

Date: May 8, 2017 (Monday)  
Time: 6:30 p.m.  
Place: City Council Chambers  
350 North Valencia Blvd.  
Woodlake, CA 93286

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, including auxiliary aids, translation requests, or other accommodations, or to be able to access this agenda and documents in the agenda packet, please contact City Hall at 559-564-8055 at least 3 days prior to the meeting.

The full agenda including staff reports and supporting materials are available at City Hall.

- I. CALL TO ORDER & WELCOME
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENTS

This portion of the meeting is reserved for persons wishing to address the Council on items within its jurisdiction but not on this agenda. NOTE: Prior to action by the Council on any item on this agenda, the public may comment on that item. Unscheduled comments may be limited to 3 minutes.

All items on the Consent Agenda are considered to be routine and non-controversial by City staff and will be approved by one motion if no member of the Council or public wishes to comment or ask questions. Items pulled from the Calendar will be considered separately.

IV. CONSENT CALENDAR –ACTION AND INFORMATION ITEMS  
Request Approval of the Consent Calendar Action Items (IV A-G)

- A. Action: Approval of Minutes of the regular meeting held on April 24, 2017 (Pages 1-4)
- B. Action: Approval of Warrants (Pages 5-28)
- C. Action: Adoption of Resolution: Monthly Report of Investments (Pages 29-31)
- D. Action: Adoption of Resolution: Continuation of the Proclamation of the Existence of a Local Drought Emergency for the City of Woodlake (Pages 32-36)
- E. Action: Adoption of Resolution: Reaffirm the Approval of Emergency Expenditures for the Development and Implementation of the City of Woodlake Well Project (Pages 37-40)
- F. Action: Adoption of Resolution: Approval of the City of Woodlake’s Fiscal Year 2017-2018 Appropriations Limit (Pages 41-44)

- G. Action: Adoption of Proclamation: Proclamation from the City of Woodlake Proclaiming the Week of May 21-27, 2017 as National Public Works Week (Pages 45-47)

V. ACTION/DISCUSSION ITEMS

- A. Action: Adoption of Resolution: Authorize Staff to Proceed with the Process of Placing a Woodlake General Sales Tax Measure and a Marijuana Tax Measure on the Ballot (Pages 48-50)
- B. Action: Adoption of Resolution: Approve Amendment No.1 to the Agreement Between the City of Woodlake and Self Help Enterprises for the 1995 Home Program Long Term Monitoring – Walsburg Townhomes (Pages 51-76)

VI. OTHER BUSINESS

- A. Information: Items from Staff
- B. Information: Items from Council Members
- C. Request from Council Members for Future Agenda Items

VII. CLOSED SESSION

1. **PENDING LITIGATION** (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:  
Conference with legal counsel – **EXISTING LITIGATION** (Government Code § 54956.9(d)(1)).
  - Parties, case/claim no. Garibay vs. City of Woodlake
  - Case name unspecified because of jeopardy to settlement negotiations or service of process.
  
2. **PENDING LITIGATION** (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:  
Conference with legal counsel – **ANTICIPATED LITIGATION** (Government Code § 54956.9(d)).  
**Initiation of litigation** (Government Code § 54956.9(d)(4)).  
Number of potential cases is:   2  .
  
3. **PERSONNEL** (Government Code § 54957(b)). It is the intention of this governing body to meet in closed-session to:
  - Consider the discipline, dismissal or release of a public employee.
  - Hear complaints or charges against a public employee.
  - Consider public employee appointment/employment for the position of:
  - Consider public employee performance evaluation for the position of: City Administrator

## NOTICE TO THE PUBLIC

As provided in the Ralph M. Brown Act, Government Code sections 54950 et seq., the Governing Board may meet in closed session with members of its staff and its attorneys. These sessions are not open to the public and may not be attended by members of the public. The matters the Council will meet on in closed session are identified below or are those matters appropriately identified in open session as requiring immediate attention and arising after the posting of the agenda. Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1

“Documents: If distributed to the Council less than 72 hours before a regular meeting, any public records which are subject to public inspection and pertain to an open-session item on the regular meeting agenda shall be available at the following address at the time they are distributed to a majority of the Council: 350 North Valencia Boulevard, Woodlake, California 93286. Public records distributed to the Council at a public meeting will be available to the public at such meeting if they were prepared by the City.

Exemptions and details in Government Code§ 54957.5 (a) shall apply.”

## II. ADJOURN

The next scheduled City Council meeting will be held on Monday, May 22, 2017 at 6:30 p.m. at City Council Chambers located at 350 North Valencia Boulevard, Woodlake, CA 93286.

City Council:

Rudy Mendoza - Mayor

Frances Ortiz - Vice Mayor

Louie Lopez - Councilmember

Greg Gonzalez Jr. - Councilmember

Jose L. Martinez - Councilmember

**PRESENT:** Councilmembers Mendoza, Lopez G. Gonzalez Jr., Martinez & Ortiz

**OTHERS:** Lara, Marquez, Diaz & Zacarias

**ABSENT:**

**FLAG SALUTE**

**PUBLIC COMMENT** - None

**IV. CONSENT CALENDAR –ACTION AND INFORMATION ITEMS**

Request Approval of the Consent Calendar Action Items (IV. A-B)

A. Action: Approval of Minutes of the regular meeting held on April 24, 2017

B. Action: Approval of Warrants (Pages 5-30)

**ON A MOTION BY G. GONZALEZ JR., SECOND BY LOPEZ, IT WAS VOTED TO APPROVE THE CONSENT CALENDAR.**

**APPROVED UNANIMOUSLY.**

**V. ACTION/DISCUSSION ITEMS**

A. Action: Adoption of Resolution: Authorize the City Administrator and his/her Designee to enforce State Housing Law to Augment the City of Woodlake Municipal Code

City Employee Waters reported the following: the City of Woodlake has been working on abatement of substandard housing and unsafe dilapidated structures to maintain a standard of public health, safety, general welfare, and protection of property value through enforcement of Woodlake Municipal Code. Woodlake Municipal Code Chapter 8.28 NUISANCES allows the City Administrator and his/her designee to abate dilapidated and unsafe housing and structures within the City. However, Chapter 8.28 NUISANCE does not allow for the City Administrator or his/her designee to enforce the State Housing Law. The State Housing Law has a robust and detailed check list of conditions that deem a structure substandard, which is backed by legislation from the State. Allowing the City Administrator and his/her designee authority to enforce the State Housing Law augments the Woodlake Municipal Code such as the abatement process in Chapter 8.28 NUISANCE.

**ON A MOTION BY ORTIZ, SECOND BY G. GONZALEZ JR. IT WAS VOTED TO ADOPT THE RESOLUTION AND AUTHORIZE THE CITY ADMINISTRATOR TO ENFORCE STATE HOUSING LAW. APPROVED UNANIMOUSLY.**

B. Action: Adoption of Resolution: Objection to the Sale of the Tax Defaulted Properties and Application to Enter Into Purchase Agreements with the County of Tulare for the Properties with APN Nos. 060-132-009-000, 060-134-011-000 and 060-143-001-000

City Administrator Lara reported the following: The County of Tulare has informed the City of Woodlake of their intention to sell at Internet Auction three properties located in the City of Woodlake that the City has legal interest in. Those properties are:

1. APN No. 060-132-009-000 149 S. Pepper St.
2. APN No. 060-134-011-000 137 S. Valencia Blvd.
3. APN No. 060-143-001-000 208 S. Pepper St.

All three of the properties listed above are within City limits and are taxed by the City of Woodlake as a taxing agency pursuant to the Revenue and Taxation Code § 3773. The City has an obligation to protect its legal interests in the properties listed above. If the City objects to the sales of the properties, enters into purchase agreements with the County of Tulare for the properties, and the properties are not redeemed by the current owners, the City would have to pay the current minimum bid listed below for each property plus any additional costs that the properties may incur during this process. The current minimum bid for each property is as follows:

1. APN No. 060-132-009-000 149 S. Pepper St. - \$19,300
2. APN No. 060-134-011-000 137 S. Valencia Blvd. - \$17,100
3. APN No. 060-143-001-000 208 S. Pepper St. - \$6,900

If the City acquired the properties, it would have to look at its options to either rehab and sell the properties or sell them as they are.

**ON A MOTION BY MARTINEZ, SECOND BY LOPEZ IT WAS VOTED TO ADOPT THE RESOLUTION AND OBJECT THE SALE OF THE TAX DEFAULTED PROPERTIES. APPROVED UNANIMOUSLY.**

- C. Action: Adoption of Resolution: Approval of the City of Woodlake's Fiscal Year 2017/2018 Budget

City Administrator Lara reported the following: annually, City staff submits, to the City Council, a draft budget. The draft budget is submitted at scheduled Council meetings, which are open to the public. The purpose of the budgeting process is to propose necessary expenditures and the means of funding them. The current budget will be in place from July 1, 2017 to June 30, 2018. The Draft budget was presented to Council and to the public during a budget session at the February 27, 2017 Council meeting. For Fiscal Year 2017/2018 City staff is presenting a balanced budget that allows for adequate services to be provided for its citizens. Some of the major highlights will be the construction of the Woodlake Community Center and continued improvements to the City's water and sewer systems. As part of the Fiscal Year 2017/2018 Budget, all employees will receive a pay increase based on a salary survey that was conducted for all City departments. No new positions will be added to any department

**ON A MOTION BY G. GONZALEZ JR., SECOND BY ORTIZ IT WAS VOTED TO ADOPT THE RESOLUTION AND APPROVE THE CITY OF WOODLAKE'S FISCAL YEAR 2017/2018 BUDGET. APPROVED UNANIMOUSLY.**

- D. Information: Citizens' Advisory Committee Update

City Employee Waters reported the following:

The Citizens' Advisory Committee held a meeting on April 18<sup>th</sup> to discuss two potential tax measures within the City of Woodlake. City Staff discussed the potential financial benefits of each tax proposal and the possible impacts of each proposal. The Committee instructed staff to gather information about what types of projects are desirable if the tax measure is on the ballot. The Committee also instructed staff to begin the process of putting together drafts of the administrative documents related to commercial cultivation permits and applications. Staff will provide further updates on the committee as they begin to make recommendations.

VI. OTHER BUSINESS

A. Information: Items from Staff

City Administrator Lara – Reported the City will be having their annual Spring Clean Up event from April 28<sup>th</sup> to April 30<sup>th</sup>. Information flyers were mailed to residents with utility bill at the beginning of the month. Also, there was a City clean up event on April 22<sup>nd</sup>. It was a great turnout with many volunteers from the community, high school kids and city staff. The City currently has a job opening in the Public Works department. Last day to apply is April 28<sup>th</sup>.

Chief Marquez – Reported the department is getting ready for a busy month in May with the Rodeo, Parade and Concert in the park.

City Clerk Zacarias – Reported Step Up is scheduled for May 5<sup>th</sup> from 4 pm to 8 pm. The event will be held at the Woodlake Plaza.

Councilmember Ortiz – Reported she attended a TCAG meeting on April 18<sup>th</sup> and there was a lot of discussion regarding various projects throughout Tulare County. She would like to meet with the board members of the Woodlake Pride to discuss their concerns they shared at the council meeting on April 10<sup>th</sup>. City Administrator Lara stated they could schedule the meeting with no more than 2 councilmembers present. Councilmember Ortiz stated she would schedule meeting and notify staff.

Councilmember G. Gonzalez Jr. – Reported he was not able to interview students for a student rep for school year 2017/2018. He will reschedule and let staff know of new date. Youth soccer will be starting soon and he will let us know of sign up dates soon. He asked City Administrator Lara of the status with the handicap ramp for the pedestrian trail behind city hall. City Administrator Lara stated project should start in about a month.

Councilmember Martinez – Reported he would like to join Councilmember Ortiz and meet with the board members of Woodlake Pride. He helped with the City clean up on the 22<sup>nd</sup> and said it was a great event.

C. Request from Council Members for Future Agenda Items

VII. CLOSED SESSION

1. **PENDING LITIGATION** (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:

Conference with legal counsel – **EXISTING LITIGATION** (Government Code § 54956.9(d)(1)).

- Parties, case/claim no. Garibay vs. City of Woodlake
- Case name unspecified because of jeopardy to settlement negotiations or service of process.

2. **PENDING LITIGATION** (Government Code § 54956.9). It is the intention of this governing body to meet in closed-session concerning:

Conference with legal counsel – **ANTICIPATED LITIGATION** (Government Code § 54956.9(d)).

**Initiation of litigation** (Government Code § 54956.9(d)(4)).

Number of potential cases is:   2  .

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S)** (Government Code § 54956.8). It is the intent of this governing body to meet in closed-session to confer with its real property negotiator concerning the purchase, sale, exchange, or lease of real property by or for this local agency as follows:

Property Description (Specify street address, or if no street address, the parcel number or other unique reference): 061-100-085-000

Our Negotiator: Ramon Lara

Parties with whom negotiating: Self-Help Enterprises

Instructions to negotiator concerning:  Price  Terms of payment.

4. **PERSONNEL** (Government Code § 54957(b)). It is the intention of this governing body to meet in closed-session to:

- Consider the discipline, dismissal or release of a public employee.
- Hear complaints or charges against a public employee.
- Consider public employee appointment/employment for the position of:
- Consider public employee performance evaluation for the position of: City Administrator

Mayor Mendoza reported no action was taken and there was nothing to report.

#### NOTICE TO THE PUBLIC

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#### VIII. ADJOURN

The next scheduled City Council meeting will be held on Monday, May 8, 2017 at 6:30 p.m. at City Council Chambers located at 350 North Valencia Boulevard, Woodlake, CA 93286.

City Council:

Rudy Mendoza - Mayor

Frances Ortiz - Vice Mayor

Louie Lopez - Councilmember

Greg Gonzalez Jr. - Councilmember

Jose L. Martinez - Councilmember

Meeting adjourned at 7:45 PM

Submitted by,  
Irene Zacarias  
City Clerk

**City of Woodlake**  
**Summary of Disbursements and Payroll**  
**City Council Meeting : May 8, 2017**

**PAYROLL**

|                      |             |                    |
|----------------------|-------------|--------------------|
| 3/31/2017 (City)     | \$46,827.86 |                    |
| 3/31/2017 (Fire)     | \$4,946.95  |                    |
|                      | \$0.00      |                    |
|                      | \$0.00      |                    |
| <b>Gross Payroll</b> |             | <b>\$51,774.81</b> |

**DISBURSEMENTS / WARRANTS**

|                            |              |                     |
|----------------------------|--------------|---------------------|
| 5/4/2017                   | \$212,165.46 |                     |
|                            | \$0.00       |                     |
|                            | \$0.00       |                     |
|                            | \$0.00       |                     |
| <b>Total Disbursements</b> |              | <b>\$212,165.46</b> |

**WIRES**

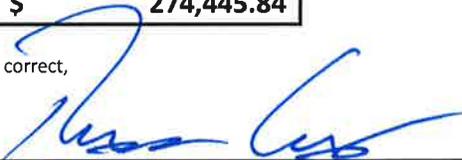
|                  |      |             |
|------------------|------|-------------|
| PAYROLL TAX WIRE | CITY | \$ 8,912.09 |
|                  | FIRE | \$ 1,593.48 |

USDA - Water Loan  
 USDA - Sewer Loan  
 USDA - Airport Loan  
 USDA - Fire Truck Loan

|                                   |           |                  |
|-----------------------------------|-----------|------------------|
| <b>Total Wire Amount Sent Out</b> | <b>\$</b> | <b>10,505.57</b> |
|-----------------------------------|-----------|------------------|

|                              |           |                   |
|------------------------------|-----------|-------------------|
| <b>Amount to be Approved</b> | <b>\$</b> | <b>274,445.84</b> |
|------------------------------|-----------|-------------------|

I, Ramon Lara, certify under penalty of perjury that the above listed accounts are correct, due and payable to the best of my knowledge.

