



City of Woodland
Meeting Agenda
City Council

Community and Senior Center
2001 East Street
Woodland, CA 95776

September 18, 2018
6:00 PM

CITY COUNCIL

JOINT SPECIAL CITY COUNCIL/WOODLAND FINANCE AUTHORITY
6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

1. Long Range Calendar

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

F. PRESENTATIONS

2. Proclamation in Support of the 35th Annual National Night Out in Woodland

Staff recommends that the City Council adopt a proclamation supporting the 35th Annual National Night Out in Woodland on October 2, 2018 and encourage citizens to participate in this unique, nationwide program that supports community-police relationships.

3. Proclamation Declaring September 2018 Adult Literacy Month for the City of Woodland.

Staff recommends that the City Council adopt a Proclamation declaring September 2018 Adult Literacy Awareness Month for the City of Woodland.

G. CONSENT CALENDAR

4. Authorize a \$36,566 Increase to the Fiscal Year 2018/19 Budget to Fund Vehicle Replacements

Staff recommends that the City Council adopt Resolution No. _____, authorizing a \$36,566 increase to the fiscal year 2018/19 budget to fund two vehicle replacements.

5. Approval of Funding for Participation in Countywide Homeless Coordination Project

Staff recommends that the City Council adopt Resolution No. _____, approving the following appropriation and amending the Fiscal Year 2019 budget as necessary: (1) Additional \$40,000 in Housing Trust funds (Fund 326) for the City's FY 2018 and 2019 participation in the Countywide Homeless Coordination Project.

6. Carry-Over of FY2017/18 Unencumbered Appropriations

Staff recommends that the City Council adopt Resolution No. _____, authorizing the carry-over of unencumbered appropriations from fiscal year 2017/18 to fiscal year 2018/19 totaling \$771,587.

7. Approve Changes within the Public Works - Environmental Services Division

Staff recommends that the City Council adopt Resolution No. _____, approving changes within the Public Works - Environmental Services Division position authorizing the revision of the job description and filling of an Environmental Resource Analyst in the Mid-Management Professional Association (MMPA) and deleting one (1) vacant position.

8. Public Works Quarterly Status Report

Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of June through August 2018

9. Proclamation Water Professionals Appreciation Week October 6-14, 2018

Staff recommends that the City Council proclaim Saturday, October 6 through Sunday, October 14 as Water Professionals Appreciation Week.

10. Authorize the sole-source purchase of coagulants for the Water Pollution Control Facility

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a sole-source purchase of coagulants from Rosa Water Technology Associates in an amount not-to-exceed \$135,000 for FY19.

11. Authorize the sole-source purchase of Magnesium Hydroxide MgOH for the Water Pollution Control Facility

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a sole-source purchase of coagulants from Hill Brothers Chemical Company in an amount not-to-exceed \$100,000 for FY19.

12. Resolution in Opposition to Proposition 6 appearing on the November 6, 2018 statewide ballot

Staff recommends that the City Council adopt Resolution No. _____, establishing a formal position in opposition to Proposition 6, appearing on the November 6, 2018 statewide ballot.

H. PUBLIC HEARINGS

13. Public Hearing and Approval of Program Year 2017/18 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

Staff recommends that the City Council approve the Program Year 2017/18 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) and receive an update on the Fair Housing Survey being conducted by the Sacramento Valley Fair Housing Collaborative.

I. REPORTS OF THE CITY MANAGER

14. Homelessness Update

Staff recommends that the City Council:

- 1) receive a report on the progress of the Homeless Action Plan; and
- 2) provide feedback and direction on next steps; and
- 3) adopt Resolution No. _____, authorizing appropriation an additional \$100,000 in support of Homeless Action Plan initiatives from funds being contributed from the Hotel Project at Freeman Park.

J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Special City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, September 18, 2018 was posted on Friday, September 14, 2018 in

the outside display case at City Hall, 300 First Street, and at the Community and Senior Center, 2001 East Street, Woodland, CA and was available to the public during normal business hours.

A handwritten signature in black ink, appearing to read 'Ana B. Gonzalez', with a stylized flourish at the end.

Ana B. Gonzalez
City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: E.1.
SUBJECT: Long Range Calendar

Recommendation for Action:

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

Staff Contact:

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

Background:

This calendar is being provided for planning purposes only and is intended to keep the Council apprised of upcoming agenda items and better plan for upcoming Council items.

Attachments:

1. Council Long Range Calendar


Paul Navazio
City Manager

UPDATED COUNCIL LONG RANGE CALENDAR

OCTOBER 2ND

REGULAR MEETING

Minutes

City Council Meeting Minutes of Sept. 4th and 18th 2018

Presentations

Declare October 3rd as Clean Air Day

Recognize Clark Pacific – 2018 Sacramento Area Sustainable Business of the Year Award

Consent Calendar

Final Acceptance and NOC – West Street Water Transmission Main Project CIP #17-08

Approve Final Map 4851, Country Oaks and related agreements

Reports of the City Manager

Boards and Commissions

OCTOBER 16TH

REGULAR MEETING

Presentations

Proclamation WWI Centennial Commemoration

National Friends of the Library Week

Consent Calendar

Cannabis Business Conditional Use Permit Applications

Reports of the City Manager

1st Reading Ag Mitigation

1st Quarter Budget Update/Reserve Policy

Future Topics / Study Sessions:

Adoption of Conflict of Interest Code

City Code Clean-up Ordinance

Animal Control Ordinance – November

Non-Conforming Use Zoning Update

Urban Forestry / Master Plan Tree Update – December 2018

Final Acceptance and NOC – 2018 Road Maintenance Project CIP #18-02

Tree Preservation Ordinance Update - December



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: F.2.
SUBJECT: Proclamation in Support of 35th Annual National Night Out

Recommendation for Action:

Staff recommends that the City Council adopt a proclamation supporting the 35th Annual National Night Out in Woodland on October 2, 2018 and encourage citizens to participate in this unique, nationwide program that supports community-police relationships.

Staff Contact:

Mini Garcia, Crime Prevention Specialist, 661-7875, mini.garcia@cityofwoodland.org

Background:

National Night Out has been a recurring event for years in Woodland although this is the first year it will be held in October. Woodland, along with other agencies with hot summers, moved it to the cooler Fall temperatures to allow for greater participation with our community.

Attachments:

1. Proclamation


Paul Navazio
City Manager

PROCLAMATION

35TH ANNUAL NATIONAL NIGHT OUT IN WOODLAND

WHEREAS, the National Association of Town Watch (NATW) is sponsoring unique nationwide crime prevention program on October 2nd “National Night Out”; and

WHEREAS, the “35th Annual National Night Out” provides a unique opportunity for the City of Woodland to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, the City of Woodland plays a vital role in assisting the Woodland Police Department through joint crime, drug and violence prevention efforts in the City of Woodland and is supporting “National Night Out 2018” locally; and

WHEREAS, it is essential that all citizens of the City of Woodland be aware of the importance of crime prevention programs and impact that their participation can have on reducing crime, drugs and violence in Woodland; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program;

NOW, THEREFORE, the City Council does hereby call upon all citizens of Woodland to join the Woodland Police Department, the National Association of Town Watch in supporting the “35th Annual National Night Out” on October 2, 2018.

FURTHER, LET IT BE RESOLVED THAT, the Woodland City Council proclaims Tuesday, October 2, 2018 as “NATIONAL NIGHT OUT” in Woodland, CA

Dated: August 4th, 2018

Enrique Fernandez, Mayor

Xochitl Rodriguez, Mayor Pro Tem

Marlin H. “Skip” Davies, Council Member

Angel Barajas, Council Member

Tom Stallard, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: F.3.
SUBJECT: Proclamation Declaring September 2018 Adult Literacy Month for the City of Woodland.

Recommendation for Action:

Staff recommends that the City Council adopt a Proclamation declaring September 2018 Adult Literacy Awareness Month for the City of Woodland.

Staff Contact:

Greta Galindo, Library Services Director, 530-661-5980, greta.galindo@cityofwoodland.org

Background:

Woodland City Council is asked to proclaim September as Adult Literacy Month for the City of Woodland.

September is designated as Adult Literacy Month, highlighting the importance of literacy to individuals, communities, and society. A goal of the Woodland Public Library Adult Literacy Services Program is to raise public awareness about the need for and value of adult education, early learning, and family literacy for lifelong learning.

Discussion:

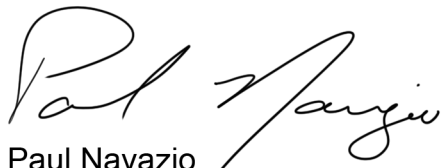
At Woodland Public Library we have resources to help our adult learners as well as children. The Woodland Public Library encourages a love of reading as a foundation for lifelong learning and supports those programs with similar goals. Woodland Public Library promotes literacy awareness and programs to assist adult students in need of basic literacy education and also provides scholarships for high school diplomas through Career Online High School. Through a partnership with Yolo County, The Woodland Public Library provides GED tutoring and testing at Monroe County Jail, with 141 graduating through our program. Literacy Volunteers provide free tutoring at the library in reading and writing instruction for low literate adults.

For our babies and early learners, we have programs that promote literacy awareness and resources. We have a new early childhood education initiative called 1,000 Books Before Kindergarten. The Library hosts 6 early literacy skills based storytimes a week, and provides free afterschool and online tutoring for students. September is also National Library Card Sign-Up Month.

Let's celebrate Literacy month and make education the buzz word in Woodland. Tell someone about the resources available at our library to help everyone become lifelong learners.

Attachments:

1. Literacy Awareness Month Proclamation



Paul Navazio
City Manager

Literacy Awareness Month 2018 Proclamation

WHEREAS, the need for a highly literate populace increases as Woodland, California moves toward an increasingly technological future;

WHEREAS, a standard level of proficiency is required for success in today's labor market and only half of the U.S. population 16-65 years of age reaches that standard;

WHEREAS, libraries and librarians have historically served as our nation's great equalizers of knowledge by providing free access to all, regardless of age, ethnicity, or socioeconomic background;

WHEREAS, our libraries have moved far beyond just being book repositories, becoming adaptive and responsive institutions serving the real-life needs of the public;

WHEREAS, our nation's libraries are ideally positioned as the community's center of information technology which fuels educational and economic opportunity for all;

WHEREAS, our library provides Woodland residents with the knowledge and information they need to master 21st century literacies that are essential to their success as students, parents, money managers, health consumers, and members of the community;

WHEREAS, our library helps the public achieve Basic Literacy, which leads to a better trained and skilled workforce contributing to a growing economy;

WHEREAS, our library helps the public achieve Information Literacy, where a command of new online resources and technologies leads to enhanced job skills and the ability to fully participate in a digital society;

WHEREAS, our library helps the public achieve Civic and Social Literacy, which leads to the ability to participate and contribute effectively to their community, government and society and to connect with one another through civil discourse;

WHEREAS, our library helps the public achieve Health Literacy, which leads to healthier, more productive lives;

WHEREAS, our library helps the public achieve Financial Literacy, which leads to greater self-sufficiency and stronger economic futures for all;

WHEREAS, libraries are part of the American dream, places for education, opportunity and lifelong learning;

WHEREAS, California libraries celebrate the 30th anniversary of the California Library Literacy Service which supports libraries in California in achieving all these goals;

WHEREAS, literacy skills are strengthened in large measure by simple solutions of mentoring, volunteering, donating to organizations focused on raising the rate of literacy in our country; and

WHEREAS, Woodland Public Library Literacy Services works within the community to raise awareness of the importance of literacy;

NOW, THEREFORE, be it resolved that we, the Woodland City Council, proclaim September 2018 Adult Literacy Awareness Month in Woodland. We encourage all Woodland residents to learn more about the economic and societal importance of literacy, encourage children to read, engage others in the cause to promote an educated public ensuring we have a vital country of literate adults free to pursue happiness, and visit the Woodland Public Library this month to take advantage of the wonderful resources available at your library.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: G.4.
SUBJECT: Authorize a \$36,566 Increase to the Fiscal Year 2018/19 Budget to Fund Vehicle Replacements

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing a \$36,566 increase to the fiscal year 2018/19 budget to fund two vehicle replacements.

Staff Contact

Troy Thompson, Fleet & Facilities Manager, troy.thompson@cityofwoodland.org, 530-661-5956

Council Goal

Maintain City Infrastructure – providing reliable equipment for the Electrical and Technology Services programs

Fiscal Impact

FY 2018/19 budgets will increase as follows:

Fund	Fund Name	Additional Budget Request
012	Vehicle Replacement Fund	\$30,298
101	General Fund	\$ 6,268
	Total	\$36,566

Background

Fleet Services identified two vehicles that are scheduled for replacement that were not added to the fiscal year 2018/19 budget. The City Council will need to authorize the additional budget appropriations for each fund in order for staff to move forward with the purchases. The two vehicles being replaced are Electrical aerial truck #581 and Technology Services vehicle #762.

1. #581 – 2002 Ford F550 Aerial Truck – This vehicle was previously leased and the lease was paid in full several years ago. The payments were no longer budgeted after the lease was paid off. The replacement vehicle will be leased over 5 years at the costs of \$41,785 per year (\$208,925 total). Fleet is recommending that the City Council authorizes a \$6,268 increase to budget code 101-083-7836-5682 to cover the General Fund portion of the lease payment. Once the lease of the new bucket truck is paid in full, then staff intends to re-allocate the \$6,268 annual contribution to the vehicle's replacement reserve account; this will ensure that the Electrical department has adequate funds available well into the future.

2. #762 – 2009 Honda Civic - Technology Services has the money in reserves for the replacement vehicle and is already paying a maintenance fee. Fleet is recommending that Council authorize increasing the vehicle replacement budget (012-084-7841-5545) by \$30,298 to fund the purchase of a new replacement vehicle.

Discussion

Finance will increase the fiscal year 2018/19 budget once the City Council approves the resolution, and Fleet

Services will then be able to initiate the bidding process to purchase the new vehicles. Fleet Services will also work with Finance on the lease agreement for the new aerial truck.

Conclusion

Staff recommends that the City Council adopt Resolution #____ authorizing a \$36,566 increase to the fiscal year 2018/19 budget to fund two vehicle replacements as follows:

Fund	Fund Name	Additional Budget Request
012	Vehicle Replacement Fund	\$30,298
101	General Fund	\$ 6,268
	Total	\$36,566

Prepared by: Troy Thompson, Fleet & Facilities Manager

Reviewed by: Craig Locke, Interim Public Works Director

Attachments:

1. Resolution


Paul Navazio
City Manager

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING
A \$36,566 BUDGET INCREASE TO THE FISCAL YEAR 2018/19 BUDGET TO FUND TWO
VEHICLE REPLACEMENTS**

WHEREAS, the City staff is requesting to increase the baseline budget for account #101-083-7836-5682 by \$6,268 to fund the long-term replacement of Electrical Aerial Truck #581; and

WHEREAS, the City Staff is requesting to increase the budget for account #012-084-7841-5545 by \$30,298 to fund the replacement of Technology Services Vehicle #762; and

WHEREAS, Council must approve any increases to the existing Fiscal Year 2018/19 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND hereby authorizes the increase to the fiscal year 2018/19 budget as follows:

Fund	Fund Name	Additional Budget Request
012	Vehicle Replacement Fund	\$30,298
101	General Fund	\$ 6,268
	Total	\$36,566

PASSED AND ADOPTED this 18th day of September 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST: _____

Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: G.5.
SUBJECT: Approval of Funding for Participation in Countywide Homeless Coordination Project

Recommendation for Action:

Staff recommends that the City Council adopt Resolution No.____, approving the following appropriation and amending the Fiscal Year 2019 budget as necessary: (1) Additional \$40,000 in Housing Trust funds (Fund 326) for the City's FY 2018 and 2019 participation in the Countywide Homeless Coordination Project.

Fiscal Impact:

The City incurs an annual cost of \$20,000 for participating in the Homeless Coordination Project and the City's participation for FY 2018 and 2019 will be funded through Housing Trust (Fund 326).

Background:

The City has partnered with the other cities in Yolo County and the County since July 1996 to support the countywide Homeless Coordination Project. The project helps fund the homeless services manager position at Yolo County, which works to eliminate gaps in services for people who are low-income and/or experiencing homelessness in Yolo County by coordinating countywide initiatives targeting poverty and homelessness. The project also provides funding assistance for Fourth & Hope's Woodland cold weather shelter during the period of November 15 through March 15 each year. Yolo County administers the Homeless Coordination Project for the county and cities.

Discussion:

Funds were not budgeted for the City's participation in the Countywide Homeless Coordination Project during FY 2018 and during the current budget year, FY 2019.

Conclusion:

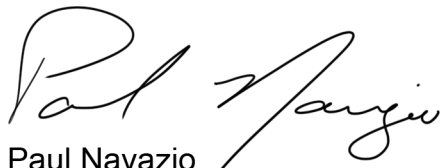
Staff recommends that the City Council adopt Resolution No.____, approving the following appropriation and amending the Fiscal Year 2019 budget as necessary: (1) Additional \$40,000 in Housing Trust funds (Fund 326) for the City's FY 2018 and 2019 participation in the Countywide Homeless Coordination Project.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Christine Engel, CSD Director

Attachments:

1. Resolution



Paul Navazio
City Manager

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROPRIATING \$40,000 IN HOUSING TRUST FUNDS FOR PARTICIPATION IN
THE COUNTYWIDE HOMELESS COORDINATION PROJECT**

WHEREAS, the City of Woodland has participated in the Countywide Homeless Coordination Project since 1996;

WHEREAS, the City Council on July 7, 2015 and April 3, 2018 approved three-year Countywide Homeless Coordination Project Agreements for July 1, 2015 – June 30, 2018 and July 1, 2018 – June 30, 2021, respectively, at an annual City cost of \$20,000;

WHEREAS, an appropriation is needed to cover the City's Fiscal Year 2018 and 2019 costs for participation in the Homeless Coordination Project.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council does hereby approve the following appropriation and amends the FY 2019 budget as necessary: \$40,000 in Housing Trust Funds (Fund 326) for the City's FY 2018 and 2019 participation in the Countywide Homeless Coordination Project.

