.

10. Second Reading - Public Art Ordinance

    Staff recommends that the City Council adopt Ordinance No. _____, adding Section 25-21-90 to the Woodland Municipal Code pertaining to Public Art Requirements for new construction projects.

Adopted Ordinance No. 1631, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADDING SECTION 25-21-90 TO THE WOODLAND MUNICIPAL CODE RELATED TO PUBLIC ART REQUIREMENTS FOR NEW CONSTRUCTION PROJECTS.

11. Second Reading - Code Enforcement: Nuisances Caused by, and Maintenance of, Vacant, Unoccupied, or Abandoned Buildings or Structures Ordinance

Staff recommends that the City Council adopt Ordinance No. _____, amending Sections 14A-1-2, 14A-1-3 and 14A-3-5 of the Woodland Municipal Code and adding Section 14A-1-3.2 – pertaining to nuisances caused by, and maintenance of, vacant, unoccupied, or abandoned buildings or structures and penalties for repeat nuisance violations.

Adopted Ordinance No. 1632, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING SECTIONS 14A-1-2, 14A-1-3, AND 14A-3-5 OF THE WOODLAND MUNICIPAL CODE AND ADDING SECTION 14A-1-3.2. TO THE MUNICIPAL CODE PERTAINING TO NUISANCES CAUSED BY, AND MAINTENANCE OF, VACANT, UNOCCUPIED, OR ABANDONED BUILDINGS OR STRUCTURES AND ADDING AN ADDITIONAL PENALTY FOR REPEATED NUISANCE VIOLATIONS.

VIDEO 12. Exclusive Negotiating Agreement between City and GST Capital Partners, LLC

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the attached Exclusive Negotiating Agreement (ENA) between the City and GST Capital Partners, LLC for the development of communication tower facilities on two sites owned by the City: Jack Slaven Park located at 1705 Miekle Avenue(APN: 042-580-015-00) and northeast corner of the North Gibson Ponds site located north of the wastewater pollution control facility (APN: 027-390-037-000; 027-390-036-000)

Item No. 12 was removed from the Consent Calendar for discussion.

On a motion by Council Member Stallard, seconded by Council Member Davies and carried unanimously, Council Members approved Consent Calendar Items No. 5 through 11, minus Item No. 12.

Ayes: Barajas, Davies, Fernandez, Rodriguez and Stallard

After a brief report from Assistant City Manager Ken Hiatt on Item No. 12, Council Members recommended the removal of Jack Slaven Park site from the Exclusive Negotiating Agreement. Ken Hiatt also recommended the earnest payment be reduced from $1,000 to $500 to contemplate removal of Jack Slaven Park site.

On a motion by Council Member Rodriguez, seconded by Council Member Davies and carried unanimously, Council Members adopted Resolution No. 7007, RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN EXCLUSIVE NEGOTIATING AGREEMENT ASSOCIATED WITH A LEASE/OPTION OF IDENTIFIED CITY OWNED PARCEL FOR COMMUNICATION TOWER FACILITY(IES) with amendments listed above.

Ayes: Barajas, Davies, Fernandez, Rodriguez and Stallard

VIDEO **H. PUBLIC HEARINGS**

VIDEO 13. Amendments to Affordable Housing Ordinance

Staff recommends that the City Council:
1.) Receive a staff report regarding amendments to the Affordable Housing Ordinance;
2.) Conduct a public hearing; and
3.) Introduce and waive the first reading of Ordinance No.____ amending Chapter 6A Affordable Housing Ordinance of the Municipal Code.

Council Members introduced and waived the first reading of an Ordinance amending Chapter 6A Affordable Housing Ordinance of the Municipal.

On a motion by Council Member Barajas, seconded by Mayor Pro Tem Rodriguez and carried unanimously, After discussion, a final motion was made by Council Member Barajas, seconded by Mayor Pro Tem Rodriguez and carried unanimously to amend the proposed ordinance to a 15% requirement for multi-family rental projects of 81 or more units. Ten percent of the units shall be dedicated to very low income households and five percent of the units shall be dedicated to low income households.

Ayes: Barajas, Davies, Fernandez, Rodriguez, Stallard

VIDEO **I. REPORTS OF THE CITY MANAGER**

VIDEO 14. City of Woodland and County of Yolo Tax Sharing Agreement related to planned Annexations for the Woodland Commerce Center, Woodland Industrial Park, and HWY 113/CR25A Mixed Use Development (Woodland Research and Technology Park)

Staff recommends that the City Council:

1. Adopt Resolution No. _____ authorizing execution of a Revenue Sharing and Property Tax Exchange Agreement between the City of Woodland and Yolo County related to planned annexations for the Woodland Commerce Center, Woodland Industrial Park, and HWY 113 / CR 25A Mixed Use Development (Woodland Research and Technology Park), and
2. Adopt Resolution No. _____ authorizing execution of the Second Amendment to the Gibson Ranch Revenue Sharing and Property Tax Exchange (Agreement 92-49, dated March 31, 1992).

On a motion by Council Member Davies, seconded by Council Member Barajas and carried unanimously, Council Members adopted RESOLUTION NO. 7005, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE THE TAX EXCHANGE AGREEMENT BETWEEN THE COUNTY OF YOLO AND THE CITY OF WOODLAND RELATING TO THE WOODLAND COMMERCE CENTER, WOODLAND INDUSTRIAL PARK, AND HIGHWAY 113/COUNTY ROAD 25A MIXED USE DEVELOPMENT PROJECTS and RESOLUTION NO. 7006, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND AMENDMENT

TO THE TAX SHARING AGREEMENT FOR GIBSON RANCH.

Ayes: Barajas, Davies, Fernandez, Rodriguez, Stallard

VIDEO **J. ADJOURN**

Meeting adjourned at 8:04 PM.

City of Woodland

City Hall
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, February 20, 2018

6:00 PM

Council Chambers

City Council

CITY COUNCIL
CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

B.1 CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code Section 54957.6

Agency Designated Representatives: City Manager and Human Resources Manager
Employee Organization(s): Mid-Management Unit Employees

JOINT MEETING CITY COUNCIL/WOODLAND FINANCE AUTHORITY/SUCCESSOR AGENCY

February 20, 2018
6:00 PM

VIDEO **A. CALL TO ORDER**

Meeting called to order at 6:00 PM.

VIDEO **B. ROLL CALL**

Council Members present: Davies, Stallard and Mayor Pro Tempore Rodriguez
Council Members absent: Council Member Barajas and Fernandez

VIDEO **C. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Gil Walker.

VIDEO **D. COMMUNICATIONS-PUBLIC COMMENT**

Bobby Harris

VIDEO **E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS**

Verbal updates provided by Council Members/Staff.

VIDEO **F. CONSENT CALENDAR**

1. Fire Department Annual Status Report for 2017

   Staff recommends that the City Council accept the Fire Department Annual Status Report for 2017.

Accepted the Fire Department Annual Status Report for 2017.

2. Police Quarterly Status Report for the period of October 2017 through December 2017

   Staff recommends that the City Council accept the Police Department Quarterly Status Report for October 2017 through December 2017.

Accepted the Police Department Quarterly Status Report for October 2017 through December 2017.

3. Designation of March 10, 2018 as Arbor Day

   Staff recommends that the City Council designate March 10, 2018 as Arbor Day in the City of Woodland.

Adopted Resolution No. 7008, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DESIGNATING MARCH 10, 2018 AS ARBOR DAY IN THE CITY OF WOODLAND.

4. Second Reading - Affordable Housing Ordinance

   Staff recommends that the City Council adopt Ordinance No. _____, amending Chapter 6A Affordable Housing Ordinance of the Municipal Code.

Adopted Ordinance No. 1633, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING SECTIONS 6A-2-10, 6A-3-20, 6A-3-30, 6A-4-10, 6A-4-30, AND 6A-4-50 AND AMENDING ARTICLES V AND VI OF CHAPTER 6A OF THE CITY OF WOODLAND MUNICIPAL CODE REGARDING AFFORDABLE HOUSING.

5. Approval to Execute Janitorial Services Agreement

   Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a Professional Services Agreement with Pride Industries to perform janitorial services at six City facilities in the amount of $78,144 per year for three years.

Adopted Resolution No. 7009, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE CITY MANAGER TO EXECUTE A JANITORIAL SERVICES AGREEMENT WITH PRIDE INDUSTRIES.

6. Amend SLIF Reimbursement Agreement with Meritage Homes

   Staff recommends that the City Council adopt Resolution No. _____, Approving Amendment 1 to the Agreement Regarding Reimbursement of Spring Lake Specific Plan improvements for Subdivision 5048; and authorizing the City manager to sign the agreement on behalf of the City.

Adopted Resolution No. 7010, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENT 1 TO AN AGREEMENT REGARDING REIMBURSEMENT OF SPRING LAKE SPECIFIC PLAN IMPROVEMENTS FOR SUBDIVISION 5048 WITH MERITAGE HOMES OF CALIFORNIA.

7. Grant Irrigation Line Easement to Thomas Heaton and Olga Chengaeva

   Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to grant an irrigation line easement to Thomas Heaton and Olga

Chengaeva.

Adopted Resolution No. 7011, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO GRANT IRRIGATION LINE EASEMENT AND AUTHORIZE THE CITY MANAGER TO SIGN THE GRANT DEED TO THOMAS HEATON AND OLGA CHENGAEVA.

8. Authorize a $36,000 Budget Appropriation to the Vehicle Replacement Budget and Purchase of Fire Marshal Vehicle

Adopted Resolution No. 7012, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING A $36,000 BUDGET APPROPRIATION TO THE VEHICLE REPLACEMENT BUDGET AND THE PURCHASE OF ONE NEW VEHICLE FOR THE FIRE MARSHAL POSITION.

9. Annual Maintenance for Geographic Information Systems (GIS) Report

   Staff recommends that the City Council direct staff to:
   1. Receive the Annual Maintenance for Geographic Information Systems (GIS) Report; and
   2. Approve the attached resolution authorizing the City Manager to execute a license agreement with ESRI.

Adopted Resolution No. 7013, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH ESRI FOR SOFTWARE LICENSING.

10. Approve Consultant Agreement for Construction Management and Inspection Services for Improvements Associated with Pioneer/Parkland Ave. Widening and Hunt St. Improvements

    Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement for construction management and inspection with Associated Engineering Consultants, Inc. in the amount of $214,576.00 for the Pioneer/Parkland Ave. Widening and Hunt St. Improvements; and authorize the City Manager to execute the agreement and amendments up to 15% of the agreement amount ($32,186).

Adopted Resolution No. 7014, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVING AN AGREEMENT WITH ASSOCIATED ENGINEERING CONSULTANTS, INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

VIDEO

11. Approve the Freeway Maintenance Agreement and the Landscape Maintenance Agreement with the Department of Transportation for the I-5/CR 102 interchange.

    Staff recommends City Council adopt Resolution No. _____, authorizing the Mayor to Execute the Freeway Maintenance Agreement and the Landscape Maintenance Agreement with the Department of Transportation for the I-5/CR 102 interchange.

Council Member Davies had questions on Consent Calendar Items No. 2, Police

Quarterly Status Report; Item No. 8, Vehicle Replacement Budget and Purchase of Fire Marshal Vehicle; and Item No. 11, Freeway and Landscape Maintenance Agreement with Dept. of Transportation for I-5/CR 102 interchange.

Adopted Resolution No. 7015, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE FREEWAY MAINTENANCE AGREEMENT AND THE LANDSCAPE MAINTENANCE AGREEMENT WITH THE DEPARTMENT OF TRANSPORTATION FOR THE I-5/CR 102 INTERCHANGE.

On a motion by Council Member Davies, seconded by Council Member Stallard and carried unanimously, Council Members approved Consent Calendar Items No. 1 through 11.

Ayes: Davies, Rodriguez, Stallard

Absent: Barajas, Fernandez

VIDEO **G. SUCCESSOR AGENCY CONSENT CALENDAR**

VIDEO 12. Successor Agency Approval of FY 18/19 ROPS

Staff recommends that the Successor Agency to the Dissolved Woodland Redevelopment Agency, approve and adopt the attached resolution authorizing the City Manager to submit:
1. ROPS 18/19 for the period of July 1, 2018 through June 30, 2019
2. Resolution Authorizing submittal of ROPS 18/19

On a motion by Council Member Stallard, seconded by Council Member Davies and carried unanimously, Council Members adopted Resolution No. 18-03-SA, A RESOLUTION OF THE SUCCESSOR AGENCY TO THE WOODLAND REDEVELOPMENT AGENCY APPROVING AND ADOPTING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(I)(2)(A) AND (B) FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2019.

Ayes: Davies, Rodriguez, Stallard

Absent: Barajas, Fernandez

VIDEO 13. Successor Agency Approve FY 18/19 Annual Budget

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

On a motion by Council Member Stallard, seconded by Council Member Davies and carried unanimously, Council Members adopted Resolution No. 18-04-SA, A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED WOODLAND REDEVELOPMENT AGENCY APPROVING AND ADOPTING A

PROPOSED ADMINISTRATIVE BUDGET FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30 2019, PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(j).

Ayes: Davies, Rodriguez, Stallard

Absent: Barajas, Fernandez

VIDEO **H. REPORTS OF THE CITY MANAGER**

VIDEO 14. Review Draft Countywide Transportation Capital Improvement Plan

Staff recommends that the City Council receive a presentation regarding the Countywide Transportation Capital Improvement Plan and provide comments.

Received presentation from Mike Luken and Terry Bassett regarding the Countywide Transportation Capital Improvement Plan.

VIDEO 15. Review Downtown Transit Center

Staff recommends that the City Council receive a presentation regarding the Downtown Transit Center and provide comments.

Received presentation from Brent Meyer, Mike Luken and Terry Basset regarding the Downtown Transit Center.

VIDEO **I. ADJOURN**

Meeting adjourned at 7:33 PM in memory of students that were senselessly murdered at Parkland High School in Florida.

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	3.
SUBJECT:	Commission on Aging Minutes for January 18, 2018

Recommendation for Action:
Staff recommends that the City Council receive the January 18, 2018 Commission on Aging meeting minutes that were approved on February 15, 2018.

Staff Contact:
Dallas Tringali, Community Services Program Manager, (530) 661-2005, dallas.tringali@cityofwoodland.org

Prepared By: Dallas Tringali, Community Services Program Manager

Reviewed By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
20180118 COA Minutes	2/22/2018	Minutes

City of Woodland

City Hall
300 First Street
Woodland, CA 95695

Commission on Aging Meeting Minutes

Thursday, January 18, 2018

3:00 PM

A. CALL TO ORDER

B. ROLL CALL

Absent: Overholt, Wheeler

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS–COMMISSION/STAFF STATEMENTS AND REQUESTS

Don Campbell would like no one to speak until they have been recognized by the Chair. Don Campbell had received complaints concerning the temperature of the card room. Commission would like the roster document included in the meeting packet only after each update. Kelley attended the Yolo COA meeting.

E. NEW BUSINESS

F. REGULAR CALENDAR

1. Standing Committee Updates
    - Senior Resource Fair
    - Speaker Series
    - Handicap Parking
    - Annual COA Report to Council

Staff will send our letters inviting past participants of the Resource Fair in January. Tringali will email Commissioners when letters are ready for signature. Area 4 Agency Job Preparedness for Seniors on February 21st. Don Campbell discussed the Handicap parking needs with Tom Stallard. Terry Kelley asked if valet parking could be offered to seniors. After discussion on options, Commission will take the request to Senior Center Inc.

2. November 21, 2017 Minutes

On a motion by Terry Kelley, seconded by Linda Weesner and , Motion to accept the minutes as written.

Ayes: Campbell, Kelley, Weesner

Absent: Overholt, Wheeler

3. Consider Commissioner Requests for Excused Absences from Future Meetings

No requests received at this meeting.

G. REPORT OF THE STAFF

4. Senior Center Staff Report

Tringali reported on the progress of the HVAC system at the Woodland Community & Senior Center. Beginning on January 22, 2018 volunteers will begin taking appointment for the AARP Tax preparation program, which runs through April 13, 2018. The Gardening Adventures program offered through Yolo County Master Gardeners will offer one class a month. First class was on flower arranging and 20 seniors participated.

H. COMMUNICATIONS-PUBLIC COMMENT

I. AGENDA ITEMS FOR NEXT MEETING

J. ADJOURN

On a motion by Terry Kelley, seconded by Linda Weesner and , Motion to ajourn at 3:32 p.m.

Ayes: Campbell, Kelley, Weesner

Absent: Overholt, Wheeler

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	4.
SUBJECT:	Parks & Recreation Commission Meeting Minutes for January 22, 2018

Recommendation for Action:
Staff recommends that the City Council receive the January 22, 2018 Parks & Recreation Commission Minutes that were approved on February 26, 2018.

Staff Contact:
Kris Bain, Community Services Program Manager, (530) 661-2002, krista.bain@cityofwoodland.org

Prepared By: Kris Bain, Community Services Program Manager

Reviewed By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
Parks & Recreation Commission Meeting Minutes January 22, 2018	2/27/2018	Cover Memo

City of Woodland

City Hall
300 First Street
Woodland, CA 95695

Parks and Recreation Commission Meeting Minutes

Monday, January 22, 2018

6:30 PM
City Hall

A. Call to Order

B. Roll Call

All present.

C. Pledge of Allegiance

D. Communications - Public Comment

E. Communications - Commission/Staff Statements and Requests

F. Presentation

1. Adult Sports/Aquatic Update
   Brad Petersen, Recreation Supervisor

G. New Business

H. Committee Reports

2. Standing Committee Report
   - Facilities Committee
   - Budget & Finance Committee
   - Program & Department Evaluation
   - Urban Forest Committee
   - Ad Hoc Committee
   - Volunteerism Committee

Facilities Committee will review proposals from user groups for facilities at the Sports Park.
Rashid Ali will chair the Program & Department Committee.

I. Consent Calendar

3. Approve November 27, 2017 Minutes

On a motion by Carla White-Snyder, seconded by Sanjit Singh and carried unanimously, Motion to except the minutes as written.

Ayes: Ali, Foraker, Singh, Valcarenghi, White-Snyder

Abstain: Salinas

J. Other Business

4. Commission Absent Requests

On a motion by Andrew Foraker, seconded by Sanjit Singh and carried unanimously, Motion to move the May meeting from May 28, 2018 to May 21, 2018.
Ayes: Ali, Foraker, Miller, Singh, Valcarenghi, White-Snyder

On a motion by Jesse Salinas, seconded by Andrew Foraker and carried unanimously, Motion to excuse Sanjit Singh from the February metting.

Ayes: Ali, Foraker, Salinas, Singh, Valcarenghi, White-Snyder

K. Report of the Staff

5. Community Services Report

6. CSD Quarterly Report

L. Next Meeting

February 26, 2018

M. Adjourn

On a motion by Jesse Salinas, seconded by Carla White-Snyder and carried unanimously, Motion to adjourn the meeting at 7:32 p.m.

Ayes: Ali, Foraker, Salinas, Singh, Valcarenghi, White-Snyder

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	5.
SUBJECT:	Winter Family Homeless Shelter Pilot Program Update and Recognition of Volunteers and Host Site

Recommendation for Action:
Staff recommends that the City Council receive an update on the winter family shelter pilot program and recognize the volunteers and host site that participated in the program.

Staff Contact:
Alex Halcon, Management Analyst, (530) 661-5885, alex.halcon@cityofwoodland.org

Fiscal Impact:
This update and recognition result in no fiscal impact.

Background:
On January 17, 2017, the City Council approved the City's participation in a pilot program for a winter rotating shelter for homeless families as part of a collaborative effort with faith-based organizations in Woodland, Fourth and Hope and Yolo County. The project originated from discussions of the City Council Homeless Subcommittee.

During its first year in 2017, the shelter operated for two weeks and served one to two families. While only a small number of families were served the first year of its operation, it provided valuable experience that helped volunteers, congregations and staff better understand how to operate the winter shelter for a longer period.

On November 7, 2017 the City Council approved the City's participation in a four-week winter shelter for 2018. During the planning for 2018, St. Luke's Episcopal Church offered to open their facility for the duration of the shelter. Having the shelter at one site made the shelter experience better for the participants as well as streamlining the logistics for the shelter.

Discussion:
This year the winter shelter operated from January 7 – February 4, 2018. Over the course of four weeks an average of 16 participates utilized the shelter each night with the highest number of participants reaching 20. At the conclusion of the shelter staff held a debrief meeting with all involved which amounted in a consensus to continue the winter shelter in 2019 for a longer duration of time.

The winter shelter operated from 6 pm to 7 am daily for 28 days. Fourth and Hope provided intake services for shelter participants. After participants received dinner at Fourth and Hope, shelter volunteers transported them to the host site where volunteers received them. An overnight monitor from Fourth and Hope was present at the shelter from 11 pm – 7 am until the participants left to have breakfast at Fourth and Hope. Volunteers were present at the shelter from 6 pm to 7 am.

This year's shelter would not have been possible without St. Luke's Episcopal Church offering their site for the entire duration of the shelter. Additionally, 104 volunteers participated in the program volunteering for tasks such as transporting shelter participants, setting up the shelter site, providing games and snacks to the participants, and being at the shelter at various times between 6 pm and 7 am for total of 308 shifts and 685 volunteer hours. During the course of the shelter, Urban Soul Yoga Studio donated time each Wednesday to teach yoga to the participants of the shelter. The City also hired a contract coordinator Katie Churchill, who was instrumental in the success of the shelter in 2017, to help facilitate the success of this year's shelter. Ms. Churchill continuously went above and beyond her role to ensure the shelter participants and volunteers had what they needed.

Pilot Program Summary

Shelter Location
January 7 – February 4: St. Luke's Episcopal Church

104 Volunteers From the Following Organizations

- Christian Church of Woodland
- First Church of Christ Scientist
- St Luke's Episcopal Church
- St. John's United Church of Christ
- The Church of Jesus Christ of Latter Day Saints
- Woodland Presbyterian Church
- Woodland United Methodist
- City of Woodland
- UC Davis
- Mojos
- Unknown (3 Volunteers)

Participation

- Program participation included six families, of which seven were adults and eight were children (ranging from approximately 18 months to 17 years of age).
- During the course of the program, one family transitioned into permanent housing, and another family transitioned into housing at Fourth and Hope when the child turned 18 years old.
- Twenty-six single women utilized the offsite shelter for overnight housing over the course of the four weeks
- On average, the program housed 16 people nightly, with several nights as high as 19 and 20 participants.
- Fourth and Hope was able to use the space freed up by the program to offer housing to 22 additional single men.
- As a result of the program, 48 single men and women who would have otherwise been turned away from Fourth & Hope due to capacity issues were provided overnight housing.

Shelter Expenses

- Shelter Coordinator (Katie Churchill) - $2,600 (City expense)
- Overnight Monitor (11 pm – 6 am) - $4,077 (Fourth and Hope expense)
- Shelter Supplies and Other Expenses - $548 (City expense)
- Total Expenses - $7,225

Conclusion:
Staff recommends that the City Council receive an update on the winter family shelter pilot program and recognize the volunteers and host site that participated in the program.

Prepared By: Alex Halcon, Management Analyst II

Reviewed By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
St. Luke's Certificate of Appreciation	2/22/2018	Backup Material

Katie Churchill Certificate of Appreciation	2/22/2018	Backup Material
Urban Soul Yoga Studio Certificate of Appreciation	2/22/2018	Backup Material

City of Woodland

CERTIFICATE OF APPRECIATION

Honoring

St. Luke's Episcopal Church

For hosting the 2018 Winter Family Shelter

Dated this 6th day of March, 2018

____
Enrique Fernandez, Mayor

Xochitl Rodriguez, Mayor Pro Tem

Marlin H. "Skip" Davies, Council Member

Angel Barajas, Council Member

Tom Stallard, Council Member

City of Woodland

CERTIFICATE OF APPRECIATION

Honoring

<u>Katie Churchill</u>

For coordination efforts for the 2018 Winter Family Shelter

Dated this 6th day of March, 2018

____

Enrique Fernandez, Mayor

Xochitl Rodriguez, Mayor Pro Tem

Marlin H. "Skip" Davies, Council Member

Angel Barajas, Council Member

Tom Stallard, Council Member

City of Woodland

CERTIFICATE OF APPRECIATION

Honoring

<u>Urban Soul Yoga Studio</u>

For Donating Yoga lessons to the 2018 Winter Family Shelter

Dated this 6th day of March, 2018

____

Enrique Fernandez, Mayor

Xochitl Rodriguez, Mayor Pro Tem

Marlin H. "Skip" Davies, Council Member

Angel Barajas, Council Member

Tom Stallard, Council Member

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	6.
SUBJECT:	Summer at City Hall

Recommendation for Action:
Staff recommends that the City Council receive a presentation on planning for the "Summer at City Hall" program, a new collaboration between the City of Woodland and the Woodland Joint Unified School District.

Staff Contact:
Christine Engel, Community Services Director, (530) 661-2000, christine.engel@cityofwoodland.org

Fiscal Impact:
The fiscal impact for this proposed program will be approximately $3000 ($1000 for supplies and $2000 for stipends). This funding is available in the approved FY17/18 Measure J Youth Committee budget.

Background:
Summer at City Hall is a collaborative summer youth program between the City of Woodland and the Woodland Joint Unified School District (WJUSD). The development of this program is a result of discussions at the WJUSD/City/Woodland Community College "3x2x2" meetings wherein the members desired to collaborate on a project to increase youth awareness in local government and advocacy. Additionally, this program was initiated after discussions with representatives from the Institute for Local Governments (ILG) specifically discussing their "Governments Engaging Youth" project.The objective for the Governments Engaging Youth project is for communities and schools to collaborate to prepare students for civic life and college/career readiness.

This program is modeled after other successful Summer at City Hall Programs, such as the initial one that began in 2010 by the City of Sacramento, as well as programs run by the City of Elk Grove and Yuba City.

Discussion:
Summer at City Hall is a unique opportunity for the City and WJUSD to partner to help students learn about and increase interest in careers in local government, provide opportunities for students to become civic minded, and increase youth voice in real city issues.

This three week program will be held Monday through Friday from 9 am - 3pm from June 18, 2018 through July 6, 2018. The program is designed for students entering eleventh and twelfth grades. For the first year, the program will be capped at twenty students.

This program will teach students about the history and structure of the City, current issues affecting Woodland residents, how to affect change in the City, and how to be a voting citizen. Generally, there will be morning discussions/lectures conducted by a WJUSD teacher and afternoon guest speakers, tours, job shadowing, and a community service project. The program will culminate with the students working on an advocacy project and conducting a mock city council meeting.

Program Overview
- 20 students entering eleventh and twelfth grades
- Lectures on how local governments operate, how to be an active citizen, general civics, how to register to vote and the general voting process, how to advocate for oneself, and an overview of careers in local government.

- Guest speakers such as the Mayor, Council Members, City Manager, Yolo County Assessor/Clerk-Recorder/Registrar of Voters, Police Chief, Fire Chief, and others
- Tour of facilities such as City Hall, Woodland Police Department, Woodland Fire Department, City Water Pollution Control Facility, Woodland-Davis Clean Water Agency, and Woodland Community College
- Job shadowing in areas such as City administration, police, fire, laboratory services, public works, parks, recreation, library services,planning and engineering.
- Advocacy project culminating with a mock city council meeting
- Community service - students may work on a community service project (such as a park clean-up day) and receive community service hours
- School unit credit for participation
- Stipend - successful programs in California offer students a stipend for successfully completing the three week program. This program would offer a $100 stipend.

This program will also allow for students to transition into a school year Youth Advisory Committee that the City will be offering. The details of this program are still being developed.

City Role and Responsibilities

- Hosts and coordinates the program, handles all logistics (facilities, set up of planning meetings, program speakers, and job shadow opportunities).
- Partners with WJUSD to recruit and interview students and co-develop curriculum with the teacher.
- Supports implementation of the curriculum by the teacher.
- Supports the teacher in the daily implementation of the program including organizing all speakers, job shadow placements, field trips, and graduation.
- Supports the mock council meeting and program evaluation.
- Provides $100 stipend to each participant that completes the program.

WJUSD Role and Responsibilities

- Recommends teachers for the program, assigns the selected teacher to teach the program, and leads student recruitment.
- Partners with the City on student selection and curriculum development.
- Creates and distributes the promotional material/flyer to recruit students.
- Coordinates food for student lunches.
- Coordinates transportation as needed for field trips.
- Coordinates and implements student unit credit as applicable.
- Provides funding for teacher and supplies.

It is anticipated that applications for the program will be due shortly after students return from spring break in early April. Student selection will be completed in May.

Conclusion:

Staff recommends that the City Council receive a presentation on planning for the "Summer at City Hall" program, a new collaboration the City of Woodland and the Woodland Joint Unified School District.

Prepared By: Christine Engel, Community Services Director

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	7.
SUBJECT:	Approval of Major Projects Financing Plan Fee Deferral Agreement for Mutual at Spring Lake Apartments Phase 2 Project

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

1. Adopt Resolution No. ____, approving the deferral of $530,141 in Major Projects Financing Plan (MPFP) fees until the property owner (Phase 2 Spring Lake Mutual Housing Associates, L.P.) requests a certificate of occupancy for the Mutual at Spring Lake Apartments Phase 2 project or December 31, 2019, whichever occurs first.

2. Direct the City Manager to execute the attached deferral agreement in substantially the same form with Phase 2 Spring Lake Mutual Housing Associates, L.P. or another entity established by Mutual Housing to own the Mutual at Spring Lake Apartments Phase 2 project.

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

Fiscal Impact:
The deferral of MPFP fees will delay the availability of $530,141 in Development Impact fees for capital projects and to cover staff costs for administering the MPFP program. The project would still be required to pay $136,734 in Park Development Impact fees at issuance of building permits, as this fee is proposed to be exempted from the fee deferral.

Background:
Mutual Housing California, a non-profit developer of affordable housing, will start construction this month on the second phase, 39 units, of its affordable housing project (Mutual at Spring Lake Apartments) at 2170 Farmers Central Road. The City Council on June 20, 2017 approved a $1,500,000 loan commitment for the Phase 2 project. The loan is used as gap funding for the $15,000,000+ project and allowed Mutual Housing to successfully compete for tax credit financing last year. In 2013, the City Council approved a deferral of MPFP fees with the exception of the Parks Development Impact Fee for Mutual Housing's Phase 1 project (62 units). The deferral was repaid in 2015 prior to the issuance of the certificate of occupancy.

Discussion:
The staff recommendation would result in the deferral of $530,141 of development impact fees from the time of issuance of the building permit until (no later than) issuance of the certificate of occupancy. This deferral request is largely consistent with the City's Fee Deferral Program which was renewed by the City Council in May of 2017. Excluded from the recommended fee deferral is $136,734 representing the amount owed for Park Impact Fees.

Approval of Mutual's fee deferral request will reduce the amount of the construction loan needed for the project resulting in an approximate cost savings of nearly $28,000 based on an estimated construction loan rate of 5.25 percent and a deferral period of one-year. Mutual will repay the fee deferral prior to the issuance of the certificate of occupancy. Mutual anticipates that it will complete Phase 2 construction in March/April 2019. To memorialize the deferral and protect the City's interests, the City will enter into a deferral agreement with Mutual and subsequently record the agreement as a lien against the property in an amount equal to the deferral.

<u>Conclusion</u>:
Staff recommends that the City Council take the following actions:

1. Adopt resolution No._____, approving the deferral of $530,141 in Major Projects Financing Plan (MPFP) fees until the property owner requests a certificate of occupancy for the Mutual at Spring Lake Apartments Phase 2 project or December 31, 2019, whichever occurs first.

2. Direct the City Manager to execute the attached deferral agreement in substantially the same form with Phase 2 Spring Lake Mutual Housing Associates, L.P. or another entity established by Mutual Housing to own the Mutual at Spring Lake Apartments Phase 2 project.

Prepared By: Dan Sokolow, Senior Planner

Reviewed By: Christine Engel, Community Services Director

<u>ATTACHMENTS:</u>

Description	Upload Date	Type
City Council Resolution	2/27/2018	Cover Memo
MPFP Fee Deferral Agreement	2/27/2018	Cover Memo
Fee Deferral Request	2/27/2018	Cover Memo

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE DEFERRAL OF MPFP FEES UNTIL CERTIFICATE OF OCCUPANCY ISSUANCE FOR THE MUTUAL AT SPRING LAKE APARTMENTS PHASE 2 PROJECT

WHEREAS, Mutual Housing California will be constructing the Mutual at Spring Lake Apartments Phase 2 project consisting of 39 affordable housing rental units within the Spring Lake Specific Plan Area consistent with the goals and policies of the Spring Lake Affordable Housing Plan; and

WHEREAS, the City through its General Plan Housing Element has multiple goals, policies, and programs to increase and preserve the supply of affordable housing.

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby (1) approves the deferral of all Major Projects Financing Plan (MPFP) fees with the exception of the fee for Parks and Recreational Facilities until issuance of the certificate of occupancy on the construction of the 39 units for the Mutual at Spring Lake Apartments Phase 2 project or by December 31, 2019, whichever occurs first, as long as the building permit for Phase 2 is issued by March 31, 2018 and (2) directs the City Manager to execute a deferral agreement with Phase 2 Spring Lake Mutual Housing Associates, L.P. or another entity established by Mutual Housing to own the Mutual at Spring Lake Apartments Phase 2 project.