  
 \_\_\_\_\_  
 City Administrator, Ramon Lara

**Passed and adopted at a regular meeting of the City Council of the  
 City of Woodlake on the 8th day of May 2017.  
 by the following vote:**

**Ayes:**  
**Noes:**  
**Absent:**  
**Abstain:**

\_\_\_\_\_  
 Mayor, Rudy Mendoza

\_\_\_\_\_  
 City Clerk, Irene Zacarias

PERIOD 3 DATING 3/12/2017- 3/25/2017 CHECK DATE 3/31/2017  
DIRECT DEPOSIT IS TURNED ON

| CHECK<br>NUMBER | CHECK<br>AMOUNT | CODE | CHECK<br>SEQ |
|-----------------|-----------------|------|--------------|
| 22464           | 3,812.58        | 208  | 1 STUB ONLY  |
| 22465           | 1,923.94        | 210  | 1 STUB ONLY  |
| 22466           | 1,104.78        | 206  | 1 STUB ONLY  |
| 22467           | 2,300.89        | 212  | 1 STUB ONLY  |
| 22468           | 1,873.25        | 207  | 1 STUB ONLY  |
| 22469           | 1,580.27        | 173  | 1 STUB ONLY  |
| 22470           | 1,432.91        | 567  | 1 STUB ONLY  |
| 22471           | 2,061.86        | 539  | 1 STUB ONLY  |
| 22472           | 1,241.59        | 562  | 1 STUB ONLY  |
| 22473           | 1,505.38        | 561  | 1 STUB ONLY  |
| 22474           | 218.91          | 560  | 1 STUB ONLY  |
| 22475           | 1,143.58        | 564  | 1 STUB ONLY  |
| 22476           | 1,002.46        | 565  | 1 STUB ONLY  |
| 22477           | 2,615.43        | 549  | 1 STUB ONLY  |
| 22478           | 1,592.77        | 566  | 1 STUB ONLY  |
| 22479           | 1,826.79        | 554  | 1 STUB ONLY  |
| 22480           | 1,547.63        | 552  | 1 STUB ONLY  |
| 22481           | 1,026.03        | 555  | 1 STUB ONLY  |
| 22482           | 1,270.99        | 551  | 1 STUB ONLY  |
| 22483           | 1,727.72        | 215  | 1 STUB ONLY  |
| 22484           | 1,758.28        | 134  | 1 STUB ONLY  |
| 22485           | 1,132.22        | 216  | 1 STUB ONLY  |
| 22486           | 1,355.50        | 205  | 1 STUB ONLY  |
| 22487           | 998.85          | 187  | 1 STUB ONLY  |
| 22488           | 1,375.73        | 159  | 1 STUB ONLY  |
| 22489           | 2,107.53        | 209  | 1 STUB ONLY  |
| 22490           | 2,066.23        | 211  | 1 STUB ONLY  |
| 22491           | 1,665.80        | 214  | 1 STUB ONLY  |
| 22492           | 1,557.96        | 188  | 1 STUB ONLY  |

PERIOD 3 DATING 3/12/2017- 3/25/2017 CHECK DATE 3/31/2017  
 DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | EMPLOYEE/BANK/VENDOR NAME | CODE | CHECK SEQ |
|--------------|--------------|---------------------------|------|-----------|
|--------------|--------------|---------------------------|------|-----------|

TOTALS FOR CHECK FORM: STUB

| NEGOTIABLE CHECKS              | COUNTS |
|--------------------------------|--------|
| 0.00 *EMPLOYEE CHECKS          | 0      |
| 0.00 *VENDOR CHECKS            | 0      |
| 0.00 *BANK CHECKS              | 0      |
| 0.00 **TOTAL NEGOTIABLE CHECKS | 0      |

OTHER CHECKS

|                             |   |
|-----------------------------|---|
| 0.00 *MANUAL CHECKS         | 0 |
| 0.00 *CANCELLED CHECKS      | 0 |
| 0.00 **TOTAL FOR CHECK FORM |   |

NON-NEGOTIABLE CHECKS

|                                 |    |
|---------------------------------|----|
| 46,827.86 *DIRECT DEPOSIT STUBS | 29 |
| 0.00 *VENDOR DIR DEP STUBS      | 0  |

PAY INFORMATION  
 O/T T-1/2 03

F E A T U R E D I S T R I B U T I O N

RUN- 3/30/2017 10:12:11 PAGE 1  
 PR4B0R-V14.06 Paymate

CITY - O/T REPORT - PAYROLL #20  
 03/12/17-03/25/17 PAYROLL DATE: 03/31/17

| EMPLOYEE NAME    | EMP #        | CUR AMT  | CUR HRS |
|------------------|--------------|----------|---------|
|                  | 567          | 31.31    | 1.00    |
|                  | 215          | 290.05   | 9.50    |
|                  | 214          | 339.84   | 10.00   |
|                  | 159          | 63.53    | 2.25    |
|                  | 539          | 207.76   | 4.00    |
|                  | 561          | 250.48   | 8.00    |
|                  | 566          | 500.96   | 16.00   |
|                  | 554          | 298.69   | 9.00    |
|                  | 216          | 223.92   | 11.50   |
|                  | 552          | 398.25   | 12.00   |
|                  | 134          | 482.40   | 13.00   |
|                  | 551          | 431.44   | 13.00   |
|                  | 12 EMPLOYEES | 3,518.63 | 109.25  |
| PAGE TOTALS ***  |              |          |         |
| FEATURE TOTALS * | 12 EMPLOYEES | 3,518.63 | 109.25  |

PAY INFORMATION

GROSS PAY

F E A T U R E D I S T R I B U T I O N

CITY - GROSS PAYROLL - PAYROLL #20  
 03/12/17-03/25/17 PAYROLL DATE: 03/31/17

RUN- 3/30/2017 10:11:50 PAGE 1  
 PR4B0R-V14.06 Paymate

| EMP #        | CUR AMT   | CUR HRS  |
|--------------|-----------|----------|
| 567          | 1,701.16  | 81.00    |
| 215          | 2,068.36  | 89.50    |
| 214          | 2,324.96  | 91.00    |
| 159          | 1,569.53  | 82.25    |
| 539          | 2,977.91  | 84.00    |
| 188          | 2,098.62  | 80.00    |
| 562          | 1,770.00  | 80.00    |
| 561          | 1,920.33  | 88.00    |
| 209          | 2,449.38  | 80.00    |
| 560          | 237.05    | 16.00    |
| 564          | 1,669.85  | 80.00    |
| 208          | 5,211.85  | 80.00    |
| 173          | 1,692.01  | 80.00    |
| 565          | 1,362.92  | 80.00    |
| 549          | 3,920.77  | 80.00    |
| 566          | 2,170.81  | 96.00    |
| 554          | 2,068.69  | 89.00    |
| 210          | 2,669.08  | 80.00    |
| 211          | 2,449.39  | 80.00    |
| 206          | 1,444.62  | 80.00    |
| 216          | 1,412.39  | 91.50    |
| 205          | 1,516.61  | 80.00    |
| 552          | 2,168.25  | 92.00    |
| 555          | 1,306.62  | 80.00    |
| 134          | 2,461.49  | 93.00    |
| 212          | 2,935.39  | 80.00    |
| 187          | 1,213.30  | 64.00    |
| 207          | 2,657.08  | 80.00    |
| 551          | 2,201.44  | 93.00    |
| 29 EMPLOYEES | 61,649.86 | 2,350.25 |
| 29 EMPLOYEES | 61,649.86 | 2,350.25 |

PAGE TOTALS \*\*\*

FEATURE TOTALS \*

PERIOD 3 DATING 3/12/2017- 3/25/2017 CHECK DATE 3/31/2017  
 DIRECT DEPOSIT IS TURNED ON

| CHECK NUMBER | CHECK AMOUNT | CODE | CHECK SEQ   |
|--------------|--------------|------|-------------|
| 22461        | 2,090.75     | 4018 | 1 STUB ONLY |
| 22462        | 1,635.40     | 4022 | 1 STUB ONLY |
| 22463        | 1,220.80     | 4035 | 1 STUB ONLY |

TOTALS FOR CHECK FORM: STUB

| NEGOTIABLE CHECKS |                           | COUNTS |
|-------------------|---------------------------|--------|
| 0.00              | *EMPLOYEE CHECKS          | 0      |
| 0.00              | *VENDOR CHECKS            | 0      |
| 0.00              | *BANK CHECKS              | 0      |
| 0.00              | **TOTAL NEGOTIABLE CHECKS | 0      |

OTHER CHECKS

|      |                        |   |
|------|------------------------|---|
| 0.00 | *MANUAL CHECKS         | 0 |
| 0.00 | *CANCELLED CHECKS      | 0 |
| 0.00 | **TOTAL FOR CHECK FORM |   |

NON-NEGOTIABLE CHECKS

|          |                       |   |
|----------|-----------------------|---|
| 4,946.95 | *DIRECT DEPOSIT STUBS | 3 |
| 0.00     | *VENDOR DIR DEP STUBS | 0 |

PAY INFORMATION

F E A T U R E D I S T R I B U T I O N

RUN- 3/30/2017 10:10:56 PAGE 1

PR4B0R-V14.06 Paymate

FIRE - GROSS PAYROLL - PAYROLL #20  
 03/12/17-03/25/17 PAYROLL DATE: 03/31/17

| EMP #       | CUR AMT  | CUR HRS |
|-------------|----------|---------|
| 4018        | 2,692.31 | 112.00  |
| 4022        | 1,910.73 | 144.00  |
| 4035        | 1,612.29 | 144.00  |
| 3 EMPLOYEES | 6,215.33 | 400.00  |
| 3 EMPLOYEES | 6,215.33 | 400.00  |

PAGE TOTALS \*\*\*

FEATURE TOTALS \*

| BANK                 | VENDOR                   | CHECK# | DATE     | AMOUNT     |
|----------------------|--------------------------|--------|----------|------------|
| BANK BANK OF VISALIA |                          |        |          |            |
| 000081               | U. S. POST OFFICE        | 63270  | 04/20/17 | 554.30     |
| 000501               | CARRASCO/RAMONA          | 63323  | 04/24/17 | 542.89     |
| 000801               | CMRS-TMS/US POSTAL SERVI | 63324  | 05/03/17 | 1,000.00   |
| 000593               | ABH FOX SOLUTIONS        | 63325  | 05/05/17 | 1,202.72   |
| 000783               | AFLAC                    | 63326  | 05/05/17 | 337.86     |
| 001524               | ALAMEDA ELECTRICAL DIST  | 63327  | 05/05/17 | 1,788.65   |
| 001114               | AT & T MOBILITY          | 63328  | 05/05/17 | 191.70     |
| 001212               | AT&T                     | 63329  | 05/05/17 | 465.17     |
| 001310               | AT&T (INTERNET)          | 63330  | 05/05/17 | 337.00     |
| 000351               | BSK ASSOCIATES           | 63331  | 05/05/17 | 355.00     |
| 001150               | CA STATE DISBURSMENT UNI | 63332  | 05/05/17 | 679.38     |
| 001085               | CA STATE DISBURSE UNIT   | 63333  | 05/05/17 | 288.92     |
| 001089               | CA TURF EQUIPMENT & SUPP | 63334  | 05/05/17 | 283.46     |
| 001350               | CALIFORNIA CHOICE        | 63335  | 05/05/17 | 23,432.70  |
| 001144               | CALIFORNIA STATE DISBURS | 63336  | 05/05/17 | 1,100.00   |
| 000064               | CECILS GARAGE            | 63337  | 05/05/17 | 1,639.57   |
| 001019               | CENTRAL SANITARY SUPPLY  | 63338  | 05/05/17 | 1,529.97   |
| 001173               | CENTRAL VALLEY BUSINESS  | 63339  | 05/05/17 | 593.53     |
| 000372               | CHICAGO TITLE COMPANY    | 63340  | 05/05/17 | 1,750.00   |
| 000124               | COLLINS & SCHOETTLER     | 63341  | 05/05/17 | 1,579.50   |
| 000863               | CRAIGS AUTO PARTS        | 63342  | 05/05/17 | 529.54     |
| 000646               | DEARBORN NATIONAL LIFE I | 63343  | 05/05/17 | 329.48     |
| 001441               | DORADO/DENISE K.         | 63344  | 05/05/17 | 1,385.00   |
| 001192               | DUNN'S SAND              | 63345  | 05/05/17 | 677.16     |
| 001496               | E. H. WACHS              | 63346  | 05/05/17 | 307.53     |
| 001360               | FARLEY LAW FIRM          | 63347  | 05/05/17 | 17,149.31  |
| 000898               | FOOTHILLS SUN-GAZETTE/TH | 63348  | 05/05/17 | 115.13     |
| 000594               | FRANCHISE TAX BOARD      | 63349  | 05/05/17 | 200.00     |
| 000025               | GAS COMPANY/THE          | 63350  | 05/05/17 | 108.57     |
| 000846               | GUARDIAN-APPLETON        | 63351  | 05/05/17 | 2,878.08   |
| 001459               | JOSTENS                  | 63352  | 05/05/17 | 2,874.76   |
| 000181               | KIWANIS OF WOODLAKE      | 63353  | 05/05/17 | 650.00     |
| 001428               | LEFFINGWELL AG SALES CO. | 63354  | 05/05/17 | 356.02     |
| 001405               | MARQUEZ/BENJAMIN         | 63355  | 05/05/17 | 790.00     |
| 000530               | MONARCH FORD             | 63356  | 05/05/17 | 189.04     |
| 001680               | MONARCH/SOL              | 63357  | 05/05/17 | 303.18     |
| 001679               | PAPE MACHINERY           | 63358  | 05/05/17 | 103,662.50 |
| 001164               | PUBLIC SAFETY CENTER     | 63359  | 05/05/17 | 150.42     |
| 000022               | QUAD - KNOFF             | 63360  | 05/05/17 | 16,498.93  |
| 001222               | RAY MORGAN COMPANY       | 63361  | 05/05/17 | 167.05     |
| 000023               | SELF HELP ENTERPRISES IN | 63362  | 05/05/17 | 300.00     |
| 000024               | SOUTHERN CALIF EDISON CO | 63363  | 05/05/17 | 215.84     |
| 001145               | STANTEC CONSULTING SERVI | 63364  | 05/05/17 | 18,791.25  |
| 001284               | TEAMSTERS LOCAL UNION NO | 63365  | 05/05/17 | 220.00     |
| 001682               | THE GARDENS              | 63366  | 05/05/17 | 58.36      |
| 000910               | TRANSACT TECHNOLOGIES, I | 63367  | 05/05/17 | 127.03     |
| 000509               | TULARE COUNTY AUDITOR    | 63368  | 05/05/17 | 12.50      |
| 001210               | US BANK                  | 63369  | 05/05/17 | 535.77     |

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| BANK   | VENDOR                  | CHECK# | DATE     | AMOUNT     |
|--------|-------------------------|--------|----------|------------|
| BANK   | BANK OF VISALIA         |        |          |            |
| 001146 | USA BLUE BOOK           | 63370  | 05/05/17 | 574.57     |
| 000832 | VERIZON WIRELESS        | 63371  | 05/05/17 | 715.55     |
| 000429 | WOODLAKE LIONS CLUB     | 63372  | 05/05/17 | 1,000.00   |
| 000206 | WOODLAKE UNIFIED SCHOOL | 63373  | 05/05/17 | 1,628.01   |
| 001681 | ZISUMBO ELECTRIC        | 63374  | 05/05/17 | 467.32     |
| BANK   | BANK OF VISALIA         |        |          | 211,620.22 |

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05/04/2017 18:

BANK VENDOR

REPORT TOTALS:

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CHECK# DATE AMOUNT

211,620.22

RECORDS PRINTED - 000162

| VENDOR NAME<br>DESCRIPTION   | AMOUNT  | ACCOUNT NAME  | FUND & ACCOUNT   | CLAIM                                    | INVOICE | PO# | F/P ID LINE   |
|--|---|---|--|--|---------|-----|---|
| ABH FOX SOLUTIONS<br>FD WIRELESS CONCTN 5/17<br>AT&T MODEM SWAP 05/17  | 1,082.72<br>120.00<br>1,202.72  | OFFICE SUPPLIES<br>CONTRACTURAL SERVICES<br>*VENDOR TOTAL   | 004.0414.060.023<br>001.0410.060.028   | 4562<br>4581                             |         |     | 591 00076<br>591 00077  |
| AFLAC<br>SUPPLMNTL INS. 05/2017  | 337.86  | ACCIDENT & DIS INS WITHH  | 001.0000.200.038   | 088475                                   |         |     | 591 00015   |
| ALAMEDA ELECTRICAL DIST<br>BOLLARD 05/2017   | 1,788.65  | SPECIAL DEPARTMENT EXPEN  | 001.0422.060.029   | S4012263.001                             |         |     | 591 00012   |
| AT & T MOBILITY<br>FD CELL PHONES 05/2017  | 191.70  | TELEPHONE   | 004.0414.060.020   |  |         |     | 591 00003   |
| AT&T<br>FD OFFICE PHONES 05/17<br>CITY OFFICE PHONES 5/17<br>PD OFFICE PHONES 5/17<br>SHOP DEPT. 05/17<br>WATER DEPT. 05/2017<br>SEWER DEPT 05/2017<br>AIRPORT ATM LINE 5/17 | 45.19<br>156.52<br>127.00<br>83.21<br>17.83<br>17.83<br>17.59<br>465.17 | TELEPHONE<br>TELEPHONE<br>TELEPHONE<br>TELEPHONE<br>TELEPHONE<br>TELEPHONE<br>UTILITIES<br>*VENDOR TOTAL          | 004.0414.060.020<br>001.0410.060.020<br>001.0411.060.020<br>001.0418.060.020<br>063.0463.060.020<br>062.0462.060.020<br>041.0441.060.021 |  |         |     | 591 00005<br>591 00043<br>591 00044<br>591 00045<br>591 00046<br>591 00047<br>591 00048 |
| AT&T (INTERNET)<br>FD INTERNET 05/2017<br>COW UVERSE 05/17<br>WPD U-VERSE 05/2017<br>SHOP U-VERSE 05/2017  | 79.00<br>94.00<br>94.00<br>70.00<br>337.00                              | TELEPHONE<br>TELEPHONE<br>TELEPHONE<br>TELEPHONE<br>*VENDOR TOTAL   | 004.0414.060.020<br>001.0410.060.020<br>001.0411.060.020<br>001.0418.060.020   |  |         |     | 591 00004<br>591 00041<br>591 00079<br>591 00094  |
| BSK ASSOCIATES<br>BACTI 05/2017<br>WEEKLY EFFLUENT 05/2017<br>BACTI 05/2017<br>WEEKLY EFFLUENT 05/17   | 90.00<br>73.00<br>90.00<br>102.00<br>355.00                             | CONTRACTURAL SERVICES<br>CONTRACTURAL SERVICES<br>CONTRACTURAL SERVICES<br>CONTRACTURAL SERVICES<br>*VENDOR TOTAL | 063.0463.060.028<br>062.0462.060.028<br>063.0463.060.028<br>062.0462.060.028   | A709748<br>A709784<br>A710130<br>A710527 |         |     | 591 00050<br>591 00049<br>591 00056<br>591 00082  |
| CA STATE DISBURSMENT UNI<br>EMPLOYEE W/HLDNGS 5/17   | 679.38  | GARNISHMENT OF WAGES WIT  | 001.0000.200.033   | MAY 2017                                 |         |     | 591 00024   |
| CA STATE DISURSE UNIT<br>EMPLOYEE W/HLDNGS 05/17   | 288.92  | GARNISHMENT OF WAGES WIT  | 001.0000.200.033   | MAY 2017                                 |         |     | 591 00026   |
| CA TURF EQUIPMENT & SUPP<br>SUPPLIES 05/2017<br>SUPPLIES 05/2017   | 141.73<br>141.73<br>283.46  | SPECIAL DEPARTMENT EXPEN<br>SPECIAL DEPARTMENT EXPEN<br>*VENDOR TOTAL   | 001.0421.060.029<br>029.0429.060.029   | 330254<br>330254                         |         |     | 591 00052<br>591 00053  |