PASSED AND ADOPTED by the City Council this 18th day of September, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: G.6.
SUBJECT: Carry-Over of FY2017/18 Unencumbered Appropriations

Recommendation for Action:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the carry-over of unencumbered appropriations from fiscal year 2017/18 to fiscal year 2018/19 totaling \$771,587.

Staff Contact:

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

Fiscal Impact:

Approval of the staff recommendations will authorize an amendment to the FY2018/19 budget in the amount of \$771,587. Funding for carry-over items was previously approved as part of the FY2017/18 budget for specific projects and program expenditures and available for re-appropriation in FY2018/19.

The following table summarizes the recommended appropriation, by fund source:

Fund	Amount
Facility Replacement	\$22,000
Equipment Replacement	\$123,182
Self Insurance	\$72,600
General Fund	\$304,425
Recycling	\$65,700
Home Grant	\$160,000
Workforce Housing	\$7,286
Environmental Compliance	\$15,553
Tree Reserve	<u>\$841</u>
Total	\$771,587

Background:

In general, annual budget appropriations that are not expended or encumbered (set-aside to cover costs of existing contractual obligations) by year-end revert back to fund balance and are subsequently available for re-appropriation in future budgets. However, each year, selected funding allocations in the preceding annual budget that support specific projects and/or priority needs may be requested for re-appropriation. Re-appropriation of unexpended and unencumbered funding is typically limited to funding needed to continue multi-year projects as well as funding allocated in the budget for a specific purpose that was unable to be expended prior to year-end.

Carry-over requests submitted by each department have been reviewed by Finance and the City Manager, with recommendations to the City Council based on the following criteria:

1. The fund overall is in good health.
2. Revenue were analyzed on a fund and department level to ensure that revenues received were in line with anticipated results.
3. Expenditures were analyzed on a fund and department level to ensure expenditure budgets were not in excess of anticipated levels and that adequate savings exist to fund the carry-over requests.
4. Consistency of carry-over request with intent of original appropriation.

Departments submitted a combined total of \$953,236 in carry-over request across the funds described herein. However, due to the criteria outlined above and budget appropriation authority, staff is recommending that \$771,587 be carried-over from FY2017/18 to FY2018/19.

The detailed carry-over requests that are being recommended for approval are attached to this staff report as Exhibit A.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the carry-over of unencumbered appropriations from fiscal year 2017/18 to fiscal year 2018/19 totaling \$771,587.

Prepared By: Evis Morales, Senior Management Analyst

Reviewed By: Kimberly McKinney, Finance Officer

Attachments:

1. Exhibit A - Recommended Carryovers
2. Resolution



Paul Navazio
City Manager

**2017/18 STAFF RECOMMENDED BUDGET CARRYOVERS TO 2018/19
UNEMCUMBERED DEPARTMENT REQUESTS**

Department	Carryover Item/Description	Rationale	Carry-Over Amount	Fund No.
Administrative Services	City Hall Security/Upgrades	These are the remaining funds from one-time money to make improvements to City Council Chambers and City Hall.	\$13,000	101
Community Development	Economic Development	This is the remaining Economic Development one-time funding. Staff is continuing to work on ED initiatives in the community. Carryover funding will be combined with new FY19 one-time funding.	\$48,353	101
Community Development	Visitor Attraction District Assessment	These funds were collected for the specific purpose of helping the hoteliers by providing visit Woodland initiatives. If not used for the intent collected, it must be returned. Funding will be spent within first quarter of FY19.	\$942	101
Community Development	Traffic Monitoring Equipment	To save both time and money, staff decided to piggy back on the SACOG determination of best equipment. Unfortunately, SACCOG has not completed their process. They are close, but still need to complete the formal recommendation and acquire board approval. As soon as that happens, we will procure the recommended equipment.	\$10,000	101
Community Services	Downtown	Downtown projects to continue in new FY	\$87,520	101
Community Services	Homeless	Homeless programs to continue in new FY	\$18,201	101
Community Services	Transportation Services for Program-MSJ	PO from FY18 budget not rolled over.	\$2,150	101
Community Services	User Group Seed Money-MSJ	Carry over from last year.	\$80,000	101
Police Department	Police Observation Devices (PODs)	PODs project still in progress.	\$6,000	101
Police Department	Police Observation Devices (PODs)	PODs project still in progress.	\$24,000	101
Police Department	OTS Grant operations	Federal grant award to fund operations through Sept 2018; overtime hours.	\$11,943	101
Police Department	OTS Grant operations	Federal grant award to fund operations through Sept 2018; supplies.	\$572	101
Police Department	OTS grant operations	Federal grant award to fund operations through Sept 2018; training.	\$1,743	101

EXHIBIT A

Public Works	Funding for Waste Management performance review	\$60,000 budget augmentation approved by Council 11-15-16 for Waste Management (WM) performance review - Per franchise agreement, WM pays \$50K; additional \$10K, if needed, to come from Environmental Compliance fund balance.	\$60,000	250
Public Works	Funding to continue implementing organics recycling programs in remaining city facilities	\$10,000 budget augmentation approved by Council 5-15-18 to support continued outreach and education of Woodland's new organics recycling program, as well as continue implementation of the organics collections in the remaining city facilities.	\$5,700	250
Community Services	Loans for Homebuyers	Funding approved in FY18 to continue the ongoing loan program.	\$160,000	323
Community Services	Cal Fire \Grant	Remaining funds from Year (one) 1 of a three (3) year grant.	\$7,286	325
Public Works	Funds remaining at end of FY18 for energy/GHG-reduction projects	Remainder of \$250K appropriation approved by Council in FY14 and remainder of \$5,851 appropriation approved by Council in FY18 for special energy projects/CAP implementation. Unspent funds are carried over each FY.	\$15,553	365
Community Services	Tree Rebates	FY18 appropriation remianing Tree Refund Program money to be used for rebates.	\$841	583
Public Works	Facility Condition Assessment Project	Project not completed in FY18; funding will assist in completing study in FY19.	\$22,000	011
Public Works	#734 Vehicle Replacement	Replacement vehicle not purchased in FY18	\$67,000	012
Public Works	#656 Vehicle Replacement	Replacement vehicle not purchased in FY18	\$56,182	012
Public Works	City Hall Fire Alarm Installation Project	Project not completed in FY18; funding will assist in completing study in FY19.	\$72,600	091

Fund	Amount
Facility Replacement	\$22,000
Equipment Replacement	\$123,182
Self Insurance	\$72,600
General Fund	\$304,425
Recycling	\$65,700
Home Grant	\$160,000
Workforce Housing	\$7,286
Environmental Compliance	\$15,553
Tree Reserve	\$841
Total	\$771,587

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AMENDMENTS TO THE FISCAL YEAR 2018-2019 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland was prepared for fiscal year 2018-2019 and adopted by the City Council on June 19, 2018; and

WHEREAS, the adopted budget also includes the fiscal year 2018-2019 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2018-2019 has been prepared; and

WHEREAS, an amended annual budget has been prepared for fiscal year 2018-2019; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2018-2019 and any remaining amounts shall be credited against their respective fund balances, except for:

- a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
- b. Any appropriations for incomplete capital projects at the end of fiscal year 2018-2019; and

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

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

Section 1. The 2018-2019 Annual Amended Budget is hereby adjusted to include supplemental appropriations totaling \$771,587 shown in Exhibit A.

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

Section 3. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2018-2019 Amended Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2018.

RESOLUTION NO: _____

STATE OF CALIFORNIA
COUNTY OF YOLO
CITY OF WOODLAND

ss.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: G.7.
SUBJECT: Approve Changes within the Public Works - Environmental Services Division

Recommendation for Action:

Staff recommends that the City Council adopt Resolution No. _____, approving changes within the Public Works - Environmental Services Division; authorizing the revision of the job description and filling of an Environmental Resource Analyst position in the Mid-Management Professional Association (MMPA) and deleting one (1) vacant position.

Staff Contact:

Sheila McShane, Human Resources Manager, 530-661-5807

Fiscal Impact:

There is no fiscal impact in FY2018-19. The City estimates that cost for the new proposed position requires an additional \$22,637 from the Water Enterprise fund. The \$22,637 increase in overall cost will be offset by salary savings due to several months vacancy in the Water Conservation Coordinator position. In FY2019-20 and beyond, the additional cost will be absorbed through reductions in water conservation program budgets.

Background:

Staff reviewed the structure and the duties of the various positions within the Environmental Services Division of the Public Works Department. The current staff of one (1) Environmental Sustainability Manager, and three (3) Conservation Coordinators, does not accurately reflect the duties performed by the various job classifications. There have been several initiatives, and rules/laws that have been implemented since the Division was formed and the addition of a Environmental Resource Analyst will assist the City in meeting the requirements and the City's environmental goals

Discussion:

Staff reviewed the job duties and recognized that this proposed realignment will strengthen the City's Environmental Services Department. This change allows for succession planning and recognizes the need to have a staff member work with the Environmental Sustainability Manager, to develop, implement and promote environmental programs in the City. This new position will have responsibility to report directly to the Environmental Sustainability Manager and provide supervision to one or more Conservation Coordinator.

The addition of this mid management position will also allow the current Environmental Sustainability Manager to focus on the bigger picture and create programs, as well as seek grants for various initiatives with in the City. While the Environmental Resources Analyst will assist in developing programs, the Environmental Sustainability Manager, is responsibility to work with other departments, outside agencies and the public to ensure that the policies related to the environmental protection and sustainability of the City is managed appropriately

The changes to the current Environmental Resources Analyst has been approved by the Mid-Management Professional Association (MMPA).

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving changes within the Public Works - Environmental Services Division; authorizing the revision of the job description and filling of an Environmental Resource Analyst position in the Mid-Management Professional Association (MMPA) and deleting one (1) vacant position.

Prepared By: Sheila McShane, Human Resources Manager

Reviewed By: Sheila McShane, Human Resources Manager

Attachments:

1. Resolution
2. Environmental Resource Analyst Job Description



Paul Navazio
City Manager

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING CHANGES WITHIN THE PUBLIC WORKS – ENVIRONMENTAL
SERVICES DIVISION**

WHEREAS, Staff reviewed the Environmental Services Division of Public Works and made changes to the structure; and

WHEREAS, Staff worked with the Division to update the Environmental Resources Analyst Job Description: and

WHEREAS, Staff recommends the addition of the Environmental Resources Analyst Job classification to the Fiscal year 2018/2019 budget; and

WHEREAS, Staff recommends the elimination of one (1) vacant position within the Public Works Department.

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

Authorizes the addition of an Environmental Resource Analyst position and deletion of one (1) vacant position within the Public Works Department.

PASSED AND ADOPTED by the City Council this 18th day of September, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



ENVIRONMENTAL RESOURCE ANALYST

DEFINITION

Develop, implement, and promote environmental programs to include Water Conservation, Solid Waste Reduction, and Phase II Storm Water Compliance and provide a wide variety of technical and administrative assistance related to environmental compliance on Public Works projects.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Environmental Sustainability Manager or designee.

Responsibilities include direct supervision of the Conservation Coordinator and may include direct or indirect supervision of volunteer, part-time or technical staff.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS:

Oversee the solid waste franchise program, ensuring compliance with Local, State and Federal requirements.

Oversee the Water Conservation Program and related issues.

Implement NPDES Phase II requirements, including planning, organizing, and administering the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Storm Water Program in accordance with federal, state, and local laws and the City municipal NPDES permit.

Provide environmental resource management support to the Public Works Department on city land stewardship issues.

Supervise the development and implementation of City resource conservation and related outreach and education programs, to include supervision of the development and distribution of appropriate curriculum materials for presentation to schools, community groups and neighborhood groups. Respond to citizen concerns and requests for information and assistance.

Identify, track, analyze and monitor State and regional environmental activities with the potential to affect existing and future City resources, including utilities, solid waste and energy issues.

Develop alternatives and make recommendations regarding City resource management programs including utilities, solid waste and energy issues.

Track and analyze related legislation and make recommendations for City involvement in pending legislation and compliance with existing legislation.

Accumulate data, conduct research, analyzes and summarizes statistical data and prepare reports including Council Communications, information flyers, newsletters, and press releases.

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

OTHER JOB FUNCTIONS

Make presentations regarding water resource and environmental issues for both large and small group settings.

Develops and analyzes long-range financial needs.

Administers vendor contracts and agreements.

Make recommendations, track and monitor the budgets applicable to the programs supported by environmental resource specialist (water supply and conservation/solid waste/energy).

Represent the City at State, Regional, Community, and professional meetings as needed.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of resource management, including implementing outreach and education programs to adhere with the intention and direction of policy makers.

Techniques used in the long range planning, analysis and forecasting of resource needs and methods of achieving those needs.

Customer relations concepts and techniques including measuring and predicting behavioral changes.

Recent developments, current literature and sources of information regarding natural resource management.

Conducting environmental audits and protocols for natural resource assessments.

Advanced computer skills including the use of analytical and statistical modeling, database, presentation, and telecommunications software.

Methods and requirements for grant proposals and grant administration.

Principles, techniques and requirements for writing and administering Service contracts.

Skill to:

Plan, coordinate, and prioritize work in assigned areas of responsibility.

Work with a minimum of supervision and exercise initiative and sound judgment.

Prepare technical analysis and reports.

Work cooperatively with other departments, outside agencies and the public.

Communicate effectively, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Do field reconnaissance and inspections of areas affecting City natural resources.

Education and Experience:

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

Education:

Bachelor's degree (or the equivalent of 120 completed semester units) from an accredited college or university with major coursework in environmental studies, biology, water resources or a closely related field.

Experience:

Two years of increasingly responsible work experience in environmental studies, water resources, or a closely related field with experience in outreach and education programs. Prefer some experience in a supervisory capacity.

License or Certificate:

Possession of a valid Class C driver's license.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, and/or in excess of 10 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Council Action: August 21, 2018



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: G.8.
SUBJECT: Public Works Quarterly Status Report

Recommendation for Action:

Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of June through August 2018

Staff Contact:

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

Fiscal Impact:

None.

Background:

This quarterly report covers the period of June through August 2018. The report presents a summary of Service Requests and Work Orders received, and also contains a narrative description of major work performed and/or notable department highlights.

Conclusion:

Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of June through August 2018.

Prepared By: Johanna Currie, Senior Management Analyst

Reviewed By: Craig Locke, Acting Public Works Director

Attachments:

1. Jun-Aug PW Quarterly Report

A handwritten signature in black ink, appearing to read "Paul Navazio".

Paul Navazio
City Manager



Public Works Department

Quarterly Status Report

June through August 2018

Public Works

Service and Work Order Requests

For the Months of Mar through May 2018		
Division	Service Requests	Work Orders
Administration	626	-
Electrical	38	52
Environmental Services	-	496
Facilities	113	206
Fleet	-	485
Pretreatment	-	53
Sewer	65	338
Signs & Markings	4	242
Storm Drain	4	238
Streets	53	147
WPCF	-	50
Water	1,013	508
Grand Total	1,916	2,815

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

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

Total for Calendar Year 2018

Through 08/31/18

Service Requests

4,151

Work Orders

6,876

66 Working Days This Quarter =

29 Requests for Service per Day

Environmental Services Division

- Climate Action Plan: Interviewed candidates for, and selected, a CivicSpark Americorps Fellow who will start September 11, 2018 to assist in developing citywide capacity for assessing and reporting on Climate Action Plan (CAP) progress.
- Solar project: Four of the City's six solar arrays were washed in July and August to improve production performance consistent with the regular washing schedule.
- Solid waste: Submitted 2017 annual waste diversion and recycling report to CalRecycle. Woodland's 2017 diversion rate is now at 54%. Sent recycling brochures to over 1,400 businesses in Woodland with recycling information and how to get free recycling bins. Delivered over 50 free recycle bins to Woodland businesses. Submitted annual reports to CalRecycle for oil recycling and beverage recycling grant programs.

- Energy - Valley Clean Energy (VCE): VCE Launched June 1, 2018! As of that date, VCE is now providing electricity to residents, businesses and the cities of Woodland, Davis, and in unincorporated Yolo County.
- Water conservation: Continued outreach for residents and business owners to register for Aquahawk Alerting. Currently the program has over 3,300 registrants; water losses are reduced through targeted leak notifications and leak detection resources – initiated 71 leak detection conversations with residents or businesses during the quarter. Continued outreach regarding water conservation and City programs, such as rebates, July is Smart Irrigation Month campaign, and planning for our DIY Landscape design series through bill inserts, advertisements, and social media. Gave out 24 rebates during the quarter (61 YTD), mostly for mulch and weather-based irrigation controllers.