PASSED AND ADOPTED this 6th day of March, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Enrique Fernandez, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE
EXEMPT FROM RECORDING FEES PURSUANT TO GOV. CODE § 6103

DEVELOPMENT IMPACT FEE DEFERRAL AGREEMENT

between

THE CITY OF WOODLAND
a California municipal corporation

and

PHASE 2 SPRING LAKE MUTUAL HOUSING ASSOCIATES, L.P.,
a California limited partnership

March 6, 2018

DEVELOPMENT IMPACT FEE AND SPRING LAKE INFRASTRUCTURE FEE DEFERRAL AGREEMENT

1. PARTIES AND EFFECTIVE DATE.

This Development Impact Fee Deferral Agreement ("Agreement") is entered into on this 6th day of March, 2018, by and between the City of Woodland, a California municipal corporation ("City"), and Phase 2 Spring Lake Mutual Housing Associates, L.P., a California limited partnership ("Owner"). City and Owner are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Owner is the owner of that certain real property in the City of Woodland, California, which is more particularly described in Exhibit "A" attached hereto and incorporated herein by this reference ("Property"). Owner intends to develop a 39-unit affordable multifamily residential project on the Property; and

2.2 The City currently requires the payment of various development impact fees for all residential projects to help address the impacts of new development; and

2.3 On March 6, 2018, the City Council approved Resolution No. __________ to allow for the deferral of development impact fees for the Mutual at Spring Lake Apartments project; and

2.4 City and Owner desire to execute this Agreement to defer development impact fees applicable to the Property and place a lien on the Property to secure payment of these fees, pursuant to the terms and conditions set forth herein.

3. TERMS

3.1 **Deferral of Development Impact Fees**.

3.1.1 *Deferral of Development Impact Fees.* Pursuant to Resolution No. ___ and subject to the limitations set forth in this Agreement, payment on all development impact fees set forth in Exhibit "B" attached to this Agreement and incorporated herein by this reference ("Subject Fees") shall be deferred for each residential building constructed on the Property until the Owner requests a certificate of occupancy from the City for its 39-unit affordable multifamily residential project or by December 31, 2019, whichever occurs first.

3.1.2 *Payment of Subject Fees.* Owner, or its successor in interest to the Property or any portion thereof, shall be liable for the payment of the Subject Fees pursuant to this Agreement. The Subject Fees for a residential building constructed on the Property shall be due and payable at the request of certificate of occupancy. No certificate of occupancy shall be issued for that building or any portion thereof unless and until all Subject Fees are paid in full. Owner shall not be liable for any interest on the Subject Fees during the deferral period; provided, however, that any and all Subject Fees that have not been paid by Owner prior to the termination of the deferral period shall accrue interest equal to the annual rate of interest earned by the City of Woodland on the investment of pooled funds, computed on the unpaid amount from the date of execution of the Fee Deferral Agreement to time of payment, shall be due and payable.

3.1.3 *Subject Fees Amount.* Except as may otherwise be provided for by a statutory development agreement for the Property, as approved by the City, the amount of the Subject Fees for each multifamily residential building to be developed on the Property shall be determined according to the rate of the Subject Fees adopted by the City and in effect on the date when the building permit for the multifamily residential building was issued by the City. Upon issuance of each building permit, the City shall complete and attach the form set forth in Exhibit "B" to this Agreement to reflect the amount of the Subject Fees applicable at the time of issuance of that building permit and attach a copy of the building permit, which shall collectively thereafter be incorporated as part of this Agreement.

3.1.4 *Obligation for Payment of Subject Fees.* Owner hereby acknowledges and agrees that Owner's obligation to pay the Subject Fees shall continue and remain an obligation of Owner, as well as (jointly and severally) any successors in interest of Owner, including, without limitation, any successor in interest to the Property or any portion of the Property. Without limiting the nature of the foregoing, any Subject Fees that remain unpaid following the time that they are required to be paid may be collected by the City as a personal obligation of the Owner, or any successor of Owner, as a special assessment against the property (collected at the same time and in the same manner as *ad valorem* property taxes), or by any combination of the foregoing.

3.2 **Recordation of Agreement**. Upon the execution of this Agreement, the City shall cause this Agreement to be recorded in the Official Records of the County of Yolo, California. All costs assessed by the County of Yolo for recordation of this Agreement shall be paid by the Owner.

3.3 **Lien Against Property**. From and after its execution, this Agreement shall contractually bind Owner to pay all Subject Fees as provided in this Agreement, and shall constitute a lien against the Property in an amount equal to the total Subject Fees, pursuant to Government Code section 66007(c)(2). Upon payment to City of the total amount of the Subject Fees for the Property, City shall, at the request of the Owner, execute and record in the Official Records of the County of Yolo, California, a release of the lien from the Property in substantially the form of Exhibit "C" which is attached hereto and incorporated herein by this reference. At the request of the Owner, the City shall deliver a copy of the executed release of the lien to Owner.

3.4 **Covenants Run With Land**. Notwithstanding Section 3.55, each and all of the promises, covenants and conditions of this Agreement and all liens against the Property subject to this Agreement shall, as provided in Government Code section 66007, run with the Property and shall be binding upon all parties having or acquiring any right, title or interest in or to the Property or any portion thereof.

3.5 **Sale of Property**. Pursuant to Government Code section 66007(c)(3), Owner shall notify City in writing within two (2) business days of the opening of any escrow for the sale or transfer of all or any portion of the Property. Owner additionally covenants and agrees to provide a written copy of the escrow instructions to City stating that the Subject Fees shall be paid from the sale proceeds of the Property held in escrow prior to disbursement of the sale proceeds to the new owner of the Property.

3.6 **Invalidity of Lien**. The invalidity or unenforceability of any lien provided for under this Agreement shall not affect the contractual obligation of Owner to pay any and all Subject Fees for the Property, nor shall the sale, lease, or any encumbrance of the Property release the Owner of this contractual obligation.

3.7 **Rights Not Granted Under Agreement**. This Agreement is not, and shall not be construed to be, an approval or a granting of any right or entitlement (vested or otherwise) by City concerning any development on the Property, or any other project, development or other construction by Owner within the City. This Agreement does not, and shall not be construed to exempt Owner from paying any fees for any entitlements, permits, licenses or other approvals that may be required by the City or other public entity with jurisdiction over the Property at the time required by the City or other public entity with jurisdiction over the Property, or any other project development or other construction by Owner. This Agreement does not, and shall not be construed to, exempt Owner from any requirement to obtain permits or other discretionary or non-discretionary approvals as may be necessary for the development, maintenance, or operation of the development on the Property or any other project, development or other construction by Owner within the City. This Agreement does not, and shall not be construed to, exempt Owner or the Property from the application or exercise of the City's or any of its related agencies' power of eminent domain or its police powers, including, but not limited to, the regulation of land uses, and the taking of any actions necessary to protect the health, safety and welfare.

3.8 **Cumulative Remedies.** The rights or remedies of the City, as provided in this Agreement, or pursuant to any applicable laws, rules or regulations, may be pursued singly, successively, together, or otherwise against the Property, Owner, or its transferees, at the sole discretion of the City. The City's failure to exercise any such right or remedy shall in no event be construed as a waiver or release of such rights or remedies, or of the right to exercise them at any later time.

3.9 **Indemnification.** Owner agrees to indemnify, defend and hold harmless the City, its elected officials, officers, agents and employees from an against all claims, demands, costs, damages, liabilities and obligations of any kind or nature arising out of the deferral provided by this Agreement, including without limitation, all costs of collection, including actual attorneys' and expert witness fees.

3.10 **Successors and Assigns.** Owner may not assign this Agreement, in whole or in part, without the prior written consent of the City, which may be given, withheld, or conditioned in the City's sole and absolute discretion. Any attempt to assign this Agreement without the City's prior written consent shall be null and void. This Agreement shall be binding on any and all permitted successors and assigns of Owner.

3.11 **Governing Laws.** This Agreement shall be governed by the laws of the State of California, without regard to the conflict of laws principles. The Municipal and Superior Courts of the State of California in the County of Yolo, California, shall have exclusive jurisdiction of any litigation between the City and Owner arising out of this Agreement. Owner hereby expressly waives the provisions of any federal or state law providing for a change of venue to any other state court or to federal district court, due to any reason whatsoever, including, without implied limitation, the fact that the City is a party to this Agreement, due to any diversity of citizenship between the City and Owner, or due to the fact that a federal question may be involved. Without limiting the generality of the foregoing, Owner expressly waives, to the maximum legal extent, the benefit of California Code of Civil Procedure Section 394 and all other state and federal statutes and judicial decisions of similar effect.

3.12 **Notices.** All notices required to be delivered under this Agreement or applicable law shall be delivered by personal delivery, express mail or by United States mail, certified, postage prepaid. Notices personally delivered or delivered by express mail shall be deemed received upon receipt. Notices delivered by certified mail shall be deemed received the earlier of three (3) days following deposit of such notice with the United States Postal Service or actual receipt. Notices shall be sent as follows:

To City: City of Woodland
300 First Street
Woodland, California 95695
Attention: City Manager

To Owner: Phase 2 Spring Lake Mutual Housing Associates, L.P.
8001 Fruitridge Road, Suite A
Sacramento, CA 95820
Attention: Roberto Jiménez

3.13 **Attorneys' Fees and Costs.** Should the City or Owner bring any action or proceeding against the other, and if such action or proceeding is related to the interpretation or enforcement of this Agreement or in any way relates to or arises due to the existence of this Agreement, then the prevailing party in that action or proceeding shall be entitled to recover from the nonprevailing party, in addition to all other relief to which the prevailing party may be entitled, its actual litigation costs and attorneys' and expert witness fees. The "prevailing party" shall be as determined by the court in accordance with the provisions of California Code of Civil Procedure Section 1032. Recoverable litigation costs and attorneys' fees include those incurred by the prevailing party in the enforcement of any judgment or other judicial order, and during the defense of any appeal taken from such underlying judgment or other judicial order.

3.14 **Entire Agreement**. This Agreement constitutes the entire agreement of City and Owner and supersedes all previous agreements, oral or written, on the subject matter of this Agreement.

3.15 **Modification**. This Agreement may be amended or modified only by an agreement in writing signed by each of the parties hereto.

3.16 **Headings**. Section headings contained in this Agreement are for convenience only, and shall not impact the construction or interpretation of any provision.

3.17 **Severability**. If any provision or clause of this Agreement or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect any other provision of this Agreement, and the Agreement shall be construed as if such provisions or clauses did not exist.

3.18 **Time is of the Essence**. Time is of the essence in this Agreement.

3.19 **No Third Party Beneficiaries.** This Agreement and the performance of the City's and Owner's obligations hereunder are for the sole and exclusive benefit of the City and Owner. No person or entity who or which is not a signatory to this Agreement shall be deemed to be benefited or intended to be benefited by an provision hereof, and no such person or entity shall acquire any rights or causes of action against either the City or Owner hereunder as a result of the City's or Owner's performance or nonperformance of their respective obligations under this Agreement.

[Signatures on Following Page]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY

CITY OF WOODLAND,
a California municipal corporation

By: ___________________________________
Paul Navazio
City Manager

ATTEST:

By: ___________________________________
City Clerk

APPROVED AS TO LEGAL FORM:

BEST BEST & KRIEGER LLP

By: ___________________________________
City Attorney

OWNER

PHASE 2 SPRING LAKE MUTUAL HOUSING ASSOCIATES, L.P., a California limited partnership

By: Phase 2 Spring Lake Mutual Housing Association, LLC, a California limited liability company, its general partner

By: Mutual Housing California, a California nonprofit public benefit corporation, its sole member/manager

By: ___________________________________
Roberto Jiménez
Its: CEO

**EXHIBIT "A" TO
DEVELOPMENT IMPACT FEE
DEFERRAL AGREEMENT**

Legal Description of Property

THE LAND DESCRIBED HEREIN IS SITUATED IN THE STATE OF CALIFORNIA, COUNTY OF YOLO, CITY OF WOODLAND, AND IS DESCRIBED AS FOLLOWS:

All that real property situated in the State of California, County of Yolo, City of Woodland, located in the Southwest Quarter of Section 3, Township 9 North, Range 2 East, M.D.M., being more particularly described as follows:

All of Parcel 2, as shown on Parcel Map No. 5119 for Spring Lake Housing Association, L.P., filed in the Office of the Recorder of Yolo County in Book ______ of Parcel Maps, at Page ______; containing 1.821 acres, more or less.

EXCEPTING THEREFROM all oil, gas and other hydrocarbon substances in, under or produced and saved, as conveyed in the Grant Deeds recorded September 22, 1981, in Book 1492, at Pages 174 and 182, Yolo County Records.

Assessor's Parcel Number: A portion of 042-533-001-000
APN: 042-533-001-000 (portion)

EXHIBIT "B" TO
DEVELOPMENT IMPACT FEE
DEFERRAL AGREEMENT

Subject Fees for Building Permit Numbers TO BE PROVIDED BY BUILDING DIVISION.

The following development impact fees imposed upon the Property or portion thereof by the City of Woodland upon issuance of City of Woodland Building Permit Numbers TO BE PROVIDED BY BUILDING DIVISION shall be deferred pursuant to the terms and conditions of this Agreement:

(1) General City Development Impact Fees in the amount of $29,952.

(2) Fire Facilities Development Impact Fees in the amount of $41,457.

(3) Library Development Impact Fees in the amount of $1,872.

(4) Police Facilities Development Impact Fees in the amount of $39,507.

(5) Waste Water Development Impact Fees in the amount of $216,645.

(6) Water Development Impact Fees in the amount of $14,664.

(7) Roads Development Impact Fees in the amount of $174,720.

(8) Surface Water Development Impact Fees in the amount of $6,410.

(9) Administration Development Impact Fees in the amount of $4,914.

Total Development Impact Fees: $530,141.

EXHIBIT "C" TO
DEVELOPMENT IMPACT FEE
DEFERRAL AGREEMENT

Form Release of Lien

[Attached behind this cover page]

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE
EXEMPT FROM RECORDING FEES PURSUANT TO GOV. CODE § 6103

RELEASE OF LIEN FOR PAYMENT OF DEVELOPMENT IMPACT FEES

The City of Woodland, a municipal corporation, does hereby release that certain real property, as further described in Exhibit 1 attached to this Release, from the lien for payment of development impact fees as created by the Development Impact Fee Deferral Agreement entered into on ____________, by and between the City of Woodland and Phase 2 Spring Lake Mutual Housing Associates, L.P., a California limited partnership, which was recorded on ______ ______, as Document Serial No. ________________, Official Records of the County of Yolo, California ("Agreement").

This release pertains only to the property described above and does not extend to any other propert(ies) identified in the Agreement. This release of lien is executed and recorded pursuant to the provisions of California Government Code section 66007 and authorized by Resolution No. NUMBER, approved by the City Council of the City of Woodland on March 6, 2018.

Dated: ___________________.

CITY OF WOODLAND
a municipal corporation

By: ____________________________
City Manager

Attest:

____
City Clerk

STATE OF CALIFORNIA
COUNTY OF ______________________________

On _______________before me, _____________________ (here insert name and title of the officer), personally appeared ___________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature __________________________________

Mutual Housing CALIFORNIA

January 22, 2018

Mayor Fernandez and Councilmembers
City of Woodland
300 First Street
Woodland, CA 95695

RE: Fee Deferral Request for Mutual Housing at Spring Lake

Dear Mayor Fernandez and Councilmembers,

Mutual Housing California is respectfully requesting that the City of Woodland approve the deferral of development impact fees during the construction of 39 units in the second phase of Mutual Housing at Spring Lake.

In September of last year, and with the support of a $1.5 million financing commitment from the City of Woodland, Mutual Housing obtained an allocation of state and federal low income housing tax credits. We will close our construction loan and start construction in March of this year. We will not close on our permanent funding sources until construction is completed. Having the ability to defer our development impact fees during construction will reduce our construction loan interest costs and assist our efforts in ensuring a cost-effective project.

Mutual Housing California appreciates your consideration of our request and the City of Woodland's continued support for the Mutual Housing at Spring Lake community.

Sincerely,

Roberto Jimenez
CEO

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

mutualhousing.com
NeighborWorks CHARTERED MEMBER

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	8.
SUBJECT:	Approve and Implment new four (4) year agreeement with the Woodland Mid-Management Professional Association (MMPA)

Recommendation for Action:
Staff recommends that the City Council Adopt Resolution No. ___ to implement a four (4) year agreement (July 1, 2018 to June 30, 2022) with the Mid Management Professional Association (MMPA) as described herein.

Staff Contact:
Sheila McShane, Human Resources Manager, 530 661 5807, sheila.mcshane@cityofwoodland.org

Fiscal Impact:
The current fiscal year cost of the existing Memorandum of Understanding between the City and the Mid Management Professional Association (MMPA) is approximately $6.36 million. The proposed four year successor agreement would result an increased cost of $602,000, or average annual increased cost of $150,605 (2.05%) over the four-year term. Approximately 60% of the cost of this labor agreement in borne by the city's General Fund with the remainder covered by various enterprise and special revenue funds.

Background:
The current MMPA contract expires on June 30, 2018. The City began negotiating with MMPA on a successor agreement in November 2017, and reached a tentative agreement on terms in February 2018. The agreement was subsequently presented to and ratified by the MMPA membership.
Tonight's recommended action by the City Council would formally ratify the terms of the new four (4) year agreement with MMPA.

Discussion:
The City entered into negotiations to continue seeking structural changes in how health insurance and protection from future pension cost increases. The City understood the need to provide some COLA's to this group as well. The City articulated the need to achieve these goals and provide some control over long-term costs of personnel benefit. The major terms of the contract are as follows:

Cost of Living Adjustments (COLA"s):
- Effective January 1, 2019: 2%
- Effective January 1, 2021: 2%
- Effective July 1, 2021: 2%*
  * (contingent upon FY21/22 PERS (UAL) Payment not exceeding $4.35 million)
- Effective January 1, 2022: 1%

STEP F - Implement 1/2 step (2.5%) on July 1, 2019 and 1/2 step (2.5%) on July 1, 2020

Medical - The City's maximum contribution shall be the flat dollar amount, as follows:
- Effective January 1, 2019: $1,952.05 (4% increase over 2018)
- Effective January 1, 2020: $2,030.13 (4% increase over 2019)
- Effective January 1, 2021: $2,111.34 (4% increase over 2020)

- Effective January 1, 2022: $2,195.76 (4% increase over 2021)

Note: If Kaiser Premiums increase by more than 12% over 2021 rates, the increase for 2022 will be 6% ($2,238.02).

Other Changes include:

MMPA agrees to allow the City to look at other Health Benefits Providers outside of CalPERS

Reduction in Employer Cost Share for PERA:
- Effective July 1, 2018: Reduce the CalPERS Contribution by 2%
- Effective January 1, 2020: Reduce the CalPERS Contribution by 2%

Retirement Medical:
- Parties agree to meet and confer to impasse and imposition on restructuring the retiree medical program.

Longevity Benefit:
- 10 Years of Service - Increase from $300 to $600 annual benefit
- 15 Years of Service - Increase from $350 to $700 annual benefit
- 20 Years of Service - Increase from $400 to $800 annual benefit

Conclusion:
Staff recommends that the City Council adopt the Resolution No ____ to implement a four (4) year agreement (July 1, 2018 through June 30, 2022) with the Mid Management Professional Association.

Prepared By: Sheila McShane, Human Resources Manager

Paul Navazio

Paul Navazio, City Manager

ATTACHMENTS:

Description	Upload Date	Type
MOU MMPA Draft	3/2/2018	Backup Material

MEMORANDUM OF UNDERSTANDING

between the

City of Woodland

and the

Mid-Management Association

July 1, 2018 to June 30, 2022

RESOLUTION NO.

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

The City of Woodland and the City of Woodland Mid-Management Association, representing employees employed by the City of Woodland in the classifications designated herein in Article I, Section I under the title “Application,” by and through their authorized representatives hereby ratify as and for a memorandum of understand the attached Resolution entitled “A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for Mid-Management Unit Employees” including the exhibits appended hereto, and recommend that the Resolution shall be incorporated into the City’s adopted Personnel Rules and Regulations and thereafter the attached Resolution shall be used merely for purposes of interpreting the specific rules and regulations addressed. In resolving questions of interpretation, the Resolution shall be the primary source in all cases.

DATED: March 6, 2018

____
Representative of the City of Woodland Mid-Management Association

____
Representative of the City of Woodland

RESOLUTION NO.

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

Table of Contents

ARTICLE I

GENERAL PROVISIONS

1.1 Application

1.1.1 This Resolution applies to employees in the following classifications and ranges:

Classification	Range
Accountant I	116
Accountant II	120
Assistant Engineer	125
Assistant Planner	118
Associate Civil Engineer	131
Associate Engineer	127
Associate Planner	124
Building Inspection Services Manager	132
Chief Building Official	140
Chief Plant Operator	132
Chief Project Engineer	145
Chief Water System Operator	132
Child Librarian II	118
City Engineer	145
Community Services Program Manager	125
Construction Project Manager	129
Economic Development Manager	136
Environmental Sustainability Manager	131
Environmental Resources Analyst	127
Finance Officer	141
Fleet & Facilities Manager	131
Information Technology Manager	138
Infrastructure O & M Superintendent	132
Junior Engineer	121
Junior Planner	113

Transportation Engineer 134

1.2 Term and Compensation Study

1.2.1 Except where the context otherwise determines or otherwise provides, the provisions of this Resolution shall apply from the first full pay period after Association ratification and adoption of the agreement by the City Council on its regular agenda consistent with the Brown Act through June 30, 2022

1.2.2 The City and the Association will meet to discuss the need to conduct an analysis of benchmark city selection and a compensation study prior to the start of negotiations.

ARTICLE II
COMPENSATION

2.1 Salary

2.1.1

Salary schedules for unit classifications shall be increased by as follows:

- January 1, 2019: % COLA
- January 1, 2021: 2% COLA
- July 1, 2021: 2% COLA*
- January 1, 2022: 1% COLA

*Contingent on FY 2020/21 CalPERS Miscellaneous Plan Unfunded Actuarial Liability (UAL) payment not to exceeding $4.35 Million

2.1.2 **Implementation of Step F:**

Employees, who have been at Step E for at least one year, will be eligible for a Step increase on their anniversary/evaluation date, moving the employee to Step F.

Step F Implementation in two Phases

- July 1, 2109: Step F will be two point five percent (2.5% above Step E)
- July 1, 2020: Step F increases by two point five percent (2.5%), bringing Step F to five percent (5%) above Step E

2.2 Uniforms

2.2.1 Represented employees required by their Department Director to wear a uniform shall, at the Departments Director's discretion, be provided with the uniform and corresponding laundry service for the uniform. Employees required by their Department Director to wear safety boots shall be entitled to up to a maximum of $100.00 per fiscal year to purchase a replacement pair upon written evidence of purchase of acceptable safety boot determined by the Department.

2.3 Longevity Pay

2.3.1 The City shall pay longevity pay according to the following schedule on the last pay day before Christmas each year:

Length of Service	Amount
10 years	$600 per year
15 years	$700 per year
20 years	$800 per year

2.4 Promotional Pay

2.4.1 The City agrees that all promotions within the unit shall result in a minimum five percent (5%) increase in pay for the affected employee.

2.5 Out of Class Work

2.5.1 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. In the case of assignment, the minimum period of time to be eligible for out of class work pay must be twenty-four (24) consecutive work hours (3 days). 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.

2.5.2 Assignment as Acting Department Head In the case of assignment as an acting department head, the minimum period of time to be eligible for acting pay must be twenty-four (24) consecutive work hours (3 days). 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.

2.5.3 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. In the case of assignment, the minimum period of time to be eligible for out of class work pay must be twenty-four (24) consecutive work hours (3 days).

2.5.4 No simultaneous opt out pay: Employees may not receive more than one out of class pay under this provision at a time.

2.6 Administrative Leave

2.6.1 Each represented employee shall receive an annual bank of ninety-six (96) hours administrative leave on July 1 of each year. 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:

2.6.2 Each employee may, at his/her request, have up to forty (40) unused hours of the bank paid directly to him/her at their hourly rate of pay in effect at the time of the request.

2.6.3 No employee may carry over any balance past June 30 each year.

2.6.4 It is recognized that in some instances unit employees may be required to work extraordinarily long hours on special projects or unique circumstances. Should such an extraordinary occasion arise, the Department Director may recommend to the City Manager that the employee be granted additional Administrative Leave in addition to the 96 hours already provided subject to the following provisions:

2.6.4.1 Additional Administrative Leave hours granted cannot exceed 24 hours in any Fiscal Year.

2.6.4.2 Additional Administrative Leave hours must be approved by the Personnel Officer and specifically authorized by the City Manager.

2.6.4.3 Additional Administrative Leave shall not be construed to constitute overtime compensation nor be applied on an hour for hour basis.

2.6.5 Employees terminating prior to January 1 of any fiscal year shall be responsible for repaying a prorated share of Administrative Leave credited to them on July 1. For example, an employee working 25% of the year would owe the City 60 hours of Administrative Leave. If more than 20 hours of Administrative Leave had already been taken in time off or cash, at the time of termination, the employee would be responsible for payment of the balance of the hours due in either vacation leave or in cash. Cash payment would be made at the current rate of pay.

2.7 Bilingual Pay

2.7.1 Designated bilingual employees shall receive additional compensation above their regular salary at a rate of Two Hundred Dollars ($200) per month.

2.8 Jury Duty

2.8.1 Employees shall be entitled to receive full pay in addition to any compensation received for serving as a member of a jury. This does not include Grand Jury duty.

2.9 Library Sunday Hours

2.9.1 Tenured Librarians shall not be required to work on Sundays more frequently than one Sunday in four.

2.9.2 If the Librarian scheduled to work on a Sunday is unable to work (illness or approved absence), then no other Librarian shall be required to change his/her schedule to cover that absence unless (1) approved by the Library Services Director and (2) the Librarian is agreeable to work that Sunday.

2.10 Deferred Compensation

The City of Woodland will match an individual's deferred compensation contribution up to two percent (2%) of the individual's base salary as reflected in Exhibit A, B, C and D. Only plans approved by the City in its deferred compensation program will be eligible for City contribution. At the time of this contract ratification, the City offers three deferred compensation providers from which employees may select. Individual employees will be responsible to ensure their contribution and the City's matching contribution meet Internal Revenue Code Section 457 deferred compensation program requirements. In addition, as their salary is adjusted, individual employees will be responsible to make periodic changes to the amounts of compensation deferred.

ARTICLE III
EDUCATION INCENTIVE

3.1 Professional Growth Incentive

3.1.1 Employees covered by this Resolution are eligible to participate in the Professional Growth Incentive Program. Employees may receive a reimbursement for professional memberships (including licenses, applications and renewal fees), subscriptions, professional training, 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), security software, 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.

3.1.2 Employees terminating prior to January 1 of any fiscal year shall be responsible for repaying a prorated share of Professional Reimbursement they have spent. For example, an employee working 25% of the year would be entitled to a Professional Reimbursement not to exceed, $156.25. If employee received a reimbursement of greater than $156.25, at the time of termination, the employee would be responsible for payment of the difference. This will be taken out of the employee's final check. If there is not enough funds to cover this amount, the City will invoice the employee for the difference.

ARTICLE IV

MEDICAL AND RELATED BENEFITS

4.1 Medical Insurance

4.1.1 The City shall make available to all unit employees, a medical insurance program through CalPERS or a program which offers a quality and variety of plans at least equivalent to the medical insurance program offered by CalPERS. Employees shall have the option of enrolling in any of the.

4.1.2 For all benefited Employees, the City provides a three tier medical benefits program:

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

4.1.3 Employees 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.

4.1.4 Effective January 1, 2019,

4.1.6 City Flat Dollar Contribution

Effective January 1, 2018, the City's maximum contribution shall be based on a flat dollar instead of a formula based amount. Effective January 1, 2018, the maximum amount that the City shall contribute towards medical shall be the flat dollar amount the City is paying towards medical plus an additional flat dollar amount that represents the value of a five percent a (5%).

City's Contribution are as follows:

January 1,	Employee Only	Employee plus One	Employee plus Family
2018 current	$721.92	$1,443.82	$1,876.97
2019 (4% inc)	$750.80	$1,501.57	$1,952.05
2020 (4% inc)	$780.83	$1,561.64	$2,030.13
2021 (4% inc)	$812.06	$1,624.10	$2,111.34
2022 (4% inc) *	$844.54	$1,689.07	$2,195.79

*If the Kaiser Health Rates increase by more than 12% from 2021 to 2022, the rates for January 1, 2022 will increase by six percent (6%) as follows:

January 1,	Employee Only	Employee plus One	Employee plus Family
2022 (6% inc)	$860.79	$1,721.55	$2,238.02

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 ten (10) or more years of service with the City of Woodland 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 Retirees who are eligible for Medicare must enroll in Medicare or lose City Benefits as allowed by PEMCHA.

4.2.2.3 The parties agree that upon written notification by the City to the Association, the City and the Association agree to meet and confer through the impasse process to negotiate the City's contribution related to Medicare eligible retirees.

4.2.2.3.1 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.

4.2.2.4 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;

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

4.2.2.6 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**, and have ten (10) or more years of service with the City of Woodland 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 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 Public Employees' Medical and Hospital Care Act (PEMCHA) Medical Benefit.

4.2.3.2 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.

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

4.2.3.2.2 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.

4.2.3.2.3 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.

4.2.3.2.4 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. If accrued sick leave balance falls below 500 hours, the employee will once again accrued 8 hours of sick leave, until the sick leave accrued balance exceeds 500, then sick leave will be changed to 4 hours per month with the value of 4 hours of salary being contributed to the employee's RHSP.

4.2.3.2.5 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 4.2.2). 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 4.2.3. 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.

4.3 Dental Insurance

4.3.1 The City shall maintain in effect the Dental Insurance Program for the term of this agreement.

4.4 Long Term Disability Insurance

4.4.1 The City shall continue to provide a long-term disability insurance plan for all represented employees with benefits equivalent to that provided by the current plan.

4.5 Vision Insurance

4.5.1 The City shall continue to provide employees covered by this Resolution with vision insurance benefits equivalent to that provided in the current plan.

4.6 Life Insurance

4.6.1 The City shall maintain in effect life insurance for represented employees in the amount of Fifty Thousand Dollars ($50,000.00).

4.7 Flexible Spending Account

4.7.1 The City will maintain in effect a Section 125 program of the Internal Revenue Code. Such account shall provide for pre-tax treatment of employee obligations for medical and dependent care costs.

4.8 Reopener on Medical Insurance Upon Retirement

4.8.1 The parties agree to meet and discuss for the purpose of discussing options for reducing the City's costs associated with funding of the current retiree medical benefits, with the shared goal of ensuring that full funding of retiree medical benefits are sustainable within the City's long term financial plan. Any changes shall be by mutual agreement.

ARTICLE V
LEAVES

5.1 Holidays

5.1.1 City holidays to be observed by represented employees shall be:

January 1st
Third Monday in January (Martin Luther King's Birthday)
Third Monday in February (Presidents Day)
Fourth Monday in May (Memorial Day)
July 4th
First Monday in September (Labor Day)
November 11th (Veteran's Day)
Thanksgiving Day
The Day after Thanksgiving Day
Christmas Eve – ½ day (observed last work day before Christmas)
December 25th (Christmas Day)

5.1.2 In addition, each represented employee shall have 16 hours added to his/her vacation leave total as of July 1 each year.

An employee must work or be paid for all or part of both the employee's regularly scheduled work day before and after a holiday to be eligible for that holiday.

5.1.3 Represented employees in permanent part-time positions shall receive pay for City holidays on a pro-rata regardless of whether they are scheduled to work holiday or not.

The pro-rata holiday benefit to be received shall be equal to the employee's average daily work hours, regardless of the time they would have otherwise been scheduled to work.

5.2 Vacation Leave

5.2.1 The vacation leave earning rate for each employee shall be as follows:

Years of Service	Vacation Earned Per Month
0 through 3 years	7.0 hours
4 through 5 years	9.0 hours
6 through 10 years	11.3 hours
11 through 15 years	13.3 hours
16 through 20 years	15.3 hours
Over 20 years	16.6 hours

5.2.2 Employees with less than ten (10) years of service with the City may carry an unused balance of vacation leave of no more than thirty-four (34) days (272 hours) past January 1 of each year. Employees with ten (10) years of service or more may carry an unused balance of vacation leave of no more than forty-four (44) days (352 hours) past January 1 of each year.

5.2.3 No employee may buy out more than eighty (80) hours of vacation per calendar year. Employees may cash out accrued vacation leave once they have three or more years of service. Each calendar year an employee may, at employee's request, cash out up to eighty (80) accrued hours of vacation based on the chart below.

Years of Service	Annual Maximum Vacation Leave Cash out
0 to 3 years	0 hours
3 to 5 years	40 hours
5 + years	80 hours

Vacation leave hours are paid directly to employee at their regular hourly rate of pay at the time of the request in lieu of time off providing the employee is taking at least a cumulative total of 40 hours of vacation leave per calendar year. Payment will be made at the straight time rate.

5.3 Sick Leave

5.3.1 Represented full-time employees shall accrue sick leave at the rate of one (1) day per month.

5.4 Catastrophic Illness or Injury

5.4.1 Represented employees may donate portions of their Vacation or Administrative Leave accumulations to the Catastrophic leave bank to benefit employees who have suffered catastrophic illness or injury. Employees receiving donations of time from the bank must first exhaust all available vacation, compensatory time and sick leave.

ARTICLE VI
RETIREMENT

6.1 Retirement

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

6.1.2 Permanent Employees of the City of Woodland fall under one of the three CalPERS Pension formulas as follows:

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

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

- Tier 1 employees shall continue to pay the full 8% of pensionable salary of the employee share towards the 2.7%@55 CalPERS retirement pension program.
- Tier 2 employees shall continue to pay the full 7% of pensionable salary of the employee share towards the 2%@60 CalPERS retirement pension program.
- 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.

6.1.4 Employee Cost Sharing towards Employers Cost of CalPERS Retirement Pension Program

6.1.4.1 Pursuant to Public Employees Retirement Law § 20516 employees in Tier 1 & Tier 2 will continue to pay 8% of pensionable compensation towards the employers share of CalPERS retirement in additional to the contribution towards the employee share of retirement as described in the section above. Employees in Tier 3 (PEPRA) will pay an additional 5% of pensionable compensation towards the employer's share of CalPERS in addition to the 50% of normal cost as determined by CalPERS for Tier 3 (PEPRA) employees. The City adopted a resolution pursuant to IRS Code §4.14(h)(2) to allow this payment on a pre-tax basis.