| VENDOR NAME<br>DESCRIPTION                            | AMOUNT    | ACCOUNT NAME             | FUND & ACCOUNT   | CLAIM | INVOICE        | PO# | F/P ID LINE |
|---|-----------|--------------------------|------------------|-------|----------------|-----|-------------|
| CALIFORNIA CHOICE<br>CITY EMPLOYEES 05/17             | 507.33    | HEALTH INSURANCE         | 001.0403.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 494.29    | HEALTH INSURANCE         | 001.0404.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 253.70    | HEALTH INSURANCE         | 001.0405.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 532.12    | HEALTH INSURANCE         | 001.0415.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 226.11    | HEALTH INSURANCE         | 001.0416.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 860.22    | HEALTH INSURANCE         | 001.0418.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 358.64    | HEALTH INSURANCE         | 001.0421.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 1,201.18  | HEALTH INSURANCE         | 001.0422.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 697.45    | HEALTH INSURANCE         | 061.0461.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 3,105.25  | HEALTH INSURANCE         | 062.0462.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 2,859.63  | HEALTH INSURANCE         | 063.0463.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 1,087.93  | HEALTH INSURANCE         | 021.0424.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 477.02    | HEALTH INSURANCE         | 029.0429.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 246.75    | HEALTH INSURANCE         | 032.0440.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY EMPLOYEES 05/17                                  | 91.00     | HEALTH INSURANCE         | 001.0402.050.008 |       | JUNE 2017      |     | 591 00062   |
| CITY INS W/H EMPLOYEE 5/17                            | 2,600.00  | HEALTH INSURANCE WITHHEL | 001.0000.200.031 |       | JUNE 2017      |     | 591 00063   |
| PD EXPENSE 05/2017                                    | 4,531.10  | HEALTH INSURANCE         | 001.0411.050.008 |       | JUNE 2017      |     | 591 00064   |
| FIRE EXPENSE 05/2017                                  | 3,092.33  | HEALTH INSURANCE         | 004.0414.050.008 |       | JUNE 2017      |     | 591 00065   |
| FIRE INS W/H EMPLEE 5/17                              | 23,432.70 | HEALTH INSURANCE WITHHEL | 004.0000.200.031 |       | JUNE 2017      |     | 591 00066   |
|   |           | *VENDOR TOTAL            |                  |       |                |     |             |
| CALIFORNIA STATE DISBURS<br>EMPLOYEE W/HLDNGS 05/2017 | 100.00    | GARNISHMENT OF WAGES WIT | 001.0000.200.033 |       | MAY 2017       |     | 591 00025   |
| CARRASCO/RAMONA<br>REIMBURSEMENT 05/2017              | 542.89    | SPECIAL DEPARTMENT EXPEN | 001.0402.060.029 |       |                |     | 594 00006   |
| CECILS GARAGE<br>SUPPLIES GRDN TRCK 5/17              | 1,639.57  | SPECIAL DEPARTMENT EXPEN | 001.0421.060.029 |       | 002050         |     | 591 00051   |
| CENTRAL SANITARY SUPPLY<br>CLEANING SUPPLIES 5/17     | 529.97    | SPECIAL DEPARTMENT EXPEN | 001.0418.060.029 |       | 788533         |     | 591 00042   |
| CENTRAL VALLEY BUSINESS<br>BC MASTERS PD 05/2017      | 274.38    | CONTRACTURAL SERVICES    | 001.0411.060.028 |       | 204630         |     | 591 00081   |
| BC MLTPL OFFICERS 5/17                                | 319.15    | CONTRACTURAL SERVICES    | 001.0411.060.028 |       | 204684         |     | 591 00080   |
|   | 593.53    | *VENDOR TOTAL            |                  |       |                |     |             |
| CHICAGO TITLE COMPANY<br>SERVICES 05/2017             | 500.00    | SPECIAL DEPARTMENT EXPEN | 001.0402.060.029 |       | FWVIT017000694 |     | 591 00070   |
| SERVICES 05/2017                                      | 750.00    | SPECIAL DEPARTMENT EXPEN | 001.0402.060.029 |       | FWVIT017000695 |     | 591 00069   |
| SERVICES 05/2017                                      | 500.00    | SPECIAL DEPARTMENT EXPEN | 001.0402.060.029 |       | FWVIT017000696 |     | 591 00068   |
|   | 1,750.00  | *VENDOR TOTAL            |                  |       |                |     |             |
| CMRS -TMS/US POSTAL SERVI<br>POSTAGE MACHINE 05/17    | 100.00    | POSTAGE                  | 001.0410.060.022 |       |                |     | 594 00001   |
| POSTAGE MACHINE 05/17                                 | 300.00    | POSTAGE                  | 061.0461.060.022 |       |                |     | 594 00002   |
| POSTAGE MACHINE 05/17                                 | 300.00    | POSTAGE                  | 062.0462.060.022 |       |                |     | 594 00003   |
| POSTAGE MACHINE 05/2017                               | 300.00    | POSTAGE                  | 063.0463.060.022 |       |                |     | 594 00004   |
|   | 1,000.00  | *VENDOR TOTAL            |                  |       |                |     |             |

| VENDOR NAME<br>DESCRIPTION                       | AMOUNT   | ACCOUNT NAME             | FUND & ACCOUNT   | CLAIM | INVOICE    | PO# | F/P ID LINE |
|--|----------|--------------------------|------------------|-------|------------|-----|-------------|
| COLLINS & SCHOETTLER<br>PLANNING CNSLTNT 5/17    | 1,579.50 | CONTRACTURAL SERVICES    | 001.0405.060.028 |       | MARCH 2017 |     | 591 00032   |
| CRAIGS AUTO PARTS<br>HEADLAMP 05/2017            | 39.94    | VEHICLE MAINTENANCE/OPER | 001.0411.060.032 |       | 655393     |     | 591 00098   |
| FLASHLIGHT/SUPPLIES 5/17                         | 193.28   | SPECIAL DEPARTMENT EXPEN | 001.0418.060.029 |       | 655637     |     | 591 00101   |
| ANIMAL CNTRL TRCK 5/17                           | 4.02     | SPECIAL DEPARTMENT EXPEN | 001.0411.060.029 |       | 655829     |     | 591 00099   |
| CAR WASH PD 05/2017                              | 14.29    | SPECIAL DEPARTMENT EXPEN | 001.0411.060.029 |       | 656131     |     | 591 00097   |
| TMBLR & KEY LOCK 5/17                            | 54.31    | SPECIAL DEPARTMENT EXPEN | 001.0421.060.029 |       | 656462     |     | 591 00102   |
| QT OIL 05/2017                                   | 3.36     | SPECIAL DEPARTMENT EXPEN | 001.0418.060.029 |       | 656823     |     | 591 00096   |
| HOSE/FITTING 05/2017                             | 108.37   | SPECIAL DEPARTMENT EXPEN | 062.0462.060.029 |       | 657070     |     | 591 00100   |
| STOCK INVENTORY 5/17                             | 111.97   | VEHICLE MAINTENANCE/OPER | 001.0411.060.032 |       | 657071     |     | 591 00103   |
|  | 529.54   | *VENDOR TOTAL            |                  |       |            |     |             |
| DEARBORN NATIONAL LIFE I<br>CITY EMPLOYEES 05/17 | 7.18     | HEALTH INSURANCE         | 001.0403.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 6.99     | HEALTH INSURANCE         | 001.0404.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 3.59     | HEALTH INSURANCE         | 001.0405.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 7.53     | HEALTH INSURANCE         | 001.0415.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 3.20     | HEALTH INSURANCE         | 001.0416.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 12.17    | HEALTH INSURANCE         | 001.0418.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 5.07     | HEALTH INSURANCE         | 001.0421.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 17.00    | HEALTH INSURANCE         | 001.0422.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 9.87     | HEALTH INSURANCE         | 061.0461.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 43.95    | HEALTH INSURANCE         | 062.0462.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 40.47    | HEALTH INSURANCE         | 063.0463.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 15.40    | HEALTH INSURANCE         | 021.0424.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 6.75     | HEALTH INSURANCE         | 029.0429.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 3.49     | HEALTH INSURANCE         | 032.0440.050.008 |       | MAY 2017   |     | 591 00007   |
| CITY EMPLOYEES 05/17                             | 1.34     | HEALTH INSURANCE         | 001.0402.050.008 |       | MAY 2017   |     | 591 00007   |
| PD EMPLOYEES 05/2017                             | 145.48   | HEALTH INSURANCE         | 001.0411.050.008 |       | MAY 2017   |     | 591 00008   |
|  | 329.48   | *VENDOR TOTAL            |                  |       |            |     |             |
| DORADO/DENISE K.<br>EMPLOYEE W/HLDNGS 5/17       | 1,385.00 | GARNISHMENT OF WAGES WIT | 001.0000.200.033 |       | MAY 2017   |     | 591 00028   |
| DUNN'S SAND<br>5 SACKS SAND 05/17                | 338.58   | SPECIAL DEPARTMENT EXPEN | 062.0462.060.029 |       | 46671      |     | 591 00058   |
| 5 SACKS SAND 05/17                               | 338.58   | SPECIAL DEPARTMENT EXPEN | 063.0463.060.029 |       | 46671      |     | 591 00059   |
|  | 677.16   | *VENDOR TOTAL            |                  |       |            |     |             |
| E. H. WACHS<br>SERVICES 05/2017                  | 307.53   | SPECIAL DEPARTMENT EXPEN | 062.0462.060.029 |       | 134488     |     | 591 00060   |
| FARLEY LAW FIRM<br>GENERAL MATTERS 05/17         | 8,451.39 | LEGAL SERVICES - RETAINE | 001.0410.060.025 |       | 591 00033  |     | 591 00033   |
| GARIBAY 05/2017                                  | 5,723.92 | LEGAL SERVICES - RETAINE | 001.0411.060.025 |       | 591 00034  |     | 591 00034   |
| WPCD 05/2017                                     | 1,606.00 | LEGAL SERVICES - RETAINE | 001.0402.060.025 |       | 591 00035  |     | 591 00035   |
| WALSBURG 05/2017                                 | 540.00   | LEGAL SERVICES - RETAINE | 001.0402.060.025 |       | 591 00036  |     | 591 00036   |
| WHITED 05/2017                                   | 414.00   | LEGAL SERVICES - RETAINE | 062.0462.060.025 |       | 591 00037  |     | 591 00037   |
| WHITED 05/2017                                   | 414.00   | LEGAL SERVICES - RETAINE | 063.0463.060.025 |       | 591 00038  |     | 591 00038   |

| VENDOR NAME<br>DESCRIPTION                        | AMOUNT    | ACCOUNT NAME             | FUND & ACCOUNT   | CLAIM | INVOICE  | PO# | F/P ID LINE |
|---|-----------|--------------------------|------------------|-------|----------|-----|-------------|
| FARLEY LAW FIRM                                   | 17,149.31 | *VENDOR TOTAL            |                  |       |          |     |             |
| FOOTHILLS SUN-GAZETTE/TH<br>JOB ADVERTISMENT 5/17 | 57.56     | CONTRACTURAL SERVICES    | 062.0462.060.028 |       | 51396    |     | 591 00071   |
| JOB ADVERTISMENT 05/17                            | 57.57     | CONTRACTURAL SERVICES    | 063.0463.060.028 |       | 51396    |     | 591 00072   |
|   | 115.13    | *VENDOR TOTAL            |                  |       |          |     |             |
| FRANCHISE TAX BOARD<br>EMPLOYEE 05/2017           | 200.00    | GARNISHMENT OF WAGES WIT | 001.0000.200.033 |       | MAY 2017 |     | 591 00027   |
| GAS COMPANY/THE<br>FD/SENIOR CNTR 05/17           | 53.20     | UTILITIES                | 004.0414.060.021 |       |          |     | 591 00002   |
| COW BLDG 05/2017                                  | 38.27     | UTILITIES                | 001.0410.060.021 |       |          |     | 591 00087   |
| CITY YARD 05/2017                                 | 17.10     | UTILITIES                | 001.0418.060.021 |       |          |     | 591 00088   |
|   | 108.57    | *VENDOR TOTAL            |                  |       |          |     |             |
| GUARDIAN-APPLETON<br>EMPLOYER CONTRBTN 05/17      | 59.36     | HEALTH INSURANCE         | 001.0403.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 57.83     | HEALTH INSURANCE         | 001.0404.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 29.68     | HEALTH INSURANCE         | 001.0405.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 62.26     | HEALTH INSURANCE         | 001.0415.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 26.45     | HEALTH INSURANCE         | 001.0416.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 100.64    | HEALTH INSURANCE         | 001.0418.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 41.96     | HEALTH INSURANCE         | 001.0421.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 140.54    | HEALTH INSURANCE         | 001.0422.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 81.60     | HEALTH INSURANCE         | 061.0461.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 363.32    | HEALTH INSURANCE         | 062.0462.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 334.58    | HEALTH INSURANCE         | 063.0463.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 127.29    | HEALTH INSURANCE         | 021.0424.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 55.81     | HEALTH INSURANCE         | 029.0429.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 28.87     | HEALTH INSURANCE         | 032.0440.050.008 |       | MAY 2017 |     | 591 00009   |
| EMPLOYER CONTRBTN 05/17                           | 10.70     | HEALTH INSURANCE         | 001.0402.050.008 |       | MAY 2017 |     | 591 00009   |
| PD EMPLOYEES 05/2017                              | 978.81    | HEALTH INSURANCE         | 001.0411.050.008 |       | MAY 2017 |     | 591 00010   |
| FIRE EMPLOYEES 05/2017                            | 378.38    | HEALTH INSURANCE         | 004.0414.050.008 |       | MAY 2017 |     | 591 00011   |
|   | 2,878.08  | *VENDOR TOTAL            |                  |       |          |     |             |
| JOSTENS<br>WOODLAKE MAGAZINE 5/17                 | 2,874.76  | COMMUNITY PROMOTION FUND | 001.0409.060.066 |       | 784929   |     | 591 00073   |
| KIWANIS OF WOODLAKE<br>SNL 2017 05/2017           | 650.00    | CONTRACTURAL SERVICES    | 001.0403.060.028 |       | 11       |     | 591 00013   |
| LEFFINGWELL AG SALES CO.<br>SERVICES 05/17        | 356.02    | SPECIAL DEPARTMENT EXPEN | 001.0421.060.029 |       | 2503259  |     | 591 00054   |
| MARQUEZ/BENJAMIN<br>LIFEGUARD CERTS. 05/17        | 790.00    | CONTRACTURAL SERVICES    | 001.0403.060.028 |       | 0002     |     | 591 00078   |

| VENDOR NAME DESCRIPTION                           | AMOUNT     | ACCOUNT NAME             | FUND & ACCOUNT   | CLAIM | INVOICE      | PO# | F/P ID LINE |
|---|------------|--------------------------|------------------|-------|--------------|-----|-------------|
| MONARCH FORD SUPPLIES 05/2017                     | 180.33     | VEHICLE MAINTENANCE/OPER | 001.0421.060.032 |       | 13971        |     | 591 00057   |
| SUPPLIES 05/2017                                  | 8.71       | VEHICLE MAINTENANCE/OPER | 001.0421.060.032 |       | 13976        |     | 591 00055   |
| SUPPLIES 05/2017                                  | 189.04     | *VENDOR TOTAL            |                  |       |              |     |             |
| NUNEZ/SOL REIMBURSEMENT 05/17                     | 303.18     | OTHER REVENUE NOC        | 001.0307.000.070 |       | WE LOVE WDLK |     | 591 00091   |
| PAPE MACHINERY BACKHOE LOADER 05/17               | 51,831.25  | CAPITAL OUTLAY-EQUIPMENT | 062.0462.080.051 |       | 186572S      |     | 591 00089   |
| BACKHOE LOADER 05/17                              | 51,831.25  | CAPITAL OUTLAY-EQUIPMENT | 063.0463.080.051 |       | 186572S      |     | 591 00090   |
|   | 103,662.50 | *VENDOR TOTAL            |                  |       |              |     |             |
| PUBLIC SAFETY CENTER MEDICAL GLOVES 05/17         | 150.42     | MEDICAL SUPPLIES         | 004.0414.060.040 |       | 5730789      |     | 591 00001   |
| QUAD - KNOFF N. VLNCIA PROJ 05/17                 | 5,647.35   | CONTRACTURAL SERVICES    | 023.0590.740.028 |       | 87964        |     | 591 00020   |
| CMMNTY CNTR PROJ 5/17                             | 3,334.14   | CONTRACTURAL SERVICES    | 001.0421.060.028 |       | 87965        |     | 591 00021   |
| 2 NEW WELLS 05/2017                               | 2,532.63   | CONTRACTURAL SERVICES    | 063.0463.060.028 |       | 87966        |     | 591 00019   |
| S. VLNCIA PROJ 05/17                              | 3,269.63   | CONTRACTURAL SERVICES    | 023.0590.734.028 |       | 87968        |     | 591 00022   |
| BTNWILLOW IND SITE 5/17                           | 582.52     | CONTRACTURAL SERVICES    | 001.0416.060.028 |       | 87969        |     | 591 00016   |
| AUTOZONE 05/2017                                  | 645.84     | CONTRACTURAL SERVICES    | 001.0416.060.028 |       | 87970        |     | 591 00017   |
| GENERAL SERVICES 05/2017                          | 486.82     | CONTRACTURAL SERVICES    | 001.0416.060.028 |       | 87971        |     | 591 00018   |
|   | 16,498.93  | *VENDOR TOTAL            |                  |       |              |     |             |
| RAY MORGAN COMPANY PD PRINTER 05/2017             | 167.05     | SPECIAL DEPARTMENT EXPEN | 001.0411.060.029 |       | 1573654      |     | 591 00014   |
| SELF HELP ENTERPRISES IN NTCE OF DEFAULT 05/17    | 300.00     | CONTRACTURAL SERVICES    | 001.0402.060.028 |       | LOAN#6703    |     | 591 00031   |
| SOUTHERN CALIF EDISON CO SENIOR CENTER 05/2017    | 82.19      | UTILITIES                | 004.0414.060.021 |       |              |     | 591 00006   |
| PLAZA 05/2017                                     | 133.65     | UTILITIES                | 001.0422.060.021 |       |              |     | 591 00095   |
|   | 215.84     | *VENDOR TOTAL            |                  |       |              |     |             |
| STANTEC CONSULTING SERVI WW COLLECTION SYSTM 5/17 | 9,356.00   | CONTRACTURAL SERVICES    | 062.0462.060.028 |       | 1175319      |     | 591 00030   |
| STRM DRAIN PMP STN 5/17                           | 9,435.25   | ENGINEERING              | 026.0481.080.001 |       | 1182180      |     | 591 00029   |
|   | 18,791.25  | *VENDOR TOTAL            |                  |       |              |     |             |
| TEAMSTERS LOCAL UNION NO WPD UNION DUES 05/17     | 220.00     | POLICE ASS'N DUES WITHHE | 001.0000.200.030 |       | MAY 2017     |     | 591 00023   |
| THE GARDENS PISTACHE CHINESE 05/17                | 58.36      | SPECIAL DEPARTMENT EXPEN | 029.0429.060.029 |       | 55577        |     | 591 00093   |
| TRANSACT TECHNOLOGIES, I PAPER REGISTER 05/2017   | 127.03     | OFFICE SUPPLIES          | 001.0410.060.023 |       | 1277523      |     | 591 00074   |