Fleet & Facilities Division

- Facilities Services: In the last quarterly report, staff completed the installation of the Assetic software system. The next step was to develop a scope of work for the condition assessments. Staff has since then learned more in depth how the software functions and found an opportunity to have staff perform the condition assessments in-house, with the exception of a few facility systems which would require outside consultation. Staff completed the assessment of Fire Station #2, and was successful in capturing the information necessary for the Assetic software system to analyze and provide a strategic plan for the use of limited funding. Staff will request a carryover of a portion of the Facility Condition Assessment appropriation for the outside consultation. A plan is in place to complete City Hall, the Library, Municipal Services Center and Fire Station #3 ahead of the next budget review cycle to identify high ranking projects for next fiscal year.
- Fleet Services: Fleet Services has been able to keep the Fleet Availability rate above 91% and keep on top of the day-to-day workload despite being short-staffed; this success has much to do with the dedicated employees in the Shop who have worked nearly 50 hours of overtime this past quarter.

Right of Way Division

- Electrical - Surveillance Monitoring Equipment: The Electrical group has installed cameras at various parks, City Hall, and well sites, with several more park and City facility locations slated for fall of 2018. The intent is to deter crime and vandalism in order to protect the public, as well as City property. This will be an ongoing project as more problem areas are identified.
- Electrical - Control System Security: The Electrical and Technology Services (TS) groups are working in a joint effort to test the security and reliability of our Industrial and Traffic Control Systems. We will be working in conjunction with Homeland Security to eliminate potential targeted attacks on the City's Water, Wastewater and Traffic infrastructure. This project is expected to take one to two years to complete.
- Sign & Markings – City Website Update: The Signs & Marking group worked to update the City's website information with up to date sign totals and roadway marking mileage totals.
- Sign & Markings - Overhead Sign Replacements: The Signs & Markings group is in the process of replacing the last 8 remaining intersection overhead street name

signs. This project is necessary due to the loss of reflectivity value of the designated sign areas. Once this project is complete, the entire City's overhead sign inventory will meet the current California Manual on Uniform Traffic Control Devices (CAMUTCD) reflectivity standards. This project has been underway since December 2013 and we had set a targeted completion date of January 2018. We are roughly 80% complete with this portion of the project.

- Streets - 2018 Seal Project: In preparation for the 2018 seal project in Zones 9, 10, 11 and 14, the Street group has continued routine maintenance in these areas. To date, the Street group has completed 100% of road repairs prior to the project start date.
- Streets - Homeless Encampment Cleanup and Removal: This past quarter the Streets group has assisted the Police Department (PD) with the cleanup and removal of several camps located throughout the City. In addition, we continue to pick up shopping carts that were in the right-of-way and return them to the businesses from which they originated.

Utilities - Sewer and Storm Division

- The Collection Division has responded to 65 Service Requests with an average response time of 26 minutes and have created 338 work orders.
- Collections crews completed routine maintenance on City Lift Stations and inspected 14 miles of Storm Ditch removing debris and performing weed abatement.
- Collections worked with Community Development on plan review, final inspection & acceptance for new construction within the Spring Lake Development.
- Collections, in conjunction with Utility Engineering, has focused on multiple Capital Improvement Projects; e.g, the 2018 Back of walk water project as well as preparing for the 2019 project. Additionally, the North & East Regional Pond, 103 Lift Station Lining, & Sanitary Sewer Master Plan (SSMP) internal audit.
- Collections crew have contracted out 85 sewer service laterals to be lined to help mitigate root intrusion on the City's portion of the line. Furthermore, 44 homes are having their sewer lateral replaced due to aging infrastructure. This will improve the City's SSMP goals of minimizing after-hours calls.
- County Probation crews have assisted Collections in the cleanup of multiple homeless camps & debris in various locations, along with performing weed abatement around storm holding ponds.
- Collections Preventive Maintenance crews have exceeded over the last quarter cleaning 89,925 feet of mainline pipe, followed by 52,111 feet of mainline pipe inspected, all while dealing with downtime due to equipment breakdown and/or staffing shortages.
- Collections crews performed closed-circuit television (CCTV) inspections on sewer laterals capturing 5,567 feet, along with rodding 856 feet of root intrusion found in City-owned sewer service laterals.
- Collections crews have replaced over 400 feet of sewer lateral pipe and over 50 feet of sewer mainline pipe, along with installing and/or replacing 25 City sewer clean outs.

Utilities - Water Production and Distribution Division

- Wells: All groundwater wells are currently off or in the "standby" position.

- ASR: New Aquifer Storage and Recovery (ASR) Wells 29 & 30 are currently in “Standby” and are ready to be used if water demands increase. The City recently received State permitting on both 29 & 30 ASR wells.
- Distribution Division: Crews continue working on systems repairs and improvements. The 16” Transmission main project on West St. is complete! The next phase of 2’ BOW (6th & Archer) project was awarded to Civil Engineering and will begin next month. This phase will replace 7,000’ of water main.
- Preventive Maintenance: Crews continue to strive to meet the expectations of our valve exercising program
- Water Main Breaks: 4
- Water Main Valves, Fire Hydrants Replaced: 16
- Water Main Valves Exercised: 347
- Water Meters Tested 66
- Water Meters Repaired 77
- Water Meters Replaced 33
- Water Quality Calls 23

Wastewater Operations Division

Laboratory

- Our new Temporary Laboratory Technician, Joshua Nasburg, started on 8/16/2018. Previously, the Laboratory had been down one staff member since January 2018. Having a third person in the Laboratory has helped take some daily tasks off the plate of our two full-time Laboratory Technicians.
- Continued to test final effluent for coliform bacteria 7-days/week in support of the recycled water project.
- Final renewal of our Laboratory Certification is on hold while the Environmental Laboratory Accreditation Program (ELAP) clears a sizeable backlog of laboratory site inspections. We expect a site visit/audit in October 2018.
- Performed Toxicity Testing for the third quarter of 2018.
- Performed Groundwater Monitoring for the third quarter of 2018.

Pretreatment

- Performed Local Limits Monitoring for the third quarter of 2018.
- Worked with Significant Industrial Users and Businesses of Concern to incorporate process modifications into their discharge permits.
- Placed public outreach messages for the Pollution Prevention Program (no trash down the toilet, proper disposal of fats, oils, and grease, only rain down the storm drain, etc.) on the City’s new electronic billboard on Interstate 5.
- Performed Receiving/Effluent Water Sampling for the third quarter 2018.

Regulatory Compliance

- Prepared and submitted monthly and quarterly reports to the Regional Board in accordance with our National Pollutant Discharge Elimination System (NPDES) Permit.
- Continued participation in the Central Valley Clean Water Association (CVCWA) special studies on Methyl Mercury, Freshwater Mussels, and Low-Level Toxicity.

- Laboratory staff have attended three of six planned California Water Environment Association (CWEA) sponsored training sessions on implementation of forthcoming ELAP regulations.
- Pretreatment staff distributed questionnaires and information packets to local dental practices in compliance with Environmental Protection Agency's (EPA) 2017 Dental Industrial User rule. The response rate has been encouraging.

Water Pollution Control Facility

- Plant Operations: The Treatment Plant staff continues to operate the upgraded facility. Learning how the plant responds to upsets, changes in operating procedures, and changing weather are being evaluated with careful attention to how it affects effluent quality. Operations and Maintenance has been working on preventative maintenance like painting pumps, changing oil, cleaning and replacing high speed blower air filters and replacing screw pump bearing and drive coupler, completed in July 2018.
- Solids disposal
Utilities Engineering and Plant Operations have been working on a solids removal project for south pond #7. The contract was awarded and we are waiting for contractor to start work early fall 2018. Anticipated completion is in late fall.
- Recycled Water Delivery: The City is delivering recycled water to Parks in addition to the system's primary customer, Biomass. As with any new system, there is a learning curve to get through. Staff from Wastewater Operations, Water Distribution/ Production, and Utilities Engineering are working together to provide our customers with recycled water. Utility Engineering is researching additional storage capacity and operational fine-tuning of the system in order to better serve our customers and to ensure a consistent and reliable recycled water supply. Water production is planning on installing a pump-to-waste valve for backup well start up in early fall.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: G.9.
SUBJECT: Proclamation Water Professionals Appreciation Week October 6-14, 2018

Recommendation for Action:

Staff recommends that the City Council proclaim Saturday, October 6 through Sunday, October 14 as Water Professionals Appreciation Week.

Staff Contact:

Craig Locke, Acting Public Works Director, (530) 661-5899, craig.locke@cityofwoodland.org

Fiscal Impact:

None. Minimal staff time will be required to organize and facilitate the open house.

Background:

Water Professionals Appreciation Week (Appreciation Week) was established by Senate Concurrent Resolution (SCR) 80, approved by the Legislature on September 13, 2018. The resolution was authored by Senator Bill Dodd and sponsored by the Association of California Water Agencies led coalition, including WaterReuse California, California Municipal Utilities Association, California Association of Sanitation Agencies, and California Water Association. The California Water Environment Association partnered in the effort.

This new annual Appreciation Week is intended to highlight the important role of water industry professionals and local public water agencies in ensuring safe and reliable water, wastewater, and recycled water in California. It encourages public water agencies to offer tours, open houses, and other events during that time to educate Californians on the important functions of water agencies.

Discussion:

The State is encouraging water agencies to organize programs and events that educate California water customers, local elected leaders, state and federal legislators, and other key audiences on the value of water and wastewater services and the important role that water professionals play in providing these services during Appreciation Week. It is also an opportunity to showcase careers in the water industry.

Under SCR 80, Appreciation Week begins on the first Saturday of October and ends on the following Sunday. This timeframe was chosen to allow for two weekends to host activities and events. This year's Appreciation Week runs from October 6-14.

In this inaugural year, the City of Woodland has coordinated with the Woodland Davis Clean Water Agency to schedule an Open House for City staff and guests at the Woodland Davis Clean Water Agency Water Treatment Plant on Wednesday October 10, 2018, from 9:00am-1:00pm. Events will include tours of the

treatment facility on the hour and tours of the intake structure on the half hour. In future years staff hopes to expand events to include JPA member cities opening up additional facilities for educating the public. Additional coordination is also planned with regional water agencies for more programs including reaching out to schools to educate students, advertising on a regional scale, and other means to reach the community to spark interest in the water industry.

Conclusion:

Staff recommends that the City Council proclaim Saturday, October 6 through Sunday, October 14 Water Professionals Appreciation Week.

Prepared By: Craig Locke, Acting Public Works Director

Reviewed By: Craig Locke, Acting Public Works Director

Attachments:

1. Water Professional Appreciation Week Proclamation



Paul Navazio
City Manager

CITY OF WOODLAND

PROCLAMATION IN RECOGNITION OF WATER PROFESSIONALS APPRECIATION WEEK

WHEREAS, Water is the lifeblood of California, without safe and reliable water, no community and no sector of the economy-from agriculture to high tech to manufacturing-can thrive or expand; and

WHEREAS, Thanks to technological advances by water professionals and the dedication of thousands of water industry professionals in the state, California drinking water and treated wastewater meet some of the most stringent water quality standards in the nation; and

WHEREAS, Depending on where you live in California, your water may come from a nearby well or river, or it may travel hundreds of miles through canals or pipelines to reach your tap; and

WHEREAS, Regardless of where it originates, your drinking water is filtered, cleaned, tested, and distributed in a process carefully managed by water professionals; and

WHEREAS, Public water systems actively serve Californians, delivering six billion gallons of safe drinking water each day through an extensive network of pipelines and distribution systems; and

WHEREAS, Roughly four billion gallons of wastewater is managed each day through 100,000 miles of sanitary sewers and more than 900 wastewater treatment plants in California, protecting communities and reducing toxic chemicals and nutrient buildup in California's surface waters and the entire west coast of the state; and

WHEREAS, California is steadily expanding the reuse of treated wastewater and pioneering the use of advanced purified recycled water to replenish aquifers, prevent seawater intrusion, and improve local water supply resiliency; and

WHEREAS, Water professionals at local public water and wastewater agencies work 24 hours a day, seven days a week to plan for the future, maintain and upgrade their systems, and improve the safety and resiliency of local water supplies; and

WHEREAS, According to the Public Policy Institute of California, local public water and wastewater agencies invest more than \$25 billion a year on programs and projects that protect the public health and the environment, improve local water supply reliability, replenish and clean up groundwater basins, provide water for fire protection, and protect against floods; and

WHEREAS, Thousands of water, wastewater, and recycled water industry professionals in the state dedicate their careers to keeping drinking water, recycled water, and treated wastewater safe

and reliable for use by Californians; and

WHEREAS, The Association of California Water Agencies, WaterReuse California, California Municipal Utilities Association, California Water Association, and California Association of Sanitation Agencies acknowledge and celebrate the work of the professionals employed by their agency members;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland that the City joins the California Legislature in designating Water Professionals Appreciation Week during the month of October each year, beginning on the first Saturday of the month and ending on the Sunday of the following weekend, and encourages public water agencies to offer tours, open houses, and other events during that time to educate Californians on the important functions of water agencies; and

BE IT FURTHER RESOLVED, that the City Council of the City of Woodland encourages residents to learn about the water industries in California and consider careers in this important field.

PASSED AND ADOPTED this 18th day of September 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST: _____

Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: G.10.
SUBJECT: Authorize the sole-source purchase of coagulants for the Water Pollution Control Facility.

Recommendation for Action:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a sole-source purchase of coagulants from Rosa Water Technology Associates in an amount not-to-exceed \$135,000 for FY19.

Staff Contact:

Shane Carlsen, Chief Plant Operator, (530) 661-2054, shane.carlsen@cityofwoodland.org.

Fiscal Impact:

The FY2019 budget includes \$135,000 for the purchase of coagulants for the Water Pollution Control Facility (WPCF); no additional funds are necessary to enter into this contract. The average annual cost for coagulants has increased since the transition from groundwater to surface water. The previous high was \$128,200 in 2013 due to an extended plant upset, and the new paradigm appears to be around \$135,000. It may be necessary to purchase above average amounts of coagulant should the plant experience multiple or extended periods of upset, which has not occurred since the transition to surface water.

Background:

The use of coagulant chemicals as part of the wastewater treatment process at the WPCF is a required element of the City's National Pollutant Discharge Elimination System (NPDES) permit and is regulated by the Regional Water Quality Control Board. Coagulants act to increase the efficiency of the filtration system at the WPCF and are especially important in maintaining acceptable final effluent quality during treatment process upsets. Given their importance in the treatment process, it is critical to maintain a consistent and reliable source of coagulants.

There are dozens of coagulant manufacturers; each produces proprietary formulations of these chemicals. The effectiveness of a given product can vary greatly from plant to plant dependent upon influent constituents and plant treatment processes. At the WPCF, staff has completed extensive testing and used coagulants from Rosa Water Technology Associates with great success. Changing manufacturers would require duplication of this work without any assurance of a successful outcome. In addition, changing products creates the very real risk of treatment process upsets and discharge violations.

Discussion:

Because of the success experienced with their products and the potential significant impacts that can occur from changing formulas, staff requesting Council to approved a sole-source purchase of coagulant from Rosa Water Technology Associates. Staff believes their products are similar in cost to other chemical vendors. Their

staff have been dedicated in supporting the City's needs and offer assistance with testing and evaluating their coagulants to insure use of the right products in the most cost-effective manner.

Public Contract Code section 3400 allows the City to specify sole-source products, brands or trade names in its specifications for public works projects, if the City Council has made certain findings related to the product or item. One of the permissible grounds for a sole-source finding is that the product or item is needed to match other products in use at City facilities, in order to establish uniform, complete and compatible system/specifications for City facilities. (See Public Contract Code § 3400(b)(2).) Further, competitive bidding is not required when the City determines it would produce no advantage for the City, or the advertising for bids is futile, undesirable, impractical or impossible. (*Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631; see also *Los Angeles Dredging Co. v. City of Long Beach* (1930) 210 Cal. 348; *Los Angeles Gas & Electric Corp. v. City of Los Angeles* (1922) 188 Cal. 307, 319.)

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a sole-source purchase of coagulants from Rosa Water Technology Associates in an amount not-to-exceed \$135,000 for FY19.

Prepared By: Shane Carlsen, Chief Plant Operator

Reviewed By: Craig Locke, Acting Public Works Director

Attachments:

1. Resolution
2. RosaPurchase Agreement FY19 CML

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING
AND APPROVING THE CITY MANAGER'S DETERMINATION THAT THE SOLE-SOURCE
PURCHASE OF COAGULANTS FROM ROSA WATER TECHNOLOGY ASSOCIATES, IN
AN AMOUNT NOT-TO-EXCEED \$135,000.00, IS IN THE CITY'S BEST INTERESTS AND
APPROVING THE AWARD OF A CONTRACT TO ROSA WATER TECHNOLOGY
ASSOCIATES FOR THE SAME**

WHEREAS, there are dozens of coagulant manufacturers; each produces proprietary formulations of these chemicals. The effectiveness of a given product can vary greatly from plant to plant dependent upon influent constituents and plant treatment processes; and

WHEREAS, the use of coagulant chemicals as part of the wastewater treatment process at the City's Water Pollution Control Facility (WPCF) is a required element of the City's National Pollutant Discharge Elimination System (NPDES) permit and is regulated by the Regional Water Quality Control Board. Coagulants act to increase the efficiency of the filtration system at the WPCF and are especially important in maintaining acceptable final effluent quality during treatment process upsets. Given their importance in the treatment process, it is critical to maintain a consistent and reliable source of coagulants; and

WHEREAS, at the WPCF, the City has completed extensive testing and used coagulants from Rosa Water Technology Associates with great success. Changing manufacturers would require duplication of this work without any assurance of a successful outcome. In addition, changing products creates the very real risk of treatment process upsets and discharge violations; and

WHEREAS, the City has experienced success with coagulants provided by Rosa Water Technology Associates. City staff has determined that their products are similar in cost to other chemical vendors. Rosa Water Technology Associates staff have been dedicated in supporting the City's needs and offer assistance with testing and evaluating their coagulants to ensure the City is using the right products in the most cost-effective manner; and

WHEREAS, Woodland Municipal Code section 17B-140(e) provides that the City Manager may approve of the waiver of competitive bidding when a determination is made that it is in the best interest of the City and its administrative operations to dispense with public bidding; and

WHEREAS, the City Manager has determined that the waiver of competitive bidding for coagulants produced by Rosa Water Technology Associates used in the treatment of wastewater is in the best interests of the City and its administrative operations based on the foregoing facts; and

WHEREAS, California case law excuses compliance with competitive bidding requirements in exceptional circumstances such as where requests for competitive bids would be futile, unavailing, or would produce an advantage, including when there is only one contracting party who can complete the work (*Los Angeles Dredging Co. v. Long Beach* (1930) 210 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal. App. 3d 631); and

WHEREAS, this product is necessary to comply with requirements dictated by the wastewater treatment plant's NPDES permit; and

WHEREAS, this authorization shall be for FY19 and is in an amount not-to-exceed \$135,000.00; and

WHEREAS, funding for these chemicals has been previously approved in the current FY19 budget and, no additional funds are being requested.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. The above recitals are true and correct and adopted herein by this reference.