6.1.4.2 Effective July 1, 2018, Pursuant to Public Employees Retirement Law § 20516 employees in Tier 1 & Tier 2 will pay 6% of pensionable compensation towards the employers share of CalPERS retirement in additional to the contribution towards the employee share of retirement as described in the section above. This represents a 2% reduction in the PERS contribution. Employees in Tier 3 (PEPRA) will pay an additional 3% of pensionable compensation towards the employer's share of CalPERS in addition to the 50% of normal cost as determined by CalPERS for Tier 3 (PEPRA) employees. This represents a 2% reduction in the PERS contribution. The City adopted a resolution pursuant to IRS Code §4.14(h)(2) to allow this payment on a pre-tax basis.

6.1.4.3 Effective January 1, 2020, Pursuant to Public Employees Retirement Law § 20516 employees in Tier 1 & Tier 2 will pay 3% of pensionable compensation towards the employers share of CalPERS retirement in additional to the contribution towards the employee share of retirement as described in the section above.. Employees in Tier 3 (PEPRA) will not contribute an additional percentage of pensionable compensation towards the employer's share of CalPERS in addition to the 50% of normal cost as determined by CalPERS for Tier 3 (PEPRA) employees. This represents a 3% reduction in the PERS contribution. The City adopted a resolution pursuant to IRS Code §4.14(h)(2) to allow this payment on a pre-tax basis.

6.1.5 The City provides the 1959 Survivor's Security Benefit as specified in the Government Code, Section 20862.8. This benefit provides a monthly allowance to certain eligible survivors of an employee who dies prior to retirement.

6.1.6 The City provides the sick leave conversion benefit as specified in the Government Code, Section 20862.8.

ARTICLE VII
WORKING CONDITIONS

7.1 Work Hours

7.1.1 Work hours for represented employees shall be those agreed to between the employee and his/her Department Director.

7.2 Contracting Out

7.2.1 City shall notify the Association of any formal consideration made by the City Council for the contracting of services presently performed by represented employees. Whenever the City contemplates contracting such services, the City shall endeavor to have the new contractor give first consideration for employment opportunities to represented employees who would be displaced from their job as a result of the contract.

7.2.2 The City retains the right to decide to contract out prior to beginning negotiations. However, the City shall negotiate the effect of contracting out with the Association prior to taking any further action to contract out.

7.3 Introduction of New Technology

7.3.1 The City agrees to confer with representatives of Association on the impacts of the City's decision to introduce of new technology into work performed by classes represented by the Association.

7.4 Association Leave

7.4.1 Each month, elected officers of the Association shall be entitled to take leave with pay from work in order to perform Association business, but such leave shall be limited to an aggregate total of eight (8) hours per calendar month. Each employee taking such leave shall arrange a convenient time approved in advance by his/her immediate supervisor. Unused time shall not accumulate for use in future months, without prior written approval by the City's Personnel Officer.

7.4.2 Association employees authorized by the Association president shall be entitled to use work time in order to prepare and distribute an Association Newsletter. Such time off shall be taken only with advance approval by the employee's immediate supervisor and the maximum time off allowed in the aggregate, shall be (10) hours per month. Unused time shall not accumulate for use in future months without prior written approval by the City's Personnel Officer.

7.5 Other Working Conditions Not Set Forth Herein

7.5.1 Other working conditions not set forth herein for employees covered by this Resolution shall continue as applicable on December 7, 2011, unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

ARTICLE VIII.
OTHER COMPENSABLE ITEMS NOT SET FORTH HEREIN

8.1 Other Compensable Items not set Forth Herein

8.1.1 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 Exhibit A , unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	9.
SUBJECT:	Award Construction Contract for 2018 ADA Improvement Project, CIP 18-03

Recommendation for Action:
Staff recommends that the City Council Adopt Resolution No. ______, to award the construction contract in the amount of $119,287.00 for the base bid plus Alternates B and C to B&M Builders, Inc. for the 2018 ADA Improvement Project, CIP 18-03, authorize a contract contingency up to 15%, and authorize the City Manager to execute the construction contract and change orders.

Staff Contact:
Diana Ayón, Senior Associate Civil Engineer, (530) 661-5967, diana.ayon@cityofwoodland.org

Fiscal Impact:
The total project budget is $246,000 as identified in the current Capital Budget as CIP 18-03. The project funding is $180,000 in Community Development Block Grant (CDBG) funding with $41,000 for ADA improvements at the Community & Senior Center as well as Water Enterprise Funds in the amount of $25,000 to fund improvements associated with water utility conflicts.

The difference between the total project budget and the amount for the construction contract is the amount budgeted for design, construction management and inspection, and construction contingency.

There is no impact to the General Fund.

Background:
The City of Woodland applies for CDBG funds annually from the United States Department of Housing and Urban Development (HUD). CDBG funds must be used for activities that assist lower-income persons and to eliminate conditions of blight from the community.

In 2017, the Engineering Division applied for and received $180,000 in CDBG grant funding for access improvements for persons with disabilities to various locations within the City.

Discussion:
On December 19, 2017, Council approved plans and specifications for the project, and the bid period commenced. The Engineer's estimate of construction cost for the base bid was $100,000 and for the base bid plus all additive alternates was $170,000.

On January 30, 2018, the City received four bids for construction of the project. Staff has performed due diligence in reviewing the bids and the bids comply with the technical submittal requirements. The City received the following four responsive bids:

Bidder's Name	Base Bid Amount	Base Bid Plus All Additive Alternates
B&M Builders, Inc.	$101,940.00	$180,577.00

FBD Vanguard Construction, Inc.	$106,754.00	$202,381.00
Swierstok Enterprise Inc., dba Pro Builders	$138,384.00	$226,830.00
Lister Construction, Inc.	$147,180.00	$242,410.00

B&M Builders, Inc. has been determined to be the lowest responsible, responsive bidder, which per the bidding documents, was determined by the cost for the base bid plus all alternates.

The project was bid with the following four additive alternates (see attached map for location of Alternates A through C):

- Alternate A: Community & Senior Center ADA Parking Area 1 ($31,200.00)
- Alternate B: Community & Senior Center ADA Parking Area 2 ($16,897.00)
- Alternate C: Community & Senior Center ADA Parking Area 3 ($450.00)
- Alternate D: Matmor Rd. & Crystal Springs Dr. ($30,090.00)

Staff recommends that the contract be awarded to include the base bid and Alternates B and C. Sufficient funding exists for this added work and alternates B and C improve ADA parking for the Community and Senior Center. All other additive alternates are not recommended due to limited project funding, however staff is evaluating options for addressing the locations not recommended for inclusion in this contract.

Staff is requesting that Council approve a construction contract contingency up to 15% to account for unforeseen conditions and additional work associated with constructing curb ramps.

Staff anticipates construction starting in March 2018 and completion in Summer 2018.

Conclusion:

Staff recommends that the City Council Adopt Resolution No. ______, to award the construction contract in the amount of $119,287.00 for the base bid plus Alternates B and C to B&M Builders, Inc. for the 2018 ADA Improvement Project, CIP 18-03, authorize a contract contingency up to 15%, and authorize the City Manager to execute the construction contract and change orders.

Prepared By: Diana Ayón, Senior Associate Civil Engineer

Reviewed By: Brent Meyer, City Engineer

ATTACHMENTS:

Description	Upload Date	Type
A – Resolution	2/26/2018	Resolution
B – Community & Senior Center Map	2/26/2018	Map

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT FOR THE 2018 ADA IMPROVEMENT PROJECT, CIP 18-03

WHEREAS, the City of Woodland has a total project budget of $246,000, including $180,000 in Community Development Block Grant (CDBG), $41,000 in Measure E, and $25,000 in Water Enterprise funds identified in the Capital Budget for access improvements for persons with disabilities, referred to as the 2018 ADA Improvement Project, CIP 18-03 (the "Project"); and

WHEREAS, the Project conforms to the requirements of the CDBG grant and satisfies the requirements of the Americans with Disabilities Act (ADA); and

WHEREAS, the City Council approved the plans and specifications and authorized bid advertisement on December 19, 2017; and

WHEREAS, the City opened bids on January 30, 2018, and of the four received bids, the lowest responsive, responsible bidder was B&M Builders, Inc. determined by their base bid plus all alternates amount; and

WHEREAS, the City wishes to award the construction contract for the base bid plus Alternates B and C to B&M Builders, Inc. in the amount of $119,287.00 and authorize a contingency up to 15%; and

WHEREAS, the City Council wishes to approve the construction contract with B&M Builders, Inc. 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 construction contract with B&M Builders, Inc. in the amount of $119,287.00. The City Manager is hereby authorized and directed to execute the contract and change orders up to 15% of the original contract amount, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized herein does not change.

Section 2. A copy of the Construction Contract is available and on file in the City Clerk's office, and is incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this ________ day of ___________ 2018, by the following vote:

AYES:
NOES:
ABSENT:

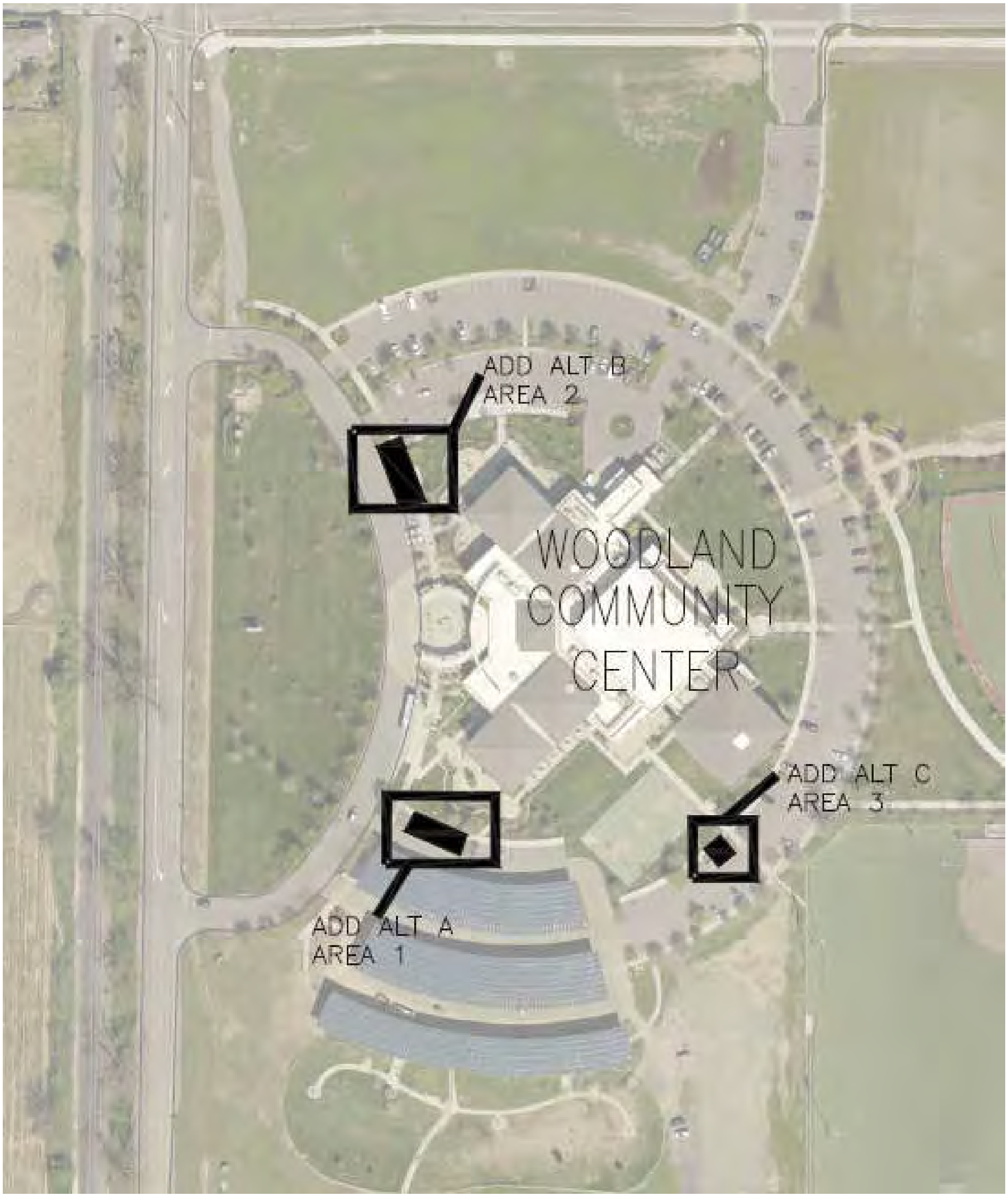
ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Attachment B - Community and Senior Center Map



TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	10.
SUBJECT:	Award Construction Contract for 2018 Road Maintenance Project, CIP 18-02

Recommendation for Action:
Staff recommends that the City Council:

1. Adopt Resolution No. ______, to award the construction contract in the amount of $728,861.29 for the base bid plus Alternate B to Pavement Coatings Company for the 2018 Road Maintenance Project, CIP 18-02, authorize a contract contingency up to 15%, and authorize the City Manager to execute the construction contract and change orders; and
2. Approve a consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc., in the amount of $125,072.00 for the Project and authorize the City Manager to execute the agreement and amendments up to 10%.

Staff Contact:
Diana Ayón, Senior Associate Civil Engineer, (530) 661-5967, diana.ayon@cityofwoodland.org

Fiscal Impact:
The total project budget is $1,075,000 as identified in the current Capital Budget as CIP 18-02. The project is primarily funded by Measure E with Water Enterprise Funds in the amount of $75,000 to fund improvements associated with water utility conflicts. This project funding is consistent with the current approved Capital Budget and the Measure E Spending Plan.

The difference between the total project budget and the amounts for the construction contract and consultant services is the amount budgeted for design and construction contingency.

Background:
In 2006, voters approved Measure E, the ½ cent sales tax, along with advisory measures to identify voter preferences for use of those tax proceeds. Under the advisory measures, road maintenance and repair received the second highest voter response. Accordingly, staff identified a pavement management program that would address pavement maintenance on all local streets within the life of Measure E. This project is the completion of that commitment.

The project scope is to perform pavement maintenance seals in Zones 9, 10, 11, and 14 of the City. This is the area within the City limits east of East Street, north of Main Street, and also includes the public streets adjacent to the Woodland Gateway Shopping Center. The work is primarily on local streets with some work on collector and arterial streets.

Discussion:
On December 19, 2017, Council approved plans and specifications for the project, and the bid period commenced. The Engineer's estimate of construction cost for the base bid plus all additive alternates was $1.17 million.

On February 1, 2018, the City received and opened six bids for construction of the project. Staff has performed due diligence in reviewing the bids and the bids comply with the technical submittal requirements. The City received the following six responsive bids:

Bidder's Name	Base Bid Amount	Base Bid Plus All Additive Alternates
Pavement Coatings Company	$590,917.99	$918,136.00
Telfer Pavement Technologies, LLC	$635,300.71	$1,019,411.19
Intermountain Slurry Seal, Inc.	$836,594.94	$1,081,000.00
VSS International, Inc.	$708,721.32	$1,100,000.00
California Pavement Maintenance Company, Inc.	$699,354.26	$1,106,016.26
Sierra Nevada Construction, Inc.	$736,730.91	$1,144,007.00

Pavement Coatings Company has been determined to be the lowest responsible, responsive bidder which, per the bidding documents, was determined by the base bid plus all alternates.

The project was bid with the following three additive alternates:

- Alternate A: East Kentucky Ave – Pioneer Ave to CR-102 ($91,079.36)
- Alternate B: Churchill Downs Ave – East St to Pioneer Ave ($137,943.30)
- Alternate C: Clover St – West St to Walnut St ($98,195.35)

Staff is requesting that in addition to the base bid, the contract award include Alternate B as sufficient funding exists for this work. There is some preparatory work that the O&M Street Division will complete before the Contractor seals Churchill Downs Ave.

Alternate A is not recommended due to funding and the amount of preparatory work necessary before the treatment. There are significant failures on East Kentucky Ave that would need to be addressed before the surface treatment could be applied and with the current workload on the O&M Street Division, completion of this work cannot be guaranteed before surfacing is necessary.

Alternate C is not recommended as it is pavement repair in an area where water system work is programmed for later this year. The aging and failing water and sewer lines in the street and at the back of walk on this street requires significant trenching through the street. Unfortunately, this utility work was not able to be completed ahead of the paving schedule. The utility work is scheduled for construction later this year and it is anticipated that pavement repairs will be completed as part of that project.

To provide adequate construction management and specialized inspection services for the project, staff is requesting that Council approve a consultant services agreement with Associated Engineering Consultants, Inc.

Staff is requesting that Council approve a construction contract contingency up to 15% to account for unforeseen conditions and a 10% contingency on the consultant contract for inspection of any additional work.

Staff anticipates construction starting in May 2018 with completion in Fall 2018.

<u>Conclusion</u>:

Staff recommends that the City Council:

1. Adopt Resolution No. ______, to award the construction contract in the amount of $728,861.29 for the base

bid plus Alternate B to Pavement Coatings Company for the 2018 Road Maintenance Project, CIP 18-02, authorize a contract contingency up to 15%, and authorize the City Manager to execute the construction contract and change orders; and

2. Approve a consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc., in the amount of $125,072.00 for the Project and authorize the City Manager to execute the agreement and amendments up to 10%.

Prepared By: Diana Ayón, Senior Associate Civil Engineer

Reviewed By: Brent Meyer, City Engineer

ATTACHMENTS:

Description	Upload Date	Type
Attachment A – Resolution	2/27/2018	Resolution
Zone Map	3/1/2018	Map

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT AND CONSULTANT AGREEMENT FOR THE 2018 ROAD MAINTENANCE PROJECT, CIP 18-02

WHEREAS, the City of Woodland has $1,075,000 of primarily Measure E funds that includes $75,000 of Water Enterprise funds identified in the Capital Budget to maintain and extend the life of Woodland's street network, referred to as the 2018 Road Maintenance Project, CIP 18-02 (the "Project"); and

WHEREAS, the City Council approved the plans and specifications and authorized bid advertisement on December 19, 2017; and

WHEREAS, the City opened bids on February 1, 2018, and of the six received bids, the lowest responsive, responsible bidder was Pavement Coatings Company determined by their base bid plus all alternates amount of $918,136.00; and

WHEREAS, the City wishes to award the construction contract for the base bid plus Alternate B to Pavement Coatings Company in the amount of $728,861.29 and authorize a contingency up to 15%; and

WHEREAS, the City desires to have the construction management, inspection and testing performed by an experienced consultant that was selected by a qualifications based selection process; and

WHEREAS, the City wishes to approve the consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc. in the amount of $125,072.00 and authorize contingency up to 10%; and

WHEREAS, the City Council wishes to approve the construction contract with Pavement Coatings Company and the agreement with Associated Engineering Consultants, Inc. and authorize their 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 construction contract with Pavement Coatings Company in the amount of $728,861.29. The City Manager is hereby authorized and directed to execute the contract and change orders up to 15% of the original contract amount, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized herein does not change.

Section 2. The City Council hereby approves the consultant services agreement with Associated Engineering Consultants, Inc. in the amount of $125,072.00. The City Manager is hereby authorized and directed to execute the agreement and amendments up to 10% of the original contract amount, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 3. Copies of the Construction Contract and Consultant Agreement for Construction Management and Inspection 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.

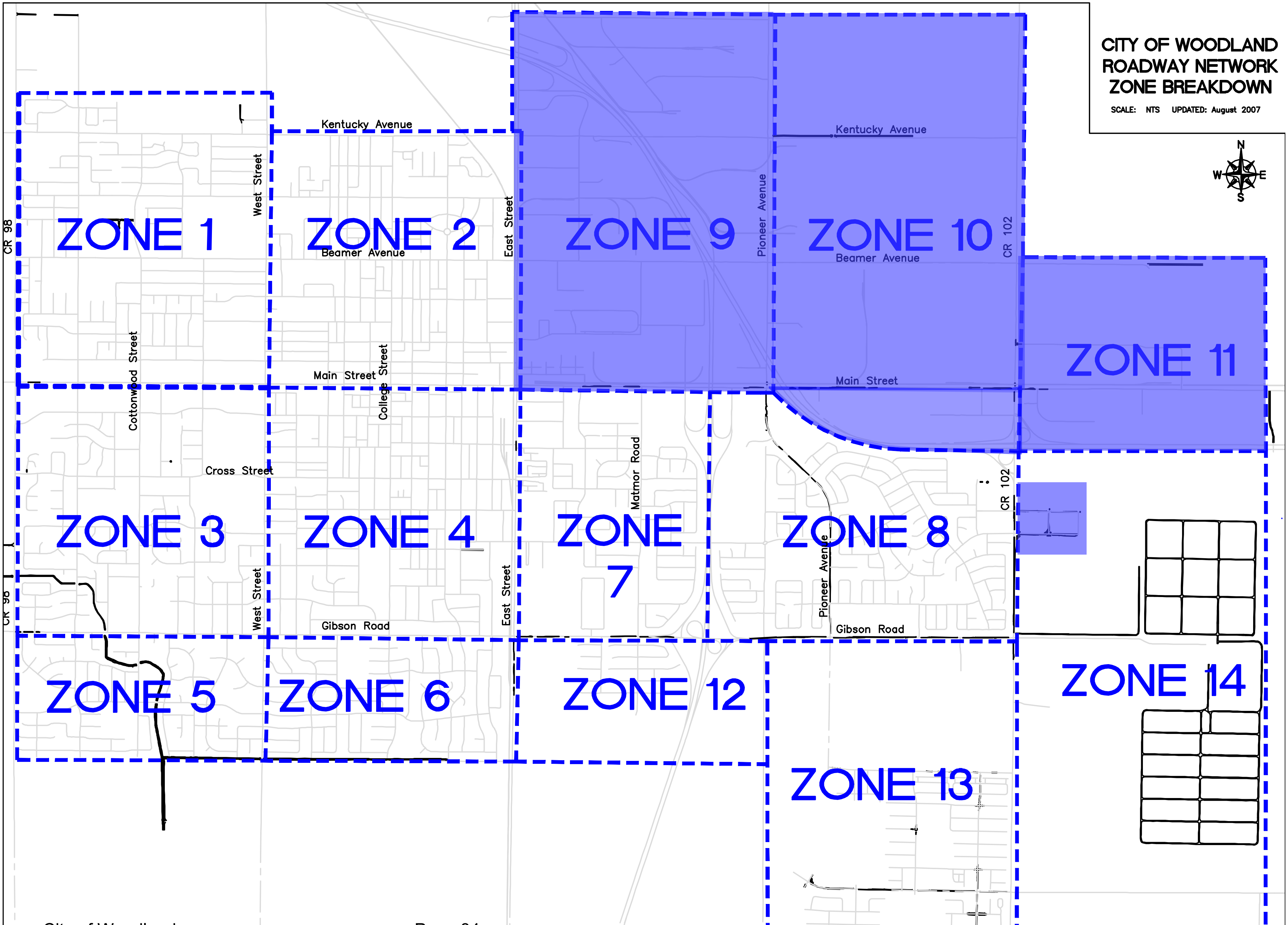
PASSED AND ADOPTED this 6th day of March 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Enrique Fernandez, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk


CITY OF WOODLAND
ROADWAY NETWORK
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SCALE: NTS UPDATED: August 2007
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Kentucky Avenue
Beamer Avenue
Main Street
Cross Street
Gibson Road
West Street
East Street
College Street
Cottonwood Street
Matmor Road
Pioneer Avenue
CR 98
CR 102

TO: THE HONORABLE MAYOR AND CITY COUNCIL
DATE: March 6, 2018
ITEM #: 11.
SUBJECT: West Woodland Safe Routes to School Improvement Project, CIP 17-09; Approve Plans and Specifications and Authorize Bid Advertisement

Recommendation for Action:
Staff recommends that the City Council approve Resolution No. ______, approving the project plans and specifications and authorizing bid advertisement for the West Woodland Safe Routes to School Project, CIP 17-09.

Staff Contact:
Miguel Chavez, Construction Project Manager, (530) 661-5952, miguel.chavez@cityofwoodland.org

Fiscal Impact:
The approved Capital Budget includes $3,664,000 in funding for the project consisting of $1,592,000 Active Transportation Program (ATP) and Congestion Mitigation and Air Quality (CMAQ) funds awarded through SACOG grants, $1,472,000 Measure E, $300,000 Water Enterprise and $300,000 Sewer Enterprise funding.

The engineer estimate of probable construction contract costs is $3,650,000, and a total project cost of $4,950,000. This results in a potential funding shortfall of $1.3 million. Staff anticipates requesting supplemental funding to complete the project at time of bid award, depending on the outcome of the competitive bid process.

Background:
The West Woodland Safe Routes to School Project will improve bicycle and pedestrian access to schools on the west side of Woodland. This includes bicycle and pedestrian improvements on various corridors promoting safe routes to school and the City's Bike Loop. The project also rehabilitates W. Court Street between West Street and Ashley Avenue.

The project includes the specific improvements below:
• Resurface and stripe bicycle lanes on W. Woodland Avenue and California Street.
• Construct ADA corner ramp improvements along W. Woodland Avenue.
• Rehabilitate the roadway on W. Court Street between West St. and Ashley Ave.
• Install bicycle lanes between Walnut St. and Ashley Ave. on Court Street.
• Construct traffic signal improvements on the W. Court Street corridor to provide bicycle/pedestrian actuation and timing to improve street crossings.
• Stripe Shared Lane Markings ('Sharrows') and bike route signage along the City's Bike Loop corridors.

Discussion:
The combined estimated total of construction and soft costs exceeds the available budget for the project. Staff has evaluated the opportunity to bid the project with additive alternates to reduce construction costs but has found no feasible way to divide the project and stay true to the requirements of the grant.

While it is possible to allocate additional funding at this time, staff feels it is most expeditious to allocate budget after bidding based on actual bid costs rather than estimates. This will help ensure the proper amount of funding is allocated to the project. Staff anticipates requesting an additional $1.0-1.5 million in funding from Measure E fund balance, reprioritization of Measure E projects, and/or Measure F to make the project whole.

Staff is processing the final plans and specifications through Caltrans and anticipates receiving authorization for construction in March. Upon Council and Caltrans authorization, the project will be advertised for bidding. Staff is anticipating a bid opening and a return to Council in April or May for construction contract award. The project is anticipated to be complete by the first quarter of 2019.

Conclusion:

Staff recommends that the City Council approve Resolution No. ______, approving the project plans and specifications and authorizing bid advertisement for the West Woodland Safe Routes to School Project, CIP 17-09.

Prepared By: Miguel Chavez, Construction Project Manager

Reviewed By: Katie Wurzel, Principal Civil Engineer

ATTACHMENTS:

Description	Upload Date	Type
Resolution	2/22/2018	Resolution
Map	3/2/2018	Cover Memo

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS FOR THE WEST WOODLAND SAFE ROUTES TO SCHOOL PROJECT, CIP 17-09, AND AUTHORIZING BID ADVERTISEMENT

WHEREAS, the City of Woodland has applied for and received a Regional Active Transportation Grant in the amount of $1,592,000, consisting of Active Transportation Program (ATP) and Congestion Mitigation and Air Quality (CMAQ) funds from the Sacramento Area Council of Governments (SACOG); and

WHEREAS, the project is included the FY 17/18 Capital Budget as the West Woodland Safe Routes to School Project, CIP 17-09 with a total budget of $3,664,000; and

WHEREAS, the project will improve bicycle and pedestrian access to Woodland schools by installing bike lanes, ADA curb ramps, shared lane markings ("sharrows") on various roadways and rehabilitating and restriping W. Court St. between West St. and Ashley Ave; and

WHEREAS, the Project has been reviewed in accordance with the California Environmental Quality Act (CEQA), and the Project is to be exempt under CEQA Guidelines; and

WHEREAS, the Project has been reviewed in accordance with the National Environmental Policy Act (NEPA), and the State has determined that this project is cleared as defined by NEPA Guidelines

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 West Woodland Safe Routes to School Project, CIP 17-09, which are available on file with the City Clerk.

Section 2. The City Council authorizes staff to advertise the West Woodland Safe Routes to School Project, CIP 17-09 for bids.

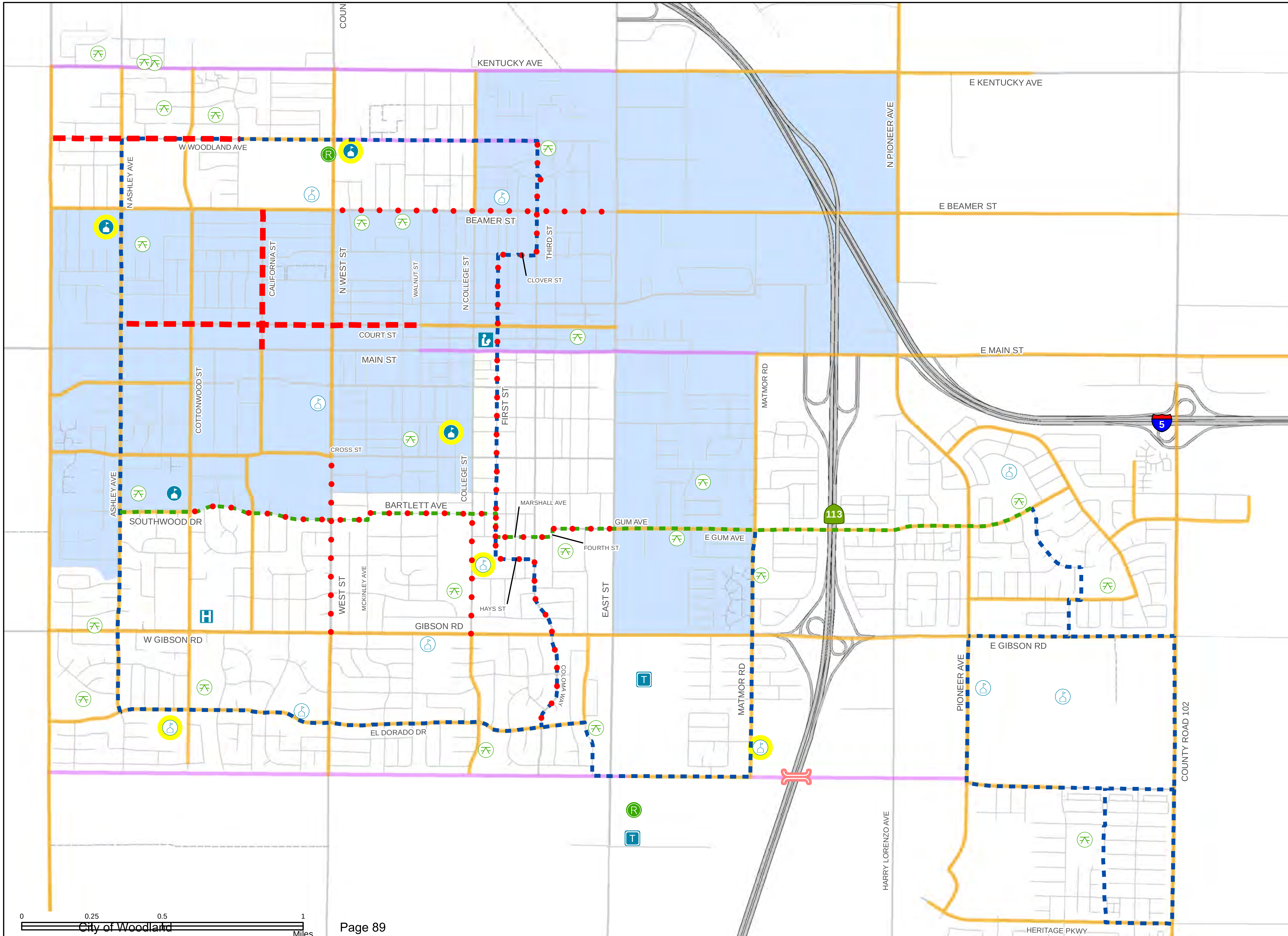
PASSED AND ADOPTED this 6th day of March 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Enrique Fernandez, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk



City of Woodland

Attachment D
West Woodland Safe Routes to School Project

- Bike Lanes (ATP Project)
- Sharrows/Signage (ATP Project)
- Crosstown Bike Connector
- Bike Path Loops
- Existing Bike Lanes
- Future Bike Improvements
- Disadvantaged Census Tract
- Future Bike/Ped Overcrossing
- School
- Disadvantaged School
- Park
- Recreation
- Transit Hub
- Hospital
- Library
- 2012 Safe Routes to School Project

N

1 inch = 1,667 feet

1:20,000

City of Woodland, May 2015

TO: THE HONORABLE MAYOR AND CITY COUNCIL
DATE: March 6, 2018
ITEM #: 12.
SUBJECT: Conceptual Buildout of the Sports Park

Recommendation for Action:
Staff recommends that the City Council:
1. Receive and provide feedback on an updated Woodland Community Sports Park Draft Master Plan for buildout of the Sports Park
2. Receive information related to the cost to design, construct, operate, and maintain new facilities at the Sports Park
3. Adopt Resolution No ____ approving an additional $30,000 of Measure E funding for CIP #18-04, Park/Recreation Facility Planning, for continued design and project management assistance with planning the proposed facilities.

Staff Contact:
Christine Engel, Community Services Director, (530) 661-2000, christine.engel@cityofwoodland.org

Fiscal Impact:
The cost to design and construct the new recreation facilities identified in the conceptual master plan is estimated to be approximately $16 million dollars. This plan assumes that a significant portion of this cost will be raised through user groups' and community fundraising efforts. It is anticipated that the city would need to contribute in the range of $7 to $10 million to the project, to include cost-sharing of priority amenities as well as general Sports Park improvements such as parking, restrooms, concessions and landscaping.