| VENDOR NAME DESCRIPTION                         | AMOUNT   | ACCOUNT NAME             | FUND & ACCOUNT   | CLAIM | INVOICE   | PO# | F/P ID LINE |
|---|----------|--------------------------|------------------|-------|-----------|-----|-------------|
| TULARE COUNTY AUDITOR<br>PARKING CITES 05/17    | 12.50    | CONTRACTURAL SERVICES    | 001.0411.060.028 |       |           |     | 591 00083   |
| U.S. POST OFFICE<br>WOODLAKE MAGAZINE 5/17      | 554.30   | COMMUNITY PROMOTION FUND | 001.0409.060.066 |       |           |     | 594 00005   |
| US BANK<br>PD PRINTER 05/2017                   | 237.86   | CONTRACTURAL SERVICES    | 001.0411.060.028 |       | 329158281 |     | 591 00039   |
| CITY HALL PRINTER 5/17                          | 297.91   | CONTRACTURAL SERVICES    | 001.0410.060.028 |       | 329158380 |     | 591 00040   |
|   | 535.77   | *VENDOR TOTAL            |                  |       |           |     |             |
| USA BLUE BOOK<br>STENNER PUMP 05/2017           | 574.57   | SPECIAL DEPARTMENT EXPEN | 063.0463.060.029 |       | 233301    |     | 591 00061   |
| VERIZON WIRELESS<br>PD CELL PHONES 05/2017      | 232.73   | TELEPHONE                | 001.0411.060.020 |       |           |     | 591 00084   |
| CITY CELL PHONES 5/17                           | 12.08    | TELEPHONE                | 001.0404.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 8.05     | TELEPHONE                | 001.0405.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 24.16    | TELEPHONE                | 001.0415.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 4.02     | TELEPHONE                | 001.0416.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 8.05     | TELEPHONE                | 001.0418.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 20.14    | TELEPHONE                | 001.0421.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 12.08    | TELEPHONE                | 001.0422.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 24.16    | TELEPHONE                | 061.0461.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 64.44    | TELEPHONE                | 021.0424.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 106.74   | TELEPHONE                | 062.0462.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 106.74   | TELEPHONE                | 063.0463.060.020 |       |           |     | 591 00085   |
| CITY CELL PHONES 5/17                           | 12.14    | TELEPHONE                | 001.0403.060.020 |       |           |     | 591 00085   |
| WWTP AIR CARDS 05/17                            | 80.02    | TELEPHONE                | 062.0462.060.020 |       |           |     | 591 00085   |
|   | 715.55   | *VENDOR TOTAL            |                  |       |           |     |             |
| WOODLAKE LIONS CLUB<br>KICKOFF CONCERT 5/17     | 1,000.00 | COMMUNITY PROMOTION FUND | 001.0409.060.066 |       | 456       |     | 591 00075   |
| WOODLAKE UNIFIED SCHOOL<br>STEP UP FOOD 05/2017 | 1,628.01 | CONTRACTURAL SERVICES    | 001.0403.060.028 |       | 2195      |     | 591 00067   |
| ZISUMBO ELECTRIC<br>WILLOW PARK 05/2017         | 467.32   | CONTRACTURAL SERVICES    | 001.0421.060.028 |       |           |     | 591 00092   |

ACS FINANCIAL SYSTEM  
05/04/2017 18:50:31

VENDOR NAME  
DESCRIPTION

REPORT TOTALS:

Schedule of Bills

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CITY OF WOODLAKE

AMOUNT      ACCOUNT NAME      FUND & ACCOUNT      CLAIM      INVOICE      PO#      F/P ID LINE

211,620.22

RECORDS PRINTED - 000162

Schedule of Bills

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

| DATE  | APPROVED BY |
|-------|-------------|
| ..... | .....       |
| ..... | .....       |
| ..... | .....       |

ACS FINANCIAL SYSTEM  
05/04/2017 18:

Check Register

GL540R-V08.05 PAGE 1  
CITY OF WOODLAKE

| BANK                 | VENDOR                   | CHECK# | DATE     | AMOUNT |
|----------------------|--------------------------|--------|----------|--------|
| BANK BANK OF VISALIA |                          |        |          |        |
| 001525               | KAWEAH DELTA MEDICAL FOU | 13785  | 04/27/17 | 0.86   |
| 001242               | KAWEAH DELTA MEDICAL CEN | 13786  | 04/27/17 | 504.90 |
| 001285               | VISALIA FAMILY PRACTICE  | 13787  | 04/27/17 | 1.81   |
| 001264               | FAMILY HEALTH CARE NETWO | 13788  | 04/27/17 | 1.52   |
| 001253               | HANGER PROSTHETICS ORTHO | 13789  | 04/27/17 | 36.15  |
| BANK OF VISALIA      |                          |        |          | 545.24 |

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| VENDOR NAME DESCRIPTION         | AMOUNT | ACCOUNT NAME     | FUND & ACCOUNT   | CLAIM INVOICE | PO# | F/P ID LINE |
|---------------------------------|--------|------------------|------------------|---------------|-----|-------------|
| <b>FAMILY HEALTH CARE NETWO</b> |        |                  |                  |               |     |             |
| DR VISIT/LAB 05/2017            | 0.05   | HEALTH INSURANCE | 001.0403.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.02   | HEALTH INSURANCE | 001.0404.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.05   | HEALTH INSURANCE | 001.0405.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.06   | HEALTH INSURANCE | 001.0415.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.02   | HEALTH INSURANCE | 001.0416.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.10   | HEALTH INSURANCE | 001.0418.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.04   | HEALTH INSURANCE | 001.0421.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.14   | HEALTH INSURANCE | 001.0422.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.08   | HEALTH INSURANCE | 061.0461.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.36   | HEALTH INSURANCE | 062.0462.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.33   | HEALTH INSURANCE | 063.0463.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.12   | HEALTH INSURANCE | 021.0424.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.05   | HEALTH INSURANCE | 029.0429.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.02   | HEALTH INSURANCE | 032.0440.050.008 |               |     | 595 00002   |
| DR VISIT/LAB 05/2017            | 0.08   | HEALTH INSURANCE | 001.0402.050.008 |               |     | 595 00002   |
|                                 | 1.52   | *VENDOR TOTAL    |                  |               |     |             |
| <b>HANGER PROSTHETICS ORTHO</b> |        |                  |                  |               |     |             |
| MEDICAL EQUIPMENT 5/17          | 1.41   | HEALTH INSURANCE | 001.0403.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 1.37   | HEALTH INSURANCE | 001.0404.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 0.70   | HEALTH INSURANCE | 001.0405.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 1.47   | HEALTH INSURANCE | 001.0415.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 0.62   | HEALTH INSURANCE | 001.0416.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 2.39   | HEALTH INSURANCE | 001.0418.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 0.99   | HEALTH INSURANCE | 001.0421.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 3.34   | HEALTH INSURANCE | 001.0422.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 1.93   | HEALTH INSURANCE | 061.0461.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 8.63   | HEALTH INSURANCE | 062.0462.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 7.95   | HEALTH INSURANCE | 063.0463.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 3.02   | HEALTH INSURANCE | 021.0424.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 1.32   | HEALTH INSURANCE | 029.0429.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 0.68   | HEALTH INSURANCE | 032.0440.050.008 |               |     | 595 00001   |
| MEDICAL EQUIPMENT 5/17          | 0.33   | HEALTH INSURANCE | 001.0402.050.008 |               |     | 595 00001   |
|                                 | 36.15  | *VENDOR TOTAL    |                  |               |     |             |
| <b>KAWEAH DELTA MEDICAL CEN</b> |        |                  |                  |               |     |             |
| HSPTL OUT PATIENT 5/17          | 19.70  | HEALTH INSURANCE | 001.0403.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 19.19  | HEALTH INSURANCE | 001.0404.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 9.85   | HEALTH INSURANCE | 001.0405.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 20.66  | HEALTH INSURANCE | 001.0415.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 8.78   | HEALTH INSURANCE | 001.0416.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 33.41  | HEALTH INSURANCE | 001.0418.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 13.93  | HEALTH INSURANCE | 001.0421.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 46.65  | HEALTH INSURANCE | 001.0422.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 27.09  | HEALTH INSURANCE | 061.0461.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 120.61 | HEALTH INSURANCE | 062.0462.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 111.07 | HEALTH INSURANCE | 063.0463.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 42.25  | HEALTH INSURANCE | 021.0424.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 18.52  | HEALTH INSURANCE | 029.0429.050.008 |               |     | 595 00004   |
| HSPTL OUT PATIENT 5/17          | 9.58   | HEALTH INSURANCE | 032.0440.050.008 |               |     | 595 00004   |



ACS FINANCIAL SYSTEM  
05/04/2017 18:55:17

VENDOR NAME  
DESCRIPTION

REPORT TOTALS:

Schedule of Bills

GL540R-V08.05 PAGE 3  
CITY OF WOODLAKE

| AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | CLAIM INVOICE | PO# | F/P ID LINE |
|--------|--------------|----------------|---------------|-----|-------------|
| 545.24 |              |                |               |     |             |

RECORDS PRINTED - 000061

Schedule of Bills

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

| DATE  | APPROVED BY |
|-------|-------------|
| ..... | .....       |
| ..... | .....       |
| ..... | .....       |

# City of Woodlake

## **AGENDA ITEM IV-C**

**May 8, 2017**

**Prepared by Ramon Lara, City Staff**

### **SUBJECT:**

**Action:** Adoption of Resolution: Approval of the April 2017 Monthly Report of Investments

### **BACKGROUND:**

Pursuant to Section 3.24.050 of the Woodlake Municipal Code the Finance Department prepares a report listing all investments of the City of Woodlake. The City's temporary idle cash, those funds not immediately needed to pay current bills, is invested in accordance with the City's Investment Policy that was approved by Resolution No. 09-05 which was adopted on February 9, 2009.

### **DISCUSSION:**

The first objective of the investment policy is to secure the safety of the invested funds. The second objective is to match the availability (liquidity) of the funds to the cash flow needs of the organization. The third objective, that is only considered after the first two objectives have been met, is yield, or the earnings rate.

### **RECOMMENDATIONS:**

Staff recommends that Council approve the April 2017 Monthly Report of Investments as submitted.

### **FISCAL IMPACT:**

There is no fiscal impact.

### **ATTACHMENTS:**

1. Resolution: Approval of the April 2017 Monthly Report of Investments
2. Monthly Report of Investments

BEFORE THE CITY COUNCIL  
OF THE CITY OF WOODLAKE  
COUNTY OF TULARE  
STATE OF CALIFORNIA

In the matter of:

APPROVAL OF THE APRIL ) Resolution No:  
2017 MONTHLY REPORT OF )  
INVESTMENTS )

Councilmember \_\_\_\_\_, offered the following resolution and moved its adoption. Approve the City of Woodlake’s April 2017 Monthly Report of Investments.

WHEREAS, pursuant to Section 3.24.050 of the Woodlake Municipal Code, monthly, the Finance Department shall prepare a report listing of all investments of the City of Woodlake; and

WHEREAS, the City’s temporary idle cash, those funds not immediately needed to pay current bills, is invested in accordance with the City’s Investment Policy that was approved by Resolution No. 09-05.

NOW, THEREFORE, THE CITY OF WOODLAKE DOES RESOLVE to approve the City of Woodlake’s April 2017 Monthly Report of Investments.

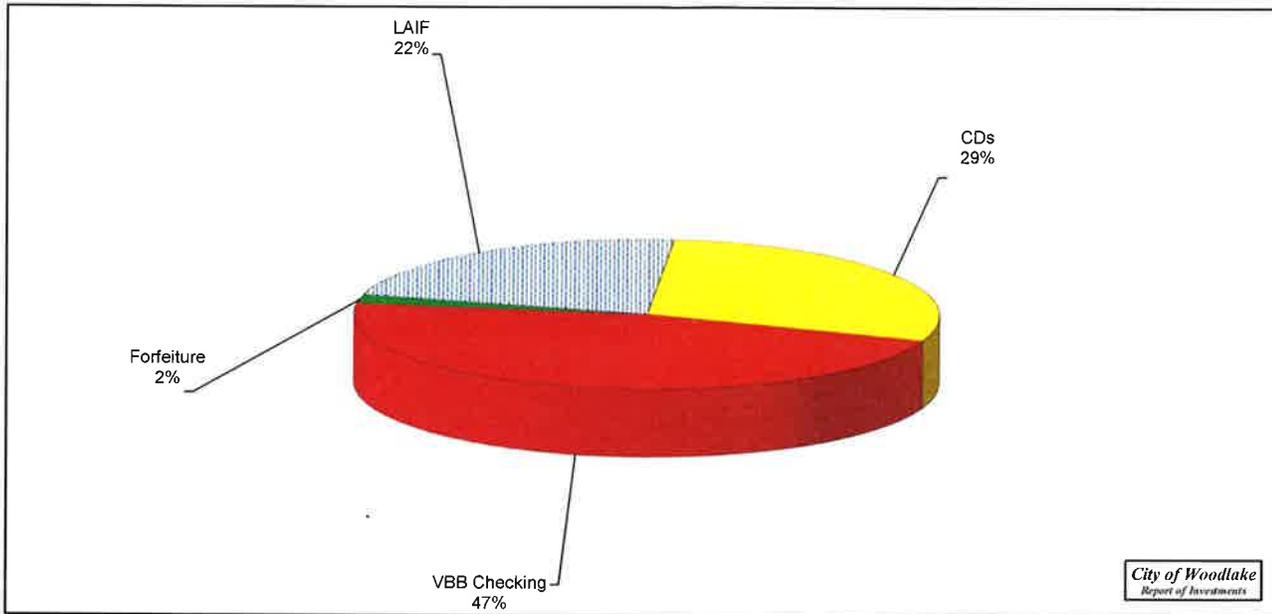
The foregoing resolution was adopted upon a motion of Councilmember \_\_\_\_\_, and seconded by Councilmember \_\_\_\_\_, and carried by the following vote at the City Council meeting held on May 8, 2017.

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
Rudy Mendoza, Mayor

ATTEST:

\_\_\_\_\_  
Irene Zacarias, City Clerk

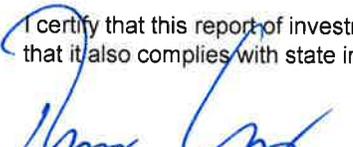


City of Woodlake  
Report of Investments

### April 30, 2017

| <u>Investment Type</u>                 | <u>Principal</u>   | <u>Percent of Portfolio</u> | <u>Yield to Maturity</u> | <u>Settlement Date</u> | <u>Maturity</u> |
|--|--------------------|-----------------------------|--------------------------|------------------------|-----------------|
| Checking - Valley Business Bank        | \$4,103,854        | 46.7%                       | None                     | N/A                    | N/A             |
| Checking - Asset Forfeiture            | \$157,441          | 1.8%                        | 0.2%                     | N/A                    | Monthly         |
| LAIF                                   | \$1,969,457        | 22.4%                       | 0.55%                    | N/A                    | Daily           |
| MBS - miscellaneous Portfolio Holdings | \$13               | 0.0%                        |                          |                        |                 |
| Finance500 - Net Portfolio Balance     | \$99,010           | 1.1%                        |                          |                        |                 |
| American Express Centurion Bk CFT Dep  | \$103,483          | 1.2%                        | 2.20%                    | 10/21/15               | 10/21/20        |
| GE Cap Finl Inc                        | \$99,644           | 1.1%                        | 2.10%                    | 12/02/11               | 12/02/16        |
| Sallie Mae (Salt Lake City UT)         | \$101,453          | 1.2%                        | 2.15%                    | 10/30/13               | 10/30/18        |
| Goldman Sachs BK USA New York          | \$102,314          | 1.2%                        | 2.00%                    | 06/11/14               | 06/11/19        |
| Goldman Sachs BK USA New York CTF 2    | \$51,842           | 0.6%                        | 2.10%                    | 01/27/16               | 01/27/21        |
| Goldman Sachs BK USA New York CTF DEP  | \$102,341          | 1.2%                        | 2.00%                    | 04/30/14               | 04/30/19        |
| Saussexbank Frank NJ CTF DEP ACT/365   | \$48,378           | 0.6%                        | 1.80%                    | 01/28/16               | 01/28/21        |
| State Bank India New York NY           | \$102,517          | 1.2%                        | 2.15%                    | 09/11/14               | 09/11/19        |
| State Bk India New York NY             | \$202,184          | 2.3%                        | 2.00%                    | 04/27/12               | 04/27/17        |
| Bank North Carolina NC                 | \$202,858          | 2.3%                        | 1.60%                    | 01/16/15               | 07/16/18        |
| Federal Natl Mtg Assn Prin             | \$485,995          | 5.5%                        | 2.50%                    | 04/27/12               | 02/01/19        |
| Federal Natl Mtg Assn S/CAP            | \$96,061           | 1.1%                        | 2.50%                    | 04/27/12               | 10/09/19        |
| BMW Bank of North America              | \$258,138          | 2.9%                        | 2.15%                    | 12/10/14               | 12/10/19        |
| CIT BK Salt Lake City UT CD            | \$257,200          | 2.9%                        | 2.25%                    | 12/24/14               | 12/24/19        |
| Synchrony Bank                         | \$95,511           | 1.1%                        | 1.90%                    | 03/06/15               | 03/06/20        |
| American Express Centurion Bk          | \$150,069          | 1.7%                        | 2.40%                    | 04/26/17               | 04/19/22        |
| <b>Total Portfolio</b>                 | <b>\$8,789,763</b> | <b>100%</b>                 |                          |                        |                 |

I certify that this report of investments complies with the City's adopted investment policy and that it also complies with state investment guidelines pursuant to Government Code Section 16481.2.

  
Ramon Lara, City Administrator

05/04/17  
Date

# City of Woodlake

## **AGENDA ITEM IV-D**

**May 8, 2017**

**Prepared by Ramon Lara, City Staff**

### **SUBJECT:**

**Action:** Adoption of Resolution: Continuation of the Proclamation of the Existence of a Local Drought Emergency for the City of Woodlake

### **BACKGROUND:**

The California Government Code section 8630 empowers the City Council of the City of Woodlake to proclaim the existence of a local drought emergency when the City of Woodlake is threatened or likely to be threatened by the conditions of extreme peril to the safety of persons and property that are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City. The City of Woodlake declared a drought emergency on the 26<sup>th</sup> day of May 2015 by Resolution No. 15-45.