SECTION 2. That the City Council hereby approves and adopts the City Manager's determination that the sole-source purchase of coagulants from Rosa Water Technology Associates, in an amount not-to-exceed \$135,000.00, is in the best interests of the City and approves award of a contract to Rosa Water Technology Associates for the same.

SECTION 3. That the City Council hereby authorizes The City Manager to execute a sole source contract with Rosa Water Technology Associates, in an amount not-to-exceed \$135,000.00, for the purchase of coagulants.

PASSED AND ADOPTED this 18th day of September, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST: _____

Ana Gonzalez, City Clerk

CITY OF WOODLAND
GOODS PURCHASE AGREEMENT

This Fiscal Year 2019 Goods Purchase Agreement ("Agreement") is entered into this 18th day of August, September 2018, by and between the City of Woodland, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at a municipal corporation organized under the laws of the State of California with its principal place of business at 655 N. Pioneer Avenue, Woodland, CA 95776 ("City"), and Rosa Water Technology Associates, a LLC CORPORATION, with its principal place of business at PO BOX 230332, Encinitas, CA 92023. City and Contractor are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

Section 1. DEFINITIONS.

A. "Goods" means all machinery, equipment, supplies, items, parts, materials, labor or other services, including design, engineering and installation services, provided by Contractor as specified in Exhibit "A," attached hereto and incorporated herein by reference.

B. "Delivery Date(s)" means that date or dates upon which the Goods 1s to be delivered to City, ready for approval, testing and/or use as specified in Exhibit "B."

Section 2. MATERIALS AND WORKMANSHIP.

When Exhibit "A" specifies machinery, equipment or material by manufacturer, model or trade name, no substitution will be made without City's written approval. Machinery, equipment or material installed in the Goods without the approval required by this Section 2 will be deemed to be defective material for purposes of Section 4. Where machinery, equipment or materials are referred to in Exhibit "A" as equal to any particular standard, City will decide the question of equality. When requested by City, Contractor will furnish City with the name of the manufacturer, the performance capabilities and other pertinent information necessary to properly determine the quality and suitability of any machines, equipment and material to be incorporated in the Goods. Material samples will be submitted at City's request.

Section 3. INSPECTIONS AND TESTS.

City shall have the right to inspect and/or test the Goods prior to acceptance. If upon inspection or testing the Goods or any portion thereof are found to be nonconforming, unsatisfactory, defective, of inferior quality or workmanship, or fail to meet any requirements or specifications contained in Exhibit "A," then without prejudice to any other rights or remedies, City may reject the Goods or exercise any of its rights under Section 4.C. The inspection, failure to make inspection, acceptance of goods, or payment for goods shall not impair City's right to reject nonconforming goods, irrespective of City's failure to notify Contractor of a rejection of

nonconforming goods or revocation of acceptance thereof or to specify with particularity any defect in nonconforming goods after rejection or acceptance thereof.

Section 4. WARRANTY.

A. Contractor warrants that the Goods will be of merchantable quality and free from defects in design, engineering, material, and workmanship for a period of two (2) years, or such longer period as provided by a manufacturer's warranty or as agreed to by Contractor and City, from the date of final written acceptance of the Goods by City as required for final payment under Section 7. Contractor further warrants that any services provided in connection with the Goods will be performed in a professional and workmanlike manner and in accordance with the highest industry standards.

B. Contractor further warrants that all machinery, equipment, or process included in the Goods will meet the performance requirements and specifications specified in Exhibit "A" and shall be fit for the purpose intended. City's inspection, testing, approval, or acceptance of any such machinery, equipment, or process will not relieve Contractor of its obligations under this Section 4.B.

C. For any breach of the warranties contained in Section 4.A and Section 4.B, Contractor will, immediately after receiving notice from City, at the option of City, and at Contractor's own expense and without cost to City:

1. Repair the defective Goods;
2. Replace the defective Goods with conforming Goods, F.O.B. City's plant, office or other location of City where the Goods was originally performed or delivered; or
3. Repay to City the purchase price of the defective Goods.

If City selects repair or replacement, any defects will be remedied without cost to City, including but not limited to, the costs of removal, repair, and replacement of the defective Goods, and reinstallation of new Goods. All such defective Goods that is so remedied will be similarly warranted as stated above. In addition, Contractor will repair or replace other items of the Goods which may have been damaged by such defects or the repairing of the same, all at its own expense and without cost to City.

D. Contractor also warrants that the Goods is free and clear of all liens and encumbrances whatsoever, that Contractor has a good and marketable title to same, and that Contractor owns or has a valid license for all of the proprietary technology and intellectual property incorporated within the Goods. Contractor agrees to indemnify, defend, and hold City harmless against any and all third party claims resulting from the breach or inaccuracy of any of the foregoing warranties.

E. In the event of a breach by Contractor of its obligations under this Section 4, City will not be limited to the remedies set forth in this Section 4, but will have all the rights and remedies permitted by applicable law, including without limitation, all of the rights and remedies afforded to City under the California Commercial Code.

Section 5. PRICES.

Unless expressly provided otherwise, all prices and fees specified in Exhibit "C," attached hereto and incorporated herein by reference, are firm and shall not be subject to change without the written approval of City. No extra charges of any kind will be allowed unless specifically agreed to in writing by City's authorized representative. The total price shall include

(i) all federal, state and local sales, use, excise, privilege, payroll, occupational and other taxes applicable to the Goods furnished to City hereunder; and (ii) all charges for packing, freight and transportation to destination.

Section 6. CHANGES.

City, at any time, by a written order, and without notice to any surety, may make changes in the Goods, including but not limited to, City's requirements and specifications. If such changes affect the cost of the Goods or time required for its performance, an equitable adjustment will be made in the price or time for performance or both. Any change in the price necessitated by such change will be agreed upon between City and Contractor and such change will be authorized by a change order document signed by City and accepted by Contractor.

Section 7. PAYMENTS.

A. Terms of payment, are net thirty (30) days, less any applicable retention, after receipt of invoice, or completion of applicable Progress Milestones. Final payment shall be made by City after Contractor has satisfied all contractual requirements. Payment of invoices shall not constitute acceptance of Goods.

B. If Progress Milestones have been specified in Exhibit "B," then payments for the Goods will be made as the requirements of such Progress Milestones are met. Progress payments for the Goods will be made by City upon proper application by Contractor during the progress of the Goods and according to the terms of payment as specified in Exhibit "B." Contractor's progress billing invoice will include progress payments due for the original scope of work and changes. Each "Item for Payment" shown in Exhibit "B" and each change order will be itemized on the invoice. Invoices for cost plus work, whether part of Exhibit "B" or a change order, must have subcontractor and/or supplier invoices attached to Contractor's invoice. Other format and support documents for invoices will be determined by City in advance of the first invoice cycle.

C. Payments otherwise due may be withheld by City on account of defective Goods not remedied, liens or other claims filed, reasonable evidence indicating probable filing of liens or other claims, failure of Contractor to make payments properly to its subcontractors or for

material or labor, the failure of Contractor to perform any of its other obligations under the Agreement, or to protect City against any liability arising out of Contractor's failure to pay or discharge taxes or other obligations. If the causes for which payment is withheld are removed the withheld payments will be made promptly. If the said causes are not removed within a reasonable period after written notice, City may remove them at Contractor's expense.

D. Payment of the final Progress Milestone payment or any retention will be made by City upon:

1. Submission of an invoice for satisfactory completion of the requirements of a Progress Milestone as defined in Exhibit "B" and in the amount associated with the Progress Milestone;
2. Written acceptance of the Goods by City;
3. Delivery of all drawings and specifications, if required by City;
4. Delivery of executed full releases of any and all liens arising out of this Agreement; and
5. Delivery of an affidavit listing all persons who might otherwise be entitled to file, claim, or maintain a lien of any kind or character, and containing an averment that all of the said persons have been paid in full.

If any person refuses to furnish an actual release or receipt in full, Contractor may furnish a bond satisfactory to City to indemnify City against any claim or lien at no cost to City.

E. Acceptance by Contractor of payment of the final Progress Milestone payment pursuant to Section 7.D will constitute a waiver, release and discharge of any and all claims and demands of any kind or character which Contractor then has, or can subsequently acquire against City, its successors and assigns, for or on account of any matter or thing arising out of, or in any manner connected with, the performance of this Agreement. However, payment for the final Progress Milestone by City will not constitute a waiver, release or discharge of any claims or demands which City then has, or can subsequently acquire, against Contractor, its successors and assigns, for or on account of any matter or thing arising out of, or in any manner connected with, the performance of this Agreement.

Section 8. SCHEDULE FOR DELIVERY.

A. The time of Contractor's performance is of the essence for this Agreement. The Goods will be delivered in accordance with the schedule set forth in Exhibit "B." Contractor must immediately notify City in writing any time delivery is behind schedule or may not be completed on schedule. In addition to any other rights City may have under this Agreement or at law, Contractor shall pay City the sum of \$0.00 per item of Goods for each calendar day for

which the item of Goods is unavailable beyond the scheduled delivery date(s) specified in Exhibit "B."

B. In the event that the Goods is part of a larger project or projects that require the coordination of multiple contractors or suppliers, then Contractor will fully cooperate in scheduling the delivery so that City can maximize the efficient completion of such project(s).

Section 9. TAXES.

A. Contractor agrees to timely pay all sales and use tax (including any value added or gross receipts tax imposed similar to a sales and use tax) imposed by any federal, state or local taxing authority on the ultimate purchase price of the Goods provided under this Agreement.

B. Contractor will withhold, and require its subcontractors, where applicable, to withhold all required taxes and contributions of any federal, state or local taxing authority which is measured by wages, salaries or other remuneration of its employees or the employees of its subcontractors. Contractor will deposit, or cause to be deposited, in a timely manner with the appropriate taxing authorities all amounts required to be withheld.

C. All other taxes, however denominated or measured, imposed upon the price of the Goods provided hereunder, will be the responsibility of Contractor. In addition, all taxes assessed by any taxing jurisdiction based on Contractor property used or consumed in the provision of the Goods such as and including ad valorem, use, personal property and inventory taxes will be the responsibility of Contractor.

D. Contractor will, upon written request, submit to City written evidence of any filings or payments of all taxes required to be paid by Contractor hereunder.

Section 10. INDEPENDENT CONTRACTOR.

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

Section 11. SUBCONTRACTS.

Unless otherwise specified, Contractor must obtain City's written permission before subcontracting any portion of the Goods. Except for the insurance requirements in Section 13.A, all subcontracts and orders for the purchase or rental of supplies, materials or equipment, or any

other part of the Goods, will require that the subcontractor be bound by and subject to all of the terms and conditions of the Agreement. No subcontract or order will relieve Contractor from its obligations to City, including, but not limited to Contractor's insurance and indemnification obligations. No subcontract or order will bind City.

Section 12. TITLE AND RISK OF LOSS.

Unless otherwise agreed, City will have title to, and risk of loss of, all completed and partially completed portions of the Goods upon delivery, as well as materials delivered to and stored on City property which are intended to become a part of the Goods. However, Contractor will be liable for any loss or damage to the Goods and/or the materials caused by Contractor or its subcontractors, their agents or employees, and Contractor will replace or repair said Goods or materials at its own cost to the complete satisfaction of City. Notwithstanding the foregoing, in the event that the City has paid Contractor for all or a portion of the Goods which remains in the possession of Contractor, then City shall have title to, and the right to take possession of, such Goods at any time following payment therefor. Risk of loss for any Goods which remains in the possession of Contractor shall remain with Contractor until such Goods has been delivered or City has taken possession thereof. Contractor will have risk of loss or damage to Contractor's property used in the construction of the Goods but which does not become a part of the Goods.

Section 13. INDEMNIFICATION.

A. Contractor shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subconsultants arising out of or in connection with the Goods or the performance of this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

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

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

Section 14. INSURANCE.

A. General. Contractor shall take out and maintain:

1. Commercial General Liability Insurance, of at least \$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury and property damage, at least as broad as Insurance Services Office Commercial General Liability most recent Occurrence Form CG 00 01;
2. Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, of at least \$1,000,000 per accident for bodily injury and property damage, at least as broad as most recent Insurance Services Office Form Number CA 00 01 covering automobile liability, Code 1 (any auto);
3. Workers' Compensation in compliance with applicable statutory requirements and Employer's Liability Coverage of at least \$1,000,000 per occurrence; and
4. Pollution Liability Insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate shall be provided by the Contractor if transporting hazardous materials.
5. If Contractor is also the manufacturer of any equipment included in the Goods, Contractor shall carry Product Liability and/or Errors and Omissions Insurance which covers said equipment with limits of not less than \$1,000,000.

B. Additional Insured; Primary; Waiver of Subrogation; No Limitation on Coverage. The policies required under this Section shall give City, its officials, officers, employees, agents or volunteers additional insured status. Such policies shall contain a provision stating that Contractor's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any additional insureds shall not be called upon to contribute to any loss, and shall contain or be endorsed with a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers. The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as additional insured pursuant to this Agreement.

C. Insurance Carrier. All insurance required under this Section is to be placed with insurers with a current A.M. Best's rating no less than A-VII, licensed to do business in California, and satisfactory to the City.

D. Evidence of Insurance. Contractor shall furnish City with original certificates of insurance and endorsements effecting coverage required by the Agreement. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to

bind coverage on its behalf, and shall be on forms supplied or approved by the City. All certificates and endorsements must be received and approved by the City before delivery commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

E. Subcontractors. All subcontractors shall meet the requirements of this Section before commencing work. In addition, Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

F. Freight. Contractor shall ensure that third party shippers contracted by Contractor have adequate insurance coverage for the shipped Goods.

Section 15. LIENS.

A. Contractor, subcontractors and suppliers will not make, file or maintain a mechanic's or other lien or claim of any kind or character against the Goods, for or on account of any labor, materials, fixtures, tools, machinery, equipment, or any other things furnished, or any other work done or performance given under, arising out of, or in any manner connected with the Agreement (such liens or claims referred to as "Claims"); and Contractor, subcontractor and suppliers expressly waive and relinquish any and all rights which they now have, or may subsequently acquire, to file or maintain any Claim and Contractor, subcontractor and suppliers agree that this provision waiving the right of Claims will be an independent covenant.

B. Contractor will save and hold City harmless from and against any and all Claims that may be filed by a subcontractor, supplier or any other person or entity and Contractor will, at its own expense, defend any and all actions based upon such Claims and will pay all charges of attorneys and all costs and other expenses arising from such Claims.

Section 16. TERMINATION OF AGREEMENT BY CITY.

A. Should Contractor at any time refuse or fail to deliver the Goods with promptness and diligence, or to perform any of its other obligations under the Agreement, City may terminate Contractor's right to proceed with the delivery of the Goods by written notice to Contractor. In such event City may obtain the Goods by whatever method it may deem expedient, including the hiring of another contractor or other contractors and, for that purpose, may take possession of all materials, machinery, equipment, tools and appliances and exercise all rights, options and privileges of Contractor. In such case Contractor will not be entitled to receive any further payments until the Goods is delivered. If City's cost of obtaining the Goods, including compensation for additional managerial and administrative services, will exceed the unpaid balance of the Agreement, Contractor will be liable for and will pay the difference to City.

B. City may, for its own convenience, terminate Contractor's right to proceed with the delivery of any portion or all of the Goods by written notice to Contractor. Such termination

will be effective in the manner specified in such notice, will be without prejudice to any claims which City may have against Contractor, and will not affect the obligations and duties of Contractor under the Agreement with respect to portions of the Goods not terminated.

C. On receipt of notice under Section 16.B, Contractor will, with respect to the portion of the Goods terminated, unless the notice states otherwise,

1. Immediately discontinue such portion of the Goods and the placing of orders for materials, facilities, and supplies in connection with the Goods,
2. Unless otherwise directed by City, make every reasonable effort to procure cancellation of all existing orders or contracts upon terms satisfactory to City; and
3. Deliver only such portions of the Goods which City deems necessary to preserve and protect those portions of the Goods already in progress and to protect material, plant and equipment at the Goods site or in transit to the Goods site.