In addition, the cost to operate and maintain the new facilities is approximately $172,000 annually ($165,000 for operations and $8,800 for nets); however, these costs will need to be refined depending on when the actual projects are anticipated to be constructed. These costs also do not include any funding from the user groups to defray/offset the expenses or the one time periodic expenses, such as resurfacing tennis courts every 8-10 years (approximately $110,000).

In the current FY17/18 capital budget, $25,000 was allocated for project management and design services, to assist in planning future sports park facilities. This funding has been expended during the preparation of the conceptual plans, determining the cost to design and construct the facilities, and coordination with the User Groups. An additional $30,000 is requested from Measure E – Fund 506 to continue with project 18-04, Park/Recreation Facility Planning.

The City Council also previously allocated $80,000 from Measure E as seed funding for user groups' use in developing project and fund-raising plans.

Background:
On September 25, 2017, the Parks & Recreation Commission approved a conceptual plan of new parks and recreation facilities at the Woodland Sports Park. The recommendation presented to the Parks & Recreation Commission was the result of a City Council and Parks & Recreation Commission subcommittee tasked with evaluating current and future recreation facility needs. The recommendation also included improvements to other recreation facilities in the City; while these potential projects are still being considered and discussed, they are not

included in this report.

On October 17, 2017 staff presented the conceptual master plan for buildout of the Woodland Sports Park to the City Council for review and comment. Construction and operation of the new facilities assumed some or all user group fundraising, for the design and construction of the facilities as well as ongoing maintenance. The City would enter into individual operating agreements with each user group, to establish project funding and schedule, as well as operation of the built-facility. The City Council directed staff to return to Council with information related to the cost to construct, operate, and maintain the facilities. At that meeting, the Council authorized the appropriation of $80,000 representing "seed" funding to assist individual groups with advancing their respective planning and fundraising efforts.

Recommendations included in the reports provided to the Parks & Recreation Commission and the City Council were provided as "Level A" and "Level B" recommendations: "Level A" projects are those that have the highest current need based on community need. "Level B" projects are projects that have an acknowledged high level of need and take a second priority only to the Level A projects. Recommendations and the associated user groups are presented below.

Recommendation Level A

- Construction of two girls fastpitch fields (Woodland Girls Fastpitch)
- Construction of two natural turf soccer fields (Woodland Soccer Club and Davis Alliance Soccer Academy)
- Construction of additional parking

Recommendation Level B

- Construction of skate park (Skate Park user group)
- Construction of tennis complex (Woodland Tennis Club)
- Replacement of lights at Clark Field (Clark Field Committee)
- Improvements at Camarena Field and Pedroia Field (Woodland Little League)

Other Recommendations

- Addition of shading over bleachers at ballfields
- Addition of park at Community Center
- Improvements at Klenhard Field
- Construction of second swimming pool

As also discussed at the October 17, 2017 City Council meeting, in order for user groups to receive "seed" funding for their use and authorization from the City to begin fundraising, the cost to design, construct, operate, and maintain the proposed facilities would need to be presented to the City Council for consideration. Additionally, user groups would need to present a plan to the City outlining the cost to design, construct, and maintain the facility; anticipated use of the facility, and a proposed fundraising plan that could also include in-kind donations to construct the facility. The October 17, 2017 report to City Council further stated that upon approval by the City Council of the proposed plans from the user groups, the City would enter into an agreement with the user groups. The agreements would outline the dedication of the land for each recreation purpose for a period of 5 years, the allocation of "seed funding" for the user groups, and anticipated operation logistics for the constructed facility.

<u>Discussion</u>:

Since the City Council meeting, staff has been working with a design consultant to finalize the conceptual design and cost to construct the proposed parks and recreation facilities. On November 28, 2017, the City project team met with the user groups to receive feedback on the draft conceptual master plan that was considered by the City Council on October 17, 2017. Staff also outlined the components of the plan that should be included in their proposals submitted to the City, including:

- Description of the desired facility (including dimensions and utility needs)
- Description of project phasing, if feasible
- Description of ancillary facilities (storage shed, restroom, etc.)
- Name of consultant, if planning to use one, and a description of their scope of services
- Amount of funds proposed for project from the user group, and availability of those funds
- Description of user groups fundraising plan, including fundraising milestones, desired total dollars to be raised, and process for collection and holding funds
- Desired timeline for fundraising, design, and construction
- Description of user groups ability/desire to donate services for construction (types of services, who will perform the services)
- Anticipated cost to construct facility, if known
- Anticipated annual cost to operate facility
- Proposed maintenance plan (does the group plan to maintain the facility)
- Proposed uses of facility (regular "play", tournaments, proposed exclusivity, etc)

On January 17, 2018, the City Project Team met with the user groups to determine each group's status with submitting their proposed plans, as well as answer any questions they had on completing the plan. The project team also received feedback from the user groups on the revised conceptual plan. At the meeting user groups stated they would submit proposals to the City as follows: Woodland Tennis Club and Skate Park Group - January/February 2018; Woodland Soccer Club – March 2018; and Girls Fastpitch - March/April 2018. Staff later met separately with Davis Alliance Soccer Academy who indicated they would be submitting a plan as well. The groups were informed that after the City project team reviewed the proposals, they would be submitted to a Parks & Recreation Commission subcommittee prior to being submitted to the Parks & Recreation Commission for consideration. After consideration and approval by the Commission, the proposals would be forwarded to the City Council for consideration.

It should be noted that the Woodland Tennis Club submitted their proposal to the City on January 25, 2018. Staff and the Parks & Recreation Commission facilities subcommittee met with the Woodland Tennis Club on February 27, 2018 to discuss their proposal. Additionally, on February 19, 2018, the City received a proposal from the skate park advocates; this proposal is currently being reviewed by staff and the Parks & Recreation Commission facilities subcommittee.

Revised Master Plan: Based on input from the user groups, and further discussions with city staff; Callander updated the October, 2017 version of the Draft Master Plan. The attached Plan, dated February 14, 2018, includes the same project elements – tennis, softball, soccer, skate park, and parking. The facility details have been refined based on input. (Attachment 1). It should be noted that while only two fastpitch fields were included in the 2017 Conceptual Plan, a third field was added to the revised plan to ensure the site could accommodate future needs.

Design and Construction Cost Estimate: The following list represents the elements and total estimated capital cost for each facility (Attachment 2). These costs are assumed to be all or part of the responsibility of the user-groups for funding of design and construction.

<u>Tennis Complex - $3,893,069</u>
11 lighted full size tennis courts
3 small tennis courts
Shade Shelter
Clubhouse
Site landscaping

<u>Soccer Fields - $1,394,944</u>
2 lighted full size grass fields

Bleachers

<u>Skate Park - $770,785</u>
10,000 sf concrete

<u>Fastpitch Softball - $3,118,462</u>
2 lighted grass fields (200' outfield)
Bleachers
Site landscaping

<u>Fastpitch Softball (3rd Field) - $474,002</u>
1 lighted grass field (150' outfield)

The following list represents the elements and total estimated capital cost for general development of the Sports Park, which would support the new facilities as well as the existing uses. The responsibility for funding of these improvements has not been determined.

General site development and lighted parking lots - $2,166,253
Pedestrian and Bike Paths - $309,348
2 Pickleball Courts - $121,081
Restroom/Concession Facility (located by fastpitch softball) - $727,373
Maintenance Facility - $2,257,439
Park Area (located by skate park) - 822,614

Estimated Operations and Maintenance Costs: Staff developed a preliminary cost estimate for the anticipated operation and maintenance of the recreation facilities proposed by the user groups (tennis courts [only courts, no clubhouse], skate park, two turf soccer fields, two fastpitch fields, and associated lighting and parking). Attachment 3 provides an estimate of operation and maintenance costs. The cost to operate and maintain the new facilities is approximately $172,000 annually ($165,000 for operations and $8,800 for nets); however, these costs will need to be refined depending on when the actual projects are anticipated to be constructed. These costs also do not include any funding from the user groups to defray/offset the expenses or the one time periodic expenses, such as resurfacing tennis courts every 8-10 years (approximately $110,000). Additionally, it should be noted that this cost estimate will need to be refined once a more definitive time frame for construction/operation is available.

Anticipated Next Steps

Depending on direction received from the City Council at the March 6, 2018 City Council meeting, staff will work with the user groups on advancing their proposed projects. Possible next steps could include the following:

1. Receive proposal from user group
2. City project team review of proposed plan
3. Parks & Recreation Commission subcommittee review of proposed plan
4. Parks & Recreation Commission consideration and recommendation for approval of proposed plan
5. Modifications based on Commission feedback
6. City Council review and approval of user group's proposed plan
7. Staff preparation of user-group operating agreement
8. City Council approval of user-group operating agreement

<u>Commission/Committee Recommendation</u>:
The Parks & Recreation Commission provided input on the Sports Park Master Plan and associated costs at their

February 26, 2018 meeting. Some of the concerns raised by the Commission regarding the proposed plan include:

1. Planning project phases consistent with adding the necessary related facilities at the same time (such as parking and restrooms)
2. Analyzing the need for the addition of pickleball.
3. Considering the costs of operations and maintenance for the proposed facilities prior to the approval of moving forward with fundraising/design of the proposed facilities. Ensuring funding for the operations and maintenance of new facilities is available.
4. Adding a walking path around the future detention basin.

Conclusion:

Staff recommends that the City Council:

1. Receive and provide feedback on an updated Woodland Community Sports Park Draft Master Plan for buildout of the Sports Park
2. Receive information related to the cost to design, construct, operate, and maintain new facilities at the Sports Park
3. Adopt Resolution No. _____, approving an additional $30,000 of Measure E funding for CIP #18-04, Park/Recreation Facility Planning, for continued design and project management assistance with planning the proposed facilities.

Prepared By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
Sports Park Master Plan	2/27/2018	Cover Memo
Sports Park Cost Estimate - Summary	3/2/2018	Cover Memo
Sports Park Cost Estimate - Detail	3/2/2018	Cover Memo
Estimated Operations and Maintenance Costs	2/27/2018	Cover Memo
Sports Park Resolution	2/27/2018	Cover Memo

Woodland Community Sports Park

Master Plan

02/14/2018

1. Tennis Courts, 11
2. Possible Pickleball Courts, 2 (60' X 30' EA)
3. Parking, Typ.
4. Softball Field (200' Outfield)
5. Possible Restroom/ Concessions/Storage Building
6. Optional Softball Field (150'Outfield)
7. Shade Structure
8. Skate Park
9. Geothermal Soccer Field
10. Soccer Field
11. Detention Basin (Top of Slope)
12. Future Parking
13. Future Clubhouse (2,350 sf)
14. Mini Tennis Courts/Possible Pickleball court location
15. Temporary/Mobile Office (Dashed line)
16. Possible Parking
17. Maintenance Drive

0 30 60 120 FEET

City of Woodland

Callander Associates Landscape Architecture

Estimate of Probable Landscape Construction Costs

prepared for

City of Woodland

Woodland Sports Park- Phase 2

Master Plan

prepared on: 03/02/2018
prepared by: MR

Item #	Description	Quantity	Units	Unit Cost	Item Total
CS2	**Community Sports Park (Phase 2)**				
1.	**General Development**	**13**	**ac**	**$249,943.51**	**$3,249,265.61**
2.	**Softball**	**2**	**ea**	**$1,559,231.13**	**$3,118,462.25**
3.	**Soccer**	**2**	**ea**	**$697,472.01**	**$1,394,944.02**
4.	**Tennis Facility**	**14**	**ea**	**$278,076.37**	**$3,893,069.19**
5.	**Pickleball**	**2**	**ea**	**$60,540.60**	**$121,081.20**
6.	**Maintenance Facility**	**7,500**	**sf**	**$300.99**	**$2,257,438.50**
7.	**Park Area**	**1**	**ea**	**$822,613.86**	**$822,613.86**
8.	**Skate Park**	**1**	**ea**	**$770,785.20**	**$770,785.20**
9.	**Softball (small field)**	**1**	**ea**	**$474,001.96**	**$474,001.96**
10.	**TOTAL ESTIMATED PROJECT COSTS**				**$16,101,661.80**

Based on "Woodland Community Sports Park, Master Plan for" prepared by Callander Associates dated 02/14/2018.

The above items, amounts, quantities, and related information are based on CA's judgment at this level of document preparation and is offered only as reference data. CA has no control over construction quantities,

						Estimate of Probable Landscape Construction Costs
prepared for						**Woodland Sports Park- Phase 2**
City of Woodland						**Master Plan**
	FINAL					prepared on: 03/02/2018
						prepared by: AH
						checked by: MR
Item #	**Description**	**Quantity**	**Unit**	**Cost**	**Item Total**	**Subtotal**
A.	**Project Start-up (see each area for costs)**					
B.	**Demolition, Clearing and Rough Grading (see each area for costs)**					
C.	**Softball (2 Fields) -Priority A**					
1.	Mobilization, bonding and staking	ALLOW	7%	$147,834.46	$147,834.46	
2.	Demolition, Clearing and Rough Grading	100,000	SF	$0.50	$50,000.00	
3.	Backstop	2	EA	$80,000.00	$160,000.00	
4.	Infield Mix	31,274	SF	$4.00	$125,096.00	
5.	8' chain link fence	1,200	LF	$100.00	$120,000.00	
6.	Bleachers	4	EA	$5,000.00	$20,000.00	
7.	Turf from sod- Outfield	52,101	SF	$1.00	$52,101.00	
8.	Dugout	4	EA	$15,000.00	$60,000.00	
9.	Lighting	16	EA	$50,000.00	$800,000.00	
10.	Movable fence	1,200	LF	$100.00	$120,000.00	
11.	Bleacher shelters	4	SF	$30,000.00	$120,000.00	
12.	Misc. furnishings, signs and equipment	ALLOW	LS	$12,000.00	$12,000.00	
13.	Gates	4	EA	$2,500.00	$10,000.00	
14.	Irrigation	73,972	SF	$1.25	$92,465.00	
15.	Concrete Pavement	28,000	SF	$11.00	$308,000.00	
16.	Shrub and Ground Cover	16,771	SF	$2.80	$46,958.80	
16.	Turf from sod	5,100	SF	$1.00	$5,100.00	
17.	Trees	51	EA	$200.00	$10,200.00	
11.	Cost Estimate & Change Order Contingency	ALLOW	20%	$451,951.05	$451,951.05	
12.	City Project Soft Costs	ALLOW	18%	$406,755.95	$406,755.95	
						$3,118,462.25
D	**Soccer (2 Fields)- Priority A**					
1.	Mobilization, bonding and staking	ALLOW	7%	$66,129.00	$66,129.00	
2.	Demolition, Clearing and Rough Grading	178,000	SF	$0.50	$89,000.00	
3.	Turf from sod	178,000	SF	$1.00	$178,000.00	
4.	Bleachers	4	EA	$5,000.00	$20,000.00	
5.	Lighting	6	EA	$50,000.00	$300,000.00	
6.	Bleacher shelters	4	EA	$30,000.00	$120,000.00	
7.	Misc. furnishings, signs and equipment	ALLOW	LS	$10,000.00	$10,000.00	
6.	Irrigation	178,000	EA	$1.25	$222,500.00	
8.	Trees	26	EA	$200.00	$5,200.00	
11.	Cost Estimate & Change Order Contingency	ALLOW	20%	$202,165.80	$202,165.80	
12.	City Project Soft Costs	ALLOW	18%	$181,949.22	$181,949.22	
						$1,394,944.02
E	**Tennis Facility - Priority B**					
1.	Mobilization, bonding and staking	ALLOW	7%	$184,555.63	$184,555.63	
2.	Demolition, Clearing and Rough Grading	102,000	SF	$0.50	$51,000.00	
3.	Court Asphalt, Colored Surfacing and Striping	78,400	SF	$12.00	$940,800.00	
4.	12' Chain link fence	3,300	LF	$120.00	$396,000.00	
5.	Post and Net	14	EA	$1,600.00	$22,400.00	
6.	Lighting	34	EA	$12,000.00	$408,000.00	
7.	Misc. furnishings, signs and equipment	ALLOW	LS	$20,000.00	$20,000.00	
8.	Gates	14	EA	$2,500.00	$35,000.00	

Item #	Description	Quantity	Unit	Cost	Item Total	Subtotal
9.	Tennis Kiosk	ALLOW	LS	$15,000.00	$15,000.00	
10.	Shade Shelter	2,400	SF	$45.00	$108,000.00	
11.	Clubhouse	400,000	ALLOW	$400,000.00	$400,000.00	
12.	Concrete Pavement	12,400	SF	$11.00	$136,400.00	
13.	Picnic Tables	4	SF	$2,500.00	$10,000.00	
14.	Misc. Furnishings	ALLOW	LS	$50,000.00	$50,000.00	
15.	Shrub and Ground Cover	8,300	SF	$2.80	$23,240.00	
16.	Trees	22	EA	$200.00	$4,400.00	
17.	Irrigation	10,900	SF	$1.25	$13,625.00	
16.	Turf from sod	2,644	SF	$1.00	$2,644.00	
11.	Cost Estimate & Change Order Contingency	ALLOW	20%	$564,212.93	$564,212.93	
12.	City Project Soft Costs	ALLOW	18%	$507,791.63	$507,791.63	
						$3,893,069.19
F	**Pickleball (2)- Future Priority**					
1.	Mobilization, bonding and staking	ALLOW	7%	$5,740.00	$5,740.00	
2.	Demolition, Clearing and Rough Grading	3,600	SF	$0.50	$1,800.00	
3.	Court Asphalt, Colored Surfacing and Striping	3,600	SF	$12.00	$43,200.00	
4.	Post and Net	2	EA	$1,600.00	$3,200.00	
5.	Fence	240	LF	$120.00	$28,800.00	
6.	Gates	2	EA	$2,500.00	$5,000.00	
11.	Cost Estimate & Change Order Contingency	ALLOW	20%	$17,548.00	$17,548.00	
12.	City Project Soft Costs	ALLOW	18%	$15,793.20	$15,793.20	
						$121,081.20
G	**General Development -Priority A and B (50/50)**					
1.	Mobilization, bonding and staking	ALLOW	7%	$6,667.50	$6,667.50	
2.	Demolition, Clearing and Rough Grading	19,000	SF	$0.50	$9,500.00	
3.	Shrubs and groundcover	19,000	SF	$2.80	$53,200.00	
4.	Trees	44	EA	$200.00	$8,800.00	
5.	Irrigation	19,000	SF	$1.25	$23,750.00	
8.	Cost Estimate & Change Order Contingency	ALLOW	20%	$20,383.50	$20,383.50	
9.	City Project Soft Costs	ALLOW	18%	$18,345.15	$18,345.15	
						$140,646.15
H	**Parking lot (Tennis Facility) -Priotity B**					
1.	Mobilization, bonding and staking	ALLOW	7%	$8,207.99	$8,207.99	
2.	Demolition, Clearing and Rough Grading	12,000	SF	$0.50	$6,000.00	
3.	Shrubs and groundcover	3,940	SF	$2.80	$11,032.00	
4.	Trees	9	EA	$200.00	$1,800.00	
5.	Irrigation	3,940	SF	$1.25	$4,925.00	
6.	Lighting	2	EA	$10,000.00	$20,000.00	
7.	Parking lot	21	Stalls	$3,500.00	$73,500.00	
8.	Cost Estimate & Change Order Contingency	ALLOW	20%	$25,093.00	$25,093.00	
9.	City Project Soft Costs	ALLOW	18%	$22,583.70	$22,583.70	
						$173,141.69
I	**Parking lot (Dog Park) -future**					
1.	Mobilization, bonding and staking	ALLOW	7%	$12,510.75	$12,510.75	
2.	Demolition, Clearing and Rough Grading	28,200	SF	$0.50	$14,100.00	
3.	Shrubs and groundcover	8,500	SF	$2.80	$23,800.00	
4.	Trees	28	EA	$200.00	$5,600.00	
5.	Irrigation	8,500	SF	$1.25	$10,625.00	

Estimate of Probable Landscape Construction Costs

prepared for
City of Woodland

Woodland Sports Park- Phase 2
Master Plan

FINAL

prepared on: 03/02/2018
prepared by: AH
checked by: MR

Item #	Description	Quantity	Unit	Cost	Item Total	Subtotal
6.	Lighting	4	EA	$10,000.00	$40,000.00	
7.	Gravel surfacing, 6" depth	28,200	SF	$3.00	$84,600.00	
8.	Cost Estimate & Change Order Contingency	ALLOW	20%	$38,247.15	$38,247.15	
9.	City Project Soft Costs	ALLOW	18%	$34,422.44	$34,422.44	
						$263,905.34
J	**Parking lot (Softball Fields) -Priority A**					
1.	Mobilization, bonding and staking	ALLOW	7%	$34,881.87	$34,881.87	
2.	Demolition, Clearing and Rough Grading	80,206	SF	$0.50	$40,103.00	
3.	Shrubs and groundcover	31,109	SF	$2.80	$87,105.20	
4.	Trees	58	EA	$200.00	$11,600.00	
5.	Irrigation	31,109	SF	$1.25	$38,886.25	
6.	Lighting	8	EA	$10,000.00	$80,000.00	
7.	Gravel surfacing, 6" depth	80,206	SF	$3.00	$240,618.00	
8.	Cost Estimate & Change Order Contingency	ALLOW	20%	$106,638.86	$106,638.86	
9.	City Project Soft Costs	ALLOW	18%	$95,974.98	$95,974.98	
						$735,808.16
K	**Parking lot (Park) -Future**					
1.	Mobilization, bonding and staking	ALLOW	7%	$9,517.52	$9,517.52	
2.	Demolition, Clearing and Rough Grading	17,200	SF	$0.50	$8,600.00	
3.	Shrubs and groundcover	8,250	SF	$2.80	$23,100.00	
4.	Trees	12	EA	$200.00	$2,400.00	
5.	Irrigation	8,250	SF	$1.25	$10,312.50	
6.	Lighting	4	EA	$10,000.00	$40,000.00	
7.	Gravel surfacing, 6" depth	17,184	SF	$3.00	$51,552.00	
8.	Cost Estimate & Change Order Contingency	ALLOW	20%	$29,096.40	$29,096.40	
9.	City Project Soft Costs	ALLOW	18%	$26,186.76	$26,186.76	
						$200,765.18
L	**Parking lot (Community Center) - Priority A**					
1.	Mobilization, bonding and staking	ALLOW	7%	$30,908.22	$30,908.22	
2.	Demolition, Clearing and Rough Grading	27,900	SF	$0.50	$13,950.00	
3.	Shrubs and groundcover	9,900	SF	$2.80	$27,720.00	
4.	Trees	40	EA	$200.00	$8,000.00	
5.	Irrigation	9,900	SF	$1.25	$12,375.00	
6.	Lighting	4	EA	$10,000.00	$40,000.00	
7.	Concrete Pavement	5,091	SF	$11.00	$56,001.00	
8.	Parking lot	81	Stalls	$3,500.00	$283,500.00	
9.	Cost Estimate & Change Order Contingency	ALLOW	20%	$94,490.84	$94,490.84	
10.	City Project Soft Costs	ALLOW	18%	$85,041.76	$85,041.76	
						$651,986.82
M	**Ped. And Bike Paths - Priority A and C (50/50)**					
1.	Mobilization, bonding and staking	ALLOW	7%	$14,665.00	$14,665.00	
2.	Demolition, Clearing and Rough Grading	17,000	SF	$0.50	$8,500.00	
3.	Concrete Pavement	17,000	SF	$11.00	$187,000.00	
4.	Drinking Fountains	2	EA	$6,000.00	$12,000.00	
5.	Misc. furnishings	ALLOW	LS	$2,000.00	$2,000.00	
6.	Cost Estimate & Change Order Contingency	ALLOW	20%	$44,833.00	$44,833.00	
7.	City Project Soft Costs	ALLOW	18%	$40,349.70	$40,349.70	
						$309,347.70
N	**Group BBQ Area- Future**					

FINAL

prepared on: 03/02/2018
prepared by: AH
checked by: MR

Item #	Description	Quantity	Unit	Cost	Item Total	Subtotal
1.	Mobilization, bonding and staking	ALLOW	7%	$2,194.50	$2,194.50	
2.	Demolition, Clearing and Rough Grading	900	SF	$0.50	$450.00	
3.	Concrete Pavement	900	SF	$11.00	$9,900.00	
4.	BBQ	2	EA	$500.00	$1,000.00	
5.	Picnic Tables	6	EA	$2,500.00	$15,000.00	
6.	Misc. furnishings	ALLOW	LS	$5,000.00	$5,000.00	
7.	Cost Estimate & Change Order Contingency	ALLOW	20%	$6,708.90	$6,708.90	
8.	City Project Soft Costs	ALLOW	18%	$6,038.01	$6,038.01	
						$46,291.41
O	**Restroom/Concessions -Priority A**					
1.	Mobilization, bonding and staking	ALLOW	7%	$34,482.00	$34,482.00	
2.	Demolition, Clearing and Rough Grading	2,400	SF	$0.50	$1,200.00	
3.	Building with Storage	ALLOW	LS	$210,000.00	$210,000.00	
4.	Pad Preparation	ALLOW	LS	$5,000.00	$5,000.00	
5.	Concrete Pavement	2,400	SF	$11.00	$26,400.00	
6.	Utilities (sewer, water, electrical)	ALLOW	LS	$250,000.00	$250,000.00	
7.	Cost Estimate & Change Order Contingency	ALLOW	20%	$105,416.40	$105,416.40	
8.	City Project Soft Costs	ALLOW	18%	$94,874.76	$94,874.76	
						$727,373.16
P	**Maintenance Facility- Future**					
1.	Maintenance Building	7,500	SF	$200.00	$1,500,000.00	
2.	8' chain link fence	937	LF	$100.00	$93,700.00	
3.	Gates	2	EA	$2,500.00	$5,000.00	
4.	Gravel surfacing, 6" depth	825	TN	$45.00	$37,125.00	
5.	Cost Estimate & Change Order Contingency	ALLOW	20%	$327,165.00	$327,165.00	
6.	City Project Soft Costs	ALLOW	18%	$294,448.50	$294,448.50	
						$2,257,438.50
Q	**Park Area- Future**					
1.	Mobilization, bonding and staking	ALLOW	7%	$38,997.00	$38,997.00	
2.	Demolition, Clearing and Rough Grading	63,500	SF	$0.50	$31,750.00	
3.	Concrete Pavement	16,500	SF	$11.00	$181,500.00	
4.	Play area surfacing	1,900	SF	$23.00	$43,700.00	
5.	Play Equipment	ALLOW	LS	$12,000.00	$12,000.00	
6.	Shade Structure	2,400	SF	$45.00	$108,000.00	
7.	Turf from sod	7,600	SF	$1.00	$7,600.00	
8.	Shrubs and groundcover	38,000	SF	$2.80	$106,400.00	
9.	Trees	37	SF	$200.00	$7,400.00	
10.	Irrigation	47,000	SF	$1.25	$58,750.00	
11.	Cost Estimate & Change Order Contingency	ALLOW	20%	$119,219.40	$119,219.40	
12.	City Project Soft Costs	ALLOW	18%	$107,297.46	$107,297.46	
						$822,613.86
R	**Skate Park -Priority B**					
1.	Mobilization, bonding and staking	ALLOW	7%	$36,540.00	$36,540.00	
2.	Ramps, pavement and furnishings *	1	ALLOW	$500,000.00	$500,000.00	
3.	Site Prep and Rough Grading	11,000	SF	$2.00	$22,000.00	
4.	Cost Estimate & Change Order Contingency	ALLOW	20%	$111,708.00	$111,708.00	
5.	City Project Soft Costs	ALLOW	18%	$100,537.20	$100,537.20	
						$770,785.20

						Estimate of Probable Landscape Construction Costs
prepared for						**Woodland Sports Park- Phase 2**
City of Woodland						**Master Plan**
	FINAL					prepared on: 03/02/2018
						prepared by: AH
						checked by: MR
Item #	**Description**	**Quantity**	**Unit**	**Cost**	**Item Total**	**Subtotal**
S	**Optional Softball Field- Future**					
1.	Mobilization, bonding and staking	ALLOW	7%	$22,470.63	$22,470.63	
2.	Demolition, Clearing and Rough Grading	36,000	SF	$0.50	$18,000.00	
3.	Backstop	1	EA	$60,000.00	$60,000.00	
4.	Infield Mix	12,765	SF	$4.00	$51,060.00	
5.	8' chain link fence	250	LF	$100.00	$25,000.00	
6.	Bleachers	2	EA	$5,000.00	$10,000.00	
7.	Turf from sod	16,254	SF	$1.00	$16,254.00	
8.	Dugout	2	EA	$8,000.00	$16,000.00	
9.	Bleacher shelters	2	SF	$30,000.00	$60,000.00	
10.	Misc. furnishings, signs and equipment	ALLOW	LS	$3,000.00	$3,000.00	
11.	Irrigation	26,125	SF	$1.25	$32,656.25	
12.	Shrub and Ground Cover	9,871	SF	$2.80	$27,638.80	
13.	Trees	7	EA	$200.00	$1,400.00	
4.	Cost Estimate & Change Order Contingency	ALLOW	20%	$68,695.94	$68,695.94	
5.	City Project Soft Costs	ALLOW	18%	$61,826.34	$61,826.34	
						$474,001.96
S	**SUBTOTAL**					**$16,101,661.80**
T	**COST ESTIMATE CONTINGENCY (See above items)**	ALLOW	15%	$0.00	$0.00	**$0.00**
U	**CHANGE ORDER CONTINGENCY (See above items)**	ALLOW	5%	$0.00	$0.00	**$0.00**
V	**TOTAL ESTIMATED CONSTRUCTION COSTS**					**$16,101,661.80**
W	**CITY PROJECT COSTS (See above items)**					
1.	Design and Engineering Costs	ALLOW	8%	$0.00	$0.00	
2.	Construction Management and Inspections	ALLOW	8%	$0.00	$0.00	
3.	City Administration and Project Management	ALLOW	2%	$0.00	$0.00	
						$0.00
X	**TOTAL ESTIMATED PROJECT COSTS**					**$16,101,661.80**

Based on "Woodland Community Sports Park, Draft Master Plan for" prepared by Callander Associates dated 02/14/2018.

The above items, amounts, quantities, and related information are based on CA's judgment at this level of document preparation and is offered only as reference data. CA has no control over construction quantities, costs and related factors affecting costs, and advises the client that significant variation may occur between this estimate of probable construction costs and actual construction prices.

* Quote provided by skate park user group on 12/13/2017

Estimate of Annual Operations and Maintenance Cost for Proposed Sports Park Facilities			
Facility	**Operation Cost**	**Maintenance Cost**	**Assumptions**
Tennis Courts (11)			**Cost assumptions based on 11 courts**
Nets		$ 7,590.00	Nets replaced 3 times a year @ $230 per net: 230x3=2,530, 2530 x 11= 7590
General Cleanup	$ 5,944.51		General cleanup (trash pickup and receptacle clean up) 15min per court 1hr per week: 0.25 X 11= 2.75hr a week, 2.75x41.57=114.31, 114.31x52=5944.51 (PMW II @ 41.57 per hour)
Grooming	$ 23,778.04		1 hour per court grooming (blowing and washing courts) courts X 11 = 11hrs a week (PMW II @ 41.57 per hour) 11x41.57=457.27, 457.27x52=23778.04
**Resurfacing		$ 110,000.00	**Every 8-10 year**s $8,000-$10,000 per court X 11=$88K $110K based on 2016 court resurfacing costs
Lights	$ 16,500.00		Lighting cost $1500 per court per based on annual cost of City Park. It is assumed that the user groups will pay lighting costs.
	$ 46,222.55	**$ 117,590.00**	**Total Annual Projected Cost**
Soccer Fields (2)			**Cost assumptions based on 2 fields**
Landscape	$ 21,960.00		Estimate from Dominguez Landscapers
Field Painting (labor)	$ 3,117.75		Bi-weekly field painting per field 1.25hr X 2 fields 2.5hr (PMW II @ 41.57 per hour) 2.5 hours x 30 (number of times field assumed painted) = 75 hours, 75x41.57=3117.75
Field Paint (supplies)	$ 1,200.00		Field paint cost annually $1,200 @ 40 for paint each time field is painted assumed filed is painted 30 times annually
Irrigation	$ 12,743.00		Irrigation cost is a representation of the cost of irrigation of Everman Park FY 16/17
Lighting			It is assumed that the user groups will pay lighting costs.
Nets		$ 1,200.00	Net maintenance per year to replace nets twice a year on both fields.@ 150 per net: 150x4=600, 600x2=1200 This is assuming that the fields only are played one direction not for the younger age groups.
	$ 39,020.75	**$ 1,200.00**	**Total Annual Projected Cost**
Fast Pitch (2)			**Cost assumptions based on 2 fields**
Landscape	$ 21,960.00		Estimate from Dominguez Landscapers
Irrigation	$ 31,572.00		Irrigation cost is a representation of the cost of irrigation of Harris Park FY 16/17
Lighting	$ 7,435.00		Sports Field Lighting Cost $7,435 per year. It is assumed that the user groups will pay lighting costs.
	$ 60,967.00	**$ -**	**Total Annual Projected Cost**

Skate Park			**Cost assumes 1 skate Park**
Clean up	$ 4,863.56		Maintenance staff time: 15min a day for trash cleanup, plus 1hr a week of blowing 2.25 per week. (PMW II @ 41.57 per hour) 2.25x41.57=93.53, 93.53x52=4863.56
lighting	$ 1,500.00		Walk Way Safety lighting Cost $1500 annually based on cost of City Park tennis courts. Staff prefer not to utilize Solar Lighting due to safety and cost of battery replacement. This cost may be higher due to the need for safety lighting for the duration of the evening.
	$ 6,363.56	**$ -**	
Parking Lot (near tennis)			
Landscape	$ 570.48		Landscaping (Dominguez) similar to the parking lot at College and Court (across from library) $47.54 per month
Lighting	$ 1,200.00		Lighting cost $1,200 annually. Cost based on approximately 12 light poles at Traynham Park.
Tree Maintenance			Annual Tree Maintenance Cost (approximately $60 per tree) the total cost will be determined by the total number of trees planted.
	$ 1,770.48	**$ -**	
Parking Lot (near fast pitch)			
Landscape	$ 1,296.00		Landscaping (Dominguez) similar to the parking lot at College and Court (library Side) $108.68
Lighting	$ 7,500.00		Lighting cost 7500 annually. Cost based on approximately 35 light poles at woodside Park.
Tree Maintenance			Annual Tree Maintenance Cost (approximately $60 per tree) the total cost will be determined by the total number of trees planted.
	$ 8,796.00	**$ -**	
	$ 163,140.34	**$ 118,790.00**	**Total Annual Cost for Proposed New Facilities**

RESOLUTION NO. _____________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN APPROPRITATION OF MEASURE E FUNDS FOR CIP # 18-04, PARK/RECREATION FACILITY PLANNING

WHEREAS, on October 17, 2017, City Council approved a conceptual plan for the buildout of the Woodland Community & Senior Center and Woodland Sports Park; and

WHEREAS, the conceptual plan included the addition of a tennis complex, two turf soccer fields, two girls fastpitch fields, a skate park, and other facilities; and

WHEREAS, City Council in approving the conceptual plan assumed that the construction and operation of the new facilities would include some or complete user group fundraising; and

WHEREAS, the City approved "seed" money to assist the user groups in their project planning efforts; and

WHEREAS, the individual groups will submit additional information for City approval prior to the "seed" money being distributed and final approval to move forward with the projects; and

WHEREAS, the costs to design, construct and operate/maintain the facilities have been determined; however assistance and analysis is needed for the user groups to finalize proposals to the City.