On January 17, 2014, the Governor of the State of California proclaimed a state of emergency in the State of California due to current drought conditions in the State. The Governor's proclamation acknowledged that the State of California is experiencing record dry conditions that have persisted since 2012, with 2014 projected to become the driest year on record and called upon all Californians to reduce their water usage by 20 percent.

### **DISCUSSION:**

The City of Woodlake water system is made up of five wells that are used as the only source to provide potable water to its residents. The wells have seen a consistent drop in groundwater level due to the drought and diversion of water, which has increased ground water pumping in the area. These conditions have created a situation where City wells will need to be updated or replaced. Due to the low water table, the wells have also become very inefficient. All these factors have created a burden on the City's water system.

The City requested informal bids for the construction of a test well along the St. Johns River. Well contractors are in large demand and soliciting bids was a challenge. The City was able to secure the services of Western Strata Exploration, Inc., who drilled Well #13. The City then procured the services of Zim Industries, Inc. to drill Well #14. The well drilling has been completed and testing has begun to get production numbers for the well. Both wells have been designed and engineered and the City has begun the process of connecting them to the current system. JT2, Inc. was the lowest responsive bidder and has begun the process of connecting Well #13 to the system. For Well #14 JT2, Inc. was the lowest responsive bidder and will begin the process of connecting Well #14.

**RECOMMENDATIONS:**

Staff recommends that the City Council continue the proclamation by the City Council of the City of Woodlake, State of California, proclaiming existence of a local drought emergency for the City of Woodlake. The City Council would review the need for continuing the local drought emergency at least once every 30 days until the Council terminates the local drought emergency.

**FISCAL IMPACT:**

The City Water Fund has been largely depleted by the inefficiency, need of updating and replacement of City wells. City staff will continue to look for other funding sources to construct future wells.

**ATTACHMENTS:**

1. Resolution: Continuation of the Proclamation of the Existence of a Local Drought Emergency for the City of Woodlake

BEFORE THE CITY COUNCIL  
OF THE CITY OF WOODLAKE  
STATE OF CALIFORNIA

In the matter of:

CONTINUATION OF THE PROCLAMATION OF ) Resolution No.  
THE EXISTENCE OF A LOCAL DROUGHT )  
EMERGENCY FOR THE CITY OF WOODLAKE )

**WHEREAS**, California Government Code section 8630 empowers the City Council of the City of Woodlake to proclaim the existence of a local drought emergency when the City of Woodlake is threatened or likely to be threatened by the conditions of extreme peril to the safety of persons and property that are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City; and

**WHEREAS**, the City Council of the City of Woodlake declared a drought emergency on the 26<sup>th</sup> day of May 2015 by Resolution No. 15-45; and

**WHEREAS**, California Government Code section 8558(c) states that a “local emergency” means the duly proclaimed existence of conditions of extreme peril to the safety of persons and property within the territorial limits of the City caused by the drought; and

**WHEREAS**, pursuant to City Charter, the City Administrator has requested the City Council to proclaim the existence of a local emergency; and

**WHEREAS**, on January 17, 2014, the Governor of the State of California proclaimed a state of emergency in the State of California due to current drought conditions in the state; and

**WHEREAS**, the Governor’s proclamation acknowledged that the State of California is experiencing record dry conditions that have persisted since 2012; and

**WHEREAS**, the Governor’s proclamation also noted that the snowpack in California’s mountains is alarmingly below the normal average level for this date; and

**WHEREAS**, the Governor’s proclamation called upon all Californians to reduce their water usage by 20 percent; and

**WHEREAS**, the Governor’s proclamation called upon local water suppliers and municipalities to implement water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season; and

**WHEREAS**, the current drought has negatively impacted local business, especially agricultural based business, of which City residents largely depend on; and

**WHEREAS**, the City of Woodlake depends on ground water to provide potable water to its residents; and,

**WHEREAS**, the City’s domestic wells have seen a consistent drop in groundwater levels, requiring that wells be updated and replaced, causing an economic burden on the City; and

**WHEREAS**, persistent drought conditions have negatively impacted and continue to threaten the City’s economy; and

**WHEREAS**, conditions of drought exacerbate already perilous fire conditions in the City; and

**WHEREAS**, on January 15, 2014, the Secretary of the United States Department of Agriculture designated 27 California counties, [*including Alameda, Alpine, Amador, Calaveras, Contra Costa, El Dorado, Fresno, Inyo, Kings, Kern, Los Angeles, Madera, Mariposa, Merced, Mono, Monterey, Sacramento, San Benito, San Bernardino, San Joaquin, San Luis Obispo, Santa Clara, Santa Barbara, Stanislaus, Tulare, Tuolumne, and Ventura*] as natural disaster areas due to drought which makes farm operators in the designated counties eligible to be considered for certain assistance including emergency loans from the U.S. Farm Service Agency for production losses; and

**WHEREAS**, on January 17, 2014, the California State Resources Control Board notified all water rights holders in California that, in the coming months, if dry weather conditions persist, the State

Water Board will notify water right holders in critically dry watersheds of the requirement to limit or stop diversions of water under their water right, based upon the priority of their right; and **WHEREAS**, these conditions are likely to be beyond the services, equipment, personnel and fiscal resources of the City of Woodlake.

**NOW, THEREFORE, BE IT RESOLVED AND PROCLAIMED** by the City Council of the City of Woodlake that for reasons set forth herein, wishes to extend the proclamation of the existence of a local drought emergency in the City of Woodlake; and

**BE IT FURTHER RESOLVED** that federal and state agencies are requested to provide financial and other assistance to residents, water suppliers, water rights holders, ranchers, farmers, business owners and local governments in the City of Woodlake to help them mitigate the persistent drought conditions; and

**BE IT FURTHER RESOLVED** that the City's water users heed the Governor's request to reduce water usage by 20 percent.

**BE IT FURTHER RESOLVED** that water suppliers and municipalities in the City of Woodlake heed the Governor's request to implement water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season.

**BE IT FURTHER RESOLVED** that all city water associates, power companies, other involved agencies, utilities, and individuals do whatever they can to equitably allocate the available water to mitigate to the extent possible the hardships resulting from the lack of water during this extended drought period of recovery.

**BE IT FURTHER RESOLVED, PROCLAIMED AND ORDERED** that during the existence of this local drought emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, ordinances, and resolutions existing and passed in conjunction with this emergency, and that this emergency shall be deemed to continue to exist until the City Council of the City of Woodlake, State of California, proclaims its termination. Further, it is directed that this emergency proclamation be forwarded to the Director of the Governor's Office of Emergency Services and the Governor of the State of California.

**BE IT FURTHER RESOLVED, PROCLAIMED AND ORDERED** that the City Council of the City of Woodlake hereby authorizes the undertaking of all extraordinary police and planning powers in response to this local drought emergency including but not limited to the ability to modify, amend, or issue planning codes, building or safety codes, environmental health codes, and such other codes, orders, and regulations as determined necessary for the duration of the emergency.

**BE IT FURTHER RESOLVED, PROCLAIMED AND ORDERED** that public employees, officers, and governing bodies within the City are hereby granted full immunity to the extent allowed by law for actions undertaken in compliance with this proclamation.

**BE IT FURTHER RESOLVED, PROCLAIMED AND ORDERED** that during the existence of this local drought emergency, the City Administrator may request the City Council to amend this proclamation of a local drought emergency and, if this Council is not in session to amend this proclamation as necessary and, if this proclamation is amended by the City Administrator the Council shall take action to ratify the amendment within 30 days thereafter or the amendment shall have no further force or effect.

**BE IT FURTHER RESOLVED, PROCLAIMED AND ORDERED** that this City Council will review the need for continuing the local drought emergency at least once every 30 days until this Council terminates the local drought emergency. [Note: Government Code section 8630(c) requires the governing board to review the local emergency **at least once every 30 days** until the governing body terminates the local emergency.] **EXTENDED** this 8th day of May 2017.

The foregoing resolution was adopted upon a motion of Councilmember \_\_\_\_\_, and seconded by Councilmember \_\_\_\_\_, and carried by the following vote at the City Council meeting held on May 8, 2017.

AYES:  
NOES:  
ABSTAIN  
ABSENT:

\_\_\_\_\_  
Rudy Mendoza, Mayor

ATTEST:

\_\_\_\_\_  
Irene Zacarias, City Clerk

# City of Woodlake

## **AGENDA ITEM IV-E**

**May 8, 2017**

**Prepared by Ramon Lara, City Staff**

### **SUBJECT:**

**Action:** Adoption of Resolution: Reaffirm the Approval of Emergency Expenditures for the Development and Implementation of the City of Woodlake Well Project

### **BACKGROUND:**

The California Government Code section 8630 empowers the City Council of the City of Woodlake to proclaim the existence of a local drought emergency when the City of Woodlake is threatened or likely to be threatened by the conditions of extreme peril to the safety of persons and property that are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City. The Council declared a drought emergency on the 26<sup>th</sup> day of May 2015 by Resolution No. 15-45 and by Resolution No. 15-46 the Council approved an exemption pursuant to the California Environmental Quality Act (CEQA), and State CEQA Guidelines relating to the environmental evaluation of the City of Woodlake Water Well Project. On June 22, 2015 by Resolution No. 15-59 Council approved emergency expenditures for the development and implementation of the City of Woodlake Well Project and has continued to reaffirm them at every Council meeting.

The City of Woodlake water system is made up of five wells that are used as the only source to provide potable water to its residents. The wells have seen a consistent drop in groundwater level due to the drought and diversion of water, which has increased ground water pumping in the area. These conditions have created a situation where City wells will need to be updated or replaced. Due to the low water table, the wells have also become very inefficient. All these factors have created a burden on the City's water system.

### **DISCUSSION:**

With the continued drought and pumping of groundwater in the area, the City water system has begun to struggle to meet the demand of its customers. Water tables continue to fall and wells continue to become more inefficient. In an effort to protect the City's water resources, the City has taken the necessary steps towards drilling new City wells and is looking at options to make their current wells more efficient. Pervasive drought conditions have also significantly increased demand for well contractors, who now have very long waiting lists to drill wells and no incentive to engage a bidding process, thereby creating procurement challenges for local public agencies. The City has also implemented its Stage 4 water regulations and has made major cuts in the use of water at City facilities.

The declaration of an emergency, when passed by four-fifths votes of its members, allows the expenditure of public money for new City wells, which will allow the City to meet its consumers' demands. The declaration has helped streamline the construction of the wells by allowing the City to forego a competitive bid process as per the Public Contract Code. When the Council approves such action then the declaration of emergency will have to be re-approved by a four-fifths vote at every regularly scheduled meeting until the action is terminated.

At this time the City has drilled two wells along the St. John's River within the City Airport Property. The design and engineering for the wells has been completed and the City will now begin the process of connecting the wells to the City's water system. The construction for the connection for Well #13 and #14 to the City's water system are in progress.

### **RECOMMENDATIONS:**

Staff recommends that the City Council approve the emergency expenditures of public money for the construction of new City wells to meet the demands of its customers and to safeguard the health of City residents.

### **FISCAL IMPACT:**

The development and implementation of two new City wells will be paid out of the Water Fund. Staff has currently allocated \$1,500,000 to the project for both wells.

### **ATTACHMENTS:**

1. Resolution: Reaffirm the Approval of Emergency Expenditures for the Development and Implementation of the City of Woodlake Well Project

BEFORE THE CITY COUNCIL  
OF THE CITY OF WOODLAKE  
STATE OF CALIFORNIA

In the matter of:

REAFFIRM THE APPROVAL OF EMERGENCY ) Resolution No.  
EXPENDITURES FOR THE DEVELOPMENT AND )  
IMPLEMENTATION OF THE CITY OF WOODLAKE )  
WELL PROJECT )

**WHEREAS**, California Government Code section 8630 empowers the City Council of the City of Woodlake to proclaim the existence of a local drought emergency when the City of Woodlake is threatened or likely to be threatened by the conditions of extreme peril to the safety of persons and property that are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City; and

**WHEREAS**, California Government Code section 8558(c) states that a “local emergency” means the duly proclaimed existence of conditions of extreme peril to the safety of persons and property within the territorial limits of the City caused by the drought; and

**WHEREAS**, the City Council of the City of Woodlake declared a drought emergency in the City of Woodlake on the 26<sup>th</sup> of May 2015 by Resolution No. 15-45; and

**WHEREAS**, on January 17, 2014, the Governor of the State of California proclaimed a state of emergency in the State of California due to current drought conditions in the state and said state of emergency remains in effect; and

**WHEREAS**, the Governor’s proclamation acknowledged that the State of California is experiencing record dry conditions that have persisted since 2012, with 2014 projected to become the driest year on record; and

**WHEREAS**, the Governor’s proclamation called upon local water suppliers and municipalities to implement water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season; and

**WHEREAS**, the current drought has negatively impacted local business, especially agricultural based business, of which City residents largely depend on; and

**WHEREAS**, the City has implemented Stage 4 of its water conservation regulations, which restricts water use in the city; and

**WHEREAS**, the City of Woodlake depends on ground water to provide potable water to its residents; and,

**WHEREAS**, the City’s domestic wells have seen a consistent drop in groundwater levels, requiring that wells be updated and replaced, causing an economic burden on the City; and

**WHEREAS**, persistent drought conditions have negatively impacted and continue to threaten the City’s economy; and

**WHEREAS**, conditions of drought exacerbate already perilous fire conditions in the City; and

**WHEREAS**, these conditions are likely to be beyond the services, equipment, personnel and fiscal resources of the City of Woodlake.

**NOW, THEREFORE, BE IT RESOLVED AND PROCLAIMED** by the City Council of the City of Woodlake that for reasons set forth herein, emergency expenditures may take place in order to safeguard the health of City residents by the construction of a new City well; and

**BE IT FURTHER RESOLVED** that in case of an emergency the Public Contract Code section 20168 allows for the legislative body to pass a resolution by at least a four-fifths vote of its members declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property allowing the City to forego competitive solicitations for bids, as the action is necessary to respond to the emergency; and

**BE IT FURTHER RESOLVED** that on the 26<sup>th</sup> day of May 2015 by Resolution NO. 15-46 the Council approved an exemption pursuant to the California Environmental Quality Act (CEQA), and State CEQA Guidelines relating to the environmental evaluation of the City of Woodlake Water Well Project.

**BE IT FURTHER RESOLVED** that on the 22<sup>nd</sup> day of June 2015 by Resolution NO. 15-59 the Council approved emergency expenditures for the development and implementation of the City of Woodlake Well Project.

**BE IT FURTHER RESOLVED** that water suppliers and municipalities in the City of Woodlake heed the Governor's request to implement water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season.

**BE IT FURTHER RESOLVED** that all city water associates, power companies, other involved agencies, utilities, and individuals do whatever they can to equitably allocate the available water to mitigate to the extent possible the hardships resulting from the lack of water during this extended drought period of recovery.

**BE IT FURTHER RESOLVED, PROCLAIMED AND ORDERED** that during the existence of this local drought emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, ordinances, and resolutions existing and passed in conjunction with this emergency, and that this emergency shall be deemed to continue to exist until the City Council of the City of Woodlake, State of California, proclaims its termination. Further, it is directed that this emergency proclamation be forwarded to the Director of the Governor's Office of Emergency Services and the Governor of the State of California.

**BE IT FURTHER RESOLVED, PROCLAIMED AND ORDERED** that the City Council of the City of Woodlake hereby authorizes the undertaking of all extraordinary police and planning powers in response to this local drought emergency including but not limited to the ability to modify, amend, or issue planning codes, building or safety codes, environmental health codes, and such other codes, orders, and regulations as determined necessary for the duration of the emergency.

**BE IT FURTHER RESOLVED, PROCLAIMED AND ORDERED** that public employees, officers, and governing bodies within the City are hereby granted full immunity to the extent allowed by law for actions undertaken in compliance with this emergency action.

**BE IT FURTHER RESOLVED, PROCLAIMED AND ORDERED** that this City Council will review the need for continuing emergency expenditures at every regularly scheduled meeting hereafter until the drought emergency is terminated or no further emergency expenditures are necessary. [Note: Public Contract Code section 22050(c) requires the governing board to review the emergency expenditures at every regularly scheduled meeting until the governing body terminates the emergency expenditure or emergency no longer exists.] **DECLARED** this 8th day of May 2017.

The foregoing resolution was adopted upon a motion of Councilmember \_\_\_\_\_, and seconded by Councilmember \_\_\_\_\_, and carried by the following vote at the City Council meeting held on May 8, 2017.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Rudy Mendoza, Mayor

ATTEST:

\_\_\_\_\_  
Irene Zacarias, City Clerk

# City of Woodlake

## **AGENDA ITEM IV-F**

**May 8, 2017**

**Prepared by Ramon Lara, City Staff**

### **SUBJECT:**

**Action:** Adoption of Resolution: Approval of the City of Woodlake's Fiscal Year 2017-2018 Appropriations Limit

### **BACKGROUND:**

As part of the budget process, the City of Woodlake is required by the State of California to calculate the City's appropriation limit for Fiscal Year 2017-2018. The limit is based upon a formula developed by the State. After setting the base for all cities in Fiscal Year 1979-1980, the formula allows for growth in appropriations each year thereafter based on changes in per capita income and population growth.

### **DISCUSSION:**

The appropriations limit for Fiscal Year 2017-2018 is calculated by using the following formula:

$(\text{FY 2016-2017 approp. limit}) \times (\% \text{ change in pers. income}) \times (\% \text{ change in population})$

FY 2016-17 appropriations limit = \$6,695,893

% change in per capita personal income = 3.69%

% change in population = 1.01%

The appropriations limit is calculated to be \$7,103,096 for FY 2017-2018. The amount of City of Woodlake's appropriations subject to the limit is \$2,451,233, well below the City's appropriations amount.

### **RECOMMENDATIONS:**

Staff recommends that that the City Council approve the City of Woodlake's \$7,103,096 appropriation limit for Fiscal Year 2017-2018.

### **FISCAL IMPACT:**

There is no fiscal impact to the City of Woodlake.