D. Upon termination pursuant to Section 16.B, Contractor will be paid a pro rata portion of the compensation in the Agreement for any portion of the terminated Goods already delivered, including material and services for which it has made firm contracts which are not canceled, it being understood that City will be entitled to such material and services. Upon determination of the amount of said pro rata compensation, City will promptly pay such amount to Contractor upon delivery by Contractor of the releases of liens and affidavit, pursuant to Section 7.C.

Section 17. MISCELLANEOUS PROVISIONS.

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

CITY:

CONTRACTOR:

City of Woodland

Rosa Water Technology Associates

655 N. Pioneer Avenue

Albert Rosa, President, 760-419-7837

Woodland, CA 95776

Cyril Wekilky, 201-213-5634

Attn: Shane Carlsen, Wastewater Treatment
Plant

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

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

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

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

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

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

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

EXHIBIT "A"
Goons SPECIFICATIONS

REAGENT P AND SUPERFLOT 1-CF PER PRODUCT MSDS SPECIFICATIONS
DISTRIBUTED TO THE WASTEWATER TREATMENT PLANT.

EXHIBIT "B"
DELIVERY SCHEDULE

REAGENT P: PRESENTLY 5 BUSINESS DAYS AFTER RECEIPT OF ORDER

SUPERFLOT 1-CF 4-15 DAYS AFTER RECEIPT OF ORDER

EXHIBIT "C"
FEE SCHEDULE

REAGENT P: \$0.90 PER LB. BULK 3,000 GALLONS DELIVERY

SUPERFLOT **1-CF**; \$3,800 PER EACH 2,500 LBS TOTE

PRICE INCLUDES DELIVERY TO THE WASTEWATER TREATMENT PLANT
LOCATED AT 42929 COUNTY ROAD 24, WOODLAND, CA.

TERMS ARE NET 30 DAYS PLUS APPLICABLE SALES TAX

TOTAL CONTRACT SALES NOT TO EXCEED \$135,000

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

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

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

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

L. City's Right to Employ Other Contractors. City reserves its right to employ other contractors in connection with the Goods.

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

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURE PAGE FOR GOODS PURCHASE AGREEMENT

BETWEEN THE CITY OF WOODLAND

AND ROSA WATER TECHNOLOGY ASSOCIATES

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

CITY OF WOODLAND

[INSERT CONTRACTOR NAME]

Approved By:

ROSA WATER TECHNOLOGY
ASSOCIATES

[INSERT NAME]



[INSERT TITLE]

Name ALBERT G ROSA

Date

Title

PRESIDENT

Attested By

City Clerk

Date

~~AUGUST~~ SEPTEMBER 18, 2018

Approved As To Form:

City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: G.11.
SUBJECT: Authorize the sole-source purchase of Magnesium Hydroxide MgOH for the Water Pollution Control Facility

Recommendation for Action:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a sole-source purchase of coagulants from Hill Brothers Chemical Company in an amount not-to-exceed \$100,000 for FY19.

Staff Contact:

Shane Carlsen, Chief Plant Operator, (530) 661-2054, shane.carlsen@cityofwoodland.org.

Fiscal Impact:

The average annual cost for MgOH has increased as a result of the transition from groundwater to surface water. Surface water has a lower Ph than groundwater, which was previously the largest component of the wastewater stream. As a result, MgOH is added to the waste water to adjust the alkalinity to facilitate the biologic processing of the waste. The FY19 budget for the Water Pollution Control Facility (WPCF) includes appropriations of \$100,000 for the purchase of MgOH; no additional funds are required for execution of this purchase.

Background:

The use of MgOH as part of the wastewater treatment process at the WPCF is required to meet the City's National Pollutant Discharge Elimination System (NPDES) permit and is regulated by the Regional Water Quality Control Board. MgOH acts to create an environment that supports the biologic digestion of waste at the WPCF and is essential in maintaining acceptable final effluent quality treatment process. Given its importance in the treatment process, it is critical to maintain a consistent and reliable source of MgOH.

There are few retailers who can supply MgOH in the required quantities in the region. The effectiveness of a given product can also vary greatly from plant to plant. Staff at the WPCF have completed extensive testing and used MgOH from Hill Brothers. The only other means to purchase MgOH locally is through a distributor who resells the Hills Brothers' product. The increased mark up only increases cost of the product.

Discussion:

Because of the success experienced with their products, staff is requesting to sole-source the purchase of MgOH from Hill Brother's Chemical Corporation. We have found that their products are lower in cost to other chemical vendors. Their staff have been dedicated in supporting the City's needs and offer assistance with testing and evaluating the effluent to insure use of the products in the most cost-effective manner.

Public Contract Code section 3400 allows the City to specify sole-source products, brands or trade names in its specifications for public works projects, if the City Council has made certain findings related to the product or

item. One of the permissible grounds for a sole-source finding is that the product or item is needed to match other products in use at City facilities, in order to establish uniform, complete and compatible system/specifications for City facilities. (See Public Contract Code § 3400(b)(2).) Further, competitive bidding is not required when the City determines it would produce no advantage for the City, or the advertising for bids is futile, undesirable, impractical or impossible. (*Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631; see also *Los Angeles Dredging Co. v. City of Long Beach* (1930) 210 Cal. 348; *Los Angeles Gas & Electric Corp. v. City of Los Angeles* (1922) 188 Cal. 307, 319.)

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a sole-source purchase of coagulants from Hill Brothers Chemical Company in an amount not-to-exceed \$100,000 for FY19.

Prepared By: Shane Carlsen, Chief Plant Operator

Reviewed By: Craig Locke, Acting Public Works Director

Attachments:

1. Hill Brothers_Resolution-2018
2. Hill Bros Goods Purchase Agreement 2018

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING
AND APPROVING THE CITY MANAGER'S DETERMINATION THAT THE SOLE-SOURCE
PURCHASE OF MAGNIZIUM HYDROXIDE FROM HILL BROTHERS
CHEMICALCOMPANY, IN AN AMOUNT NOT-TO-EXCEED \$100,000.00, IS IN THE CITY'S
BEST INTERESTS AND APPROVING THE AWARD OF A CONTRACT TO HILL
BROTHERS CHEMICALCOMPANY FOR THE SAME**

WHEREAS, there are multiple alkalinity products and manufacturers; each produces proprietary formulations of these chemicals. The effectiveness of a given product can vary greatly from plant to plant dependent upon influent constituents and plant treatment processes; and

WHEREAS, the use of alkalinity chemicals as part of the wastewater treatment process at the City's Water Pollution Control Facility (WPCF) is a required element of the City's National Pollutant Discharge Elimination System (NPDES) permit and is regulated by the Regional Water Quality Control Board. Alkalinity addition controls PH levels in the effluent and maintains a healthy environment for the treatment plant biology to grow and thrive. Alkalinity is important in maintaining acceptable final effluent quality during treatment process upsets. Given their importance in the treatment process, it is critical to maintain a consistent and reliable source of Alkalinity; and

WHEREAS, at the WPCF, the City has evaluated other form of alkalinity and found the magnesium hydroxide to be the most operator and treatment friendly option for controlling the alkalinity demand in the treatment system.; and

WHEREAS, the City has experienced success with magnesium hydroxide provided by Hill Brother Chemical Company. City staff has determined that their products are similar in cost to other chemical vendors. Hill Brother staff have been dedicated in supporting the City's needs and offer assistance with evaluating their Magnesium hydroxide to ensure the City is using the right products in the most cost-effective manner; and

WHEREAS, Woodland Municipal Code section 17B-140(e) provides that the City Manager may approve of the waiver of competitive bidding when a determination is made that it is in the best interest of the City and its administrative operations to dispense with public bidding; and

WHEREAS, the City Manager has determined that the waiver of competitive bidding for Magnesium Hydroxide produced by Hill Brother Chemical Company used in the treatment of wastewater is in the best interests of the City and its administrative operations based on the foregoing facts; and

WHEREAS, California case law excuses compliance with competitive bidding requirements in exceptional circumstances such as where requests for competitive bids would be futile, unavailing, or would produce an advantage, including when there is only one contracting party who can complete the work (*Los Angeles Dredging Co. v. Long Beach* (1930) 210 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal. App. 3d 631); and

WHEREAS, this product is necessary to comply with requirements dictated by the wastewater treatment plant's NPDES permit; and

WHEREAS, this authorization shall be for FY 19 and is in an amount not-to-exceed \$100,000.00; and

WHEREAS, funding for these chemicals has been previously approved in the current FY19 budget and, no additional funds are being requested.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. The above recitals are true and correct and adopted herein by this reference.

SECTION 2. That the City Council hereby approves and adopts the City Manager's determination that the sole-source purchase of magnesium hydroxide from Hill Brothers Chemical Company, in an amount not-to-exceed \$100,000.00, is in the best interests of the City and approves award of a contract to Hill Brothers Chemical Company for the same.

SECTION 3. That the City Council hereby authorizes The City Manager to execute a sole source contract with Hill Brothers Chemical Company, in an amount not-to-exceed \$100,000.00, for the purchase of magnesium hydroxide.

PASSED AND ADOPTED this 18th day of September, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST: _____

Ana Gonzalez, City Clerk

**CITY OF WOODLAND
GOODS PURCHASE AGREEMENT**

This Fiscal Year 2019-2021 Goods Purchase Agreement (“Agreement”) is entered into this **18th** day of **September, 2018**, by and between the City of Woodland, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at a municipal corporation organized under the laws of the State of California with its principal place of business at 42929 County road 24, Woodland, CA 95776 (“City”), and **Hill Brothers Chemical Company**, a **CORPORATION** with its principal place of business at **3000 East Birch Street #108, Brea CA 92821** (“Contractor”). City and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

Section 1. DEFINITIONS.

A. “Goods” means all machinery, equipment, supplies, items, parts, materials, labor or other services, including design, engineering and installation services, provided by Contractor as specified in Exhibit “A,” attached hereto and incorporated herein by reference.

B. “Delivery Date(s)” means that date or dates upon which the Goods is to be delivered to City, ready for approval, testing and/or use as specified in Exhibit “B.”

Section 2. MATERIALS AND WORKMANSHIP.

When Exhibit “A” specifies machinery, equipment or material by manufacturer, model or trade name, no substitution will be made without City’s written approval. Machinery, equipment or material installed in the Goods without the approval required by this Section 2 will be deemed to be defective material for purposes of Section 4. Where machinery, equipment or materials are referred to in Exhibit “A” as equal to any particular standard, City will decide the question of equality. When requested by City, Contractor will furnish City with the name of the manufacturer, the performance capabilities and other pertinent information necessary to properly determine the quality and suitability of any machines, equipment and material to be incorporated in the Goods. Material samples will be submitted at City’s request.

Section 3. INSPECTIONS AND TESTS.

City shall have the right to inspect and/or test the Goods prior to acceptance. If upon inspection or testing the Goods or any portion thereof are found to be nonconforming, unsatisfactory, defective, of inferior quality or workmanship, or fail to meet any requirements or specifications contained in Exhibit “A,” then without prejudice to any other rights or remedies, City may reject the Goods or exercise any of its rights under Section 4.C. The inspection, failure to make inspection, acceptance of goods, or payment for goods shall not impair City’s right to reject nonconforming goods, irrespective of City’s failure to notify Contractor of a rejection of nonconforming goods or revocation of acceptance thereof or to specify with particularity any defect in nonconforming goods after rejection or acceptance thereof.

Section 4. WARRANTY.

A. Contractor warrants that the Goods will be of merchantable quality and free from defects in design, engineering, material, and workmanship for a period of two (2) years, or such longer period as provided by a manufacturer's warranty or as agreed to by Contractor and City, from the date of final written acceptance of the Goods by City as required for final payment under Section 7. Contractor further warrants that any services provided in connection with the Goods will be performed in a professional and workmanlike manner and in accordance with the highest industry standards.

B. Contractor further warrants that all machinery, equipment, or process included in the Goods will meet the performance requirements and specifications specified in Exhibit "A" and shall be fit for the purpose intended. City's inspection, testing, approval, or acceptance of any such machinery, equipment, or process will not relieve Contractor of its obligations under this Section 4.B.

C. For any breach of the warranties contained in Section 4.A and Section 4.B, Contractor will, immediately after receiving notice from City, at the option of City, and at Contractor's own expense and without cost to City:

1. Repair the defective Goods;
2. Replace the defective Goods with conforming Goods, F.O.B. City's plant, office or other location of City where the Goods was originally performed or delivered; or
3. Repay to City the purchase price of the defective Goods.

If City selects repair or replacement, any defects will be remedied without cost to City, including but not limited to, the costs of removal, repair, and replacement of the defective Goods, and reinstallation of new Goods. All such defective Goods that is so remedied will be similarly warranted as stated above. In addition, Contractor will repair or replace other items of the Goods which may have been damaged by such defects or the repairing of the same, all at its own expense and without cost to City.

D. Contractor also warrants that the Goods is free and clear of all liens and encumbrances whatsoever, that Contractor has a good and marketable title to same, and that Contractor owns or has a valid license for all of the proprietary technology and intellectual property incorporated within the Goods. Contractor agrees to indemnify, defend, and hold City harmless against any and all third party claims resulting from the breach or inaccuracy of any of the foregoing warranties.

E. In the event of a breach by Contractor of its obligations under this Section 4, City will not be limited to the remedies set forth in this Section 4, but will have all the rights and remedies permitted by applicable law, including without limitation, all of the rights and remedies afforded to City under the California Commercial Code.

Section 5. PRICES.

Unless expressly provided otherwise, all prices and fees specified in Exhibit “C,” attached hereto and incorporated herein by reference, are firm and shall not be subject to change without the written approval of City. No extra charges of any kind will be allowed unless specifically agreed to in writing by City’s authorized representative. The total price shall include (i) all federal, state and local sales, use, excise, privilege, payroll, occupational and other taxes applicable to the Goods furnished to City hereunder; and (ii) all charges for packing, freight and transportation to destination.

Section 6. CHANGES.

City, at any time, by a written order, and without notice to any surety, may make changes in the Goods, including but not limited to, City’s requirements and specifications. If such changes affect the cost of the Goods or time required for its performance, an equitable adjustment will be made in the price or time for performance or both. Any change in the price necessitated by such change will be agreed upon between City and Contractor and such change will be authorized by a change order document signed by City and accepted by Contractor.

Section 7. PAYMENTS.

A. Terms of payment, are net thirty (30) days, less any applicable retention, after receipt of invoice, or completion of applicable Progress Milestones. Final payment shall be made by City after Contractor has satisfied all contractual requirements. Payment of invoices shall not constitute acceptance of Goods.

B. If Progress Milestones have been specified in Exhibit “B,” then payments for the Goods will be made as the requirements of such Progress Milestones are met. Progress payments for the Goods will be made by City upon proper application by Contractor during the progress of the Goods and according to the terms of payment as specified in Exhibit “B.” Contractor’s progress billing invoice will include progress payments due for the original scope of work and changes. Each “Item for Payment” shown in Exhibit “B” and each change order will be itemized on the invoice. Invoices for cost plus work, whether part of Exhibit “B” or a change order, must have subcontractor and/or supplier invoices attached to Contractor’s invoice. Other format and support documents for invoices will be determined by City in advance of the first invoice cycle.

C. Payments otherwise due may be withheld by City on account of defective Goods not remedied, liens or other claims filed, reasonable evidence indicating probable filing of liens or other claims, failure of Contractor to make payments properly to its subcontractors or for material or labor, the failure of Contractor to perform any of its other obligations under the Agreement, or to protect City against any liability arising out of Contractor’s failure to pay or discharge taxes or other obligations. If the causes for which payment is withheld are removed, the withheld payments will be made promptly. If the said causes are not removed within a reasonable period after written notice, City may remove them at Contractor’s expense.

D. Payment of the final Progress Milestone payment or any retention will be made by City upon:

1. Submission of an invoice for satisfactory completion of the requirements of a Progress Milestone as defined in Exhibit "B" and in the amount associated with the Progress Milestone;
2. Written acceptance of the Goods by City;
3. Delivery of all drawings and specifications, if required by City;
4. Delivery of executed full releases of any and all liens arising out of this Agreement; and
5. Delivery of an affidavit listing all persons who might otherwise be entitled to file, claim, or maintain a lien of any kind or character, and containing an averment that all of the said persons have been paid in full.

If any person refuses to furnish an actual release or receipt in full, Contractor may furnish a bond satisfactory to City to indemnify City against any claim or lien at no cost to City.

E. Acceptance by Contractor of payment of the final Progress Milestone payment pursuant to Section 7.D will constitute a waiver, release and discharge of any and all claims and demands of any kind or character which Contractor then has, or can subsequently acquire against City, its successors and assigns, for or on account of any matter or thing arising out of, or in any manner connected with, the performance of this Agreement. However, payment for the final Progress Milestone by City will not constitute a waiver, release or discharge of any claims or demands which City then has, or can subsequently acquire, against Contractor, its successors and assigns, for or on account of any matter or thing arising out of, or in any manner connected with, the performance of this Agreement.

Section 8. SCHEDULE FOR DELIVERY.

A. The time of Contractor's performance is of the essence for this Agreement. The Goods will be delivered in accordance with the schedule set forth in Exhibit "B." Contractor must immediately notify City in writing any time delivery is behind schedule or may not be completed on schedule. In the event that the Goods is part of a larger project or projects that require the coordination of multiple contractors or suppliers, then Contractor will fully cooperate in scheduling the delivery so that City can maximize the efficient completion of such project(s).