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

The City Council hereby approves appropriating an additional $30,000 of Measure E funding for CIP #18-04, Park/Recreation Facility Planning, for continued design and project management assistance with planning the proposed facilities.

PASSED AND ADOPTED this 6th day of March, 2018, by the following vote:

AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members

____
Enrique Fernandez, Mayor

ATTEST:

____
Ana Gonzalez, City Clerk

TO: THE HONORABLE MAYOR AND CITY COUNCIL
DATE: March 6, 2018
ITEM #: 13.
SUBJECT: Southeast Area Pool Feasibility Study

Recommendation for Action:
Staff recommends that the City Council:
1) Receive a report related to the need for a second City pool complex to meet community needs,
2) Provide feedback on the preferred location identified by the City Council/Parks & Recreation Commission Recreation Facilities Subcommittee as WJUSD property adjacent to Pioneer High School,
3) Provide direction to staff related to completion of the feasibility study to include, a layout of the proposed pool site, options for pool design and features, and further development of project cost estimates,
4) Direct staff to proceed with discussions with WJUSD on an agreement to secure the property for a future pool complex to include provisions for joint use of the facility.

Staff Contact:
Christine Engel, Community Services Director, (530) 661-2008, christine.engel@cityofwoodland.org

Fiscal Impact:
The cost to design and construct the Southeast area pool is estimated to be $8-10 million dollars. The cost to maintain and operate the new pool is estimated to be $700,000-800,000. A portion of that cost could be offset by pool revenues. However, revenue estimates vary widely based on gate fees. The current annual revenues at Brooks Pool are roughly $150,000.

Background:
In July 2016, the City Council authorized a contract with Aquatic Design Group to conduct a feasibility study to evaluate site locations in the southeast area of the City. The study initially looked at three site locations for the pool: the Community & Senior Center, Woodland Community College, and Spring Lake.

A public workshop was held in September 2016 to obtain input on the types of aquatic features the public would like to have included in a future aquatic center (size of pool, type of pool, various uses etc.). Several concepts were then presented to staff that included aquatics centers that could be constructed in phases. Staff reviewed this information with the consultant in addition to having a meeting with an ad hoc citizen pool committee. A second public workshop was held on February 1, 2017. Draft concepts for pool designs (to include recreational and family amenities) were shown to the public in order for the consultant to receive comments to further refine the aquatic center options.

Staff then presented the pool design concepts and site location information to the Parks and Recreation Commission on February 27, 2017. The Commission was supportive of pool concept option #2 (see attached) which provides for a lap pool (shown in the drawing as six lanes) and a separate recreation space. The Commission was generally split on their preference for the pool location between the Spring Lake site and the Community Center site. Commissioner Salinas inquired about the possibility of locating the pool at the School District site south of Pioneer High School.

Discussion:
During the Spring and Summer of 2017, a Parks and Recreation Facilities subcommittee, consisting of two Council

Members and two Parks & Recreation Commissioners, met with the task of identifying the current and future recreation facilities needs of the community and providing a recommendation regarding Parks facilities needs. This subcommittee recommended that the new southeast area pool be located at the School District site south of Pioneer High School. This action was memorialized in their October 17, 2017 report to the City Council.

At this time, staff is seeking City Council feedback on the results of the preliminary feasibility study for a new pool complex to serve the growing needs of the community and, if appropriate, provide direction as to the preferred location. Following Council direction, staff anticipates advancing next steps to finalize site selection and refine site layout and pool complex features to inform development of project costs and funding plans.

Commission/Committee Recommendation:
The Parks and Recreation Commission Facilities sub-committee reviewed the preliminary recommendations of the Aquatics Feasibility Study and forwarded its recommendation to the City Council in October 2017.

Conclusion:
Staff recommends that the City Council:
1) Receive a report related to the need for a second City pool complex to meet community needs,
2) Provide feedback on the preferred location identified by the City Council/Parks & Recreation Commission Recreation Facilities Subcommittee as WJUSD property adjacent to Pioneer High School,
3) Provide direction to staff related to completion of the feasibility study to include, a layout of the proposed pool site, options for pool design and features, and further development of project cost estimates,
4) Direct staff to proceed with discussions with WJUSD on an agreement to secure the property for a future pool complex to include provisions for joint use of the facility.

Prepared By: Brent Meyer, City Engineer

Reviewed By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
Draft Feasibility Study Presentation - EXCERPTS	3/2/2018	Backup Material
Pool Site Option - PHS	3/2/2018	Backup Material

City of Woodland

Aquatic Center Feasibility Study

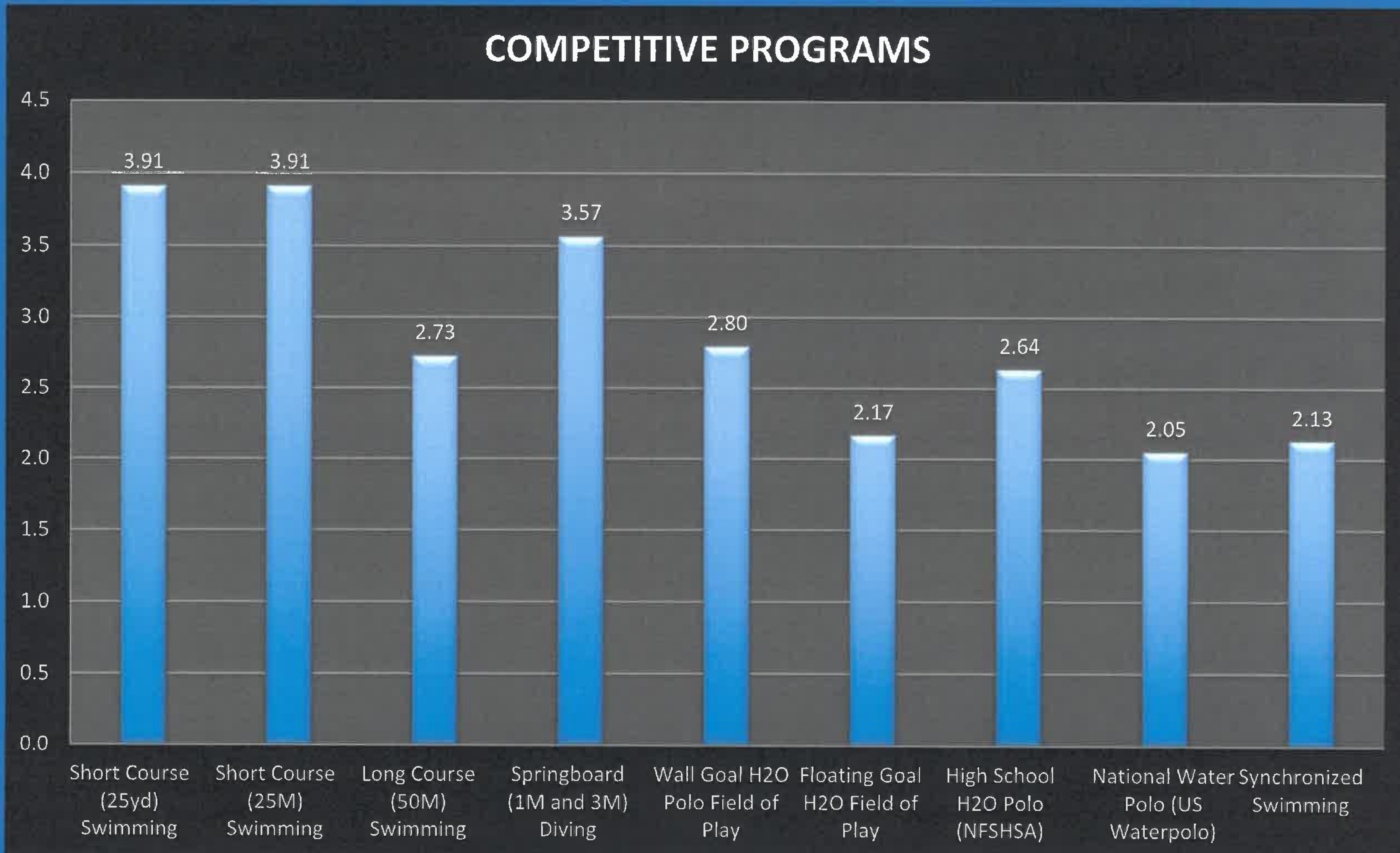
Goals and Objectives

- Create a center that is a source of civic pride
- Serve the full range of aquatics interests
- Provide “something for everyone”
- Create a water-safe community through learn-to-swim and water safety classes

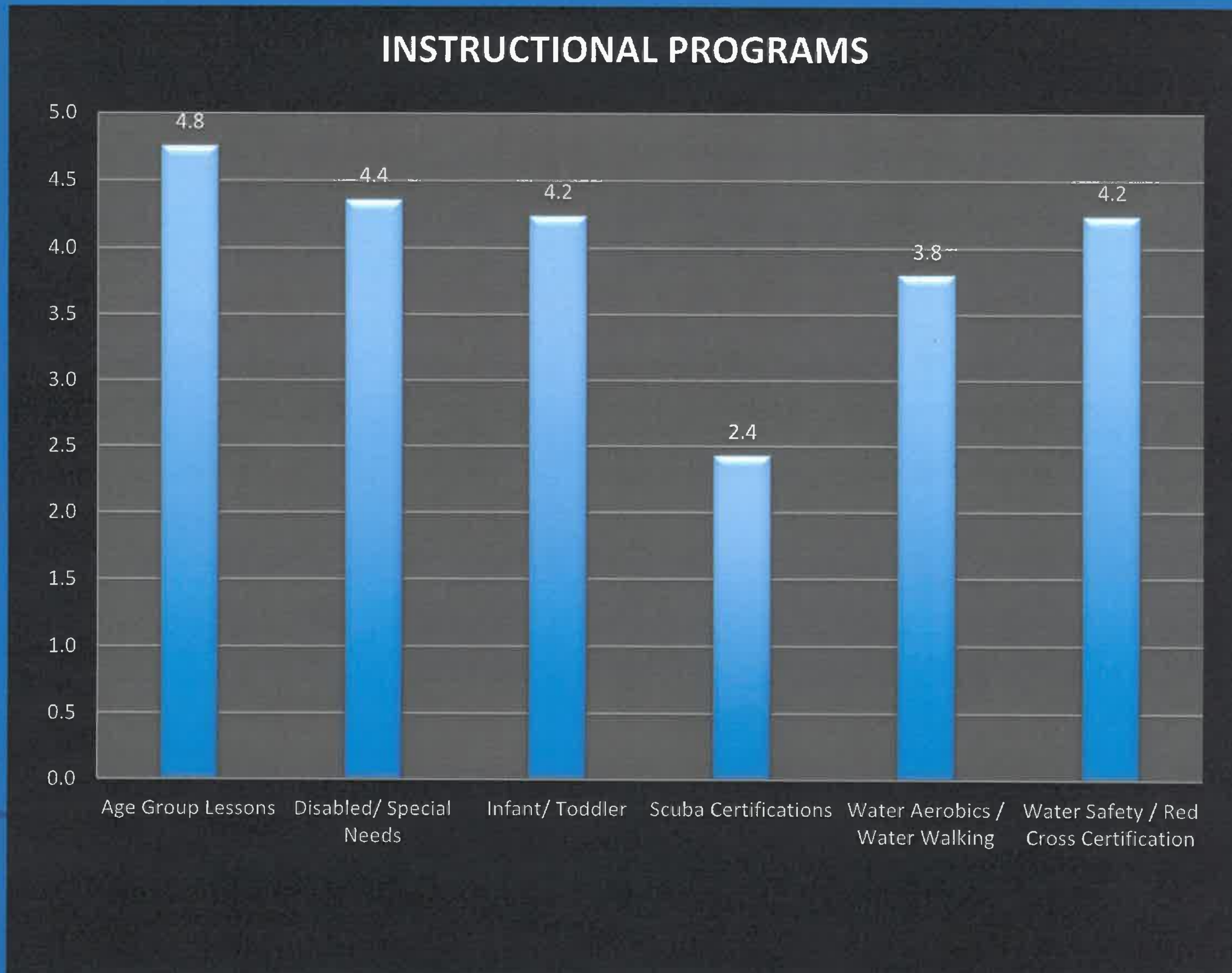
Goals and Objectives

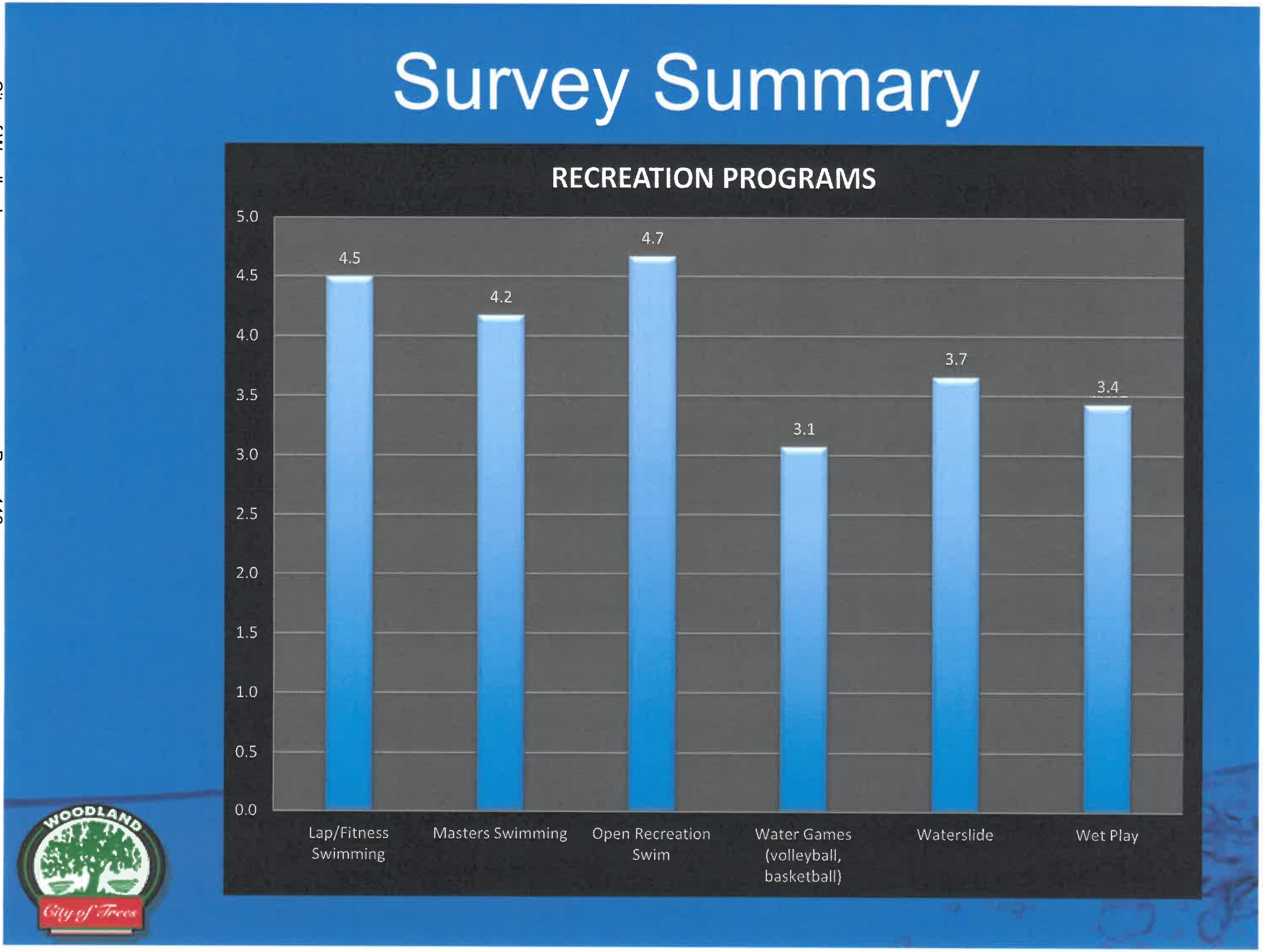
- Support the pursuit of excellence in aquatic sports
- Create a “Wow” factor
- Provide economic benefit to Woodland and local business
- Be responsible stewards of the public’s money and resources
- Develop facilities that are environmentally sensitive and sustainable

Survey Summary

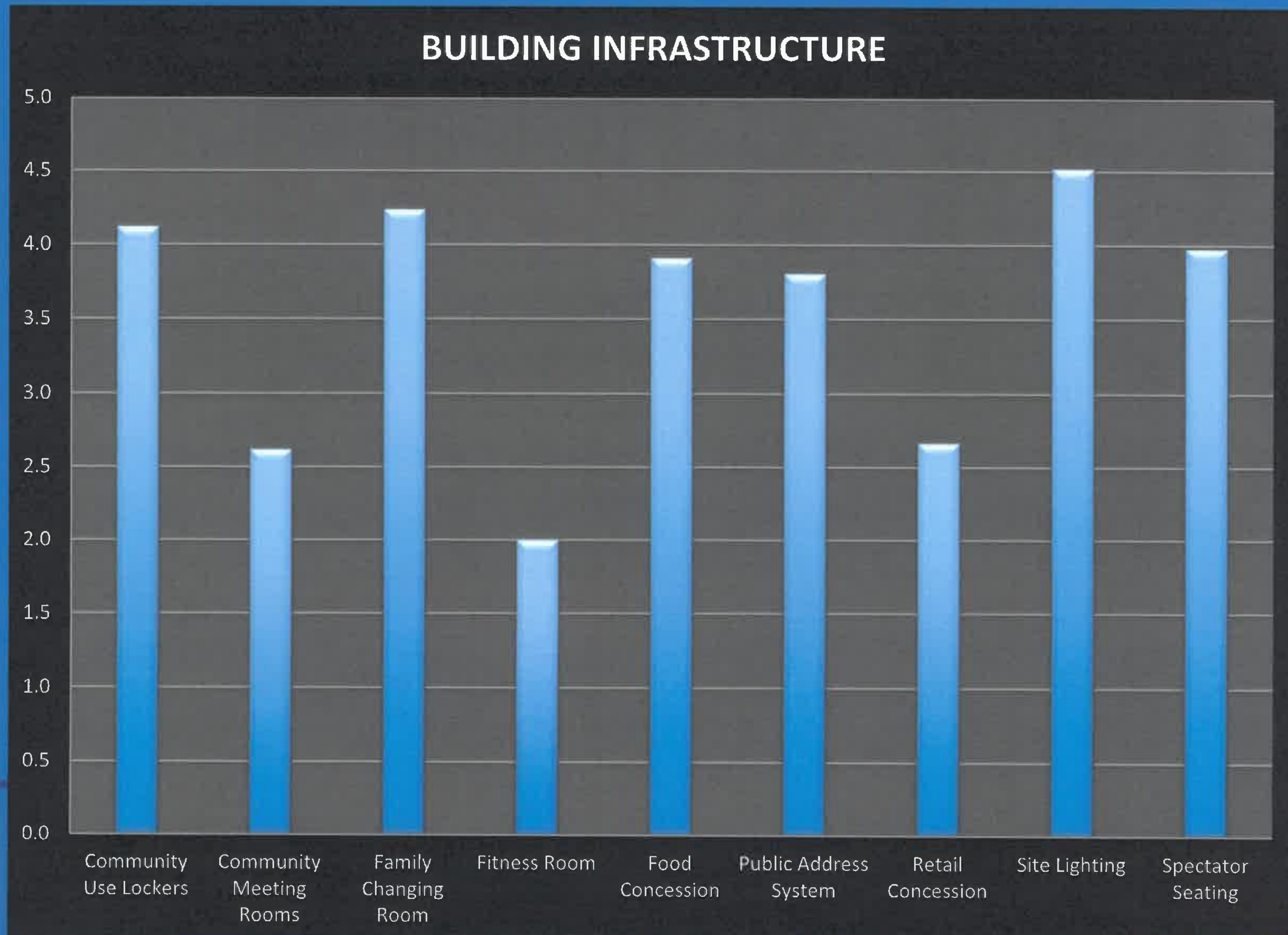


Survey Summary

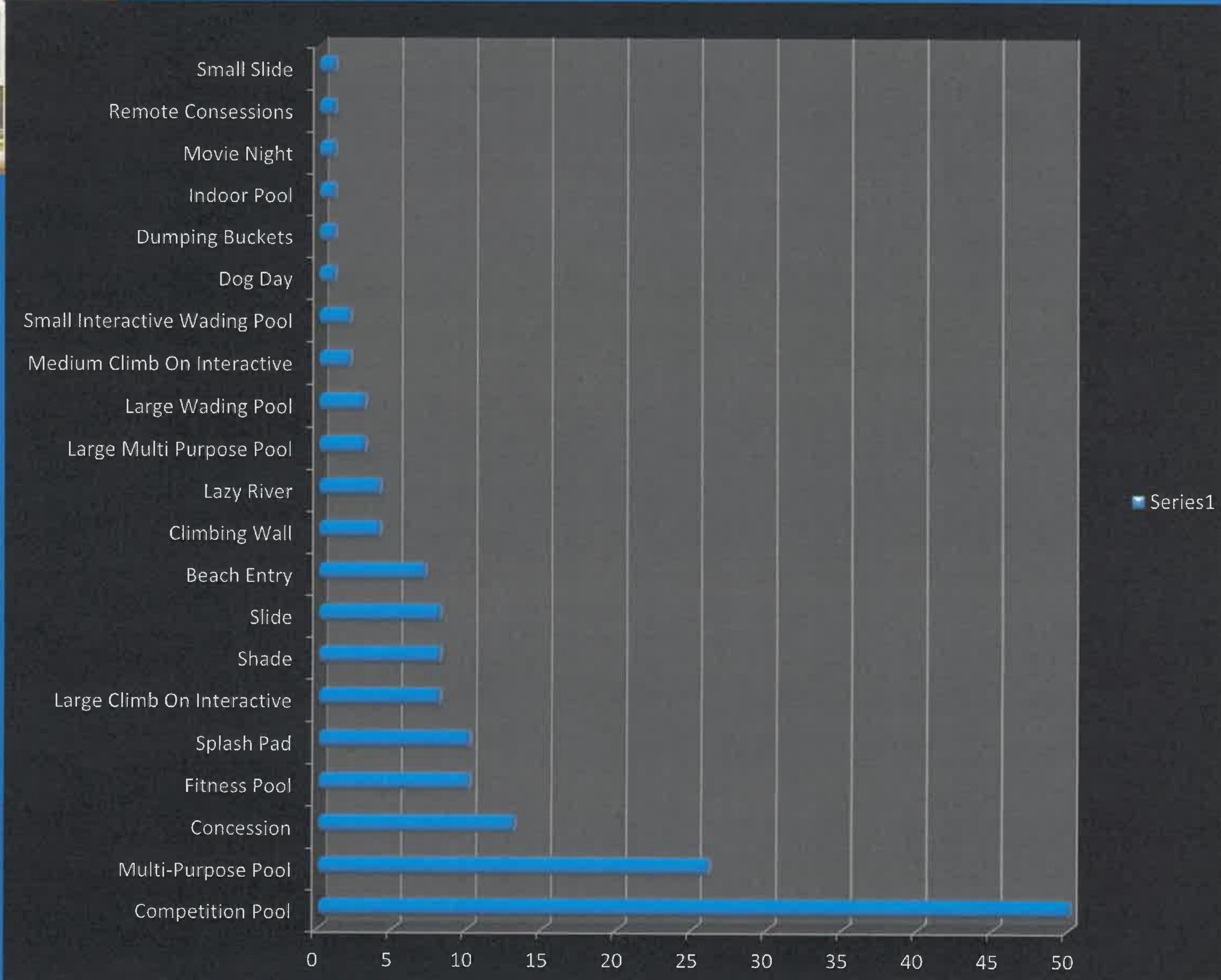



Survey Summary
RECREATION PROGRAMS
5.0
4.5
4.0
3.5
3.0
2.5
2.0
1.5
1.0
0.5
0.0
4.5
4.2
4.7
3.1
3.7
3.4
Lap/Fitness Swimming
Masters Swimming
Open Recreation Swim
Water Games (volleyball, basketball)
Waterslide
Wet Play
WOODLAND
City of Trees

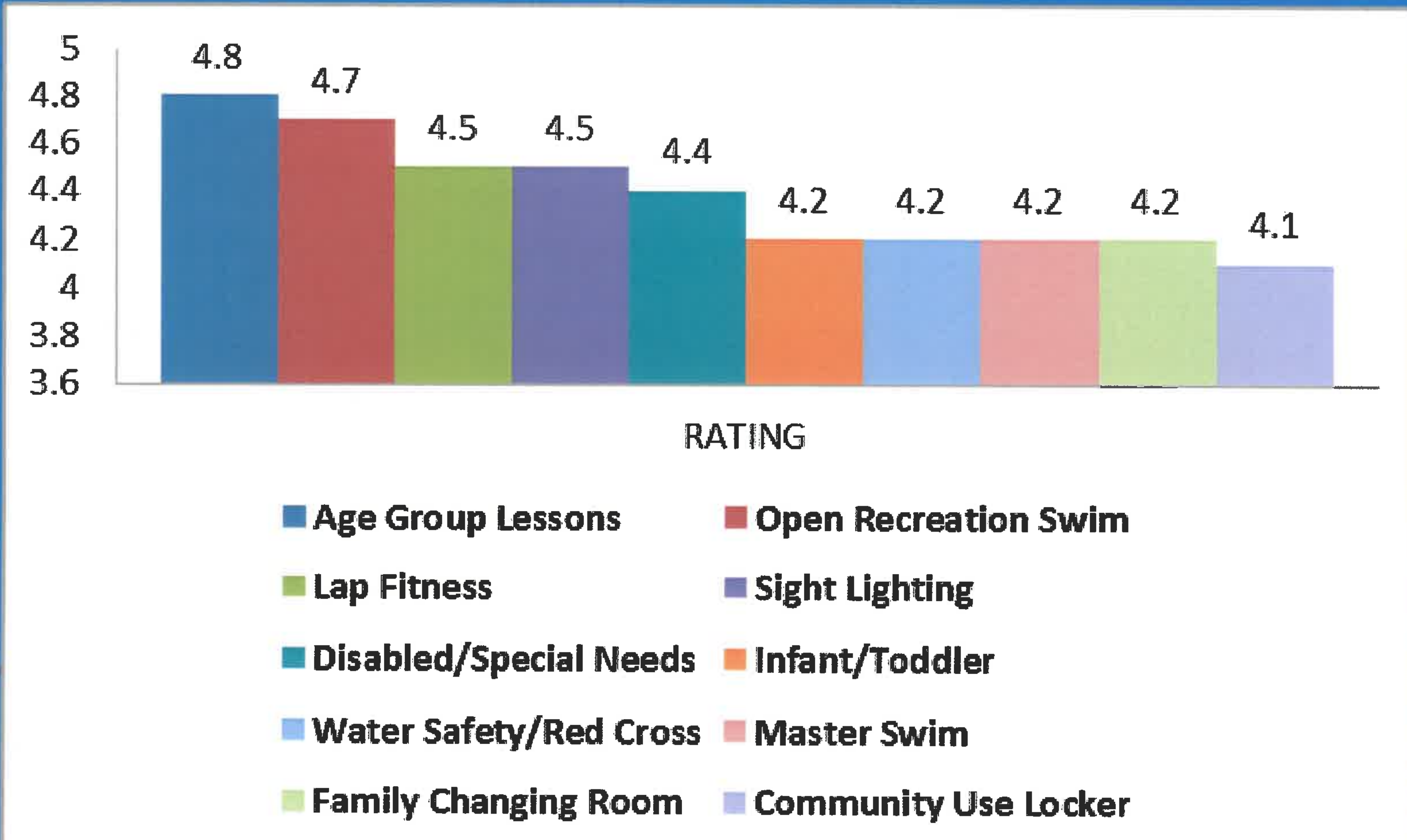
Survey Summary



Board Vote Summary

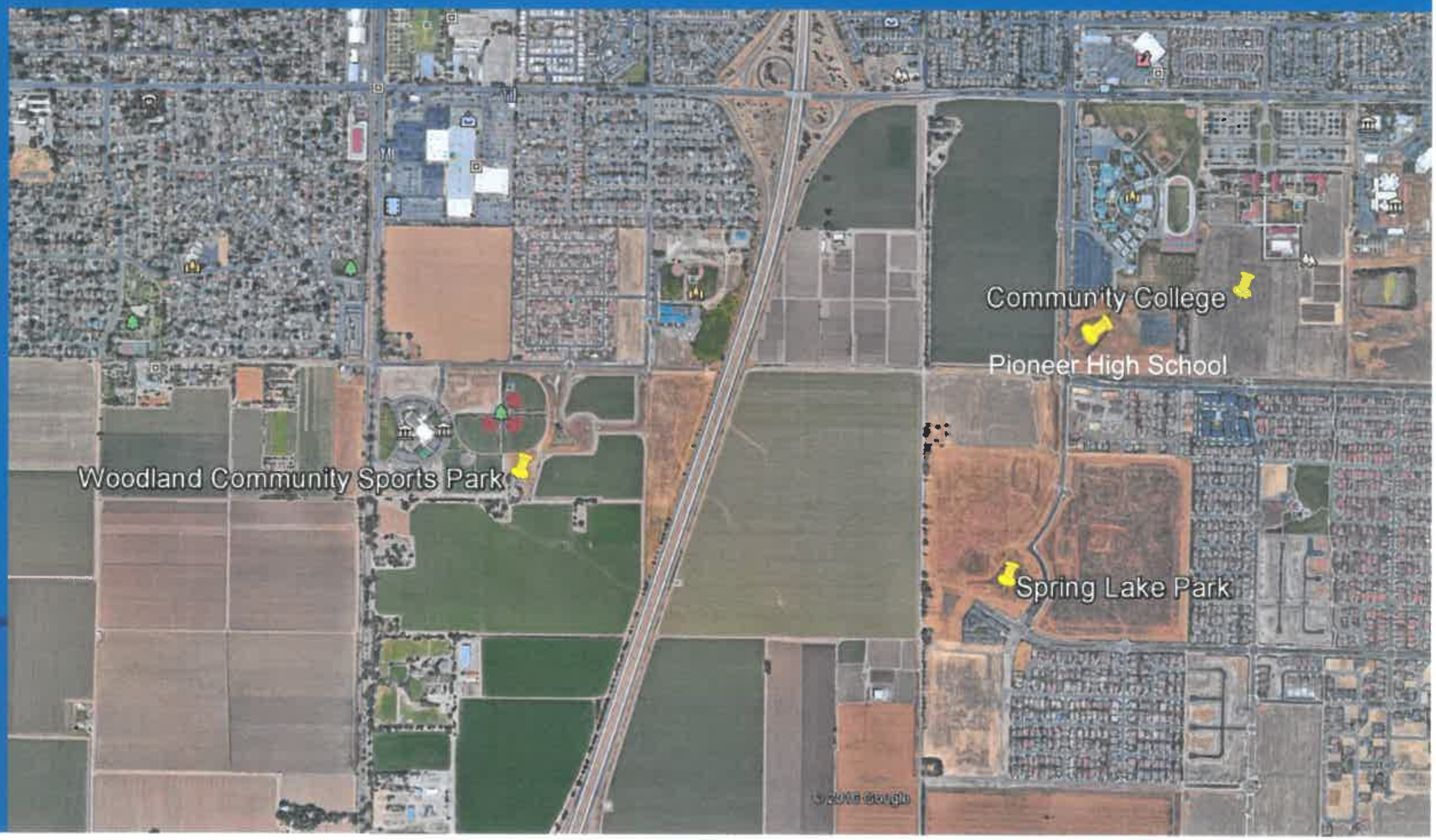


Community Survey
Top Ten



Project Site Options

- Woodland Sports Park
- Woodland Community College
- Spring Lake
- Pioneer High School