### **ATTACHMENTS:**

1. Resolution: Approval of the City of Woodlake's Fiscal Year 2017-2018 Appropriations Limit
2. Attachment: Letter from Department of Finance

BEFORE THE CITY COUNCIL  
OF THE CITY OF WOODLAKE  
COUNTY OF TULARE  
STATE OF CALIFORNIA

In the matter of:

APPROVAL OF THE CITY OF ) Resolution No.  
WOODLAKE'S FISCAL YEAR 2017- )  
2018 APPROPRIATIONS LIMIT )

Councilmember Martinez, offered the following resolution and moved its adoption. Setting appropriation limits as requested by SB1342, Chapter 1205, 1980 Statutes, Revenue and Taxation code Section 7910.

WHEREAS, Proposition 4, Gann Initiative, adopted in the 1979-1980 Legislative Session, provided that all local governments be required to establish appropriation limits; and

WHEREAS, The appropriation limits have been set for the City of Woodlake for fiscal years 1979-1980 through 2016-2017; and

WHEREAS, Article XIII B (as amended June 5, 1980) allows the selection of the percentage change in California per Capital Personal Income instead of the percentage change in U.S. all urban consumer price index as the price factor to be used in calculating the appropriation limits; and

WHEREAS, the City Council reviewed the attached schedule of calculations of the appropriation limitation for the 2017-2018 Fiscal Year.

NOW, THEREFORE, THE CITY OF WOODLAKE DOES RESOLVE that the appropriation limit for the Fiscal Year 2017-2018 is set at \$7,103,096.

The foregoing resolution was adopted upon a motion of Councilmember \_\_\_\_\_, and seconded by Councilmember \_\_\_\_\_, and carried by the following vote at the City Council meeting held on May 8, 2017.

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
Rudy Mendoza, Mayor

ATTEST:

\_\_\_\_\_  
Irene Zacarias, City Clerk



May 2017

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY M. COSTA  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

Per Capita Personal Income

| Fiscal Year<br>(FY) | Percentage change<br>over prior year |
|---------------------|--------------------------------------|
| 2017-18             | 3.69                                 |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

**2017-18:**

Per Capita Cost of Living Change = 3.69 percent  
 Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.69 + 100}{100} = 1.0369$

Population converted to a ratio:  $\frac{0.85 + 100}{100} = 1.0085$

Calculation of factor for FY 2017-18:  $1.0369 \times 1.0085 = 1.0457$

# City of Woodlake

## **AGENDA ITEM IV-G**

**May 8, 2017**

**Prepared by Irene Zacarias, City Staff**

### **SUBJECT:**

**Action:** Proclamation from the City of Woodlake Proclaiming the Week of May 21-27, 2017 as National Public Works Week

### **BACKGROUND:**

The Public Works Department provides services for our community and is a vital and integral part of our citizens' every life. The support of the community is vital to the efficient operation of public works systems and programs such as water, sewer, streets, fleet maintenance, building maintenance, wastewater treatment, solid waste collection and airport operation.

### **DISCUSSION:**

The Public Works Department understands that the health, safety and comfort of this community greatly depend on these facilities and services. The quality and effectiveness of these facilities, as well as their planning, design and construction, is vitally dependent upon the efforts and skill of public works officials.

### **RECOMMENDATIONS:**

Staff recommends that the City accept the Proclamation and recognize the week of May 21-27, 2017 as National Public Works Week.

### **FISCAL IMPACT:**

There is no fiscal impact.

### **ATTACHMENTS:**

1. Proclamation: Proclamation from the City of Woodlake Proclaiming the week of May 21-27, 2016 as National Public Works Week

PROCLAMATION  
RECOGNIZING THE WEEK OF MAY 21 - 27, 2017 AS  
NATIONAL PUBLIC WORKS WEEK

WHEREAS, the Public Works Department provides services for our community and is a vital and integral part of our citizens' everyday lives; and

WHEREAS, the support of the community is vital to the efficient operation of public works systems and programs such as water, sewers, streets, fleet maintenance, building maintenance, wastewater treatment, solid waste collection, and airport operations; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency and effectiveness of the qualified and skilled staff contribute to the quality of life that residents and visitors alike enjoy and rely upon from the City of Woodlake,/County of Tulare.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council that we recognize and extend appreciation to our dedicated and skilled staff and hereby proclaim the week of May 21 - 27, 2017 as

**“National Public Works Week”**

AND, BE IT FURTHER PROCLAIMED that the City Council requests that all citizens and civic organizations acquaint themselves with the issues involved in providing public works services to our community and to recognize the contributions which our public works employees make every day to our health, safety, comfort and quality of life.

THE FOREGOING was passed and adopted by the City Council of the City of Woodlake.

Dated: May 8, 2017

\_\_\_\_\_  
Rudy Mendoza, Mayor

\_\_\_\_\_  
Frances Ortiz, Vice-Mayor

\_\_\_\_\_  
Jose L. Martinez, Councilmember

\_\_\_\_\_  
Greg Gonzalez Jr., Councilmember

\_\_\_\_\_  
Louie Lopez, Councilmember

# City of Woodlake

## **AGENDA ITEM V-A**

**May 8, 2017**

**Prepared by Jason Waters, City Staff**

### **SUBJECT:**

**Action:** Adoption of Resolution: Authorize Staff to Proceed with the Process of Placing a Woodlake General Sales Tax Measure and a Marijuana Tax Measure on the Ballot

### **BACKGROUND:**

The Woodlake Citizens' Advisory Committee represents the community at large and gives feedback to staff about projects and proposals.

Recently, the Woodlake Citizens' Advisory Committee has focused on two items:

1. Consideration of a sales tax proposal that would be used to fund public safety, community services, parks, etc.
2. Consideration of a tax proposal on commercial marijuana cultivation and dispensaries. Revenues would be used for General Fund services.

When appropriate the CAC may make recommendations to City Council on the two tax measures.

### **DISCUSSION:**

The Citizens' Advisory Committee (CAC) held a meeting on May 1<sup>st</sup> to further discuss two potential tax measures within the City of Woodlake. At the meeting, City Staff asked the CAC to make a recommendation to Council regarding if the City should proceed with the two potential sales tax measures. At the meeting, the CAC's recommendation was to proceed with both tax measures and to further examine how the measure would be implemented and what level of tax would be appropriate.

Currently, the City is considering a general sales tax measure that would be used to fund public safety and community services. Prior to requesting the ballot measure, the City will need to determine what the tax rate will be and what types of the projects the City wishes to prioritize.

The Marijuana Sales Tax measure will require the City to determine what types of marijuana industries the City wishes to tax. Currently, City Staff is requesting that a tax be placed on the cultivation of marijuana and the sale of marijuana. The City will also need to consider the rules and conditions by which the City would allow these

industries to operate within City limits.

If the City decides to move forward with both sales tax measures, the City must devote staff time and financial resources to put both measures on the ballot.

**FISCAL IMPACT:**

The City has contacted the Tulare County Election's office regarding the cost of placing the Measures on the November 2017 Ballot and the current estimate is at \$18,296.50 to \$20,769.00.

**ATTACHMENTS:**

1. Resolution: Authorize Staff to Proceed with the Process of Placing a Woodlake General Sales Tax Measure and a Marijuana Tax Measure on the Ballot

BEFORE THE CITY COUNCIL  
OF THE CITY OF WOODLAKE  
COUNTY OF TULARE  
STATE OF CALIFORNIA

In the matter of:

|                               |   |                |
|-------------------------------|---|----------------|
| AUTHORIZING STAFF TO PROCEED  | ) | Resolution No. |
| WITH THE PROCESS OF PLACING A | ) |                |
| WOODLAKE GENERAL SALES TAX    | ) |                |
| MEASURE A MARIJUANA TAX       | ) |                |
| MEASURE ON THE BALLOT         | ) |                |

Councilmember \_\_\_\_\_, offered the following resolution and moved its adoption. Authorize staff to proceed with the process of placing a Woodlake General Sales Tax Measure and a Marijuana Tax Measure on the ballot.

WHEREAS, the City of Woodlake Citizens' Advisory Committee has examined the potential of two tax measures for the City of Woodlake; and

WHEREAS, one tax measure would be a general sales tax measure and the other would tax marijuana cultivation and sales; and

WHEREAS, the Woodlake Citizens' Advisory Committee has recommended that the City Council authorize City Staff to proceed with the sales tax measures;

NOW, THEREFORE, the City Council of the City of Woodlake, authorizes staff to proceed with the process of placing a Woodlake General Sales Tax Measure and a Marijuana Tax Measure on the ballot.

The foregoing resolution was adopted upon a motion of Councilmember \_\_\_\_\_, and seconded by Councilmember \_\_\_\_\_, and carried by the following vote at the City Council meeting held on May 8, 2017.

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
Rudy Mendoza, Mayor

ATTEST:

\_\_\_\_\_  
Irene Zacarias, City Clerk

# City of Woodlake

## **AGENDA ITEM V-B**

**May 8, 2017**

**Prepared by Ramon Lara, City Staff**

### **SUBJECT:**

**Action:** Adoption of Resolution: Approve Amendment No.1 to the Agreement Between the City of Woodlake and Self Help Enterprises for the 1995 Home Program Long Term Monitoring – Walsburg Townhomes

### **BACKGROUND:**

In 1996 the City of Woodlake entered into an agreement for a loan in the amount of nine hundred and eighty seven thousand three hundred and twenty one dollars (\$987,321.00), with Scot and Carolyn Townsend for the construction of the property with APN No. 061-100-085-000. The project was funded with 95-HOME funds from the Department of Housing and Community Development.

The County of Tulare notified the City of Woodlake that they would be selling the tax-defaulted property that the City had legal interest in. The property was the before mentioned property with APN No. 061-100-085-000 owned by Scot and Carolyn Townsend. The City had an obligation to protect its initial investment in the property and to do so the City would have to pay the outstanding taxes and lien(s) on the property.

### **DISCUSSION:**

On April 25, 2016 Council voted to object to the tax sale and the City worked with the County of Tulare and the State of California to acquire the property. The property was acquired on March 1, 2017. The City has been working with Self Help Enterprises to have them assume the note on the property and reimburse the City for any expenses it may have had incurred during the acquisition of the property.

The City is looking to contract with Self Help Enterprises to manage the property while it is in the possession of the City. Attached is an amendment to the current agreement with Self Help Enterprises that would allow them to manage the property on behalf of the City until the property was transferred to Self Help Enterprises. Staff believes that will happen within ninety days.

**RECOMMENDATIONS:**

Staff recommends that Council approve Amendment No.1 to the agreement between the City of Woodlake and Self Help Enterprises for the 1995 Home Program Long Term Monitoring – Walsburg Townhomes. The amendment would allow Self Help to manage the property on behalf of the City to assure that the current residents receive adequate services and all grant regulations related to the housing project are met.

**FISCAL IMPACT:**

The City would cover all costs to manage the property from the current rent roll. There would be no impact to the General Fund.

**ATTACHMENTS:**

1. Resolution: Approve Amendment No.1 to the Agreement Between the City of Woodlake and Self Help Enterprises for the 1995 Home Program Long Term Monitoring – Walsburg Townhomes
2. Attachment No. 1: Amendment No. 1 to Services Agreement
3. Attachment No. 2: Tax Deed

BEFORE THE CITY COUNCIL  
OF THE CITY OF WOODLAKE  
COUNTY OF TULARE  
STATE OF CALIFORNIA

In the matter of:

APPROVE AMENDMENT NO. 1 TO ) Resolution No.  
THE AGREEMENT BETWEEN THE )  
CITY OF WOODLAKE AND SELF )  
HELP ENTERPRISES FOR THE 1995 )  
HOME PROGRAM LONG TERM )  
MONITORING - WALSBURG )  
TOWNHOMES )

Councilmember \_\_\_\_\_, offered the following resolution and moved its adoption. Approve Amendment No.1 to the agreement between the City of Woodlake and Self Help Enterprises for the 1995 Home Program Long Term Monitoring – Walsburg Townhomes.

WHEREAS, the City of Woodlake had a deed of trust to secure an indebtedness for the property with APN No. 061-100-085-000; and

WHEREAS, the City acquired the property on March 1, 2017; and

WHEREAS, the City wishes to have Self Help Enterprises manage the property to ensure that current residents receive adequate services and grant regulations related to the housing project are met;

NOW, THEREFORE, the City Council of the City of Woodlake, does hereby resolve as follows to approve the attached Amendment No.1 to the agreement between the City of Woodlake and Self Help Enterprises for the 1995 Home Program Long Term Monitoring – Walsburg Townhomes.

The foregoing resolution was adopted upon a motion of Councilmember \_\_\_\_\_, and seconded by Councilmember \_\_\_\_\_, and carried by the following vote at the City Council meeting held on May 8, 2017.

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
Rudy Mendoza, Mayor

ATTEST:

\_\_\_\_\_  
Irene Zacarias, City Clerk

AGREEMENT FOR SERVICES  
BETWEEN THE CITY OF WOODLAKE AND SELF-HELP ENTERPRISES FOR THE  
1995 HOME PROGRAM LONG TERM MONITORING- WALSBURG TOWNHOMES  
AMENDMENT #1

THIS AGREEMENT is made and entered into this \_\_\_\_ day of April 2017, by and between the City of Woodlake, a political subdivision of the State of California, hereinafter referred to as "CITY," and Self-Help Enterprises, a California nonprofit corporation, hereinafter referred to as "SHE," as follows:

WHEREAS, on March 31, 2016, CITY did contract with SHE to perform such services in completing HCD long term monitoring and compliance requirements for the multi-family rental housing project known as Walsburg Townhomes and various duties under SHE RESPONSIBILITY, and

WHEREAS, the parties desire to extend the Agreement for an additional six-month term; and

WHEREAS, the parties desire to amend said agreement to expand the scope as follows:

1. SHE RESPONSIBILITY:

SHE shall work with the City of Woodlake to facilitate management of said PROJECT, through the following activities:

- a. Site management, monitoring and compliance,
- b. Report to the CITY issues relating to the overall financial and physical stability of the project,
- c. Review resident files for completeness,
- d. Prepare *Summary* letter to the CITY regarding “*findings*” or “*concerns*” as they relate to file review and on-site inspection(s),
- e. Prepare and maintain PROJECT fiscal operations and maintenance report,
- f. Responsibilities for duties as stated in the “Attachment A - Management Plan”
- g. SHE to assign “Attachment A – Management Plan” to AWI (Always With Integrity) property management company.

2. CITY RESPONSIBILITY:

CITY shall maintain to be the responsible entity as follows:

- a) Legal liabilities as owner of said PROJECT,
- b) Legal financial responsibility as owner of the PROJECT,
- c) Execute Long Term Monitoring and Project Compliance reports and forward reports to HCD.

3. COMPENSATION:

- a) CITY shall agree to allow compensation of an Asset Management fee to SHE in the sum of \$55.00 per unit, per month, and said fee shall be designated in the PROJECT fiscal operations and maintenance report.

4. METHOD OF PAYMENT:

- a) Tenant Rents are currently established and provided in “ATTACHMENT B – Rent Schedule”,
- b) SHE shall be responsible for the collecting of tenant rents for said PROJECT,
- c) The Asset Management fee shall be taken from rents collected, with remaining balance of rents applied to the financial and physical stability of the project,
- d) Compensation of an Asset Management Fee for said “Agreement for Services”, are exclusive of funds necessary to the financial and physical stability of said PROJECT.

THEREFORE, it is agreed as follows:

- 1. Except as provided above, all of the terms of said “Agreement For Services” entered into on March 31, 2016 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment effective on the day and in the year first set forth above.

CITY OF WOODLAKE

SELF-HELP ENTERPRISES

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Ramon Lara  
City Administrator

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Thomas J. Collishaw  
President and CEO

## ATTACHMENT A – SAMPLE MANAGEMENT PLAN

NAME OF PROJECT: Walsburg Townhomes

LOCATION: Woodlake, CA

- 1) The Role and Responsibility of the Owner and the Relationship and Delegations of Authority to the Managing Agent.
  - a) The Owner has contracted with Self-Help Enterprises (“SHE”) for the management of the Walsburg Townhomes, and SHE has subcontracted the management functions to AWI Management Corporation. AWI Management Corporation (the “Managing Agent”) is a professional property management company located in Auburn, California, with more than 25 years experience in managing affordable multi-family and senior apartments and congregate care facilities.
  - b) The Managing Agent’s District Manager assigned to the project will supervise the day-to-day operations of Agent. The Site Manager, who will report directly to the District Manager, will supervise the day-to-day operations of the project.
  - c) The Managing Agent will consult with SHE, who will consult the Project Owner, regarding all matters that Agent is not authorized to handle under the Management Agreement and will report on a regular basis all activity that has occurred at the project.
  - d) The Managing Agent may make decisions on the day-to-day operation of the project without consulting SHE or the Owner. SHE, on behalf of the Owner, must approve non-budgeted or emergency capital expenditures over \$1,000. Agent will request SHE to give Agent any additional authority needed to properly operate the project. In the event emergency repairs are necessary to protect the property from damage or prevent damage to life or the property of others or to address immediate health and safety concerns Agent will notify Owner within 24 hours but no later than the next business day, holidays and weekends excepted.
  - e) The key person at SHE for Agent to contact is the President/CEO of Self-Help Enterprises, or his designee signing herewith, who has authority to make all necessary decisions.
  - f) The responsibilities of SHE and Agent are clearly set forth in the Management Plan and Management Agreement. Detailed responsibilities are specifically covered and clearly assigned.
  - g) The Owner is responsible for the overall financial and physical stability of the project, which shall be monitored through the services of the Agent. The Agent will coordinate with SHE to monitor the overall financial and physical stability of the project and report back to the Owner.

- h) There is a pro rata division of fidelity coverage, and employee practices coverage, including Crime, EPLI, E&O and Real Estate Operations coverage, which is a singularly incurred operating expense that is common to the Management Agent and the Owner to protect the Owner against misappropriation of project funds and/or errors made by the Agent and its employees who are entrusted with the project bookkeeping, receipt, custody and disbursement of any project monies, securities, or readily saleable property other than money or securities. Coverage of the site employees will be a project operating expense. Coverage of the Agent's non-site employees will be the expense of the Agent.
- i) There is a pro rata division of environmental fees assessed by California State Board of Equalization or other similar fees assessed by the City, County, State or other government or public entity, which is a singularly incurred expense that is common to the Management Agent and the Owner. This split shall reflect (a) pro rated as a project expense in the amount attributable to the number of employees at each project, (b) Agent's expense for fees attributable to the number of employees the Agent employs in its organization.
- j) Any purchases that may be ordered in bulk for savings will be prorated by the actual cost plus tax and shipping. There will be no mark ups on the reimbursement for these types of purchases.