Section 9. TAXES.

A. Contractor agrees to timely pay all sales and use tax (including any value added or gross receipts tax imposed similar to a sales and use tax) imposed by any federal, state or local taxing authority on the ultimate purchase price of the Goods provided under this Agreement.

B. Contractor will withhold, and require its subcontractors, where applicable, to withhold all required taxes and contributions of any federal, state or local taxing authority which is measured by wages, salaries or other remuneration of its employees or the employees of its subcontractors. Contractor will deposit, or cause to be deposited, in a timely manner with the appropriate taxing authorities all amounts required to be withheld.

C. All other taxes, however denominated or measured, imposed upon the price of the Goods provided hereunder, will be the responsibility of Contractor. In addition, all taxes assessed by any taxing jurisdiction based on Contractor property used or consumed in the provision of the Goods such as and including ad valorem, use, personal property and inventory taxes will be the responsibility of Contractor.

D. Contractor will, upon written request, submit to City written evidence of any filings or payments of all taxes required to be paid by Contractor hereunder.

Section 10. INDEPENDENT CONTRACTOR.

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

Section 11. SUBCONTRACTS.

Unless otherwise specified, Contractor must obtain City's written permission before subcontracting any portion of the Goods. Except for the insurance requirements in Section 13.A, all subcontracts and orders for the purchase or rental of supplies, materials or equipment, or any other part of the Goods, will require that the subcontractor be bound by and subject to all of the terms and conditions of the Agreement. No subcontract or order will relieve Contractor from its obligations to City, including, but not limited to Contractor's insurance and indemnification obligations. No subcontract or order will bind City.

Section 12. TITLE AND RISK OF LOSS.

Unless otherwise agreed, City will have title to, and risk of loss of, all completed and partially completed portions of the Goods upon delivery, as well as materials delivered to and stored on City property which are intended to become a part of the Goods. However, Contractor will be liable for any loss or damage to the Goods and/or the materials caused by Contractor or its subcontractors, their agents or employees, and Contractor will replace or repair said Goods or materials at its own cost to the complete satisfaction of City. Notwithstanding the foregoing, in the event that the City has paid Contractor for all or a portion of the Goods which remains in the possession of Contractor, then City shall have title to, and the right to take possession of, such Goods at any time following payment therefor. Risk of loss for any Goods which remains in the

possession of Contractor shall remain with Contractor until such Goods has been delivered or City has taken possession thereof. Contractor will have risk of loss or damage to Contractor's property used in the construction of the Goods but which does not become a part of the Goods.

Section 13. INDEMNIFICATION.

A. Contractor shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subconsultants arising out of or in connection with the Goods or the performance of this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

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

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

Section 14. INSURANCE.

A. General. Contractor shall take out and maintain:

1. Commercial General Liability Insurance, of at least \$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury and property damage, at least as broad as Insurance Services Office Commercial General Liability most recent Occurrence Form CG 00 01;

2. Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, of at least \$1,000,000 per accident for bodily injury and property damage, at least as broad as most recent Insurance Services Office Form Number CA 00 01 covering automobile liability, Code 1 (any auto);

3. Workers' Compensation in compliance with applicable statutory requirements and Employer's Liability Coverage of at least \$1,000,000 per occurrence; and

4. Pollution Liability Insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate shall be provided by the Contractor if transporting hazardous materials.

5. If Contractor is also the manufacturer of any equipment included in the Goods, Contractor shall carry Product Liability and/or Errors and Omissions Insurance which covers said equipment with limits of not less than \$1,000,000.

B. Additional Insured; Primary; Waiver of Subrogation; No Limitation on Coverage. The policies required under this Section shall give City, its officials, officers, employees, agents or volunteers additional insured status. Such policies shall contain a provision stating that Contractor's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any additional insureds shall not be called upon to contribute to any loss, and shall contain or be endorsed with a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers. The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as additional insured pursuant to this Agreement.

C. Insurance Carrier. All insurance required under this Section is to be placed with insurers with a current A.M. Best's rating no less than A-:VII, licensed to do business in California, and satisfactory to the City.

D. Evidence of Insurance. Contractor shall furnish City with original certificates of insurance and endorsements effecting coverage required by the Agreement. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms supplied or approved by the City. All certificates and endorsements must be received and approved by the City before delivery commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

E. Subcontractors. All subcontractors shall meet the requirements of this Section before commencing work. In addition, Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

F. Freight. Contractor shall ensure that third party shippers contracted by Contractor have adequate insurance coverage for the shipped Goods.

Section 15. LIENS.

A. Contractor, subcontractors and suppliers will not make, file or maintain a mechanic's or other lien or claim of any kind or character against the Goods, for or on account of any labor, materials, fixtures, tools, machinery, equipment, or any other things furnished, or any other work done or performance given under, arising out of, or in any manner connected with the Agreement (such liens or claims referred to as "Claims"); and Contractor, subcontractor and suppliers expressly waive and relinquish any and all rights which they now have, or may subsequently acquire, to file or maintain any Claim and Contractor, subcontractor and suppliers agree that this provision waiving the right of Claims will be an independent covenant.

B. Contractor will save and hold City harmless from and against any and all Claims that may be filed by a subcontractor, supplier or any other person or entity and Contractor will, at its own expense, defend any and all actions based upon such Claims and will pay all charges of attorneys and all costs and other expenses arising from such Claims.

Section 16. TERMINATION OF AGREEMENT BY CITY.

A. Should Contractor at any time refuse or fail to deliver the Goods with promptness and diligence, or to perform any of its other obligations under the Agreement, City may terminate Contractor's right to proceed with the delivery of the Goods by written notice to Contractor. In such event City may obtain the Goods by whatever method it may deem expedient, including the hiring of another contractor or other contractors and, for that purpose, may take possession of all materials, machinery, equipment, tools and appliances and exercise all rights, options and privileges of Contractor. In such case Contractor will not be entitled to receive any further payments until the Goods is delivered. If City's cost of obtaining the Goods, including compensation for additional managerial and administrative services, will exceed the unpaid balance of the Agreement, Contractor will be liable for and will pay the difference to City.

B. City may, for its own convenience, terminate Contractor's right to proceed with the delivery of any portion or all of the Goods by written notice to Contractor. Such termination will be effective in the manner specified in such notice, will be without prejudice to any claims which City may have against Contractor, and will not affect the obligations and duties of Contractor under the Agreement with respect to portions of the Goods not terminated.

C. On receipt of notice under Section 16.B, Contractor will, with respect to the portion of the Goods terminated, unless the notice states otherwise,

1. Immediately discontinue such portion of the Goods and the placing of orders for materials, facilities, and supplies in connection with the Goods,
2. Unless otherwise directed by City, make every reasonable effort to procure cancellation of all existing orders or contracts upon terms satisfactory to City; and
3. Deliver only such portions of the Goods which City deems necessary to preserve and protect those portions of the Goods already in progress and to protect material, plant and equipment at the Goods site or in transit to the Goods site.

D. Upon termination pursuant to Section 16.B, Contractor will be paid a pro rata portion of the compensation in the Agreement for any portion of the terminated Goods already delivered, including material and services for which it has made firm contracts which are not canceled, it being understood that City will be entitled to such material and services. Upon determination of the amount of said pro rata compensation, City will promptly pay such amount to Contractor upon delivery by Contractor of the releases of liens and affidavit, pursuant to Section 7.C.

Section 17. MISCELLANEOUS PROVISIONS.

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

CITY:

City of Woodland

42929 county road 24

Woodland, CA 95776

Attn: WPCF / Shane Carlsen

CONTRACTOR:

John Padilla, Jr

Regional Sales Manager

Hill Brothers Chemical Company

3000 East Birch Street #108

Brea, CA 92821

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

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

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

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

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

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

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

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

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

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

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

L. City's Right to Employ Other Contractors. City reserves its right to employ other contractors in connection with the Goods.

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

SIGNATURE PAGE FOR GOODS PURCHASE AGREEMENT

BETWEEN THE CITY OF WOODLAND

AND HILL BROTHERS CHEMICAL COMPANY

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

CITY OF WOODLAND

Approved By:

Paul Nevazio, City Manager

Date

Attested By:

Ana Gonzalez, City Clerk

Approved As To Form:

Kara Ueda, City Attorney

Hill Brothers Chemical Company

Signature

John Padilla, Jr

Regional Sales Manager

Date

EXHIBIT "A"
GOODS SPECIFICATIONS

PURCHASE SPECIFICATION

FOR

TECHNICAL GRADE AQUEOUS SUSPENSION OF TECHNICAL GRADE MAGNESIUM
HYDROXIDE SLURRY DERIVED FROM CALCINED MAGNESIUM OXIDE

FOR WASTEWATER TREATMENT PLANTS

1) PRODUCT SPECIFICATIONS AND MATERIAL REQUIREMENTS

a) Product Specifications

1. The Contractor shall **at a minimum** meet the following specifications in Table 1A directly below as well as the Technical Material Requirements in section b) below. The Contractor shall provide ***with the bid submittal*** written specifications for the product bid that meet the minimum specifications listed in Table 1A below:

Table 1A:

	Typical	Maximum	Minimum
Slurry Basis			
Mg(OH) ₂ contained lb/gal	7.7	8.0	7.3
Dry Solids Basis			
MgO, wt%	93.0		88.0
CaO, wt%	3.5	4.0	
SiO ₂ , wt%	1.5	3.5	
Fe ₂ O ₃ , wt%	.50	.60	
Median Particle Size, Micron	6.0	12.0	
Specific Surface Area, m ² /g	16	25	12
Lbs Alkalinity/Gallon	13.3	13.7	12.6
Caustic Magnesia Activity/Sec	75	135	
% Passing 325 Mesh Sieve	99.2	100	98.0
Stabilized Residual Test, Grams*	16.0	24.0	
NaOH Equivalent	1 lb Equivalent to .73 lb Mg(OH) ₂		
CaCO ₃ Equivalent	1 lb Equivalent to .59 lb Mg(OH) ₂		
Physical Properties:			
Density, lbs/gal	12.90		12.71
Solids, Weight Percent %	60	62	58
Viscosity, cps*	150	500	100
*TP-112 14 Hour Stability Residual Test			
*Brookfield RVT Viscometer #3 spindle @ 100 rpm, 60 seconds at 70°F			

b) Material Specifications and Requirements

1. To be considered, the technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide must also meet the following specifications, which shall be confirmed by a written analysis. Bid submittal will not be considered complete without requested documentation and *must be provided with the bid submittal*:
 - (i) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide must be produced and derived from highly reactive calcined magnesium oxide utilizing a wet milling process for consistent product sizing, uniformity, reactivity and highest purity. This requirement is utilized to provide consistent performance, better dispersion and suspension stability. Magnesium hydroxide slurry produced or derived from uncalcined brucite, uncalcined dolomite, dolime, brucitic marble, or any caustic-enhanced or lime/calcium carbonate-enhanced versions of the former are not compliant with this bid. Proof of origination of the technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall require ***the contractor to provide a written description of the method confirming how the technical grade magnesium hydroxide slurry is derived from highly reactive calcined magnesium oxide with the bid submittal.***
 - (ii) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide must be produced and derived from highly reactive calcined magnesium oxide that originates and is manufactured in the United States. Proof of origination of the technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide ***shall require the contractor to provide the written street address, town, state, zip code, contact name and contact name telephone number at the manufacturing location address with the bid submittal.***
 - (iii) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a minimum Mg(OH)₂ dry weight percent purity of 88.0% or greater to insure high grade consistency, sufficient surface area and reactivity within the municipal wastewater. ***Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.***

- (iv) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a minimum 7.3 pounds per gallon of a minimum 88.0% $Mg(OH)_2$ dry weight percent purity to insure a minimum reactive solids content per gallon, consistent sufficient surface area and reactivity within the municipal wastewater. ***Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.***
- (v) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a median particle size no greater than 12.0 microns in order to insure sufficient surface area and reactivity within the municipal wastewater. ***Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.***
- (vi) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a specific surface area, m^2/g of no less than 12 square meters per gram in order to insure sufficient surface area and reactivity within the municipal wastewater. ***Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.***
- (vii) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a Caustic Magnesia Activity/Sec no greater than 135 seconds in order to insure sufficient surface area and reactivity within the municipal treatment plant. ***Contractor shall confirm this requirement by providing written analysis with the bid submittal.***
- (viii) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a Stabilized Residual Test result in grams of less than or equal to 24 grams to prevent feed tank handling and wastewater treatment plant problems associated with instability of low grade magnesium hydroxide slurry produced from uncalcined brucite, uncalcined dolomite, dolime, brucitic marble, or any caustic-enhanced or lime-enhanced versions of the former. ***Contractor shall confirm this requirement by providing written analysis with the bid submittal.***
- (ix) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall be capable of cost effectively providing non-carbonate alkalinity for biological treatment plant processes. The percent by weight of the Contractor's magnesium hydroxide slurry shall not exceed 4.0% by weight of

CaO. This requirement is to prevent water softening and to prevent the precipitation of magnesium and calcium that results in sludge production, calcium scaling and reduced reactivity / reduced available alkalinity. ***Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.***

EXHIBIT “B”
DELIVERY SCHEDULE

Delivery of Magnesium Hydroxide (Thioguard) will be on an as needed basis, typically every 4-5 weeks dependent on demand and dose of product. Delivery is expected 2-6 business days after the City of Woodland/WPCF requests product delivery, as this is time sensitive delivery because of the possibility to cause a violation at the treatment plant should the WPCF facility run out of Thioguard.

EXHIBIT "C"
FEE SCHEDULE

The pricing, effective October 1, 2018 will be \$2.65/gallon. This is delivered pricing for full truckloads (approx.. 4000 gallons). This price will be firm through September 2019. Thereafter, we will offer pricing not to exceed 5% for the next two years on the same calendar. The 5% is a maximum and will only increase based on cost increases we incur.

The maximum dollar value of sales under this contract is \$100,000.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: G.12.
SUBJECT: Resolution in Opposition to Proposition 6 appearing on the November 6, 2018 statewide ballot

Recommendation for Action:

Staff recommends that the City Council adopt Resolution No. _____, establishing a formal position in opposition to Proposition 6, appearing on the November 6, 2018 statewide ballot.

Staff Contact:

Paul Navazio, City Manager, (530) 661-5800, paul.navazio@cityofwoodland.org

Fiscal Impact:

There are no direct fiscal impacts from the recommendations contained in this staff report. However, Proposition 6, if approved, would repeal the state's SB 1 transportation funding package approved by the Legislature and Governor. SB1 is expected to provide the City with an estimated \$13 million over 10 years. These funds will supplement local revenues (Measure F) allocated in support of annual road maintenance projects and major road rehabilitation projects. The City was also recently awarded \$2.0 million in SB1 grant funds from the California Transportation Commission through a competitive grant process – these funds are to support improvements on West Main Street.

Background:

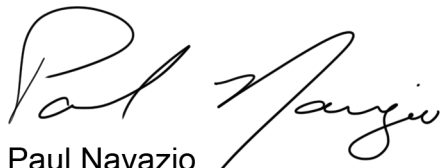
At its meeting of May 1, 2018, the City Council adopted Resolution No. _____ in support of Proposition 69, which appeared on the June, 2018 ballot as well as opposition to the initiative proposed for the November ballot to repeal SB 1. At that time, the initiative seeking to repeal SB1 had not yet qualified for the November ballot and, as such, had not been assigned a proposition number. This initiative appears on the November 6, 2018 statewide ballot as Proposition 6.

If approved, Proposition 6 would repeal the new transportation funding package approved last year by the Legislature and signed into law by the Governor, and would require future gas tax and vehicle license fee increases to go before the voters. Statewide, SB1 is expected to generate an estimated \$5.4 billion over 10 years in support of local street and road projects as well as state highways and bridges. The City of Woodland is expected to receive an allocation of \$13 million, or \$1.3 million per year, to supplement our existing local tax revenues (Measure F) in support of road rehabilitation projects.

In addition, a portion of annual SB 1 revenues are allocated to competitive grant programs. Last year, the City of Woodland was successful in being awarded \$2. 0 million in support of the West Main Street rehab project (West Street to County Road 98). While these funds have already been allocated to the City by the California Transportation Commission, this funding may be threatened should Proposition 6 be approved at the upcoming election.