Project &
Construction Costs

Construction Costs

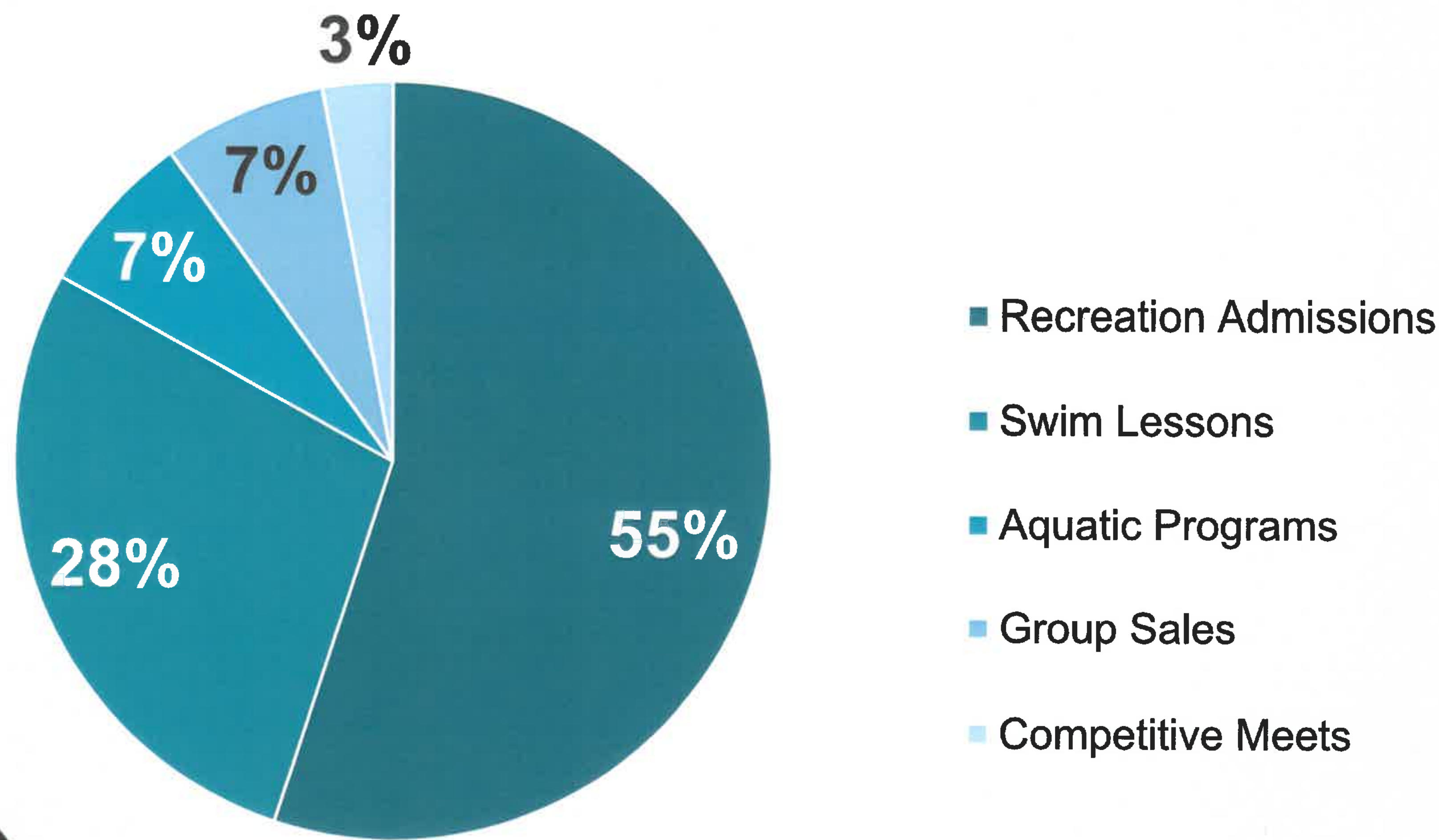
- Building Gross Square Footage Costs
- Site Costs
  - Preparation/Mobilization
  - Infrastructure
  - Site Improvements & Landscaping
  - Parking
  - Fixed Equipment Costs

Soft Costs

- Design and Engineering
- Site Development
- Fees and Testing
- Equipment and Furnishings
- Contingencies

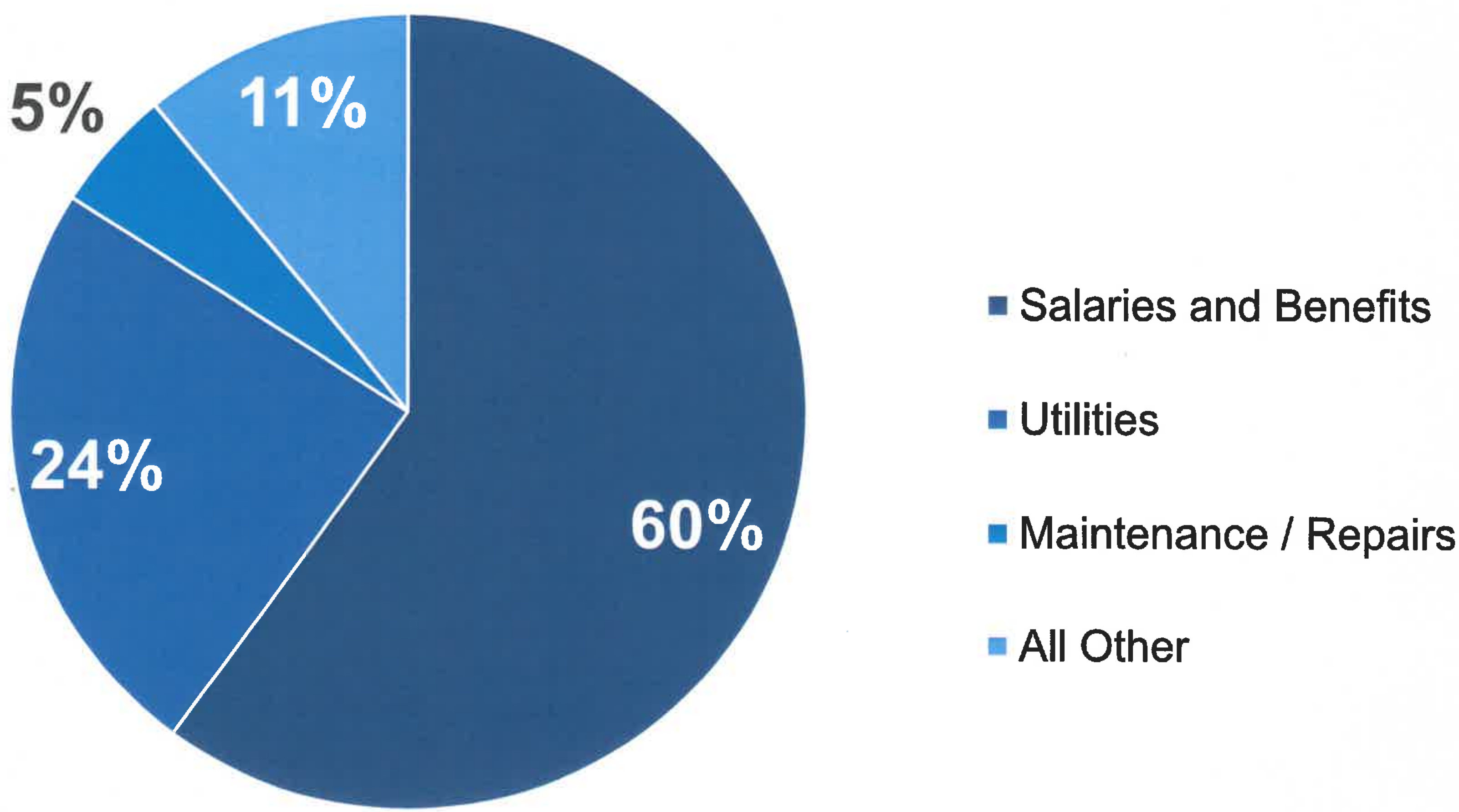
Cost Recovery

Revenue



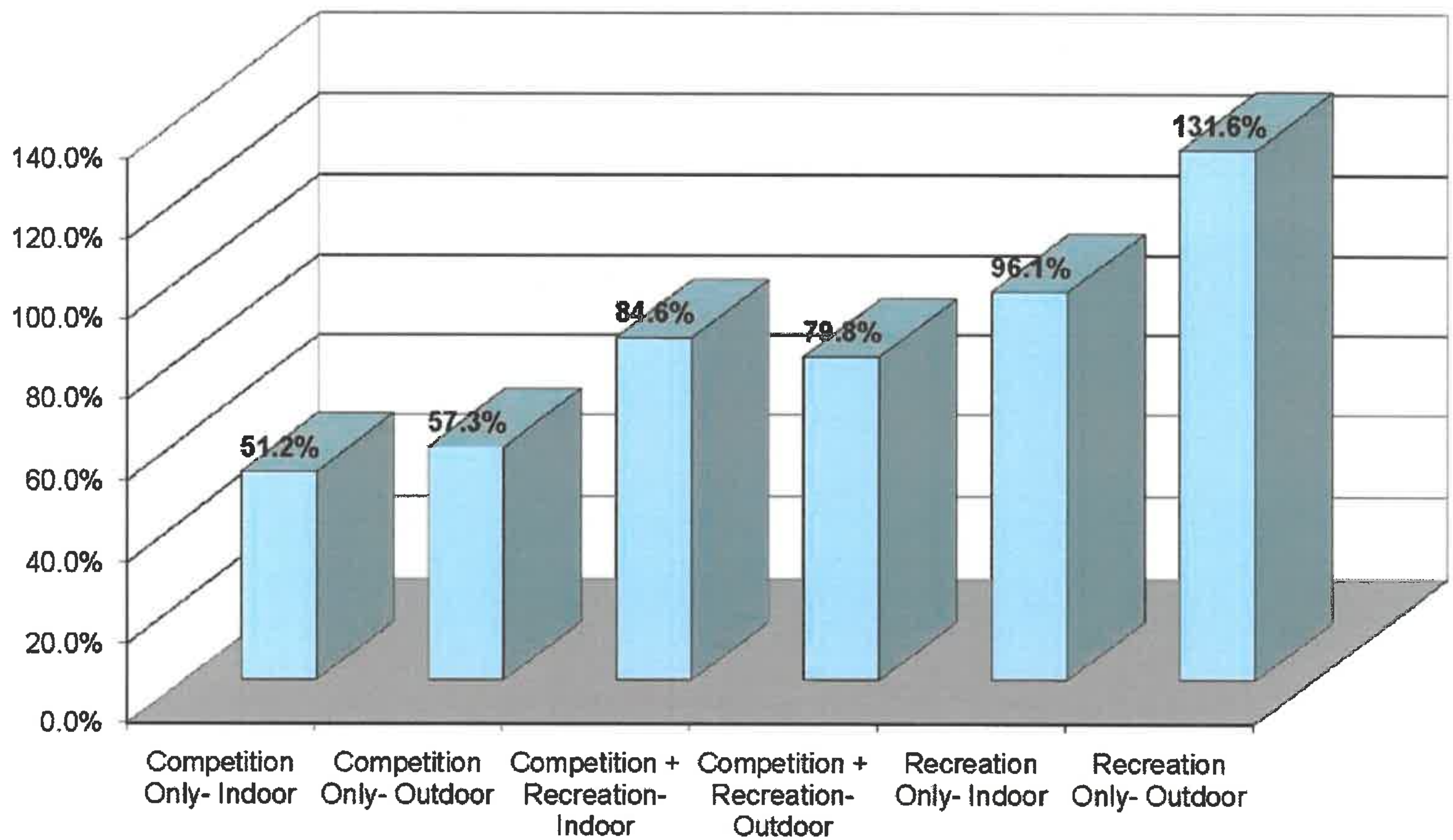
3%
7%
7%
28%
55%
Recreation Admissions
Swim Lessons
Aquatic Programs
Group Sales
Competitive Meets

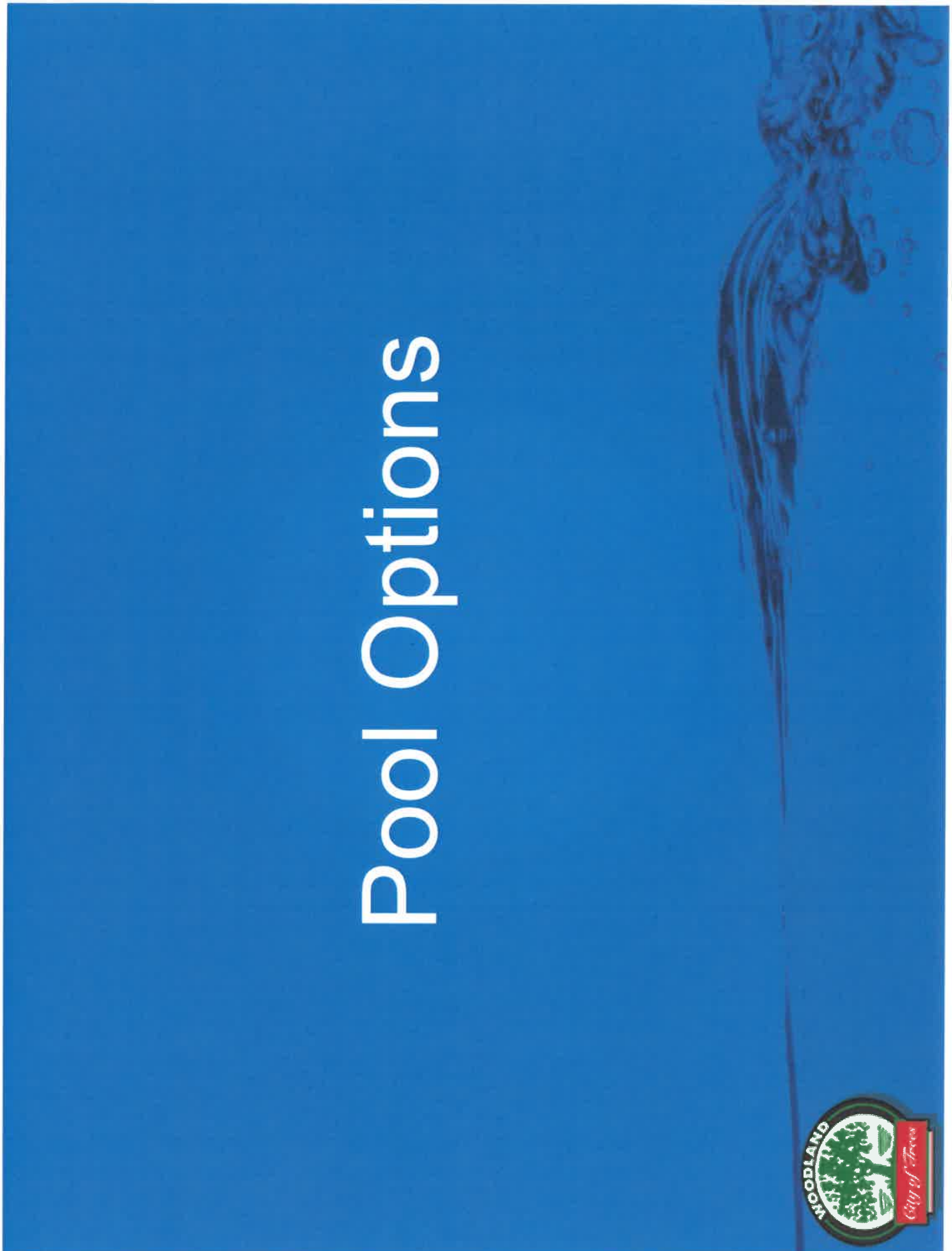
Expenses



5%
11%
24%
60%
Salaries and Benefits
Utilities
Maintenance / Repairs
All Other

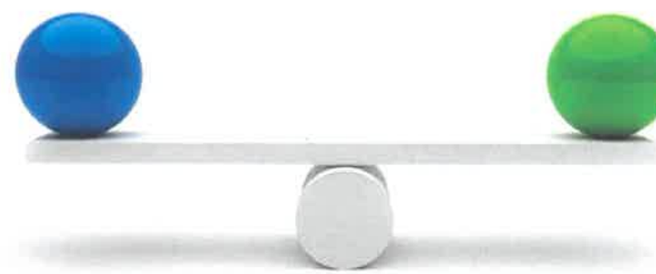
Cost Recovery




Pool Options

The Right Balance

- Identify City Goals and Objectives
- Market/Programming
- Space Program
- Site Opportunities
- Project Operating
- Costs and Revenue
- Project Budget

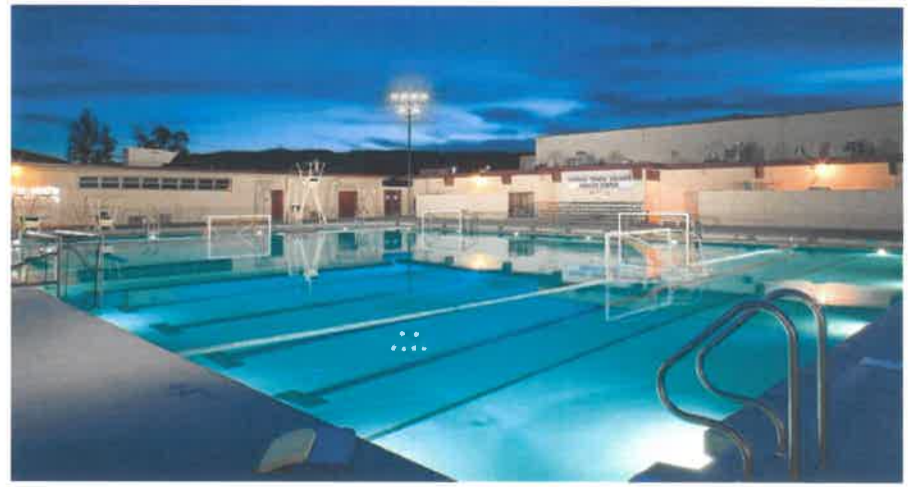


50-Meter x 25-Yard Pool

- Lanes: 20
- Depth: 3.5’ – 12’
- Uses: Competitive Aquatics (Swim, Water polo, Synchro), Advanced Instruction
- Square Feet: 12,300
- Construction Cost (Pool Only): $2,275,500
- Estimated Subsidy: ($500,000)

30-Meter x 25-Yard Pool

- Lanes: 12
- Depth: 3.5’ – 12.5’
- Uses: Competitive Aquatics (Swim, Water polo, Diving, Synchro), Advanced Swim Instruction, Recreation Swim
- Square Feet: 7,380
- Construction Cost (Pool Only): $1,376,000
- Estimated Subsidy: ($300,000)



25-Yard x 9-Lane Pool

- Lanes: 9
- Depth: 3.5” – 7’
- Uses: Lap Swim, Swim Instruction, Recreation Swim, Water Exercise
- Square Feet: 4,925
- Construction Cost (Pool Only): $911,000
- Estimated Subsidy: ($200,000)

25-Yard x 9-Lane Pool

- Lanes: 6
- Depth: 3.5” – 5’
- Uses: Lap Swim, Swim Instruction, Recreation Swim, Water Exercise
- Square Feet: 3,425
- Construction Cost (Pool Only): $650,000
- Estimated Subsidy: ($175,000)

Teaching Pool

- Lanes: 3
- Depth: 3.5’ – 4.5’
- Uses: Lap Swim, Swim Instruction, Water Exercise, Rehabilitation
- Square Feet: 1,625
- Construction Cost (Pool Only): $236,000
- Estimated Net Revenue: $50,000

Multipurpose Recreation Pool

- Lanes: Optional
- Depth: 0' – 4'
- Uses: Lap Swim, Swim Instruction, Family & Recreation Swim, Water Exercise, Rehabilitation
- Square Feet: 4,715
- Construction Cost (Pool Only): $1,272,000
- Estimated Net Revenue: $100,000

Recreation/Wading Pool

- Lanes: 0
- Depth: 0' – 2'
- Uses: Family & Recreation Swim
- Square Feet: 5,000
- Construction Cost (Pool Only): $390,000
- Estimated Net Revenue: $0

Splash Pad

- Lanes: 0
- Depth: 0’
- Uses: Water Play
- Construction Cost: $250,000
- Estimated Net Revenue: $25,000

Waterslide with Run-Out

- Lanes: 0
- Depth: n/a
- Uses: Water Play
- Construction Cost (Waterslide Only): $300,000
- Estimated Net Revenue: $50,000

Building Support Spaces

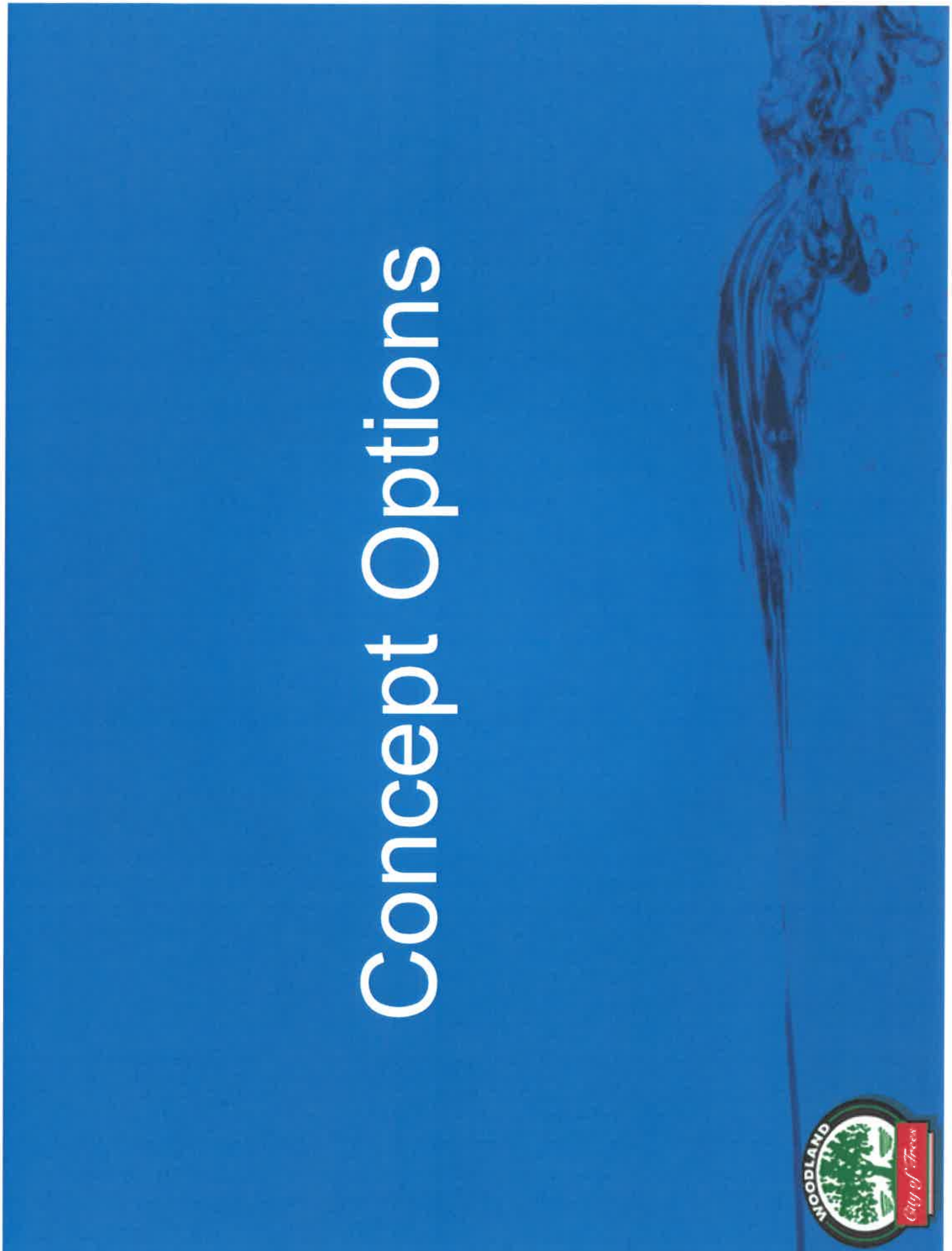
Required Spaces:

- Lobby/Entry/Control Desk
- Public Locker Rooms, Showers & Bathrooms
- Family Changing Rooms
- Staff Office
- Classroom/Meeting Room
- Concession
- Lifeguard/First Aid/Training
- Pool & Chemical Storage
- Pool Mechanical
- Janitorial

Building Support Spaces

Additional Options:

- Team Locker Rooms, Showers, & Bathrooms
- Coach Offices
- Timing Station
- Birthday Party Rooms
- Fitness Center or Weight Training Room
- Aerobics/Yoga Studio
- Events Center
- Child watch
- Playground or Lounge

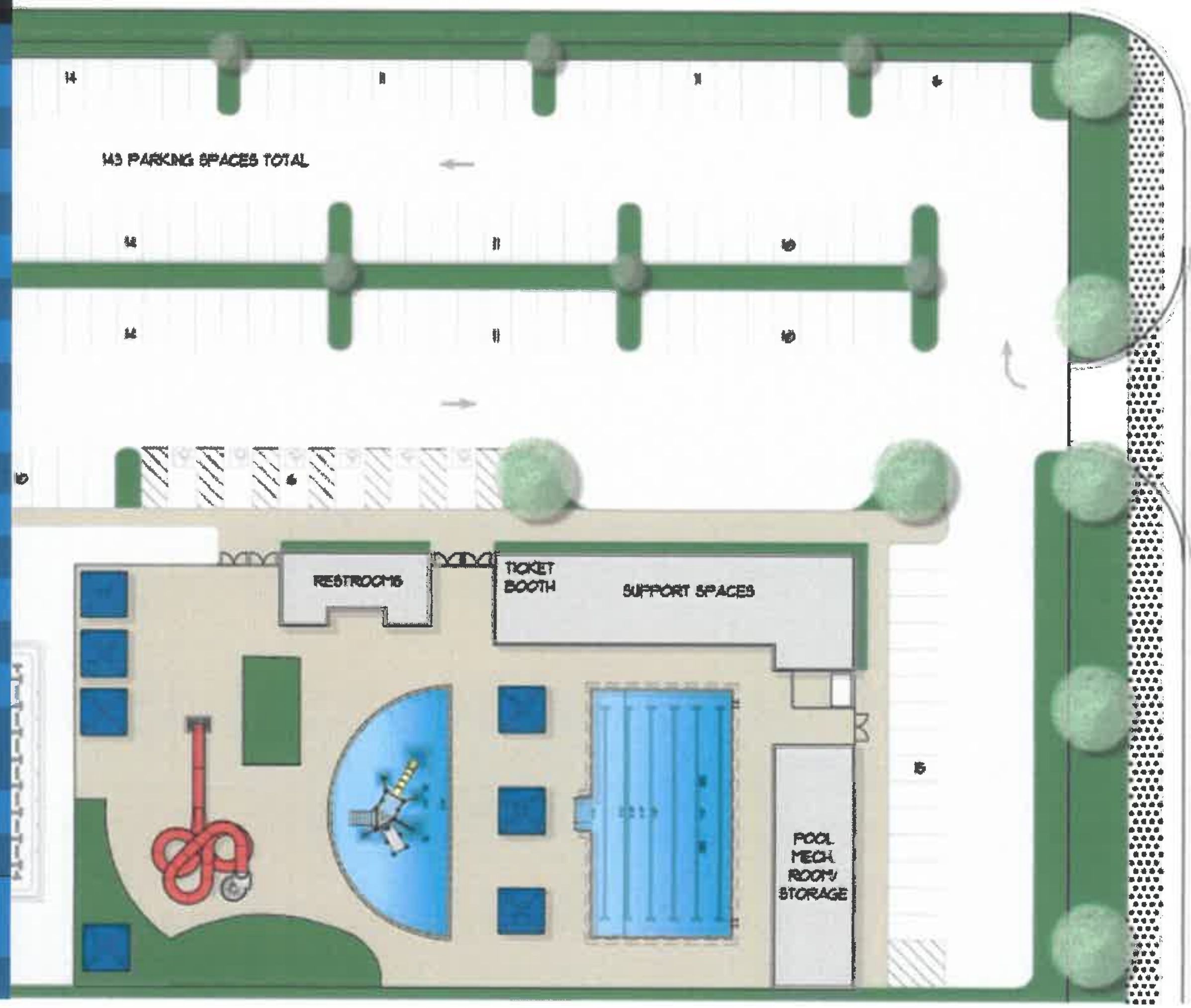

Concept Options

Option 1

143 PARKING SPACES TOTAL
SUPPORT SPACES
TICKET BOOTH
RESTROOMS
POOL
MECH
ROOM/
STORAGE
FUTURE AQUATICS
OPTION 1
1"=30'
City of Trees

Option 1

ITEM	DESCRIPTION	AREA (SQ. FT.)
1.1	**6-Lane Pool**	**3,425**
1.2	**Play Pool**	**2,000**
1.3	**Pool Decking**	**8,138**
1.4	**Shade Areas**	**1,500**
1.5	Entry/Lobby	1,300
1.6	Lockers (25)/Bathrooms	885
1.7	Operators Office	0
1.8	Aquatics Office	150
1.9	Classroom	800
1.10	Concession	500
1.11	Lifeguard/First Aid	500
1.12	Meet Mgt.	0
1.13	Indoor Storage	400
1.14	Pool Mechanical	1,200
1.15	Custodial	64
1.16	**TOTAL BUILDING**	**7,489**
1.17	**Parking Spaces (143)**	**43,000**
1.18	**Sidewalks**	**2,526**
1.19	**Landscape**	**10,526**
1.20	**TOTAL SQAURE FEET**	**78,332**
1.21	**TOTAL ACRES**	**1.8**



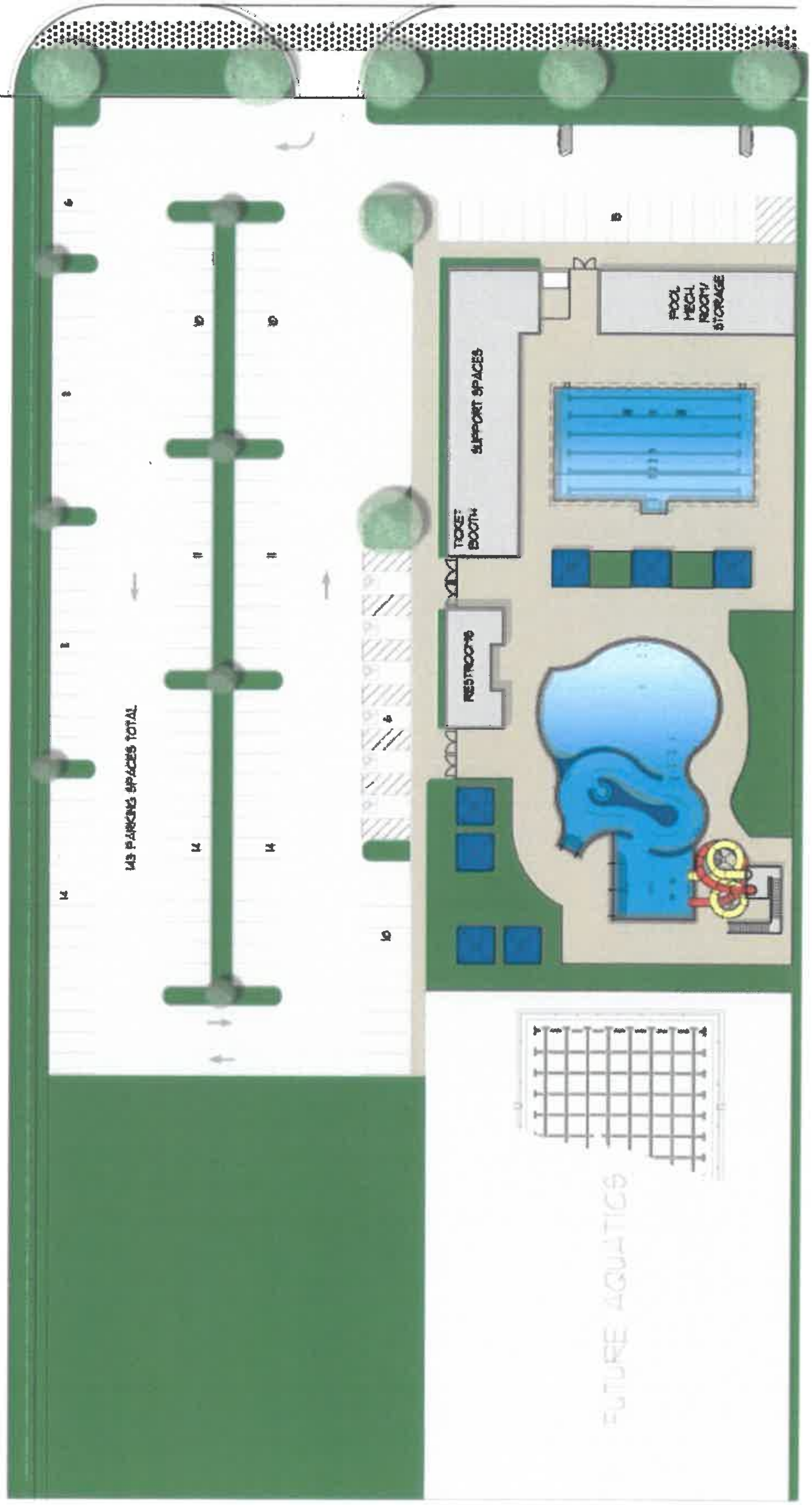
OPTION 1
1"=30'

Option 1

Project Estimate: $7,400,000

	ORDER OF MAGNITUDE
Annual Operating Revenue	$600k - $700k
Annual Operating Expenses	($700k) – ($800k)
Required Subsidy	**($100k) – ($200k)**

Option 2



OPTION 2

Option 2

ITEM	DESCRIPTION	AREA (SQ. FT.)
2.1	**6-Lane Pool**	**3,425**
2.2	**Recreation Pool**	**4,800**
2.3	**Pool Decking**	**12,338**
2.4	**Shade Areas**	**1,500**
2.5	Entry/Lobby	1,300
2.6	Lockers (25)/Bathrooms	1,055
2.7	Operators Office	0
2.8	Aquatics Office	150
2.9	Classroom	800
2.10	Concession	500
2.11	Lifeguard/First Aid	500
2.12	Meet Mgt.	0
2.13	Indoor Storage	400
2.14	Pool Mechanical	1,100
2.15	Custodial	64
2.16	**TOTAL BUILDING**	**7,576**
2.17	**Parking Spaces (143)**	**43,000**
2.18	**Sidewalks**	**3,377**
2.19	**Landscape**	**14,069**
2.20	**TOTAL SQAURE FEET**	**90,085**
2.21	**TOTAL ACRES**	**2.1**