## 2) Personnel Policy and Staffing Arrangements

- a) The Agent declares that it does not discriminate in its hiring practices based upon race, creed, color, national origin, sex, religion, age, gender, ancestry, disability, political beliefs, sexual orientation, or marital or familial status. All hiring will be in conformance with Equal Employment Opportunity Commission (EEOC) requirements. Employees will be hired on the basis of their qualifications and experience.
- b) Site managers will be hired who possess the necessary qualifications and experience to assume rental related duties such as application processing, eligibility determination, resident selection, unit assignment, certification, recertification, rent collection, and record keeping.
- c) The Management staff for the project will consist of an Off-Site Manager and off-site Gardner/Maintenance Person and, if required for adequate project operations an assistant maintenance person and/or an Assistant Manager to assist with management duties and fill in when the Site Manager is off duty. The Site Manager will be available via phone and/or e-mail a minimum of 40 hours per week.
- d) Site personnel will be available for emergencies or prearranged appointments within reason. Due to budget constraints, the project cannot sustain 24-hour coverage. After hour emergencies will be responded to by an after hour call center service who will attempt to contact the appropriate site employee in the case of an emergency and/or dispatch the appropriate vendor to respond to the emergency.
- e) The Agent will employ persons and/or services, (or will manage persons and/or services employed by the Owner) to perform duties and responsibilities at the project site as described herein. Compensation and site related expenses of such persons

and/or services including: audit expenses, salary or hourly wages, merit increases, bonuses as provided for in the site employee contract in accordance with 3560.102(4),(v) and 3560.303.(b)(1), housing costs (if applicable), employer payroll taxes and related administrative expenses in accordance with 3560.102 (3)(i), (C)(ii), workers compensation insurance, fidelity insurance and employee benefits including medical insurance, 401K or other retirement programs (including administrative fees and matching costs), housing costs (if applicable) and other benefits common to project site management positions, will be included in the project budget and paid as a direct expense to the project as specified in the Management Plan and Agreement. The Agent will employ sufficient resources (staff and/or services) within the Agent's organization to fulfill Agent's obligation to the Owner under the terms of this agreement.

f) The lines of authority (in descending order)

- i) Owner
- ii) Self-Help Enterprises
- iii) Agent
- iv) Vice President
- v) Director of Operations
- vi) District Manager
- vii) Site Manager
- viii) Assistant Manager and Maintenance Person

g) All personnel listed above shall be accountable to the Owner through the Agent.

3) Plans and Procedures for Marketing Units, Achieving and Maintaining Full Occupancy, and Meeting Affirmative Fair Housing Marketing Plan Requirements (HUD Form 935.2)

- a) The Agent will advertise units in the local newspaper approximately 90 days prior to occupancy, then at least annually, or more often as necessary to maintain occupancy at acceptable levels.
- b) The advertising campaign will comply fully with the Affirmative Fair Housing Marketing Plan (AFHMP). Through advertising and other outreach efforts set forth in the AFHMP, Agent will attempt to reach persons who are least likely to apply.
- c) By using the outreach efforts outlined in the AFHMP we will achieve and maintain the highest level of occupancy reasonably obtainable. Agent's telephone number will be posted on the sign on the premises. Whenever the Agent's telephone number or the project telephone number is given, the State's Relay System telephone number will also be given so that individuals with a hearing impairment can access rental information. The State's Relay System is available 24-hours a day and is free to the public.
- d) Additional Marketing will be conducted as needed using any or all of the methods outlined in the AFHMP, or other effective methods including newspaper advertisements, flyers, outreach letters to local community organizations, approved rent incentives, radio, public access television, brochures, etc. All advertising will contain the appropriate Equal Housing Opportunity and handicap accessibility

statements or logos and the State's Relay System telephone number. Where a significant number of persons in the area of the rental housing development have limited fluency in English publications and the affirmative marketing will be provided in the appropriate language.

- 4) Methods for Informing Participants of the Right to Request Reasonable Accommodation and Responsibility to Comply with Civil Rights Law.
- a) Public notice is given that the Owner/Agent does not illegally discriminate against any individual. Such notice is given by the display of the Equal Housing Opportunity statement and logo and the Universal Symbol of Accessibility.
  - b) Managers will be trained in effective ways to communicate with individuals with a disability, including sight or hearing impairments and individuals with mental or developmental disabilities. This training will include proper use of the State's Relay System.
  - c) A "Notice to All Applicants/Tenants with a Handicap/Disability" is given to every applicant when they receive an application and to every tenant no less than annually at recertification. The notice informs them of their right to request reasonable accommodations/modifications if they choose to do so at any time during their application process or tenancy.
  - d) Disclosure and verification of a disability is not required unless a reasonable accommodation is requested. Verification of an individual's disability will be limited to information necessary (including visual observation if the disability is apparent) to determine that the individual making the request is in fact a person with a disability and therefore entitled to accommodation under ADA law, and that the requested accommodation is necessary and related to the disability. This information will be obtained by a third party medical professional such as a doctor, psychologist, or other health care provider who has the legal capacity within the scope of their practice to diagnose and prescribe treatment unless it is obvious without such third party verification. Verification will be obtained from such qualified persons as identified by the applicant/tenant as the person who can verify the need for the accommodation.
  - e) When determining what methods of accommodation are necessary, primary consideration will be given to the request and the needs of the individual making the request.
  - f) Reasonable Accommodation may include, but is not limited to:
    - i) Use of a professional reader, large print and audio tape versions of notices, application and lease documents, sign language interpreter, priority for a wheelchair accessible unit or sight/vision impairment accessible unit, unit on the first floor, physical modification to an existing unit, modification to policies, or other accommodations as indicated by the individual making the request.
    - ii) Service Animals and Companion Animals are considered reasonable accommodation upon verification of need. Tenants are required to enter into and abide by a Service/Companion Animal Agreement which shall comply with 3560.157(e). No pet deposit or additional security deposit is required.

- g) The person in the Agent's organization who is responsible for reviewing and coordinating Requests for Reasonable Accommodation is the ADA Coordinator. The ADA Coordinator acts in an advisory capacity to the District Manager who is directly responsible for implementing approved requests. In accordance with Section 504 regulations, request will only be denied if one of the following conditions exist:
  - i) Unable to verify that the applicant/tenant is a disabled person
  - ii) Unable to verify that the requested item is necessary and related to a disability
  - iii) Action would result in a fundamental alteration in the nature of the program
  - iv) After considering all of the resources available to the project it is determined that the action would result in an undue financial or administrative burden
  - v) Action is technically or structurally not feasible
- h) The Agent has designated the Vice President as the person who may determine when an undue burden exists. Such determinations will be fully explained in writing in accordance with Section 504 regulations.
- i) When requested accommodations are not feasible, alternative accommodations will be offered when appropriate.

5) Procedures for Determining Tenant Eligibility

- a) Tenant files, applications and waiting lists are maintained at a SHE site managed by AWI and will be available within 48-hours upon request. The tenant files contain the pertinent records relating to tenant eligibility. Application fees may be charged to cover the cost direct processing cost.
- b) After obtaining all the relevant income, asset and deduction information, the Manager will complete a Tenant Certification. The Agent's Accounting Department will transmit the Tenant Certification to the Agency on a monthly basis as required. Tenants will be recertified no less than annually. Interim recertification will be preformed based on the following:
  - i) When tenant has experienced an increase in income in an amount specified by the Agency; or
  - ii) Upon tenant request when tenant has experienced a decrease in income in an amount specified by the Agency; or
  - iii) When there has been a change in the household size and/or composition.
- c) Managers will be hired who possess the necessary qualifications and experience to assume rental related duties such as application processing, computer skills, eligibility determination, resident selection, unit assignment, certification, recertification, rent collection, and record keeping. Employees will be provided the training necessary to carry out the required job functions. Employees are provided with a resource guide (Operations Manual) which provides detailed instructions on program requirements. The District and/or Compliance Manager will review and approve initial and

recertifications for up to the first six (6) months of employment or until the Manager can demonstrate a solid understanding of the eligibility verification and certification process. Managers will attend an agency recognized training course within the first year of employment.

- d) A waiting list will be used by the Site Manager. All prospective applicants will be provided a comprehensive list of all information required for an application for admission to be considered complete. The information required by the applicants before they are put on the waiting list includes:
  - i) Income and assets of the household
  - ii) Household composition
  - iii) Names of all household members
  - iv) Number in the household including unborn children (for the purpose of determining household size)
  - v) Current address and contact information
  - vi) Birthdates of household members
  - vii) Copies of Social Security cards (or other proof of SSN)
  - viii) Copies of Driver's License (or other picture identification)
  - ix) Prior and present landlord information
  - x) Credit History
  - xi) Criminal Background check
  - xii) Personal References (preferably business/professional acquaintances)
  - xiii) The application must be signed by all adults applying for occupancy
- e) All completed applications will be placed on the waiting list in the date/time order in which it is received. Applicants will be notified in writing of their waiting list placement.
- f) The waiting list will be purged at least annually (or as needed according to the size of the list). Notification will be sent to each applicant to the last known address inquiring as to his or her interest in remaining on the list. If the applicant fails to respond within 10 days, the application shall be withdrawn from the waiting list.
- g) When an apartment is available, applicants determined eligible are selected on a first come first serve basis.
- h) Persons with disabilities may have the same choice or selection of apartment as any other applicant. When an accessible apartment becomes available, priority will be given to eligible applicants who have indicated a preference for an accessible unit. The Site Manager will maintain a waiting list for individuals requesting accessible units. In order to make the best use of the limited supply of accessible units, priority will be given to applicants with a verified need for the specific design features of the available unit. Priority is given first to tenants living in the project, then to applicants on the waiting list.
- i) When there are no individuals on the waiting list who require an accessible unit, the Site Manager will make known the availability of accessible units by advertising in the local paper and by contacting local independent living centers, area agency on aging, veterans groups, and any other community organization that may provide services to individuals with a disability. If a minimum of two weeks of outreach does not produce eligible applicants, accessible units may be rented to the next qualified person on the

waiting list. The tenant will sign a Unit Waiver and the Lease Agreement provides for a 30-Day Notice to Terminate Tenancy to be served to the occupying tenant, when an individual with a disability applies and requests an accessible unit. Marketing efforts will continue and will be documented until a tenant needing the special design features applies and qualifies.

- j) Individuals with a disability will not be limited in their choice of apartments. A person with disability is not required to accept a unit with special design features. An applicant will indicate their choice for an accessible unit by marking the appropriate box on the Application for Admission, or by making a request for reasonable accommodation, requesting an accessible unit.
- k) The Site Manager will proceed to obtain third party verification or other acceptable source documents necessary to verify income, asset, student status, landlord & personal references and credit & criminal history starting with the first applicant on the list, note: initial move-in income must qualify under the tax credit and Agency Regulatory Agreement recorded against the Property. If approved for occupancy, the applicant will be notified, in writing of the anticipated date the unit will be available for occupancy. Applicants may also be contacted by phone, followed up by written notification.
- l) The eligibility of an applicant will be determined by the Site Manager and the Agent in accordance with Agent's written Tenant Selection Criteria and LIHTC and HOME regulations.
- m) Vacancies are committed to the next eligible applicant upon receipt of the current tenant's 30-day notice. If no notice is received, the vacancy will be rented to the eligible applicant (found on the list in the proper order) who can move in immediately.
- n) For tenants receiving assistance through the HUD Section-8 Voucher Program, the contract rent and tenant rent shall be determined by the local PHA.

6) Tenant Admission Policy and Leasing Policy

Occupancy guidelines are:

|           |              |           |              |
|-----------|--------------|-----------|--------------|
| 1 bedroom | 1 - 2 people | 3 bedroom | 3 - 7 people |
| 2 bedroom | 2 - 4 people | 4 bedroom | 4 - 9 people |

- a) Tenants will be screened in accordance with the Agent's written Tenant Selection Criteria. Criteria for selection will be:
  - i) Minimum Income of 2–2.5 times the rent (after other household obligations) or other proof of rent affordability. Other proof of rent affordability includes other subsidy or history of paying rent equal to or greater than the proposed rent regardless of the minimum income requirement.
  - ii) Household composition (to meet occupancy standards)
  - iii) Prior and present landlord history (positive)

- iv) Credit history of not more than a total of \$0.00 to 500.00 negative or 120 days late within the last five years for “hard credit” accounts. “Hard credit” is considered everything other than medical bills, debts discharged by bankruptcy, voluntary repossessions, and government backed student loan programs.
  - v) Clean criminal background record with no felony convictions within 7-years prior to application.
  - vi) Personal references (positive)
  - vii) Program eligibility (as verified by 3rd party information & or other acceptable source documents) based on a program income limits and other eligibility criteria as required by program regulation.
- b) Agent reserves the right to modify its screening criteria in cases where the economic outlook in a specific market area causes a lack of qualified applicants, without revision to the plan or agreement.
  - c) Selection criteria based on local residency are prohibited.
  - d) The Site Manager will accept and process applications for rentals. If an application is rejected; the applicant will be informed, in writing, of the reason for rejection. The rejected application, with reasons for rejection noted thereon, will be kept on file. If the rejection is because of information obtained from a credit bureau, the source of the report will be revealed to the applicant in accordance with the Fair Credit Reporting Act.
  - e) The approved applicant will be allowed to inspect the unit prior to occupancy. An approved Apartment Inspection Report will be used to report unit condition at move in and move out. This document becomes a part of the Lease Agreement. The tenant and the Site Manager will receive copies of this inspection.
  - f) The Site Manager will provide orientation services for each tenant. These services include a review of the Lease Agreement and House Rules, showing each tenant all of features of the project, i.e. mailbox, laundry room, community room (if applicable), unit amenities, and conducting a move in inspection of the unit.
  - g) The Lease Agreement and House Rules set forth the Landlord and Tenant rights, obligations and responsibilities and define those actions that are either acceptable or unacceptable while the tenant is in residence at the complex.
  - h) Leasing activity is conducted primarily in English. Where a significant number of persons in the area of the rental housing development have limited fluency in English the lease, rules and regulations will be provided in the appropriate language.

7) Continued Eligibility/Recertification

- a) Households will be recertified annually based on the effective date of the initial certification to determine continued eligibility.

- b) The agent has a systematic method of ensuring that recertification is conducted prior to the expiration date.
  - c) Households are required by the Lease Agreement to report any substantial changes to the household size or student status that may affect continued eligibility, and to be recertified.
  - d) Households determined ineligible at recertification will be served legal notice to vacate the unit.
- 8) Rent Collection Policies and Procedures
- a) Collection is made at the manager's office located off-site. The office hours and days open (Monday through Friday) are posted and provided to residents. Payment may be deposited through the mail slot of the office door in which case the receipt shall be given to the tenant on the following business day. Payment must be paid by check or money order, no cash is to be accepted. Rents are deposited within 24 to 48 hours during rent collection periods. Security deposits are deposited within 24 hours of receipt.
  - b) Rent is due on the first day of the month and is payable in advance. When rent is not paid on time, rent collection and eviction procedures will be followed as set forth by law. Vacancies are immediately recorded by the Site Manager on a "Vacancy Relocation Statement" which is faxed to the corporate office bookkeeper. They are then recorded on a "Project Worksheet Recap" and are updated on the 18th and 1st of each month. Vacancies and rent losses are also tracked on a "Weekly Activity Report" generated on site and faxed to the main office each Monday. Vacancy cost is reported quarterly on the "Move out Breakdown report."
  - c) Partial payments will be accepted only under documented hardship conditions. Prepayment will be accepted if such meets the needs of the tenants.
  - d) Complying with state law and Regulatory Agencies requirements, after the 5th day of each calendar month of the term, a late fee of \$25.00 will be levied.
  - e) It will be against management policy to permit a tenant to miss a payment. Under extreme circumstances, if a tenant is otherwise in good standing, Agent may accept a promissory note for a "missed payment." Agent can provide referral services to families experiencing financial hardship.
  - f) The Site Manager is responsible for collection and issuance of rent receipts.
  - g) All rent payments will be adequately recorded and will be kept in a separate account for the complex. The account will be designated as the project's operating account and it will be deposited in a financial institution that is insured by the Federal Deposit Insurance Corporation (FDIC). The Site Manager will follow up on late payments. Consistent late payments may be cause for eviction.
  - h) Security deposits will be taken from each resident in an amount that complies with State law. Security deposits are kept in a separate FDIC insured account. Any interest earned on the security deposit account will be deposited to the operating

account unless Regulatory Agencies/Lenders require otherwise. Any refunds of a security deposit will be distributed and itemized in the "Security Deposit Settlement" upon vacating or eviction within 21 days as required by law. In the event there are costs of damages in excess of the security deposit, first attempt of recovery will be by a formal written request, followed by use of a collection agency to secure recovery if initial attempt is unsuccessful.

9) Parking Lot Policies

- a) PARKING: Parking is first-come, first-serve for all unassigned parking spaces. Tenants may not back vehicle into vehicle parking spaces. Vehicles parked in fire lanes or in "no parking" areas, and unauthorized vehicles parked in designated handicap parking spaces are subject to being ticketed by the police or fire department and/or towed away at the vehicle owner's expense. All oversized vehicles, trailers, boats, and other recreational vehicles are not permitted to park at the apartment community. Tenants are responsible for keeping their assigned parking space (if applicable) free of oil, cigarette butts, debris, etc.
- b) The speed limit within the complex is 5 miles per hour.
- c) Washing cars in the parking lot is prohibited unless an area is designated by Owner/Agent.
- d) AUTOMOBILE REGISTRATION: All vehicles must have current registration and be in operable condition.
- e) VEHICLE MAINTENANCE: Non-operable vehicles will be towed away at the vehicle owner's expense. The owner of any vehicle that leaks oil will be held responsible for it's clean up and required to park the vehicle off site until the leak is repaired. Batteries and vehicle fluids may not be deposited in the apartment community dumpsters. Minor vehicle maintenance such as change of a flat tire, a battery, spark plugs and belts are permitted as long as it will be completed in one (1) day and does not result in trash or other unsightly occurrences. Changing of vehicle fluids (i.e. oil, anti-freeze, etc.) is not permitted.
- f) The Owner/Agent reserves the right to have any vehicle removed from the premises at the expense of the vehicle owner, for failure to comply with all parking regulations. Each Tenant is responsible to inform his/her guests of these regulations regarding parking.