Attachments:

1. Resolution



Paul Navazio
City Manager

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND IN
OPPOSITION TO PROPOSITION 6 APPEARING ON THE NOVEMBER 6, 2018
STATEWIDE BALLOT THAT WOULD REPEAL SB 1 TRANSPORTATION FUNDING**

WHEREAS, cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

WHEREAS, the 2016 California Statewide Local Streets and Roads Needs Assessment, which provides critical analysis and information on the local transportation network's condition and funding needs, indicates that the condition of the local transportation network is deteriorating at an increasing rate; and

WHEREAS, cities and counties are facing a funding shortfall of \$73 billion over the next 10-years to repair and maintain, in a good condition, the local streets and roads system and the State Highway System has \$57 million worth of deferred maintenance; and

WHEREAS, SB 1 – the Road Repair and Accountability Act of 2017 – is estimated to raise approximately \$5.4 billion annually in long-term, dedicated transportation funding to rehabilitate and maintain local streets, roads, and highways, make critical, life-saving safety improvements, repair and replace aging bridges and culverts, reduce congestion and increase mobility options including bicycle and pedestrian facilities with the revenues split equally between state and local projects; and

WHEREAS, SB 1 is project to provide \$13 million over ten-years to the City of Woodland in support of critically-needed funding that will be used for annual streets and road maintenance and major road rehabilitation projects to include:

- Matmor Road – Gum to Gibson
- Cross – East to West
- Kentucky – Pioneer to CR102
- Main – West to Walnut
- College – Gibson to Woodland
- West – Clover to Woodland
- Gibson Road – East to CR98
- Kentucky – East to CR98
- Pioneer – Main to N. City Limits
- Beamer – East to CR102
- West – Southwood to Lincoln

WHEREAS, through a competitive grant process, the City of Woodland has also been awarded \$2.0 million in SB 1 funding by the California Transportation Commission for West Main Street Bike/Pedestrian Mobility and Safety Improvement Project, from West Street to County Road 98; and

WHEREAS, SB1 contains strong accountability and transparency provisions to ensure the public knows how their tax dollars are being invested and the corresponding benefits to their community including annual project lists that identify planned investments and annual expenditure reports that detail multi-year and completed projects; and

WHEREAS, SB 1 requires the State to cut bureaucratic redundancies and ‘red tape’ to ensure transportation funds are spent efficiently and effectively, and also establishes the independent office of Transportation Inspector General to perform audits, improve efficiency and increase transparency; and

WHEREAS, Proposition 6 on the November 2018 ballot would repeal the new transportation revenues provided by SB 1 and make it more difficult to increase funding for state and local transportation improvements in the future; and

WHEREAS, Proposition 6 would raid an estimated \$1.3 million annually dedicated to the City of Woodland, and halt critical investments in future transportation improvement projects in our community.

THEREFORE, BE IT RESOLVED, that the City of Woodland hereby opposes Proposition 6 that would repeal the (SB 1) transportation funds and make it more difficult to raise state and local transportation funds in the future; and

THEREFORE, BE IT FURTHER RESOLVED, that the City of Woodland stands in opposition Proposition 6 and can be listed as a member of the Coalition to Protect Local Transportation Improvements, a diverse coalition of local government, business, labor, transportation and other organizations throughout the state.

PASSED AND ADOPTED by the City Council this 18th day of September, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: H.13.
SUBJECT: Public Hearing and Approval of Program Year 2017/18 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

Recommendation for Action:

Staff recommends that the City Council approve the Program Year 2017/18 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) and receive an update on the Fair Housing Survey being conducted by the Sacramento Valley Fair Housing Collaborative.

Staff Contact:

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

Fiscal Impact:

There is no impact to the General Fund.

Report in Brief:

By September 30 of each year, the City's Community Development Block Grant Program (CDBG) is required to submit the Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). The CAPER is a mandated report for all CDBG entitlement communities and summarizes the City of Woodland's progress towards meeting its community development needs and objectives in one program year.

Background:

The City's community needs and objectives are outlined in its Consolidated Plan, also known as the Strategic Plan; the current five-year plan covers the period of July 1, 2015 – June 30, 2020. The Consolidated Plan is an additional document required by HUD, which coordinates all elements of community development, housing, neighborhood development, and economic development planning into a single plan and vision of activities and strategies to be undertaken during a three- to five-year time period. The programs and activities budgeted each year to meet these community development goals are outlined in the City's Annual Action Plan for the CDBG program, as approved by the City Council each spring. The CAPER is completed following each program year as a financial summary and a narrative of the accomplishments for the prior CDBG fiscal year's Annual Action Plan.

The contents of the CAPER are summarized below:

Summary of Resources:

The CAPER contains a summary of the financial resources that the City has at its disposal to address identified community needs and objectives. CDBG, Federal Continuum of Care Program, City General Fund, and other housing grant funds and programs are all among the sources utilized by the City to accomplish the stated goals of the Consolidated Plan.

Narrative Assessment of Strategic Plan Goals and Objectives:

An assessment of the City's effort to address its community development needs and objectives is provided in the CAPER, with particular focus given to the areas of affordable housing, fair housing, and homeless services. One purpose of the CAPER is to allow jurisdictions the opportunity to self-evaluate the effectiveness of policies, programs, and activities utilized to achieve Consolidated Plan goals.

Program Activity Financial Summary Reports:

HUD requires that certain program activity and financial summary reports be submitted with the CAPER. These reports outline the City's expenditures and accomplishments for individual projects and programs, allowing HUD to compile and maintain necessary data regarding its grant programs. The reports will be run and added to the CAPER prior to its submittal to HUD in order to reflect a CDBG draw down of funds that typically occurs just before submittal of the CAPER.

Discussion:

The 2017/18 CAPER emphasizes that the City of Woodland was successful at continuing to implement the objectives of its Consolidated Plan. Some highlights of the program year include assistance provided to 320 Woodland residents with housing issues through Legal Services of Northern California Fair Housing Hotline program, including claims of housing discrimination; construction of ADA-compliant ramps on Beamer, Cottonwood, and West streets through the City's ADA Accessibility Program; providing advocacy services to clients at Empower Yolo's emergency shelter; and assisting individuals and households at risk of eviction through the Short Term Emergency Aid Committee's Woodland Homeless Prevention Program.

CDBG funds of \$75,442 were provided to nine non-profit or government public service operations in the community providing services to low income people including emergency shelters (Fourth & Hope and Empower Yolo); meals for seniors (Meals on Wheels Yolo County); specialized health services for young children (Project Hope for Children – Northern California Children's Therapy Center); housing for mentally ill adults at risk of homelessness (New Dimensions Supported Housing – Yolo Community Care Continuum); eviction prevention (Woodland Homeless Prevention Program – Short Term Emergency Aid Committee); youth services (Teen Success – Planned Parenthood Mar Monte); medical and food services navigation (MediCal & CalFresh Enrollment & Retention – Yolo County Children's Alliance); and fair housing services (Legal Services of Northern California).

For the program year, the City allocated nearly \$327,000 in CDBG funds for five construction activities: Yolo Family Service Agency (YFSA) (Onsite Therapeutic Playground); Yolo Wayfarer Center (Shelter Courtyard), City of Woodland (ADA Accessibility Program), St. John's Retirement Village (New Roof Building 515-516), and New Hope Community Development Corporation (Cottonwood Meadows Stairwell Siding 2). YFSA dissolved this spring and its services (mental health counseling) are now provided by CommuniCare Health Centers. If CommuniCare is able to purchase YFSA's property in Woodland, it will request that the CDBG funds for the playground be transferred to CommuniCare for either the playground or rehabilitation work at YFSA's Woodland site. The CDBG funds would be reallocated to other construction activities in the event the

property purchase does not occur. Construction of the shelter courtyard improvements will not occur until later this year and are being combined with funds approved for the City's FY 2018/19 CDBG Action Plan. The ADA accessibility improvements have been completed while the remaining two activities (New Roof Building 515-516 and Cottonwood Meadows) are under construction.

Timeliness Ratio

HUD each year reviews the timeliness ratio (expenditure of CDBG funds) for CDBG grantees. A grantee cannot have a balance (ratio) in its line of credit that exceeds 1.5 times its annual entitlement grant and available program income (repaid CDBG loans). HUD in April of this year determined that the City's ratio did not exceed 1.5.

Fair Housing Study

The Sacramento Valley Fair Housing Collaborative which includes the City of Woodland is conducting a regional housing and economic opportunity study, Analysis of Impediments to Fair Housing Choice. This effort includes a Fair Housing Survey to provide residents with an opportunity to share their housing story.

1. What challenges do you face in finding the housing you need?
2. Can your family find quality schools and employment?
3. Do you feel you have faced housing discrimination?

The survey is available through October 31, 2018. To date, more than 100 surveys have been submitted from Woodland. The attached flyer provides additional information on the survey and the Analysis of Impediments to Fair Housing Choice.

Public Contact:

A public notice in English and Spanish was published in the Daily Democrat on August 31, 2018 to notify the public of the availability of the CAPER and tonight's meeting to consider approval of the CAPER. The CAPER has been available for review at the Community Services Department (Woodland Community and Senior Center, 2001 East Street), the Community Development Department (City Hall, 300 First Street), and on the City of Woodland website. To date, public comments have not been submitted for the CAPER. The public comment period ends on September 20, 2018.

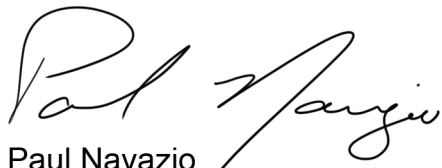
Conclusion:

Staff recommends that the City Council approve the Program Year 2017/18 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) and receive an update on the Fair Housing Survey being conducted by the Sacramento Valley Fair Housing Collaborative.

Prepared by: Dan Sokolow, Senior Planner
Reviewed by: Christine Engel, CSD Director

Attachments:

1. CAPER Draft Sept 4, 2018
2. Public Notice English+Spanish
3. Housing Survey



Paul Navazio
City Manager

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year. Results/status of construction activities are detailed below. Program activities were available on a citywide basis to income-eligible households. A total of 72.2% of the public service funds were used for food and shelter programs: Yolo Community Care Continuum (supportive housing for adults with mental illnesses), Yolo Wayfarer Center (emergency shelter services), Short Term Emergency Aid Committee (eviction prevention), Empower Yolo (shelter services for victims of domestic violence), Meals on Wheels (home delivered meals to senior citizens), and Yolo County Children's Alliance (MediCal & CalFresh enrollment/retention).

Results/Status of Construction Activities

City of Woodland ADA Accessibility Program (465) - Installations of ADA ramps was completed in June 2018.

Yolo Family Services Agency Meeting Room Conversion (446)/Onsite Playground (464) - YFSA dissolved and CommuniCare is providing the mental health counseling services. CommuniCare plans to purchase/rehabilitate YFSA's Woodland facility and requested use of CDBG funds. The funds will be reallocated to existing CDBG construction activities if purchase does not occur.

New Hope Cottonwood Meadows Stairwell/Siding (450/466) - A construction contract has been executed and work will occur in Sept/Oct 2018.

Empower Yolo Capital Project (448) - Roof repair was completed in March 2018 and fencing work was bid out in Aug 2018.

St. John's Cooling Tower (451)/Reroof (461) - Construction contracts have been executed and work for both activities should be finished by Nov 2018.

Yolo Wayfarer Center Shelter Courtyard (455) - Funding will be combined with FY 2018/19 funds and work bid out in 2018.

Friends of the Mission Walter's House HVAC (452) - HVAC replacement was completed in Aug 2018.

Use of Non-CDBG Funds

The City used local resources to fund the following: leased the City Hall Annex building (5000 square feet-plus) to the Woodland Opera House youth theatre/dance programming at a cost of \$1; provided summer recreation scholarships for youth participants from low income families for swim lessons, SummerTime Fun Club, Summer Teen Pack, Lifeguard Training, and the Outdoor Adventure Trip to the Marin Headlands; and participated in the Countywide Homeless Coordination Project to help fund the Yolo Wayfarer Center emergency shelter during winter months

and staffing for the Yolo County Homeless Coordinator position.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
ADA Public Improvement Projects	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	243	24.30%	300	243	81.00%
Affordable Housing Monitoring	Affordable Housing	CDBG: \$	Other	Other	1131	0	0.00%			
Assist Homeless & Persons At Risk	Homeless	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		100	0	0.00%

CAPER

2

Assist Homeless & Persons At Risk	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0			0	109	
Assist Homeless & Persons At Risk	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	750	121	16.13%	0	12	
Assist Homeless & Persons At Risk	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	250	174	69.60%			
Develop or Rehabilitate Affordable Units	Affordable Housing	CDBG: \$60000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		46	0	0.00%
Develop or Rehabilitate Affordable Units	Affordable Housing	CDBG: \$60000	Rental units constructed	Household Housing Unit	50	0	0.00%			
Develop or Rehabilitate Affordable Units	Affordable Housing	CDBG: \$60000	Rental units rehabilitated	Household Housing Unit	50	54	108.00%	0	54	
Develop or Rehabilitate Affordable Units	Affordable Housing	CDBG: \$60000	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	
Develop or Rehabilitate Affordable Units	Affordable Housing	CDBG: \$60000	Housing for Homeless added	Household Housing Unit	0	0		0	0	

Develop or Rehabilitate Affordable Units	Affordable Housing	CDBG: \$60000	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	
Economic Assistance	Economic Development		Other	Other	2	0	0.00%			
Economic Development - Microenterprise	Economic Development - Microenterprise		Jobs created/retained	Jobs	10	0	0.00%			
Effective and Added Homeless Programs	Homeless	CDBG: \$	Other	Other	100	0	0.00%			
Fair Housing Services	Fair Housing Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	302		100	302	302.00%
Fair Housing Services	Fair Housing Services	CDBG: \$	Other	Other	500	0	0.00%			
Health & Youth Services Public Facility Projects	Non-Housing Community Development	CDBG: \$44936	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	0	0.00%	1025	0	0.00%
Multi/Single Family Affordable Units Construction	Affordable Housing		Rental units constructed	Household Housing Unit	75	0	0.00%			

Neighborhood Revitalization Area	Neighborhood Revitalization Area	CDBG: \$	Other	Other	1	0	0.00%			
Owner-Occupied Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	5	0	0.00%			
Public Services - Emergency Food & Shelter	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	420		368	420	114.13%
Public Services - Emergency Food & Shelter	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	4000	291	7.28%	0	291	
Public Services - Emergency Food & Shelter	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	1000	0	0.00%			
Public Services - Employment Training	Job Training	CDBG: \$	Other	Other	10	0	0.00%			
Public Services - Health Services	Non-Homeless & Homeless Health Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	194	12.93%	120	194	161.67%
Public Services - Youth Programs	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	250	4	1.60%	24	4	16.67%

CAPER

5

Urgent Infrastructure Project	Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	250	0	0.00%			
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)

	CDBG
White	666
Black or African American	148
Asian	45
American Indian or American Native	23
Native Hawaiian or Other Pacific Islander	9
Total	891
Hispanic	181
Not Hispanic	710

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The data detailed above is based on the annual reports completed by CDBG subrecipients and submitted to the City. Race/ethnicity data is not available at this time for the following construction activities: Yolo Family Service Agency (onsite therapeutic playground), Yolo Wayfarer Center (shelter courtyard), City of Woodland (ADA program), St. John's Village, Inc. (reroof building 515-516), and New Hope Community Development Corporation (Cottonwood Meadows rehabilitation). The data represents individuals since complete household data is not available.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	502,948	599,468
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Competitive McKinney-Vento Homeless Assistance Act	Competitive McKinney-Vento Homeless Assistance Act	263,099	99,202
General Fund	General Fund	20,000	35,230
Other	Other		45,000

Table 3 - Resources Made Available

Narrative

Notes on Expenditures during Program Year 2017

1. CDBG: Expenditures exceeded the amount of CDBG resources available because a portion of the expenditures involved CDBG activities that were funded prior to the program year.
2. Competitive McKinney-Vento Homeless Assistance Act: A portion of the resources available during the program year will be expended in the subsequent program year.
3. General Fund: The City's participation in the Countywide Homeless Coordination project was funded in the amount of \$20,000. The project supports the operation of the Yolo Wayfarer Center's emergency shelter during the winter months and helps cover a portion of the costs for the Yolo County Homeless Coordination position. The City used \$15,320 in sales tax Measure J funds to provide more than 400 scholarships for youth day camps, swim lessons, lifeguard training, an outdoor adventures trip to the Marin Headlands, and tennis classes. Scholarships result in a substantial fee reduction (except tennis, which is free) and are available to families that earn no more than 60 percent of the countywide median household income, adjusted for household size. Generally, families that meet the requirements for the school lunch program are eligible for the scholarships. While the cost has not been calculated, Measure J funds also supported the City's *Recreation to Go* program. A special van is used to provide mobile recreation program at various locations in the City, including visits to public housing and other affordable housing developments located throughout the City.
4. Other: The City is leasing the City Hall Annex building (5000 square feet-plus) to the Woodland Opera House for youth theatre/dance programming at an annual cost of \$1. Using a lease rate of \$0.75 per square foot, the City is provided an annual subsidy worth an estimated \$45,000 ((5000 x 0.75) x 12).

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City did not designate target areas for Program Year 2017.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

For Program Year 2017, CDBG funds were leveraged with \$582,994 in non-Federal funds for the following public service activities.

- 1. Planned Parenthood Mar Monte's Teen Success** - \$8,312 (foundation support)
- 2. Northern California Children's Therapy Center's Project HOPE** - \$188,500 (foundation support, fundraising)
- 3. Yolo Community Care Continuum's New Dimensions Supported Housing** - \$26,376 (donations)
- 4. Yolo Wayfarer Center's Emergency Shelter Services** - \$113,000 (state/local funds, donations)
- 5. Short Term Emergency Committee's Woodland Homeless Prevention Program** - \$28,200 (donations)
- 6. Empower Yolo's Shelter Services** - \$177,982 (state/local funds, donations)
- 7. Meals on Wheels Yolo County Home Delivered Meals to Low Income Seniors** - \$14,913 (donations)
- 8. Yolo County Children's Alliance MediCal & CalFresh Enrollment & Retention** - \$25,000 (state/local funds, California Association of Food Banks)
- 9. Legal Services of Northern California's Fair Housing Services** - \$711 (Legal Services of Northern California funds)

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	135	301
Number of Non-Homeless households to be provided affordable housing units	63	0
Number of Special-Needs households to be provided affordable housing units	29	30
Total	227	331

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	57
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	46	7
Number of households supported through Acquisition of Existing Units	0	0
Total	46	64

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City used CDBG funds to support the emergency shelters operated by the Yolo Wayfarer Center (dba Fourth & Hope) and Empower Yolo. The City also provided additional non-CDBG funding support through its participation in the Countywide Homeless Coordination project to support the operation YWC's emergency shelter during the winter months. YWC and EY reported that at least 301 homeless persons were assisted at their shelters. Separately, the City partnered with Woodland's faith community, local businesses, Fourth & Hope, and Yolo County operate an interim winter shelter at a local church for a four-week period (January 7 - February 4, 2018). A total of 20 persons (families and single adult women) were served at the winter shelter. More than 100 individuals volunteered to staff the shelter.