OPTION 2

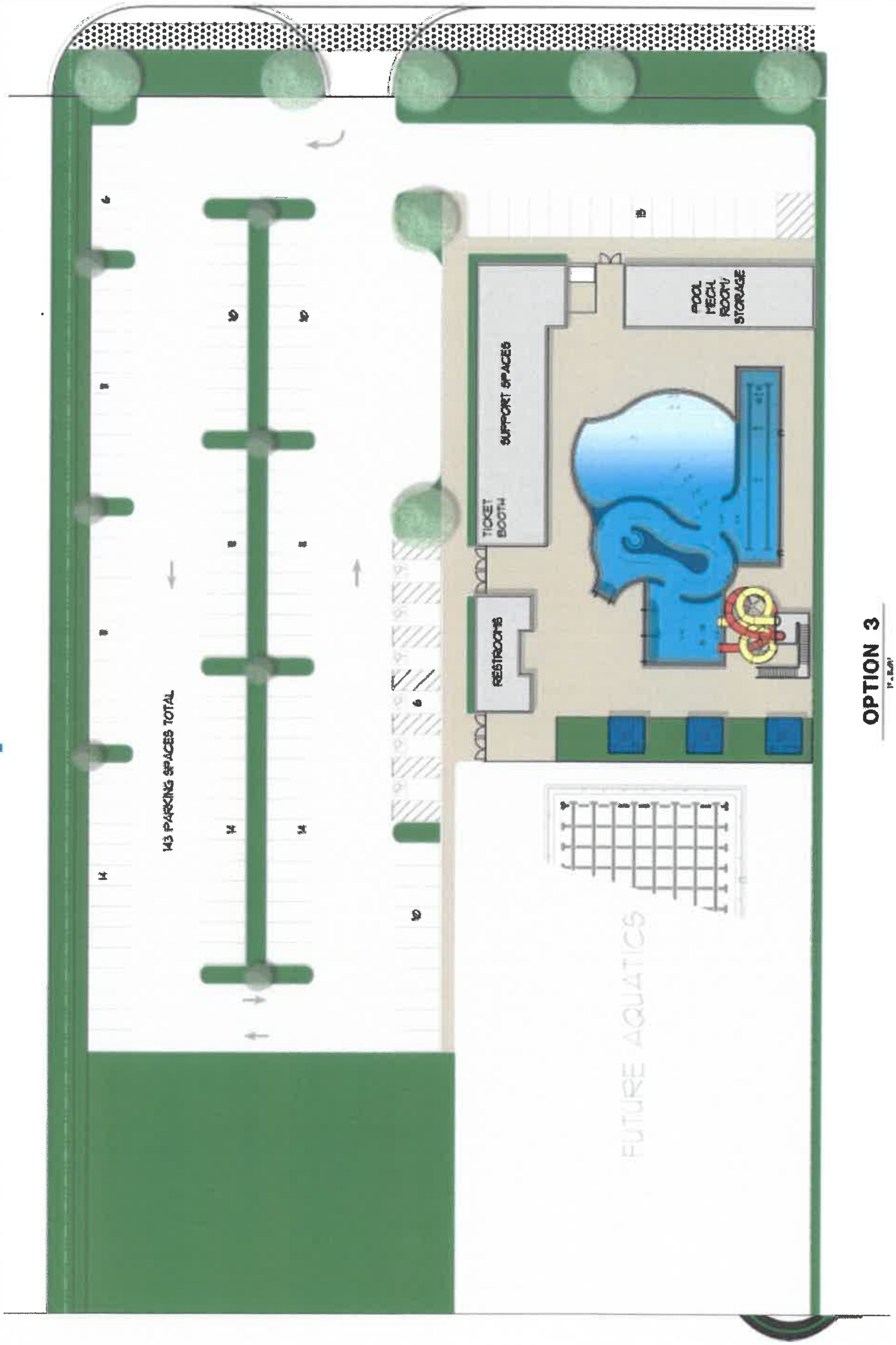
1"=50'

Option 2

Project Estimate: $8,300,000

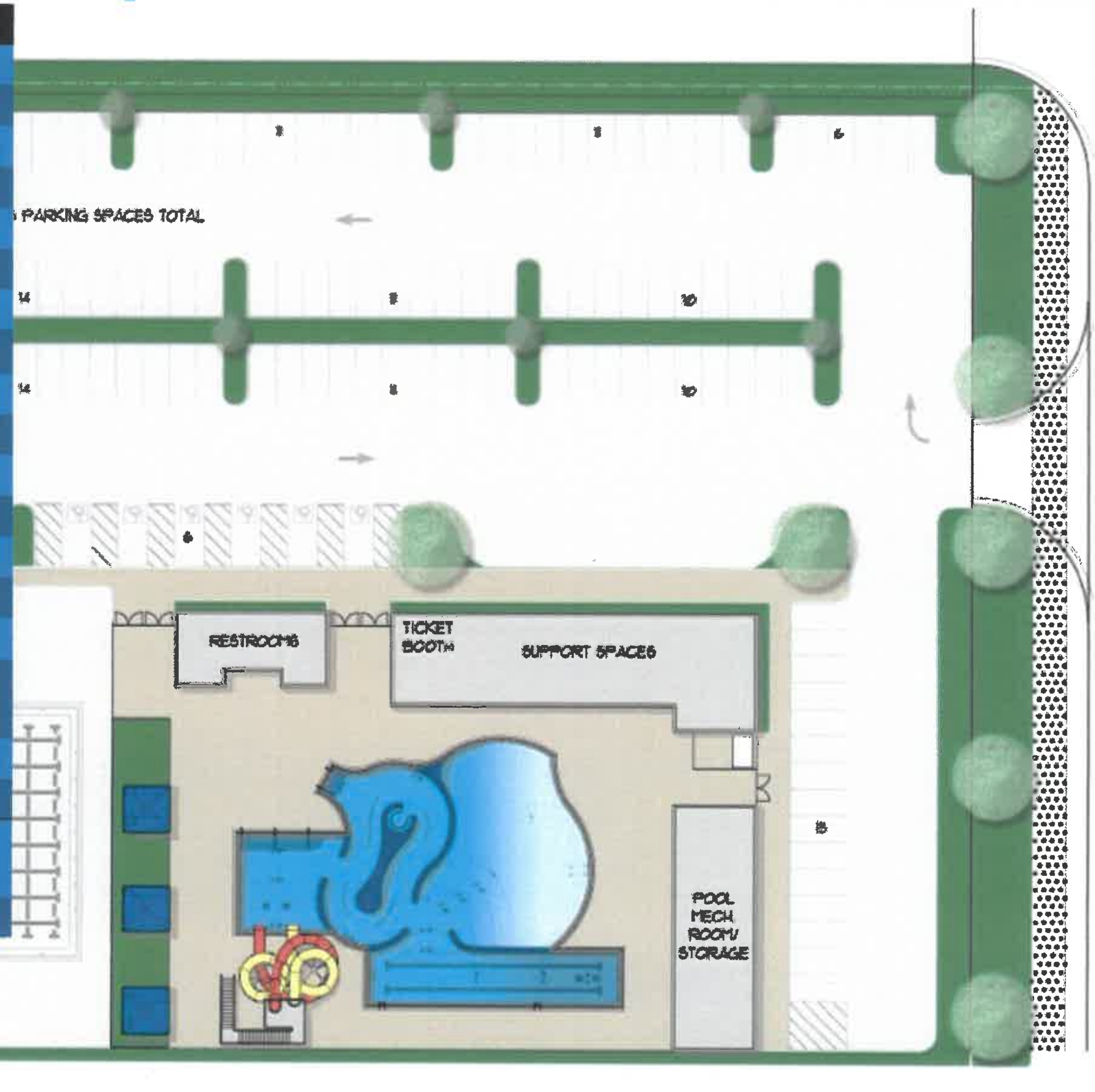
	ORDER OF MAGNITUDE
Annual Operating Revenue	$700k - $800k
Annual Operating Expenses	($750k) – ($800k)
Required Subsidy	**($50k) – 0**

Option 3


143 PARKING SPACES TOTAL
SUPPORT SPACES
TICKET BOOTH
RESTROOMS
POOL MECH ROOM/ STORAGE
FUTURE AQUATICS
OPTION 3

Option 3

ITEM	DESCRIPTION	AREA (SQ. FT.)
3.1	**Multi-Purpose Pool**	**6,100**
3.2	**Pool Decking**	**9,150**
3.3	**Shade Areas**	**1,500**
3.4	Entry/Lobby	1,300
3.5	Lockers (25)/Bathrooms	905
3.6	Operators Office	0
3.7	Aquatics Office	150
3.8	Classroom	800
3.9	Concession	500
3.10	Lifeguard/First Aid	500
3.11	Communication.	0
3.12	Indoor Storage	400
3.13	Pool Mechanical	1,100
3.14	Custodial	64
3.15	**TOTAL BUILDING**	**7,389**
3.16	**Parking Spaces (143)**	**43,000**
3.17	**Sidewalks**	**2,717**
3.18	**Landscape**	**11,320**
3.19	**TOTAL SQAURE FEET**	**81,176**
3.20	**TOTAL ACRES**	**1.9**



OPTION 3

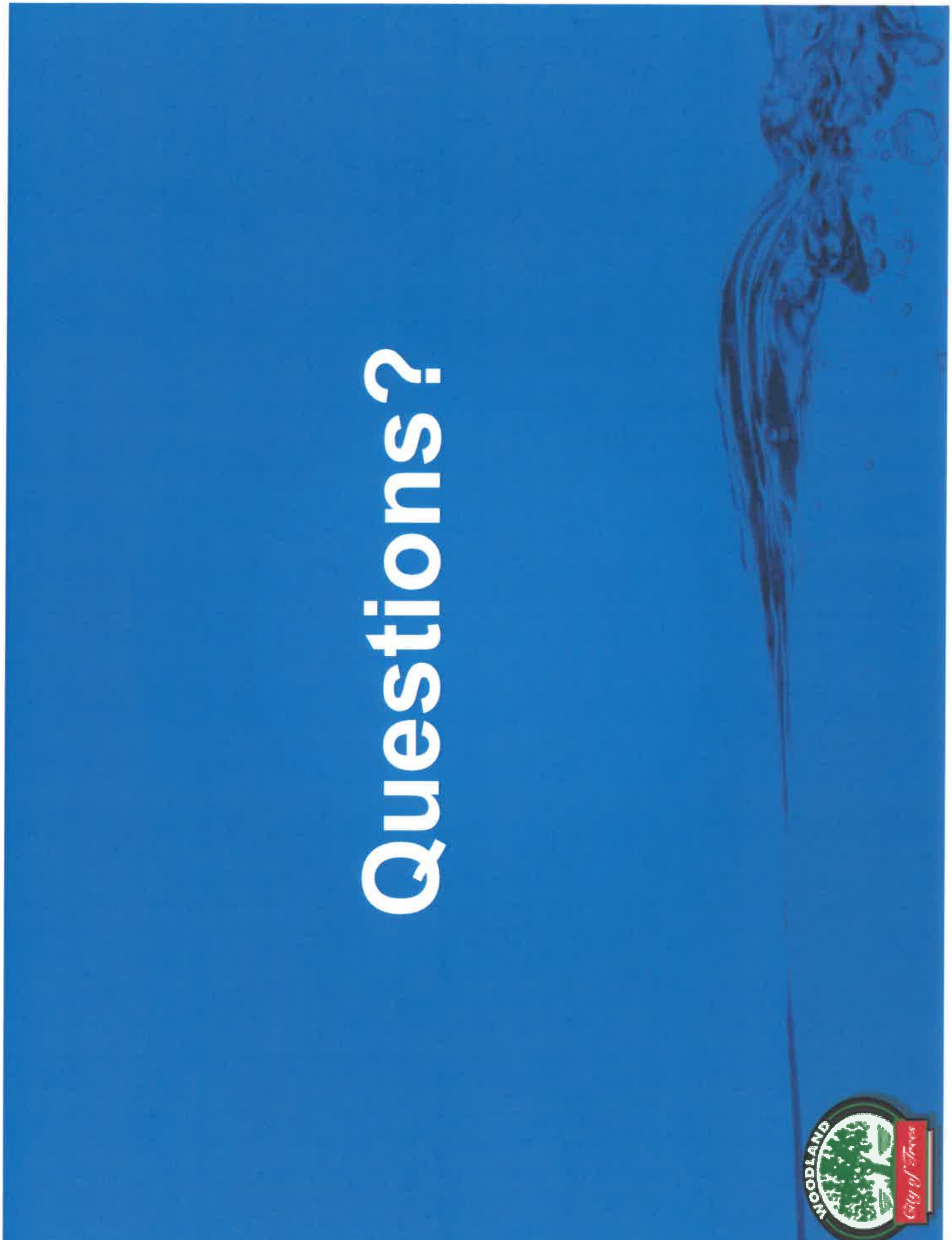
Option 3

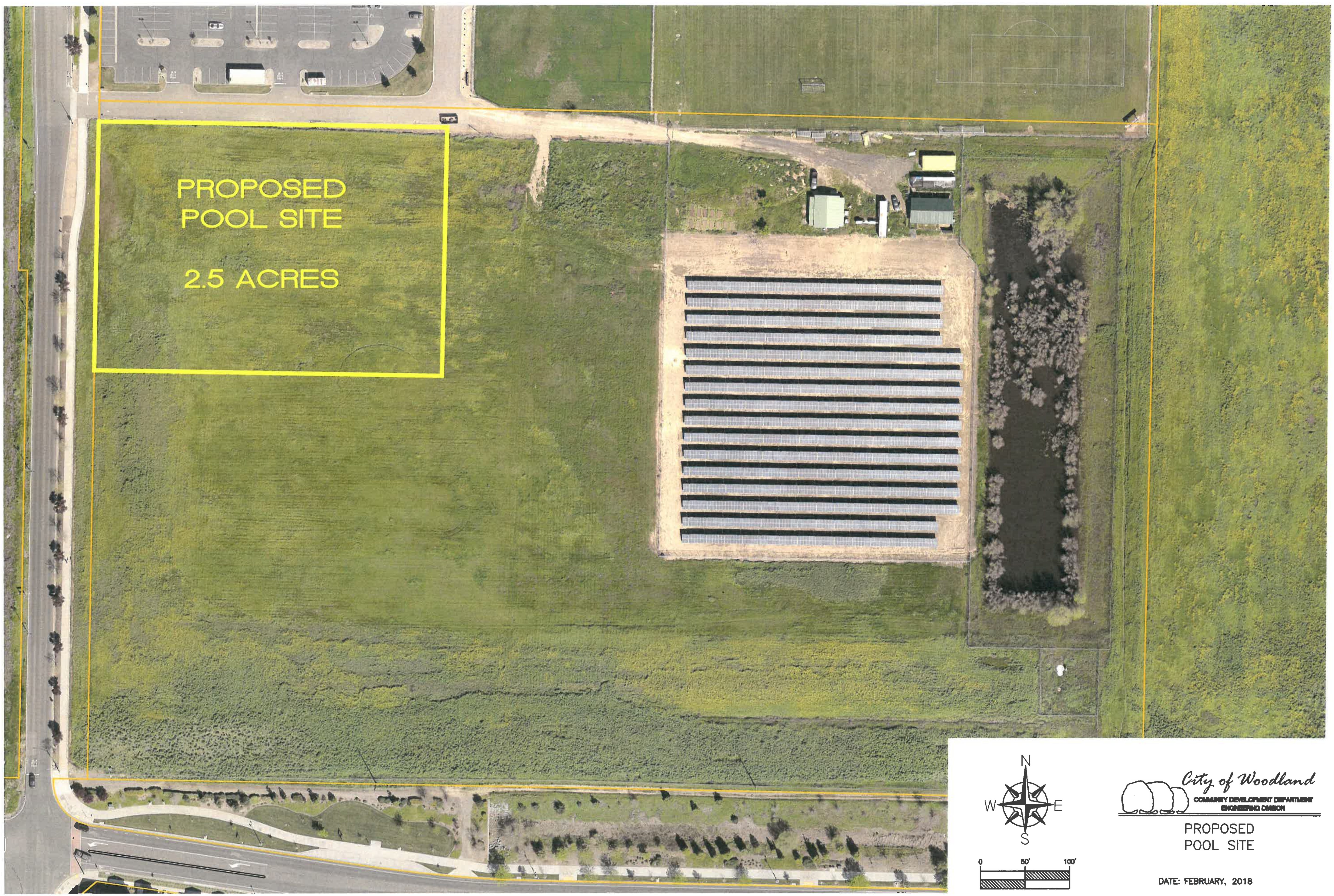
Project Estimate: $7,600,000

	ORDER OF MAGNITUDE
Annual Operating Revenue	$600k - $700k
Annual Operating Expenses	($700k) – ($750k)
Net Subsidy	**($100k) – ($150k)**

Next Steps

- Selection of Preferred Alternative
- Finalize Plans and Costs
- Develop Estimates of Revenue, Expenses, and Cost Recovery
- Submit Report
- Present to Council - February


Questions?


PROPOSED
POOL SITE
2.5 ACRES
N
W
E
S
0
50'
100'
City of Woodland
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION
PROPOSED
POOL SITE
DATE: FEBRUARY, 2018

TO: THE HONORABLE MAYOR AND CITY COUNCIL
DATE: March 6, 2018
ITEM #: 14.
SUBJECT: Renaming of Southland Park

Recommendation for Action:
Staff recommends that the City Council adopt Resolution No. _____, approving the renaming of Southland Park to Gracie Hiddleson Park.

Staff Contact:
Alex Halcon, Management Analyst, (530) 661-5885, alex.halcon@cityofwoodland.org

Fiscal Impact:
This action will require $9,000 to purchase monuments with the new park name as well as a monument to mount the plaque dedicated to Gracie Hiddleson, which was preserved from Hiddleson Pool facility prior to its demolition. It is recommended that funding be provided by the remaining balance from the Hiddleson Pool demolition project.

Background:
Southland Park, one of the City's 21 parks, is located at 1310 College Street. The park is approximately 3.2 acres and includes a playground, covered picnic area, sand box, and restroom facility. According to information available, the land for Southland Park was donated to the City between 1950-1955. The City established Southland Park in 1955 naming it such because it was the southernmost park in the City at that time.

Woodland Municipal Pool, constructed in 1948 at 1127 Elm Street, is located just north of the land dedicated to the City which became Southland Park. Woodland Municipal Pool was renamed to Gracie Hiddleson Municipal Pool in November 1995 after Gracie Hiddleson who was a community member and dedicated volunteer within the community.

The City recognized Gracie Hiddleson with a Community Service Award in 1986 for her volunteer work with organizations such as the Red Cross, YMCA, and throughout the community. She was an avid swimmer who swam competitively in her senior years winning numerous medals, as well as being a teacher for the City's Adaptive Aquatic classes.

Discussion:
Last operated in 2008, Gracie Hiddleson Pool was closed due to budget constraints and the high cost of operating the facility. In 2013, a group of citizens formed a committee with a goal of raising funds to reopen the pool. The City collaborated with the citizen committee and funded a needs assessment for Hiddleson Pool in 2014. It was found through the needs assessment that it was cost prohibitive to renovate the existing facility. Based on the analysis a determination was made to demolish the pool. Demolition of the pool was completed in 2017. The previous pool site comprised of approximately 0.75 acres will be added as an extension to the park. Staff is currently evaluating final land use options for the former pool site compatible with the existing park.

In consideration of Mrs. Hiddlesons contributions and service to the community, it is recommended that the City rename Southland Park to Gracie Hiddleson Park to reinforce its commitment to honor Mrs. Hiddleson with the naming of a city facility after her.

Commission/Committee Recommendation:
This item was considered at the Parks and Recreation Commission on February 26, 2018. The Commission supports the recommendation to rename Southland Park to Gracie Hiddleson Park.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, approving the renaming of Southland Park to Gracie Hiddleson Park.

Prepared By: Alex Halcon, Management Analyst

Reviewed By: Christine Engel, Community Services Director

ATTACHMENTS:

Description	Upload Date	Type
Resolution	2/28/2018	Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE RENAMING OF SOUTHLAND PARK TO GRACIE HIDDLESON PARK

WHEREAS, the City of Woodland established Southland Park in 1955 on land just south of the Woodland Municipal Pool; and

WHEREAS, Woodland Municipal Pool was constructed in 1948; and

WHEREAS, the City of Woodland recognized Gracie Hiddleson with a community service award in 1986; and

WHEREAS, Woodland Municipal Pool was renamed Gracie Hiddleson Municipal Pool in November 1995; and

WHEREAS, Gracie Hiddleson Municipal Pool was last operated in 2008 and subsequently demolished in 2017; and

WHEREAS, the City of Woodland wants to reinforce its commitment to honor Gracie Hiddleson with the naming Southland Park in her honor; and

WHEREAS, the City of Woodland Parks and Recreation Commission approved the renaming of Southland Park to Gracie Hiddleson Park on February 26, 2018; and

WHEREAS, the City of Woodland expects to have approximately $9000 in expenses related to the renaming of Southland Park to Gracie Hiddleson park; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND that Southland Park Shall be renamed to Gracie Hiddleson Park.

PASSED AND ADOPTED by the City Council this 6th day of March, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Enrique Fernandez, Mayor

ATTEST:

____
Jennifer Robinson, Deputy City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
DATE:	March 6, 2018
ITEM #:	15.
SUBJECT:	Fiscal Year 2017/18 Mid-Year Budget Update

Recommendation for Action:
Information purposes only; no action required.

Staff Contact:
Evis Morales, Senior Management Analyst, (530) 661-5923, evis.morales@cityofwoodland.og

Fiscal Impact:
This informational item represents the Citywide revenue and expenditure results through the first six (6) months of fiscal year 2017/18, as well as updated General Fund projections through the end of the fiscal year.

Discussion:
The following represents selected highlights from the attached mid-year budget report. More detailed discussion of year to date activity and projected results are included in the attachments.

• All Funds revenues through the second quarter of fiscal year 2017/18 are $45.14 million, or 28% of the amended budget. General Fund revenues are $11.0 million or 23% of the amended budget, with many of the City's major tax revenues yet to be collected.

• Through the second quarter of FY2017/18, All Funds expenditures (not including encumbrances) totaled $60.24 million, or 28% of the amended budget. General Fund expenditures totaled $21.59 million, or 43% of the amended budget.

• General Fund year-to-date actuals show $10.27 million of $47.68 million in revenues received; however, staff is projecting that revenues will exceed the amended budget by $1,883,116 by fiscal year end.

• Through the second quarter of FY2017/18, General Fund expenditures total $21.59 million, or 43% of the adjusted budget and staff is projecting that overall expenditures will be over-budget by $1,524,206.

• General Fund expenditures by Department for the first six months of operations are $21.59 million, or 43% of the amended budget. Although year-to-date actuals show all departments are spending in line with their General Fund budgets through the first six months of operations, FY2017/18 end-of-year projections indicate expenditure overages in some department budgets, offset partially by savings in others.

• Based on the information presented herein, the General Fund - fund balance is projected to be $13.87 million or 31.3% of revenue. This compares favorably with the City Council's reserve policy of 20% and exceeds the $12.76 million (29.9%) fund balance expected with the adoption of the FY2017/18 budget.

General Fund Forecast

Attachment C to this report shows the current five year forecast for the General Fund. This forecast continues to show that, without implementation of measures to address the growing operating deficit, the General Fund reserves will fall below the 20% reserve target by FY20/21 and the annual operating deficit will grow to over $3 million.

Staff anticipates a detailed discussion of the budget and forecast, including potential General Fund balancing measures, at the March 20 Council meeting.

Conclusion:
This report represents an informational item and as such no Council action is required.

Prepared By: Evis Morales, Senior Management Analyst

Reviewed By: Kimberly McKinney, Finance Officer

Paul Navazio

Paul Navazio, City Manager

ATTACHMENTS:

Description	Upload Date	Type
Attachment A/B	2/28/2018	Cover Memo
Attachment C	3/1/2018	Cover Memo

ATTACHMENT A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Revenues by Fund

FY2017/18 Revenues							
		Original Budget		Amended Budget		Year-to Date Actuals	%
General Fund	$	47,605,024	$	47,680,024	$	11,041,803	23%
Special Revenue	$	21,470,178	$	26,570,156	$	1,806,378	7%
Debt Service	$	1,855,105	$	1,855,105	$	-	0%
Development/Capital	$	16,266,225	$	16,246,225	$	4,726,378	29%
Enterprise Funds	$	46,120,913	$	46,120,913	$	22,504,863	49%
Internal Service	$	15,839,291	$	15,839,291	$	4,919,335	31%
Successor Agency	$	900,000	$	900,000	$	133,489	15%
Agency	$	4,394,950	$	4,394,950	$	6,379	0%
Total All Funds	$	154,451,686	$	159,606,664	$	45,138,624	28%

- All Funds revenues through the second quarter of fiscal year 2017/18 are $45.14 million, or 28% of the amended budget. General Fund revenues are $11.0 million or 23% of the amended budget, with many of the City's major tax revenues yet to be collected.
- Special Revenue fund revenues include many special assessment districts (i.e. lighting and landscaping districts) that receive revenue disbursements with the property taxes received by the City in January and May each year.
- Debt Service funds receive their revenues from transfers from other internal funds; these transfers generally happen at the end of the fiscal year.
- Revenues in the Development/Capital funds include fee revenue from development activity in addition to anticipated internal transfers to cover deficits within certain capital funds; these internal transfers will occur toward the end of the fiscal year, as actual results are known. The Measure E funds is also included in this category, and only a portion of the sales tax revenues associated with Measure E have been received to date.
- Enterprise Fund revenues are tracking as projected.
- Successor Agency revenues are $133,489 or 15% of amended budget with large part of expected revenue to be received in January.
- Agency funds are primarily pass-through special assessment funds with revenues received with property taxes in January and May. The revenue collected year-to-date is related to interest income earned on bond reserve funds.

Table 2 – All Funds Expenditures by Fund

FY2017/18 Expenditures	Original Budget	Amended Budget	Year-to Date Actuals	%
Internal Service	$16,662,099	$17,329,161	$6,930,688	40%
General Fund	$49,148,886	$50,036,143	$21,593,454	43%
Enterprise Funds	$56,877,132	$77,374,574	$16,757,822	22%
Special Revenue	$13,899,630	$28,164,691	$4,268,410	15%
Development/Capital	$11,007,914	$17,610,762	$2,810,434	16%
Successor Agency	$867,157	$867,157	$625,417	72%
Springlake	$3,519,336	$16,530,484	$2,912,517	18%
Debt Service	$1,855,079	$1,855,079	$1,080,145	58%
Agency	$4,407,300	$4,407,300	$3,263,384	74%
Total All Funds	$158,244,533	$214,175,352	$60,242,271	28%

- Through the second quarter of FY2017/18, All Funds expenditures (not including encumbrances) totaled $60.24 million, or 28% of the amended budget. General Fund expenditures totaled $21.59 million, or 43% of the amended budget.
- Enterprise funds totaled $16.75 million, or 22% of the amended budget. Major Capital Improvement Projects that are contributing to the low expenditures through the second quarter of FY2017/18 and include the following: Water System Maintenance Repairs with $6.38 million remaining, a $6.15 million payment that has not yet been made for the Surface Water SRF Loan, ASR Well Projects with $5.55 million remaining, $4.71 million in a payment(s) that has not yet been made for the City's share of the Woodland Davis Clean Water Agency's Operations & Maintenance, and West Main Street Water Main Upgrade with $3.91 million remaining.
- Special Revenue funds totaled $4.26 million, or 15% of the amended budget due to number of programs and projects incurring little to no expenses. A major Capital Improvement Project that is largely contributing to the funds showing underspent is the Kentucky Avenue Widening and Reconstruction Project. This project alone is funded at $9.5 million (grant funds) in FY2018, however it has only incurred $511,151 in expenses through December 31, 2017. Other projects contributing to the lower than expected year-to-date actuals include: West Main Bicycle/Pedestrian Mobility and Safety project with $3.74 million remaining, I-5/County Rd 102 Interchange Landscaping project with $1.76 million remaining, Eat Main Street Improvement project with $1.69 million remaining, and West Woodland Safe Routes to School with $1.59 million remaining.
- Development/Capital funds include the majority of the funding for the City's Capital Improvement Projects. Through the second quarter of FY2017/18, expenditures totaled $2.81 million, or 16% of the amended budget. Contributing to the low expenditures through the second quarter is a $1.91 million as a transfer from the Sewer Development fund to the Wastewater fund for bond debt service, and a $1.75 million transfer from

Measure E to the Park Development fund to assist with debt service for the Community Center/Sports Park facility. These transfers have yet to be made and will likely occur towards the end of the fiscal year. Other major projects that are underspent this fiscal year include North Gibson Detention Ponds with $1.3 million remaining, 2018 Road Maintenance project with $692,739 remaining, and West Main Bicycle/Pedestrian Mobility and Safety project with $643,715 remaining.

- Successor Agency fund totaled $625,417, or 72% of amended budget; this high percentage is due to early requirements for debt service expenditures.
- Spring Lake funds totaled $2.91 million, or 18% of the amended budget. Major projects that are underspent this fiscal year include North Regional Pond & Pump Station with $7.86 million remaining, North Gibson Retention Ponds with $2.76 million remaining, and Spring Lake Specific Plan Neighborhood Park project with $2.73 million remaining.
- Debt Service expenditures occur in large payments at various times of the year, with the bulk of the payments occurring in September and March each year. Through the second quarter of FY2017/18 Debt Service totaled $1.08 million or 58% of amended budget.

Table 3 – All Funds Expenditures by Department

FY2017/18 Expenditures							
		Original Budget		Amended Budget		Year-to Date Actuals	%
Administrative Services	$	16,382,589	$	16,488,757	$	7,469,983	45%
Community Development	$	6,505,972	$	6,926,966	$	3,261,174	47%
Community Services	$	9,866,203	$	10,865,190	$	4,486,670	41%
Police	$	19,276,379	$	19,348,833	$	9,151,307	47%
Fire	$	10,443,728	$	10,593,272	$	5,547,717	52%
Library	$	1,958,178	$	2,001,178	$	963,666	48%
Public Works	$	26,198,473	$	27,151,408	$	9,553,015	35%
Capital Improvements	$	27,624,716	$	80,826,454	$	10,687,678	13%
Non-Departmental	$	39,988,295	$	39,973,295	$	9,121,061	23%
Total All Departments	$	158,244,533	$	214,175,352	$	60,242,271	28%

- At the end of the second quarter of fiscal year 2017/18, most departments appear to be tracking closely to budget.
- Fire appears to be slightly overspent in the first six month of activity largely due to Strike Team Operations, which affects overtime. Strike Team Operations, however, are fully reimbursable and staff will be seeking approval to adjust budget accordingly for this annual activity.
- Public Works appears to be trending to underspend based on the first six months of activity primarily because of depreciation. Depreciation for Public Works programs is budgeted at $4.98 million; however, depreciation is recorded only at the end of the fiscal year, which contributes to the low expenditures.
- The timing of expenditures for capital projects can vary significantly throughout the year, and many of the projects are built during the spring/summer months. As a result, Capital Improvements totaled $10.68 million, or 13% of the amended budget. See explanation for Enterprise and Special Revenue funds under Table 2 for further discussion of projects.
- Non-Departmental expenditures include primarily debt service and transfers. Debt service payments are trending low due primarily to a large payment of $6.15 million for the Surface Water loan that has yet to be paid and a portion of the $5.2 million disbursement for the operations and maintenance of the Surface Water Facility (Woodland's share) that has not been paid. Also contributing to the trends are scheduled transfers to among various funds that have yet to be transferred. These transfers include a General Fund transfer of $4.88 million to the Measure E fund, OPEB pre-funding at $1.0 million, $442,000 to Storm Drain and Cemetery funds, $276,966 General Fund transfer for the COPS grant, and $150,000 to the Facilities fund. Transfers are typically recorded towards the end of the fiscal year.

ATTACHMENT B

GENERAL FUND REVENUES AND EXPENDITURES

Table 1 – General Fund Revenues

FY2017/18 General Fund Revenues					
					Difference
	Original Budget	Amended Budget	Year-to Date Actuals	FY2017/18 Projection	Favorable (Unfavorable)
Property Tax	$ 11,196,328	$ 11,196,328	$ -	$ 11,418,118	$ 221,790
Sales Tax	$ 19,428,157	$ 19,428,157	$ 4,573,300	$ 20,031,917	$ 603,760
Other Taxes	$ 1,430,158	$ 1,430,158	$ 701,249	$ 1,688,712	$ 258,554
Franchise Fees	$ 2,390,605	$ 2,390,605	$ 720,959	$ 2,445,381	$ 54,776
Licenses/Permits	$ 2,469,408	$ 2,469,408	$ 1,606,309	$ 2,451,856	$ (17,552)
Fines/Forfeitures	$ 332,616	$ 332,616	$ 68,713	$ 235,064	$ (97,552)
Service Charges	$ 679,798	$ 679,798	$ 291,646	$ 675,122	$ (4,676)
Motor Vehicle In Lieu	$ 4,785,741	$ 4,785,741	$ -	$ 4,903,464	$ 117,723
Intergovernmental	$ 280,279	$ 355,279	$ 385	$ 320,377	$ (34,902)
Lease/Interest Income	$ 114,290	$ 114,290	$ 28,918	$ 94,048	$ (20,242)
Miscellaneous	$ 4,497,644	$ 4,497,644	$ 2,275,964	$ 5,249,081	$ 751,437
Transfers	$ -	$ -	$ -		$ -
Total General Fund	$ 47,605,024	$ 47,680,024	$ 10,267,444	$ 49,513,140	$ 1,833,116

- General Fund year-to-date actuals show $10.27 million of $47.68 million in revenues received; however, staff is projecting that revenues will exceed the amended budget by $1,883,116 by fiscal year end.
- The City receives its first installment of property taxes in January 2018, which is projected to have a 3.95% increase from the prior year (includes secured and unsecured); the FY2017/18 adopted budget assumed a 3.14% increase. This better than anticipated growth in property taxes also has a positive impact on Motor Vehicle In Lieu revenues.
- Included in the projected Sales Tax revenues for FY2017/18 is a positive variance of $319,630 in Bradley Burns (1% local portion of uniform statewide rate) and a favorable variance of $284,130 in Measure E. Measure E revenues do not remain in the General Fund, but are transferred out to a separate fund (506) throughout the year.
- Other Taxes are projected to end the year with $258,554 over amended budget. This is due to $170,928 better than expected in Hotel Transit Occupancy Tax (TOT) and a favorable $87,626 in Document Transfer Tax. This Document Transfer tax is collected by the County on behalf of the City every time real property exchanges hands or is sold through public records; a fee based on a percentage of sales price.
- The unfavorable variance of $17,552 in projected revenues from License/Permit fees is due number of budget Fire permits not being issued as originally projected.