10) Procedures for Requesting and Implementing a Rent Increase

- a) The Finance Manager, with the assistance of the District Manager, will process change requests.
- b) The agent will notify all affected tenants of any proposed rent changes.
- c) Agent will inform tenants of any rent increase at least 30 days in advance of their effectiveness or such longer time as State law may prescribe. This will be handled on an annual basis (or more frequently) at the same time the budget is submitted for approval.

11) Plans for Carrying out an Effective Maintenance and Repair Program

- a) The plans for preventive maintenance at the project are annual inspections, quarterly maintenance projects, use of service request forms, along with visual daily inspections of the project grounds and buildings. The Site Manager is responsible for supervision of the daily on-site maintenance.
- b) The grounds and common areas are picked up daily and deficiencies are reported to the Site Manager who will write a work-order. Work-orders are completed within 24 to 48 hours whenever possible.
- c) Tenants are informed that they are to report any unit maintenance needs to the Site Manager who will write a work order. Work-orders are completed within 24 to 48 hours whenever possible.
- d) Annual apartment inspections are performed to determine any preventive maintenance items that may go unreported by the tenants and to inspect for general tenant care or abuse and good housekeeping standards.
- e) As-built plans and specifications, if obtained from the owner, will be on-site in the Site Manager's office. It will be the Agent's responsibility to update them when project modifications are made with the approval of the Owner.
- f) The general maintenance procedures shall be as follows:
- g) The Site Manager and/or Maintenance Person will be responsible for keeping an inventory of all appliances and obtaining necessary service on appliances and mechanical equipment. It will be the duty of the Site Manager and/or Maintenance Person to check the operating condition of all appliances prior to a tenant moving into a unit. The tenant must notify the management of a malfunction and it will be corrected immediately.
- h) The project is equipped with outside lighting for the security of the tenants residing there. Fire extinguishers are in the laundry room and rental office and/or other locations as required by local fire authority. Smoke detectors are located inside each apartment. All are checked in the annual inspection. Ice and snow removal is addressed as needed.
- i) The Site Manager and/or Maintenance Person will inspect the entire unit and its contents (appliances and storage area, if applicable) with the Tenant and complete a written move-in inspection report. The inspection report will list the condition of the unit prior to the Tenant taking possession of the unit. Any exceptions or work to be done will be noted and work orders issued and completed in a timely manner. The same inspection report will be used at move out to ascertain any damages or abuse beyond normal wear and tear. A diligent effort will be made to do the move-out inspection with the vacating tenant. The vacating tenant will be provided a copy of his/her move-out inspection, and security deposit refund (if any) pursuant to state law. Maintenance repairs will be made (within budget constraints) at turnover to restore to market ready condition. Damage beyond normal wear and tear will be charged to the vacating tenant's security deposit.

- j) The new tenant will receive a copy of the move-in/move-out inspection report along with a copy of the Lease Agreement, its attachments and House Rules.
- k) Annual apartment inspections will be conducted on a monthly schedule based on the Tenants move-in date. During the inspection the following minimum work will be completed:
  - i) HVAC inspected and filters replaced throughout the year as required.
  - ii) Smoke detector tested and batteries replaced (if applicable)
  - iii) Hot water heater thermostat checked and manufacturer recommended service performed.
  - iv) Appliances checked for operating condition and good housekeeping.
  - v) Plumbing checked for leaks and operating condition.
  - vi) Interior paint, carpet, vinyl and window coverings evaluated as to condition.
  - vii) Tenant housekeeping standards evaluated.
- l) As a general rule the following will apply (as needed and budget restraints permit):
  - i) Exterior painting will be done every 5 to 7 years.
  - ii) Interior painting will be done every 3 to 5 years.
  - iii) Floor coverings will be replaced every 6 to 8 years.
  - iv) Window coverings will be replaced every 5 to 7 years.
- m) Units will be repainted when vacated unless the condition does not warrant painting.
- n) Condition of the unit during the annual apartment inspection will be taken into consideration when determining the need for interior improvements. If the annual apartment inspection reveals poor housekeeping habits or tenant abuse/damage to the unit, interior improvements may be postponed until (1) overall housekeeping habits are improved and tenant damage repaired (at tenant expense) as determined by the next annual apartment inspection or (2) tenant vacates the unit.

Alternately, should a tenant take exceptional care of the unit and planned improvements are not needed or are not desired by the tenant, Agent may elect to make alternative improvements to the unit i.e. installation of ceiling fans or screen doors, as budget restraints permit.
- o) All repairs/improvements will be made subject to available project funds with priority being given to health and safety/habitability items.
- p) The Site Manager and Maintenance Person will perform the upkeep of the grounds and ordinary maintenance work. Exterminator service will be contracted on an as needed basis. If there is evidence of a need, a monthly contract will be established for

pest control. Major repairs will be performed by vendors and/or contractors approved by Agent.

- q) Garbage and trash removal will be maintained on a regular basis by an established disposal service.
- r) The Site Manager and/or Maintenance Person will clean entryways, halls and other common areas on a daily basis.
- s) The procedure for requesting maintenance or service items is for the tenant/member to come into the office and complete a maintenance work-order request. Alternative means of making work-order requests are available as a reasonable accommodation to individuals with a disability. Each manager has a 2-part NCR work-order book. A separate maintenance file is kept on each unit. Completed work-orders are filed in the unit maintenance file.
- t) Purchase order approvals are given verbally within one business day. Payments will be made on a net 30-day payment system with typically a 15 to 30 day turn around from receipt of statement.
- u) Agent will obtain bids for performance of all major repairs, and the bid most advantageous to the project will be accepted. Projected major repairs will be budgeted for based on the property's history and normal standards of repair and replacement within the industry.
- v) Major repairs exceeding the approval budget will be requested from the owner.

12) Plans for Meeting Recordkeeping and Reporting Requirements

- a) AWI Management Corporation uses the double-entry computerized accounting ledger system. We have a full time accounting manager on staff and clerks who prepare and maintain project records on a daily basis. The Agent reviews the management reports generated by this system on a monthly basis. The Agent, in turn, provides the Owner with these reports in the form of "A Statement of Cash Flow." The procedures for compliance with reporting requirements of HCD documents will followed as per Chapter 7 of the HCD manual.
- b) Each project account is held separately. Interest earned will be either used toward the monthly-required deposit amount or transferred into the operating account.
- c) Agent will be responsible for the preparation and submission of the quarterly and annual reports required by the Owner.
- d) The Agent will establish and maintain a comprehensive system of records, books, and bank accounts in a manner conforming to the directives of the Owner. All records, books and accounts will be subject to examination at reasonable hours by an authorized representative of the Owner and other authorized agencies or persons
- e) Tenant records will be kept on-site, in the manager's office, by the Site Manager. The tenant files will include the application for admission, landlord and income verifications, credit check, lease agreement, house rules, move in/move out inspection report and

the tenant certification. Tenant records will be retained by the Site Manager for a period of three (3) years after the tenant moves out of the complex. First year Tax Credit files will be retained in accordance with IRS and State Agency retention requirements.

- f) All other records are kept at the Agent's office located at: AWI Management Corporation, 120 Center Street, Auburn, CA 95603. The contact person is the Agent's District Manager.

13) Energy Conservation Measures

- a) The tenant will have direct control over heating, air conditioning, and electricity as far as energy conservation measures are concerned. The Management will have control over outdoor lighting and electricity for common areas.
- b) The Site Manager will inform the tenants in ways to conserve energy consumption in their homes. Agent shall cooperate with and encourage Tenant cooperation with agencies providing no-cost weatherization services to low-income tenants.
- c) Other ways to promote energy conservation will be utility company brochures, and posting in the areas such as the laundry room.
- d) The tenants will be instructed to call the Site Manager to repair those items in the apartment that waste energy, such as a leaky hot water faucet or a door seal.
- e) Tenants will be informed of any alternative rates for utilities that may be available for low-income households.
- f) The Site Manager will set an example to tenants by not wasting energy in the day-to-day operation of the project.

14) Plans for Tenant Participation in Project Operations and Tenant's Relationship with Management

- a) In order to ensure good tenant relations, every effort will be made to handle tenant requests promptly. There are no plans for a tenant organization. Should a tenant organization be duly formed, Agent will cooperate with the tenant organization to the extent that it enhances project operations and good resident relations.

15) Plan for Carrying Out Management Training Programs

- a) Training procedures for employees begin with a 90-day orientation program that is administered by the District Manager and/or other appropriate management agent staff members (i.e. Property Bookkeeper, Training Coordinator, Human Resources Administrator, Director of Operations, etc.). Training covered in the first 90 days includes: rent collection procedures, banking, occupancy process (including AFHMP, waiting list, verification, and certification) Civil Rights and Fair Housing, monthly reporting, budgeting, and maintenance and safety procedures. The District Manager will provide ongoing training as needed and will conduct local group training workshops. As an ongoing practice, Agent will keep the Site Manager abreast of changes and check the accuracy of their work. Ongoing training includes: setting

priorities, tenant selection and screening, legal notices, accounting and bookkeeping, technology training and Civil Rights and Fair Housing law.

- b) The District Manager and Site Manager will attend available housing seminars covering Federal, State and local housing laws, and will receive annual training in Civil Rights and Fair Housing law. Any training of this nature shall be paid as a project expense for site employees. Training expense may include tuition, registration fees, course materials and lodging (if training location is more than 1 hour from the property). The Agent is responsible for the costs to train non-site employees in its organization.
- c) Agent may choose to enroll the project in membership organizations that promote the interest of tenants, landlords and affordable housing if such memberships are of practical use and benefit to the operations of the project. Such organizations may provide free or discounted training, updates on federal regulations affecting housing, or provide a direct link between the project and individuals in the community, i.e. Chamber of Commerce, Council for Affordable Housing, National Affordable Housing Management Association. Membership fees to enroll the project shall be paid as a project expense. Agent shall be responsible for fees to enroll AWI Management Corporation or individuals within its organization.
- d) Training is provided on an on-going basis to the Regional and District Managers and the Department Managers within Agent's organization. Site Manager training is provided monthly during the District Manager site visits.

16) Termination of Leases or Occupancy Agreements and Evictions

- a) Agent and responsible personnel are knowledgeable of State and local laws regarding termination of leases and evictions.
- b) Agent and responsible personnel are knowledgeable of State and local laws regarding notification that must be given to tenant when termination of the lease or eviction is proposed.

17) Insurance

- a) The Owner is responsible for knowing requirements for Fidelity Bond coverage. The Agent will furnish a fidelity bond and will acquire Employee Practices Coverage to protect the Owner against misappropriation of project funds and/or errors made by the Agent or its employees who are entrusted with the project bookkeeping, receipt, custody and disbursement of any project monies, securities, or readily saleable property other than money or securities. Coverage of the site employees will be a project operating expense. Coverage for the Agent's non-site employees will be the expense of the Agent.
- b) The Owner is responsible for knowing insurance requirements. The Owner will inform the Agent of the insurance to be carried with respect to the project and its operations, and it will be kept in effect at all times. The Agent will pay premiums out of the Operating and Maintenance Account and premiums will be treated as an operating expense. Agent will ensure that required policies are kept in effect at all times. All insurance will be placed with such companies, on such conditions, in such amounts,

and with such beneficial interest appearing thereon, as shall be acceptable to the Owner provided that the same will include public liability coverage, with the Agent, Owner and Self-Help Enterprises designated as a named insured in amounts acceptable to the Agent as well as the Owner. Agent will provide full reports to Owner as to all accidents, claims, and potential claims for damage relating to the project, and will cooperate with the Owner's insurers in connection therewith.

- c) At Owner's request, for Owner's benefit and at Owner's expense, Agent shall use reasonable efforts to acquire and maintain insurance of the types of coverage selected by the Owner. Agent will obtain bids and recommendations on coverage required or requested by Owner and coverage will be placed with companies acceptable to Agent and Owner. It is solely the Owner's obligation to insure conformity with the requirements of any deeds of trust, land contracts, mortgages, or other liens on the property. All insurance contracts for the property shall extend to and insure Agent, its principals and employees (as additional insured) as well as Owner and any other insurable parties specified by Owner in writing.
- d) Agent shall not be liable to Owner for any loss or damage in the event the insurance obtained and kept in force by Agent is insufficient to cover any loss or damage sustained by Owner. Agent shall:
  - 1) promptly investigate all accidents and claims for damages relating to the Ownership, operation, and maintenance of the Property;
  - 2) investigate any damage or destruction to the property;
  - 3) cause estimates for the cost of repairs to be made by appropriate vendors or contractors, and;
  - 4) prepare any and all reports required of Agent by the Agency and any insurance company in connection therewith.
- e) In the event of any major casualty, loss, or damage, Agent shall immediately notify Owner of the occurrence of these events. A "major" casualty, loss or damage is defined to mean a loss exceeding \$10,000 in potential liability, as estimated by Agent in its reasonable discretion. Agent shall not be authorized to settle any major claim unless the terms of such settlement are specifically consented to by the Owner.
- f) Agent shall arrange for proof of insurance to be sent to Owner and any other parties designated by Owner.

18) Management Agreement is Part of This Plan.

- a) The Management Agreement dated an even date herewith is to be considered part of this Management Plan. Items not addressed specifically in the Management Plan, but addressed elsewhere in the Management Agreement and/or its attachments shall be considered fully addressed in this Management Plan to the extent that they are addressed in the Management Agreement and its attachments. All Plans and Agreements will be updated as necessary to keep up with any changes which HCD may implement.

19) Management Compensation

- a) The Management fee is paid monthly to the Agent. The Worksheet for Management Fee is submitted annually for Owner approval and when executed becomes an Amendment to the Management Agreement.

20) On-site Management

- a) All costs and expenses related to the Site Employees expenses, compensation and other expenses directly related to the management of the project shall be either a direct or pro rata expense of the project as identified in the Management Plan and Agreement.

21) Self-Help Enterprises Responsibilities

- b) Addendum A, MFH Management Responsibilities Assumed by Self-Help Enterprises, as such may change from time to time, is hereby made a part of this Management Plan.

21) Validity of the Management Plan

The parties hereto agree that should any provisions of the Agreement be invalid or unenforceable the remaining provisions shall be valid and enforceable to the fullest extent permitted by law.

In Witness Whereof, the parties, by signature below, have duly executed this Agreement.

OWNER: **Walhsburg Townhomes, City of Woodlake  
(Reference: Agreement For Services, April \_\_, 2017)**

By: Self-Help Enterprises  
**A Non-Profit Corporation**

By: \_\_\_\_\_  
Thomas J. Collishaw, President and CEO

Date: \_\_\_\_\_

AGENT: **AWI Management Corporation, a  
California Corporation**

By: \_\_\_\_\_  
Tina Williams, President

Date: \_\_\_\_\_

ATTACHMENT B  
RENT ROLL  
WALSBURG TOWNHOMES

|                            |          |
|----------------------------|----------|
| 1. 354 Danielle Way Apt.#A | \$675.00 |
| 2. 354 Danielle Way Apt.#B | \$675.00 |
| 3. 354 Danielle Way Apt.#C | \$640.00 |
| 4. 366 Danielle Way Apt.#A | \$650.00 |
| 5. 366 Danielle Way Apt.#B | Vacant   |
| 6. 378 Danielle Way Apt.#A | \$650.00 |
| 7. 378 Danielle Way Apt.#B | \$675.00 |
| 8. 384 Danielle Way Apt.#A | \$675.00 |
| 9. 384 Danielle Way Apt.#B | \$640.00 |
| 10. 495 E. Whitney Apt.#A  | \$550.00 |
| 11. 495 E. Whitney Apt.#B  | \$675.00 |

These amounts have not been verified as City of Woodlake has not obtained agreements that were in place before the City taking over the property.



2017-0011847

2

RECORDING REQUESTED BY:  
TULARE COUNTY TAX COLLECTOR  
MAIL TAX STATEMENTS TO:  
CITY OF WOODLAKE  
ATTN: IRENE ZACARIAS  
350 N VALENCIA BLVD  
WOODLAKE, CA 93286  
Record at no Fee per Govt Code 27281

free

Recorded REC FEE 0.00  
Official Records  
County of  
Tulare  
ROLAND P. HILL  
Clerk Recorder  
JD  
02:06PM 01-Mar-2017 Page 1 of 2

Document Transfer Tax \$0.00 per Govt Code 27281 APN: 061-100-085-000

### TAX DEED TO PURCHASER OF TAX-DEFAULTED PROPERTY

On which the legally levied taxes were a lien for fiscal year: 2009/2010  
And for nonpayment were duly declared to be in default per default number: 100658

This deed, between the Tax Collector of Tulare County ("Seller") and the City of Woodlake ("Purchaser"), conveys to the purchaser the real property described herein which the SELLER sold to the PURCHASER by Agreement Sale No. 27864 on March 1, 2017 pursuant to a statutory power of sale in accordance with the provisions of Division 1, Part 6, Chapter 7, Revenue and Taxation Code, for the sum of \$138,892.36.

In accordance with law, the SELLER, hereby grants to the PURCHASER, title, free and clear of all encumbrances of any kind existing before the sale, pursuant to §3712 of the Revenue and Taxation Code that real property situated in said county, State of California, last assessed to TOWNSEND SCOT B & CAROLYN described as follows: Assessor Parcel Number, 061-100-085-000, more particularly described as:

#### SEE EXHIBIT A

Subject to: Covenants, Conditions, Restrictions, Rights of Way, and Easements of Record

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California; County of Tulare;  
Executed on: March 1, 2017, by: Stacy Mawhiney, Deputy Tax Collector

Rita A Woodard

RITA A WOODARD  
TULARE COUNTY AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

On MAR 01 2017, before me, LISA SLANEY, a deputy clerk, on behalf of LaRayne Cleek, Clerk of the Court, personally appeared Stacy Mawhiney, a deputy tax collector, on behalf of Rita A. Woodard, Tulare County Tax Collector, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person 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 Larayne Cleek, Deputy  
LARAYNE CLEEK

Superior Court Administrator  
Clerk of the Court

§3708 §3712 §3804 R&T Code TDL 8-19



## **EXHIBIT A**

**APN : 061-100-085-000**

That portion of the South half of the Northeast quarter of the Southwest quarter of Section 30, Township 17 South, Range 27 East, Mount Diablo Base and Meridian, in the City of Woodlake, County of Tulare, State of California, more particularly described as Parcel No. 3 of Parcel Map No. 4787, as recorded in Book 48, Page 92, of Parcel Maps, Tulare County Records.