- Fines and Forfeitures revenues are expected to result in a total of $235,064 for the fiscal year; $97,552 less than the amended budget. This is largely due to Parking Violations fines projected to come in under budget as a result of the hiring delay of two additional Parking Enforcement Officers in FY2017/18.
- The positive variance in Miscellaneous revenues is primarily a result Federal/State reimbursement for Strike Team operations costs, approximately $468,219, and also the recent Pacific Coast Producers lease agreement that the city recently entered into, $214,280.

Table 2 – General Fund Expenditures by Category

FY2017/18 General Fund Expenditures						
	Original Budget	Amended Budget	Year-to Date Actuals	%	FY2017/18 Projections	Variance Favorable/ (Unfavorable)
Personnel	$ 28,213,618	$ 28,428,486	$14,830,088	52%	$ 29,447,547	$ (1,019,061)
Supplies & Services	$ 7,219,165	$ 7,764,108	$ 2,944,135	38%	$ 7,891,431	$ (127,323)
Education & Training	$ 275,758	$ 278,001	$ 119,469	43%	$ 278,001	$ -
Capital Expenditures		$ -	$ -	0%	$ 42,500	$ (42,500)
Non-Discretionary	$ 6,865,828	$ 6,950,030	$ 3,680,251	53%	$ 6,946,136	$ 3,895
Operating Transfers	$ 6,574,517	$ 6,615,518	$ 19,512	0%	$ 6,954,735	$ (339,217)
Total All Categories	$ 49,148,886	$ 50,036,143	$21,593,454	43%	$ 51,560,349	$ (1,524,206)

- Through the second quarter of FY2017/18, General Fund expenditures total $21.59 million, or 43% of the adjusted budget and staff is projecting that overall expenditures will be over-budget by $1,524,206.
- Personnel costs are trending slightly over budget, with 52% of the budget spent through the second quarter. The unfavorable projection in this category is a result of several factors:
  - Because budgets have historically not been fully spent due to savings that result from vacancies as well as savings in discretionary costs, the adopted budget assumed a Vacancy/Supplies & Services savings of $604,704, which was classified in the personnel category in the budget. Due to unforeseen items such as personnel over-time and fewer vacancies than expected, the City is projecting a Vacancy/Supplies & Services saving of only $239,158.
  - Salary Savings – Personnel budgets are developed with the latest MOU terms, however, when the FY18 budget was developed several association MOUs were still in negotiation and the full impact of the cost of those terms was not taken into account.
  - Fair Labor Standards Act (FLSA) Correction – The City conducted an audit of its calculation of certain items in relation of FLSA overtime requirements. Certain adjustments were required that resulted in a required correction and one-time retroactive reimbursement to affected employees. This correction was not anticipated in the budget, and the impact to the General Fund is $155,876.
  - Personnel Overtime –Public Safety is expected to go over budget in the following areas for Overtime: Police $161,137 due to staff vacancies/long-term injuries that has required existing staff to fill shifts where needed, Fire $592,169 ($377,432 of this over-time cost as a result of Strike-Team Operations that are fully reimbursable by the Federal & State governments); the City is expecting reimbursement this fiscal year which has been included as revenue in the projected revenue assumptions.

- Supplies & Services costs are projected to be over budget by $127,323. The overage is mostly due to a contract with MuniServices LLC to audit sales tax due to the city. Through their meticulous review of State Board of Equalization records, they were able to identify $455,533 in additional sales tax revenues due to to the City. Per our agreement, MuniServices collects 25% of all new revenue discovered and therefore $113,883 (in addition to existing budget) is needed to pay the fee for service.
- Capital Expenditures – this category is expected to go over budget by $42,500 due to strike team operations. All expenses will be reimbursed and staff will be seeking a budget adjustment to account for this expense.
- Non-discretionary expenses are currently at 52% of amended budget or $3.11 million. This expense category is projected to be to end close to budget. Examples of budgeted items included in this category are utilities, vehicle replacement and maintenance costs, technology services support, and indirect costs (City overhead).
- Operating Transfers consist primarily of the transfer of Measure E sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery operations. Because only a small portion of Measure E revenues have been received in the first six months of this fiscal year, the transfers have not yet been recorded. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required.

    - Operating Transfers are chiefly projected to be over budget as a result of favorable revenue projections for Measure E funds in the amount of $284,130. Measure E funds are received as revenue into the General Fund and then transferred out to a separate fund.

Table 3 – General Fund Expenditures by Department

	FY2017/18 General Fund Expenditures Original Budget	Amended Budget	Year-to Date Actuals	%	FY2017/18 Projections	Variance Favorable/ (Unfavorable)
Administrative Services	$ 2,804,927	$ 2,858,906	$ 1,472,231	51%	$ 2,978,522	$ (119,616)
Community Development	$ 2,976,571	$ 3,294,914	$ 1,671,431	51%	$ 3,212,645	$ 82,269
Community Services	$ 5,988,155	$ 6,134,664	$ 2,555,990	42%	$ 6,109,658	$ 25,006
Police	$ 17,997,035	$ 18,069,489	$ 8,666,270	48%	$ 18,455,541	$ (386,052)
Fire	$ 10,254,969	$ 10,404,513	$ 5,450,413	52%	$ 10,841,711	$ (437,198)
Library	$ 1,834,948	$ 1,877,948	$ 906,798	48%	$ 1,796,993	$ 80,955
Public Works	$ 717,834	$ 800,765	$ 321,895	40%	$ 811,897	$ (11,132)
Capital Improvements	$ -	$ 35,497	$ 340	1%	$ 35,497	$ 0
Non-Departmental	$ 6,574,447	$ 6,559,447	$ 548,087	8%	$ 7,317,885	$ (758,438)
Total All Departments	$ 49,148,886	$ 50,036,143	$ 21,593,454	43%	$ 51,560,349	$ (1,524,206)

- General Fund expenditures by Department for the first six months of operations are $21.59 million, or 43% of the amended budget. Although year-to-date actuals show all departments are spending in line with their General Fund budgets through the first six months of operations, FY2017/18 end-of-year projections indicate expenditure overages in some department budgets, offset partially by savings in others:
  - Administration is expected to be over budget mostly due to a contract services payment to MuniServices for sales tax audit services as explained in Table 2.
  - Community Development is expected to be under budget by $82,269 mostly due to personnel cost savings. These savings will help offset the budget overages in other areas.
  - Community Services is expected to be under budget by $25,006 mostly due to personnel cost savings. These savings will help offset the budget overages in other areas.
  - Police overages are expected from costs exceeding budget in most personnel categories with a large share attributed to salary, overtime pay, and health insurance.
  - Fire overage is largely attributed to Strike Team Operations. These cost are fully reimbursable and staff will be seeking a budget adjustment to account for this activity that is normally not budgeted.
  - Library is expected to be under budget by $80,955 mostly due to personnel cost savings from vacancies. These savings will help offset the budget overages in other areas.
  - Public Works is projected to be slightly over budget by $11,132 attributed primarily to personnel costs.
  - Non-Departmental is projected to be over budget by approximately $758,438 due to minimal savings in Personnel/Supplies-Services category overall in the fund.

Table 4- Fund Balance

General Fund	Unaudited Actuals FY2016/17	Adopted FY2017/18	Amended FY2017/18	Mid-Year Projection FY2017/18	Difference
Beginning Balances	$ 14,886,101	$ 14,313,120	$ 15,270,487	$ 15,270,487	$ -
Revenues	$ 49,382,049	$ 47,605,024	$ 47,680,024	$ 49,513,140	$ 1,833,116
Expenditures (Includes Measure J)	$ 47,959,857	$ 47,583,030	$ 48,470,286	$ 50,114,700	$ 1,644,413
Annual Surplus/Deficit	1,422,192	21,994	(790,262)	(601,560)	188,702
General Fund One-Time Expenses		(1,565,856)	(1,565,856)	(1,445,649)	120,207
Measure J Unspent Fund Balance	(470,877)				
General Fund Loan Repayments					
Unreserved Fund Balance	$ 15,837,416	$ 12,769,258	$ 12,914,368	$ 13,223,277	$ 308,909
FY17 Encumbered/Uencumbered Carry-Over to FY18	$ (566,929)		$ 566,929	$ 566,929	$ -
Measure J One-Time Funding			80,000	$ 85,000	$ 5,000
Ending Unreserved Fund Balance	$ 15,270,487	$ 12,769,258	$ 13,561,297	$ 13,875,206	$ 313,909
Percentage (E.U.F.B./Revenues)	34.4%	29.9%	31.9%	31.3%	
Reserve Policy $	$ 8,872,400	$ 8,543,374	$ 8,494,448	$ 8,868,171	$ 373,723
Reserve Policy %	20.00%	20.00%	20.00%	20.00%	
"Excess" Fund Balance (over Reserve Target)	$ 6,398,087	$ 4,225,884	$ 5,066,849	$ 5,007,035	$ (59,813)

During development of the FY2017/18 adopted budget and currently reflected in the amended budget, revenues were assumed to be $47.68 million; staff is projecting that actual results will come in over that target by $1.83 million. This variance is due primarily to better than anticipated property taxes, sales tax, motor vehicle in-lieu, and miscellaneous revenues.

Currently reflected in the FY2017/18 amended budget, expenditures are assumed to be $50.03 million (ongoing operating budget of $48.47 million plus $1.56 million in one-time expenses). Staff is projecting that year-end expenditures of $51.56 million ($50.11 million ongoing operating expenses plus $1.44 million in one-time expenses). Year-end projections will result in favorable savings of $188,702 to the General Fund.

Total ending Unreserved Fund Balance in the General Fund is projected to be $13.87 million or 31.3% of revenue for FY2017/18 after factoring in Council approved FY2017/18 budget amendments and prior year budget carry-over. During development of the FY2017/18 budget, unreserved fund balance was expected to be $12.8 million, or 30% of revenues.

General Fund	Unaudited Actuals FY2016/17	Adopted FY2017/18	Amended FY2017/18	Mid-Year Projection FY2017/18	Baseline FY2018/19	Forecast FY2019/20	Forecast FY2020/21	Forecast FY2021/22
Beginning Balances	$ 14,886,101	$ 14,313,120	$ 15,270,487	$ 15,270,487	$ 13,875,206	$ 13,203,827	$ 11,701,344	$ 9,245,966
Revenues	$ 49,382,049	$ 47,605,024	$ 47,680,024	$ 49,513,140	$ 49,829,074	$ 51,072,128	$ 52,178,155	$ 53,315,000
					0.64%	*2.49%*	*2.17%*	*2.18%*
Expenditures (Includes Measure J)	$ 47,959,857	$ 47,583,030	$ 48,470,286	$ 50,114,700	$ 50,500,454	$ 52,574,611	$ 54,633,533	$ 56,475,103
					-2.06%	4.11%	3.92%	3.37%
Annual Surplus/Deficit	1,422,192	21,994	(790,262)	(601,560)	(671,379)	(1,502,483)	(2,455,378)	(3,160,103)
General Fund One-Time Expenses		(1,565,856)	(1,565,856)	(1,445,649)				
Measure J Unspent Fund Balance	(470,877)							
General Fund Loan Repayments								
Unreserved Fund Balance	$ 15,837,416	$ 12,769,258	$ 12,914,368	$ 13,223,277	$ 13,203,827	$ 11,701,344	$ 9,245,966	$ 6,085,862
FY17 Encumbered/Uencumbered Carry-Over to FY18	$ (566,929)		$ 566,929	$ 566,929				
Measure J One-Time Funding			80,000	$ 85,000				
Ending Unreserved Fund Balance	$ 15,270,487	$ 12,769,258	$ 13,561,297	$ 13,875,206	$ 13,203,827	$ 11,701,344	$ 9,245,966	$ 6,085,862
Percentage (E.U.F.B./Revenues)	34.4%	29.9%	31.9%	31.3%	29.6%	25.6%	19.8%	12.7%
Reserve Policy $	$ 8,872,400	$ 8,543,374	$ 8,494,448	$ 8,868,171	$ 8,917,761	$ 9,147,475	$ 9,349,404	$ 9,557,099
Reserve Policy %	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%
"Excess" Fund Balance (over Reserve Target)	$ 6,398,087	$ 4,225,884	$ 5,066,849	$ 5,007,035	$ 4,286,065	$ 2,553,869	$ (103,438)	$ (3,471,236)

TO: THE HONORABLE MAYOR AND CITY COUNCIL
DATE: March 6, 2018
ITEM #: 16.
SUBJECT: Fiscal Year 2017/18 Mid-Year Budget Amendments

Recommendation for Action:
Staff recommends that the City Council adopt Resolution No.________, authorizing the amendments to the Fiscal Year 2017/18 Budget totaling $3,319,325.

Staff Contact:
Evis Morales, Senior Management Analyst, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:
The proposed action will authorize recommended supplemental budget appropriations of $3,319,325 necessary to support operational expenditure adjustments across a variety of city funds including the Vehicle Replacement Fund ($48,797), General Fund ($1,519,206), Measure J ($5,000), Investment Fund ($160,000), Water Enterprise ($14,342), Sewer Enterprise ($201,812), Off-site Affordable Housing ($1,060,000), Affordable Housing In-Lieu ($140,000), Home Grant fund ($160,000), Housing Assistance ($1,973),Transportation Development ($4,098), and Gas Tax ($4,098).

Background:
On June 20, 2017, the City Council adopted a budget totaling $158,244,533 in appropriations in support of citywide operations, Capital Improvement Projects, and expenses related to the Woodland Finance Authority and the Successor Agency of the former Redevelopment Agency. During the first six months of the fiscal year, the City Council also approved $55,299,319 in budget amendments which also include prior fiscal year carryovers (operations and capital projects), Capital Improvement project additional appropriations, and other staff requested budget augmentations and corrections.

Included as a separate item on this agenda, the City Council is receiving the FY2017/18 Mid-Year Budget Report presenting revenue and expenditure results through the first six moths of the fiscal year, along with updated projections for the remainder of the year.

In conjunction with the Mid-Year update, staff is requesting that the City Council authorize, by resolution, amendments to the FY2017/18 budget across various funds, including amendments to conform to previously approved City Council actions.

Discussion:
Staff is requesting formal Council action for supplemental FY2017/18 budget appropriations totaling $3,319,325 summarized, by fund, as follows:

Vehicle Replacement Fund: Vehicle #777 was involved in a wreck and requires an unscheduled replacement. Vehicle #856, #656, and #596 replacement prices are in excess of the budgeted amounts per vehicle. In total, the fund needs $48,797 in additional appropriations to complete these replacements.

General Fund:

1. ***Revenue Share Fee*** - the city contracts with MuniServices LLC to audit sales tax due to the city. Through their

meticulous review of State Board of Equalization records, they identified $455,533 in additional sales tax revenue due to the City. Per our contract, MuniServices receives a one-time payment of 25% of all new revenue discovered; a budget adjustment of $100,000 (in addition to existing budget) is needed to pay the fee for service.

2. ***Emergency Tree Pruning*** - this fiscal year the City contracted for additional unexpected emergency tree services which included pruning, tree removal, and stump grinding throughout the city at ten (10) different locations. As a result the city has incurred $16,368 in unplanned expenses.

3. ***Strike Team Operations*** - Fire Operations is expected to be over-budget by $468,219 due to unforeseen strike team activities. All costs are offset by reimbursements from Federal/State agencies; there is no net impact to the General Fund, but appropriations are necessary to cover the unanticipated costs.

4. ***FLSA Correction*** - The City conducted a review of its calculations for overtime to ensure compliance with the Fair Labor Standards Act (FLSA). This review resulted in some corrections and a one-time retroactive reimbursement to affected employees. As a result, staff requesting $155,876 in additional budget to cover the unforeseen payment.

5. ***Personnel Vacancy/Supplies-Services Savings Factor*** - In preparation of the budget, staff assumes a certain level of savings will be achieved throughout the year due to vacant positions and savings in various discretionary budget areas. The FY2017/18 budget assumed a savings of $607,604 (reflected as an offset to Personnel costs in the budget). Due to limited supplies/service savings and few vacancies this fiscal year, the budgeted level of savings will not be achieved, and additional appropriations of $365,546 are necessary.

6. ***Zoning Ordinance Update Match*** - With the implementation of the General Plan, the city will be updating its zoning ordinance. The General Fund share of this effort is a one-time contribution of $97,075.

7. ***YECA Radio/CAD Debt Service Match*** - Woodland, along with other cities and the county, participate in the Yolo Emergency Communications Agency (YECA) for emergency response dispatch services. Part of the annual agreement includes funding of debt service on bonds issued to upgrade the radio infrastructure project CAD system. This debt service is funded by a combination of development impact fees and the General Fund. The General Fund contribution was omitted from the budget in FY17/18, and is $31,992.

8. ***Measure E Transfer*** - Measure E funds are received as revenue into the General Fund and then transferred out (as an expense) to a separate fund for use on approved items. Because Measure E revenues will be better than expected in the budget by $284,130, the corresponding transfer out will also be higher and requires additional appropriations.

Measure J: An unexpended carryover of $5,000 from FY2016/17 to FY2017/18 for boxing supplies was inadvertently omitted from carryover process approved by Council in September 2017.

Investment Fund: The City periodically acquires investments at a cost that is greater than par value (face value) in order to obtain a higher yield on the investments. To properly account for the City's investments and comply with audit requirements, the amount purchased in excess of par must be amortized from the date of purchase through the date of maturity. The $160,000 appropriation request represents the estimated amount of investment principal in excess of par to be amortized for the fiscal year.

Water Enterprise: The Facilities Replacement fund (fund 011) receives contributions each year from various other City funds to assist with funding for future building improvements and deferred maintenance. The correction of $14,432 represents this fund's fair share that was omitted from the budget.

Sewer Enterprise

1. ***Facilities Transfer*** - The Facilities Replacement fund (fund 011) receives contributions each year from various other City funds to assist with funding for future building improvements and deferred maintenance. The correction of $14,432 represents this fund's fair share that was omitted from the budget.

2. ***Magnesium Hydroxide Addition*** - When the City switched from groundwater to surface water, the change in the PH balance of the water resulted in the need to upgrade the treatment process for wastewater. This upgrade requires the City to treat with Magnesium Hydroxide to control the PH in the effluent and to help support the biological process in the basins. This new treatment increases cost by $100,000.

3. ***Recycled Water Operations*** - Operation of the City's recycled water program requires additional expenditures from the Sewer Fund to pay for electricity to run the UV system and a portion of the bulb replacement costs. Additional appropriations of $84,000 are needed to allow for these costs. The Sewer Fund is reimbursed the entire $84,000 from the Recycled Water Operations fees.

4. ***Vehicle Fixed/Variable Rate*** - A budget correction of $1,380 is needed to include a contribution toward future replacement of vehicle #733, and $2,000 for annual maintenance of the same vehicle. This was inadvertently omitted from original budget.

Offsite Affordable Housing - The City Council committed to funding the Mutual Housing Phase 2 project through a long-term loan in FY2016/17. It is currently anticipated that the project will need $1,060,000 from the Offsite Affordable Housing fund, and staff is requesting appropriations to fund this loan.

Affordable Housing In-Lieu - The City Council committed to funding the Mutual Housing Phase 2 project through a long-term loan in FY2016/17. It is currently anticipated that the project will need $140,000 from the Affordable Housing In-Lieu fund, and staff is requesting appropriations to fund this loan.

Home Grant - Every year the city endeavors to continue its affordable home-buyers program. This fiscal year the city is requesting $160,000 for loans to low-income qualified buyers and consultant fees. These costs are funded from loans that have been repaid.

Housing Assistance - A total of $1,973 in CDBG funds was spent on design for Cottonwood Meadows apartment complex, but the bids came in significantly over the funding allocation. Because of concerns about the extent of the asbestos present in the roof, Yolo County Housing decided not to proceed with the project. HUD requires the city to reimburse the Federal government with non-CDBG funds since the project could not be completed.

Transportation Development - The Facilities Replacement fund (fund 011) receives contributions each year from various other City funds to assist with funding for future building improvements and deferred maintenance. The correction of $4,098 represents this fund's fair share that was omitted from the budget.

Gas Tax - The Facilities Replacement fund (fund 011) receives contributions each year from various other City funds to assist with funding for future building improvements and deferred maintenance. The correction of $4,098 represents this fund's fair share that was omitted from the budget.

Conclusion:

Staff recommends that the City Council adopt Resolution No.________, authorizing the amendments to the Fiscal Year 2017/18 Budget totaling $3,319,325.

Prepared By: Evis Morales, Senior Management Analyst

Reviewed By: Kimberly McKinney, Finance Officer

ATTACHMENTS:

Description	Upload Date	Type
Exhibit 1 - Mid-Year Budget Adjustments	2/12/2018	Cover Memo
Attachment 1 - Appropriations by Fund	2/12/2018	Cover Memo
Mid-Year Amendments Budget Resolution	2/12/2018	Cover Memo

EXHIBIT 1

MID-YEAR ADJUSTMENT LISTING BY FUND

Fund	Department	Expense Description		Mid-Year Adjustment
012	PW	Vehicle #777 needs to be replaced as it was invoved in a wreck	$	30,316
012	PW	Purchase price for replacement Vehicle #856 came in higher than budgeted	$	2,044
012	PW	Purchase price for replacement Vehicle #656 came in higher than budgeted	$	15,196
012	PW	Purchase price for replacement Vehicle #596 came in higher than budgeted	$	1,240
101	Admin Services	Muniservices Revenue Service Share 25% of all new revenues discovered via sales tax audit	$	100,000
101	CSD	Unexpected Emergency Elm work completed ($6,993 emergency reasponse, $3,656 stump grinding, $3,268 tree removal, $2,451 non emergency pruning) at total 10 locations	$	16,368
101	Fire	Personnel Reimbursement- to reimburse strike team activities	$	377,432
101	Fire	Equipment Reimbursement (partial)- to reimburse projected wildland equipment related expenses	$	42,500
101	Fire	Equipment Reimbursement (remaining balance)- vehicle wear and tear transfers to Fund 10 & Fund 12	$	48,287
101	Citywide	Fair Labor Standards Act correction	$	155,876
101	Non-Departmental	Personnel Vacancy/Supplies-Services savings offset	$	365,546
101	Capital	Zoning Ordinance Update match	$	97,075
101	Capital	YECA Radio/CAD Debt Service match	$	31,992
101	Non-Departmental	Measure E Transfer	$	284,130
101	CSD	Boxing Supplies-FY17 to FY18 Carryover correction	$	5,000
103	Admin Services	Estimated amount of investment principal in excess of par to be amortized for the fiscal year	$	160,000
210	PW	Facilities Replacement Transfer to Fund 011	$	14,342
220	PW	Facilities Replacement Transfer to Fund 012	$	14,432
220	PW	Magnesium Hydroxide addition for WPCF	$	100,000
220	PW	Cost for Recylced Water Operations to the WPCF- Reimbursed by Water Fund	$	84,000
220	PW	Add a fixed rate for Vehicle #733 -Omitted from original budget	$	1,380
220	PW	Add a variable rate for Vehicle #733 -Omitted from original budget	$	2,000
321	CSD	Mutual Housing Phase 2 Loan	$	1,060,000
323	CSD	Loans for Homebuyers and Housing Consultant fees	$	160,000
326	CSD	Reimbursement to HUD for a CDBG Re-Roof project that was cancelled	$	1,973
327	CSD	Mutual Housing Phase 2 Loan	$	140,000
354	PW	Facilities Replacement Transfer to Fund 012	$	4,098
355	PW	Facilities Replacement Transfer to Fund 012	$	2,049
355	PW	Facilities Replacement Transfer to Fund 012	$	2,049
		TOTAL REQUESTED	**$**	**3,319,325**

CITY OF WOODLAND
FISCAL YEAR 2017/18
TOTAL APPROPRIATIONS BY FUND

FUND	TITLE	ADOPTED FY2017/18	YTD APPROVED APPROPRIATIONS	RECOMMENDATIONS MID-YEAR ADJUSTMENTS	AMENDED FY2017/18
010	EQUIP SERVICES	$ 2,627,518	$ 2,627,518		$ 2,627,518
011	FACILITIES REPLACEMENT	$ 250,000	$ 743,195		$ 743,195
012	EQUIPMENT REPLACEMENT	$ 1,172,064	$ 1,313,910	$ 48,797	$ 1,362,707
013	BENEFITS FUND	$ 8,637,872	$ 8,637,872		$ 8,637,872
015	INFORMATION SYSTEMS FUND	$ 2,162,956	$ 2,192,482		$ 2,192,482
091	SELF INSURANCE	$ 1,811,689	$ 1,814,184		$ 1,814,184
101	GENERAL FUND	$ 49,148,886	$ 50,036,143	$ 1,524,206	$ 51,560,349
103	INVESTMENT FUND	$ -	$ -	$ 160,000	$ 160,000
210	WATER ENTERPRISE FUND	$ 34,828,211	$ 50,843,738	$ 14,342	$ 50,858,080
220	SEWER ENTERPRISE FUND	$ 17,365,428	$ 21,767,381	$ 201,812	$ 21,969,193
221	STRM DR ENTERPRISE FUND	$ 1,409,518	$ 1,409,518		$ 1,409,518
222	WASTEWATER PRE-TREATMENT	$ 547,951	$ 547,951		$ 547,951
240	CEMETERY	$ 460,811	$ 460,811		$ 460,811
250	RECYCLING	$ 249,018	$ 309,018		$ 309,018
252	CONST/DEMO DEBRIS RECYCLE	$ 67,397	$ 67,397		$ 67,397
253	RECREATION ENTERPRISE	$ 389,913	$ 409,875		$ 409,875
280	TRANSIT SYSTEM	$ 1,558,885	$ 1,558,885		$ 1,558,885
301	LITERACY GRANT	$ 94,730	$ 94,730		$ 94,730
320	COMMUNITY DEV. BLOCK GRNT	$ 405,866	$ 832,110		$ 832,110
321	OFFSITE AFFORDABLE HOUSING	$ -	$ -	$ 1,060,000	$ 1,060,000
322	SUPPORT HOUSING PROGR	$ 248,084	$ 372,891		$ 372,891
323	HOME GRANT	$ -	$ 25,250	$ 160,000	$ 185,250
325	WORFORCE HOUSING GRANT	$ 182,200	$ 331,325		$ 331,325
326	HOUSING ASSISTANCE	$ 21,100	$ 32,800	$ 1,973	$ 34,773
327	AFFORDABLE HOUSING IN-LIEU	$ -	$ -	$ 140,000	$ 140,000
340	POLICE GRANTS	$ 585,487	$ 585,487		$ 585,487
351	TRANSPORTATION GRANT	$ 5,510,652	$ 18,612,048		$ 18,612,048
352	SLESF	$ 134,105	$ 134,105		$ 134,105
353	PROPISTION 172	$ 539,958	$ 539,958		$ 539,958
354	TRANS DVLP (SB325)	$ 1,254,231	$ 1,255,131	$ 4,098	$ 1,259,229
355	GAS TAX-2106 (SELECT)	$ 1,810,717	$ 1,827,105	$ 4,098	$ 1,831,203
357	ASSET FORFEITURE FUND	$ 25,000	$ 25,000		$ 25,000
358	HOUSING MONITORING FUND	$ 87	$ 87		$ 87
359	FIRE SUPPRESSION DISTRICT	$ 3,500	$ 3,500		$ 3,500
361	ROAD MAINTENANCE AND REHAB ACCOUNT	$ -	$ 325,000		$ 325,000
365	ENVIRONMENTAL COMPLIANCE	$ 182,938	$ 198,491		$ 198,491
381	GIBSON RANCH L&L	$ 850,298	$ 864,611		$ 864,611
383	N PARK L&L DISTRICT	$ 33,960	$ 37,307		$ 37,307
384	SP ASSESS STRENG PD LAND	$ 36,030	$ 41,030		$ 41,030
386	USED OIL RECYCLING GRANT	$ 16,000	$ 16,000		$ 16,000
387	WOODLAND WEST L&L	$ 25,477	$ 32,477		$ 32,477
389	SPRINGLAKE L&L	$ 1,315,209	$ 1,324,362		$ 1,324,362
391	SPORTS PARK O&M CFD	$ 446,103	$ 473,287		$ 473,287
392	GATEWAY L&L	$ 149,398	$ 152,098		$ 152,098
501	CAPITAL PROJECTS	$ 204,416	$ 398,562		$ 398,562
506	MEASURE E	$ 5,533,307	$ 8,907,062		$ 8,907,062
508	CAPITAL PROJECT MGMT	$ -	$ 39,000		$ 39,000
510	GENERAL CITY DEVELOPMENT	$ 6,779	$ 173,273		$ 173,273
522	RECOGNIZED OBLIGATION RETIREMENT FUND	$ 867,157	$ 867,157		$ 867,157
540	PARK & RECREATION DVLP	$ 1,584,453	$ 1,584,453		$ 1,584,453
550	POLICE DEVELOPMENT FUND	$ 70,364	$ 70,364		$ 70,364
560	FIRE DEVELOPMENT	$ 181,964	$ 181,964		$ 181,964
570	LIBRARY DEVELOPMENT FUND	$ 87,587	$ 87,587		$ 87,587
581	STORM DRAIN DEVELOPMENT	$ 203,981	$ 1,654,084		$ 1,654,084
582	ROAD DEVELOPMENT	$ 942,351	$ 1,619,301		$ 1,619,301
583	TREE RESERVE	$ -	$ 2,400		$ 2,400
584	WATER DEVELOPMENT FUND	$ 69,799	$ 69,799		$ 69,799
585	SEWER DEVELOPMENT FUND	$ 1,982,828	$ 1,982,828		$ 1,982,828
593	GIBSON RANCH INFRA-STRUC	$ 990	$ 700,990		$ 700,990
594	SPRING LAKE CAPITAL	$ 139,095	$ 139,095		$ 139,095
599	MASTER CAPITAL FUND	$ -	$ -		$ -
601	SPRINGLAKE ADMINISTRATION	$ 141,356	$ 189,840		$ 189,840
640	SLIF PARKS & RECREATION	$ 3,189,980	$ 5,230,642		$ 5,230,642
681	SLIF STORM DRAIN FUND	$ 88,000	$ 10,910,002		$ 10,910,002
682	SLIF STREET IMPROVEMENT	$ 100,000	$ 200,000		$ 200,000
830	SOUTHEAST AREA DEBT SERV	$ 1,308,588	$ 1,308,588		$ 1,308,588
850	EAST MAIN ASSESS DIST 90	$ 12,404	$ 12,404		$ 12,404
870	CFD#2 SPRINGLAKE DEBT SRV	$ 3,086,308	$ 3,086,308		$ 3,086,308
882	2012 LEASE REFUNDING	$ 312,203	$ 312,203		$ 312,203
883	2014 REFUNDING LEASE REV BONDS	$ 1,542,876	$ 1,542,876		$ 1,542,876
917	LIBRARY TRUST FUND	$ 28,500	$ 28,500		$ 28,500
	TOTALS	**$ 158,244,533**	**$ 214,175,352**	**$ 3,319,325**	**$ 217,494,677**

RESOLUTION NO: _______________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENTS TO THE FISCAL YEAR 2017-2018 ANNUAL BUDGET

WHEREAS, a balanced annual budget for the City of Woodland was prepared for fiscal year 2017-2018 and adopted by the City Council on June 20, 2017; and

WHEREAS, the adopted budget also included the fiscal year 2017-2018 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2017-2018 was also prepared; and

WHEREAS, a revised annual budget has been prepared for fiscal year 2017-2018; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2017-2018 and any remaining amounts shall be credited against their respective fund balances, except for:

a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
b. Any appropriations for incomplete capital projects at the end of fiscal year 2017-2018; and

WHEREAS, for these exceptions, such carry-overs may be made without further City Council action,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND HEREBY RESOLVES:

Section 1. The 2017-2018 Annual Revised Budget is hereby amended to include supplemental appropriations totaling $3,319,325 shown in Attachment 1.

Section 2. Appropriations are hereby made at the individual fund level. The City Manager and Finance Officer are authorized to make budgetary transfers within an individual fund, so long as total appropriations for such fund remain unchanged. Interfund loans and/or transfers necessary to support fund level appropriations are hereby approved and authorized. Any changes to total fund level appropriations require further Council action.

Section 4. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2017-2018 Revised Budget, together with any non-substantive corrections to the preliminary budget adopted by this Council.

RESOLUTION NO: _______________

PASSED, APPROVED, AND ADOPTED THIS ______ DAY OF _______________, 2018.

STATE OF CALIFORNIA
COUNTY OF YOLO ss.
CITY OF WOODLAND

I, ________________________________, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. ___________ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the __________ day of ______________, 2018, by the following vote:

AYES:	Council members:	________________________________
NOES:	Council members:	________________________________
ABSENT:	Council members:	________________________________
ABSTAIN:	Council members:	________________________________

____
Mayor, Enrique Fernandez

Attest:

______________________________________,
City Clerk, Ana B. Gonzalez