For the special-needs population of mentally ill adults, 30 individuals were provided housing through the Yolo Community Care Continuum's New Dimensions Supported Housing program. YCCC received City CDBG funding to support this program. CDBG funds were used for the Short Term Emergency Aid Committee's Woodland Homeless Prevention Program. STEAC reported that 57 households which consists of 144 individuals received rental assistance through the program. CDBG funds approved for the 2016 Action Plan paid for the replacement of the HVAC units (heating, ventilation and air conditioning) at 925 North Street. The seven-unit apartment complex is owned by nonprofit Friends of the Mission and serves low-income individuals and families. The work was completed in Fall 2017. New Hope Community Development Corporation's Cottonwood Meadows Stairwell/Siding Dry-rot Improvements Phase 1 and 2 was anticipated to be completed during the program year; however, this rehabilitation work will not occur until Fall 2018 and the results will be reported in the 2018 CAPER. The project was delayed because the 2018 bids came in significant higher than the available funding sources and the architect's estimate. As a result, NHCDC reduced the construction scope in order to move forward with a project.

Discuss how these outcomes will impact future annual action plans.

For the next program year, the City will again use CDBG and non-CDBG resources to assist homeless individuals and families with emergency shelter. In addition, the City will continue to participate in HUD's Continuum of Care Competition and will partner with local nonprofit Fourth and Hope to use CoC grants to assist homeless families and individuals at permanent supportive housing projects operated by Fourth & Hope.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	746	0
Low-income	183	0
Moderate-income	119	0
Total	1,048	0

Table 7 – Number of Households Served

Narrative Information

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

While the City is progressing in its efforts to address the homeless in the community through the following efforts, increasing the supply of affordable housing is the most critical piece for providing a long-term solution. As a result, the City hopes to take advantage of State funding opportunities to provide affordable housing for the homeless.

The City funded two emergency shelters with CDBG and non-CDBG funds during the program year. (CDBG and Countywide Homeless Coordination Project funds were used for the Yolo Wayfarer Center's emergency shelter.) The clients of both shelters (Yolo Wayfarer Center and Empower Yolo) received case management and were connected with services whenever possible. The City partnered with the Woodland faith community, local businesses, Fourth & Hope, and Yolo County to operate an interim winter emergency shelter during a four-week period, January 7 - February 4, 2018, at a local church. A total of 20 individuals (families with minor children and single adult women) used the shelter and this enabled additional individuals to be accommodated at YWC's emergency shelter.

Yolo County was awarded a three-year, \$2,399,328 Cooperative Agreements to Benefit Homeless Individuals grant in 2016 to provide intensive care to people experiencing homelessness with mental health and substance use disorders through the Extended Hope project. The project involves three key components: (1) identification, assessment, and triage; (2) intensive case management and treatment; and (3) housing navigation and permanent placement. Extend Hope began operation in 2017 and is staffed by a clinical program manager, outreach workers, case managers, peer support recovery specialists, a housing navigator, and an employment specialist. The City's Homeless Outreach Street Team (HOST) which is operated by the Woodland Police Department has coordinated with the Extended Hope project staff to ensure vulnerable homeless individuals are receiving critical services.

HUD awarded the City three HUD Continuum of Care renewal grants in March 2018 in the aggregate amount of \$265,016 for permanent supportive housing to assist homeless families and individuals: Consolidated Permanent Supportive Housing for Chronically Homeless 2017, Reallocation (2015) Permanent Supportive Housing for Chronically Homeless 2017, and Bonus Project Permanent Supportive Housing for Chronically Homeless 2017. The funds will be used to provide permanent supportive housing for homeless individuals and families at facilities operated by local non-profit Fourth & Hope.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City funded two emergency shelters with CDBG and non-CDBG funds during the program year. (CDBG and Countywide Homeless Coordination Project funds were used for the Yolo Wayfarer Center's emergency shelter.) The clients of both shelters (Yolo Wayfarer Center and Empower Yolo) received case management and were connected with services whenever possible. The City partnered with the Woodland faith community, local businesses, Fourth & Hope, and Yolo County to operate an interim winter emergency shelter during a four-week period, January 7 - February 4, 2018, at a local

church. A total of 20 individuals (families with minor children and single adult women) used the shelter and this enabled additional individuals to be accommodated at YWC's emergency shelter.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City provided CDBG funding for the Yolo Community Care Continuum's New Dimensions Supportive Housing Program during the program year. The program provides housing and supportive services for adults with mental illnesses. A number of the clients have been homeless and/or at risk of homelessness. The City also funded the Short Term Emergency Aid Committee through the CDBG program. STEAC provided emergency cash assistance for overdue rent in order to prevent evictions for low-income Woodland residents.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City funded the Short Term Emergency Aid Committee through the CDBG program. Besides assisting low-income Woodland residents from being evicted, STEAC also provided funds to help homeless families and individuals move into permanent, long-term housing.

HUD awarded the City three HUD Continuum of Care renewal grants in March 2018 in the aggregate amount of \$265,016 for permanent supportive housing to assist homeless families and individuals: Consolidated Permanent Supportive Housing for Chronically Homeless 2017, Reallocation (2015) Permanent Supportive Housing for Chronically Homeless 2017, and Bonus Project Permanent Supportive Housing for Chronically Homeless 2017. The funds will be used to provide permanent supportive housing for homeless individuals and families at facilities operated by local non-profit Fourth & Hope.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

Yolo County Housing serves as the public housing authority for Yolo County and operates two public housing facilities in Woodland - Yolano Village (60 units) and Donnelly Circle (72 units). While the City's Program Year Action Plan did not include activities that directly address the needs of public housing, residents of Yolano and Donnelly may have benefitted from services provided through the following activities funded in the City's Action Plan: Short Term Emergency Aid Committee (rental assistance), Northern California Children's Therapy Center (health care access for special needs children through early intervention), and Planned Parenthood Mar Monte (weekly educational support groups for expectant and parenting teens).

City staff has conducted Measure J outreach with Yolo County Housing. Measure J is a sales tax measure approved by Woodland voters in 2014 and portion of the revenues generated by Measure J are used to provide partial scholarships for low income families so their children can participate in summer recreation programs operated by the City. These programs include a summer day camp (Summer Time Fun Club), summer teen activities program (Teen Pack), swim lessons, junior lifeguard training, and a wilderness trip (Yosemite). In addition, the City operates a *Recreation to Go* van and the van visited the park adjacent to public housing (Yolano Village and Donnelly Circle) during the program year to provide recreational activities for children.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City of Woodland does not have oversight or governance jurisdiction over the local public housing authority (Yolo County Housing or YCH). However, YCH has taken a number of actions to facilitate resident involvement. YCH is governed on a day-to-day basis by a seven-member housing commission which includes two resident commissioners. In addition, YCH staff facilitates Yolo County Housing Quarterly Resident Meetings for the residents of the Yolano Village (60 units) and Donnelly Circle (72 units) which are public housing developments located in Woodland. YCH provides opportunities for public housing residents to apply their housing choice voucher assistance to a home mortgage (monthly mortgage payments). The City operates a first time homebuyer loan assistance program for low income households and maintains an interest list for the program. When loan funding is available, the City contacts families on the interest list and invites them to participate in the City's program. Public housing residents are welcome to participate in the City's first time homebuyer loan assistance program.

Actions taken to provide assistance to troubled PHAs

Not applicable, the local public housing authority (Yolo County Housing) is not designated as troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

No actions were taken during the program year.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City recorded a land dedication agreement with developer BHKKS, LLC in February 2018 to provide a multi-family site for a future affordable housing development that will yield at least 112 very low and low income senior citizen units. The site is located in the new growth area of the City (Spring Lake Specific Plan). In March 2018, the City disbursed loan funds of \$1,200,000 for the second phase of Mutual Housing California's affordable housing development located in the Spring Lake area. The second phase will include 39 very low and low income units for farmworker households. Spring Lake Off-Site Affordable Housing Fees and affordable housing in-lieu fees are being used for the City loan. Construction of the units began in Spring 2018.

As part of the Fiscal Year 2018/19 budget, the City established a social services manager position. This new position will provide community outreach and coordination with internal/external partners on services, programs, and projects; and referrals to address community social service needs, including at-risk youth and individuals and families that are homeless or at risk of homelessness.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In order to reduce lead-based paint hazards, the City of Woodland provides information and technical assistance to individuals undertaking home improvement projects. CDBG-funded construction activities that occurred during the program year did not involve the abatement of lead-based paint.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City funded program activities that addressed poverty-level families during the program year. These activities include Planned Parenthood Mar Monte (resources/empowerment for pregnant teens and teen mothers), Yolo Wayfarer Center (emergency shelter services), Short Term Emergency Aid Committee (rental assistance to prevent evictions), and Empower Yolo (shelter services for victims of domestic violence, sexual assault, stalking and trafficking). The activities operated by the Yolo Wayfarer Center and Empower Yolo include case management services to help families stabilize and ideally transition to permanent housing.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City participated with Yolo County and the cities in the county on the Countywide Homeless Coordination Project during the program year. This program provides funding assistance for a countywide homeless coordinator and the operation of a cold weather shelter (Yolo Wayfarer Center) in

Woodland during the winter months. In addition, a City staff member represents the City at meetings of the local continuum of care, Yolo County Homeless and Poverty Action Coalition (HPAC). During the program year, HPAC was involved in setting up a coordinated entry system for homeless beds and continues to work to refine and streamline the coordinated entry system. The City has been a participant in these efforts.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Yolo County Homeless and Poverty Action (HPAC) serves as the continuum of care for Yolo County. HPAC has a number of responsibilities including the coordination of services and housing resources for the homeless. City staff participated in at least eleven HPAC general, technical subcommittee, and data subcommittee meetings during the program year. In addition, staff also served on the interview panel for Yolo County's homeless coordinator position.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

No actions were taken during the program year.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

All of the subrecipients funded for the program year were required to submit quarterly and annual reports on the progress and results of their activities. Subrecipients reported data on the ethnicities and income levels of the beneficiaries of the CDBG-funded activities. City staff also held a monitoring visit and completed a checklist for each subrecipient with the exception of one (Yolo Family Service Agency). The areas covered in the checklist include (1) program goals, (2) beneficiary data compilation/reporting, (3) general requirements (project files, records retention, etc.), (4) program requirements, (5) document checklist (most recent audit, single audit where applicable, etc.), property records (when applicable), (6) accounting procedures, (7) procurement procedures, (8) budget, and (9) cost allocation plan (where applicable). For subrecipients with construction activities, the monitoring visit is often a good opportunity to review advertising requirements for construction projects, the preparation of construction contracts and attachments, and labor standards requirements. For all construction projects, City staff runs debarment checks through the System for Award Management. Staff conducts wage interviews in the field and reviews certified payrolls of construction projects subject to Davis-Bacon requirements to ensure compliance with Davis-Bacon wages and other labor-related provisions.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City publishes a notice (in English and Spanish) in the local newspaper on the availability of the CAPER for a minimum review period of 15 days. The notice also includes information on the upcoming City Council meeting to approve the CAPER. The CAPER is made available at the City's Community and Senior Center (2001 East Street), the Community Development Department (City Hall, 300 First Street), and through the City's website (www.cityofwoodland.org). The notice also includes contact information (phone and email) for CDBG staff. **INSERT PUBLIC COMMENTS ON CAPER AFTER THE PUBLIC COMMENT PERIOD CLOSES.**

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City has not changed its CDBG program objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

**PUBLIC NOTICE
CITY OF WOODLAND
CONSOLIDATED ANNUAL
PERFORMANCE REPORT
FOR FY 2017/18**

Notice is hereby given that the City of Woodland's Community Services Department has completed its Consolidated Annual Performance Evaluation Report (CAPER) for the period of July 1, 2017 to June 30, 2018. The CAPER concerns the overall use of Community Development Block Grant (CDBG) funds received from the Department of Housing and Urban Development (HUD) in relationship to the needs of the community as outlined in its Consolidated Plan.

The City's overall objective in the CDBG program is the development of viable communities by providing decent housing, a suitable living environment, and expansion of economic opportunities primarily for low-to-moderate income persons.

All persons interested in reviewing the CAPER may inspect the report at the City of Woodland, Community and Senior Center, 2001 East St., Woodland, CA 95776 or at www.cityofwoodland.org. Questions or comments may be directed to Dan Sokolow at (530) 661-5927 or dan.sokolow@cityofwoodland.org on or before September 20, 2018. The City Council will consider approval of the CAPER at a public meeting held on September 18, 2018 at 6:00 p.m. in the Council Chambers, City Hall, 300 First Street, Woodland, CA 95695.

**AVISO PÚBLICO
CIUDAD DE WOODLAND
INFORME CONSOLIDADO ANUAL DE RESULTADOS
DEL 2017/18**

El aviso se da por este medio que la ciudad de Woodland ha terminado el Informe Consolidado Anual de Resultados para el período del 1 de julio de 2017 al 30 de junio de 2018. El Informe Consolidado Anual de Resultados se refiere al uso total de los fondos de Desarrollo de la Comunidad de la ciudad de Woodland (Community Development Block Grant - CDBG) recibidos del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos en la relación a las necesidades de la comunidad conforme a su plan consolidado.

El objetivo general de la ciudad en el programa de CDBG es el desarrollo de comunidades viables por el proveo de viviendas adecuadas, un medio ambiente apropiado, y la extensión de oportunidades económicas principalmente para las personas de ingresos bajos a moderados.

El Informe Consolidado Anual de Resultados está disponible para la revisión pública en el Departamento de Servicios Comunitarios de la Ciudad de Woodland. Localizado en 2001 East St., Woodland, CA 95776 o en www.cityofwoodland.org. Favor de comunicarse con Dan Sokolow, al (530) 661-5927 o a dan.sokolow@cityofwoodland.org si tiene preguntas o comentarios antes del 20 de Septiembre de 2018. El ayuntamiento de Woodland considera aprobación del Consolidado Anual de Resultados en una reunión pública el 18 de Septiembre de 2018 en 6:00 P.M. en la Sala del Consejo de la Ciudad, localizada en el 300 First Street, en Woodland, California.



FAIR HOUSING STUDY

The Sacramento Valley Fair Housing Collaborative which includes the City of Woodland is conducting a regional housing and economic opportunity study, Analysis of Impediments to Fair Housing Choice. This effort includes a Fair Housing Survey to provide residents with an opportunity to share their housing story.

- What challenges do you face in finding the housing you need?
- Can your family find quality schools and employment?
- Do you feel you have faced housing discrimination?

The survey will take approximately 15 minutes to complete and survey participants can enter a drawing for a chance to win a \$100 Visa gift card at the end of the survey. Help us find solutions to challenges by taking our survey. Please click the appropriate link below or copy and paste the URL into your internet browser. **The survey is available through October 31, 2018.**

•English: <https://www.research.net/r/SacramentoAI>

•Español: <https://www.research.net/r/SacramentoAI?lang=es>

More information about the study can be found at: <http://sacramentovalleyfairhousingcollaborative.com/get-involved/>

Your survey responses are confidential. Your responses will be combined with other responses and used for statistical purposes only. Taking this survey is optional. If you would like to request assistance with the survey, or an alternative format, contact Jen Garner at jgarner@bbcresearch.com or 800-748-3222 ext. 236.

This survey is being conducted by BBC Research & Consulting, as part of their work on the region's Analysis of Impediments to Fair Housing Choice.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 18, 2018
ITEM #: I.14.
SUBJECT: Homelessness Update

Recommendation for Action:

Staff recommends that the City Council:

- 1) receive a report on the progress of the Homeless Action Plan; and
- 2) provide feedback and direction on next steps; and
- 3) adopt Resolution No. _____, authorizing appropriation an additional \$100,000 in support of Homeless Action Plan initiatives from funds being contributed from the Hotel Project at Freeman Park.

Staff Contact:

Paul Navazio, City Manager, (530)661-5800
Paul.navazio@cityofwoodland.org

Fiscal Impact:

While the primary purpose of this agenda item is informational in nature, staff is recommending that the City Council approve appropriation of up to \$100,000 to supplement funding already approved in the FY 2018/19 budget in support of Homeless Action Plan initiatives. Funding for the supplemental appropriation is proposed to come from funds being paid by the developer of the downtown hotel project specifically to address the loss of the public restroom in Freeman Park. A portion of these funds is anticipated to be needed to support increased daytime services at the Fourth and Hope shelter for the duration of the hotel construction project.

Background:

This agenda item is intended to provide the Council with another periodic update on staff efforts to implement initiatives identified in the City's Homeless Action Plan. The plan, first presented in draft form to the Council on August 22, 2017, provides a framework to focus City efforts and resources on issues related to homelessness. Specifically, the Homeless Action Plan identifies specific issues and action items organized around three (overlapping) categories:

- 1) Managing issues and community impacts associated with homelessness
- 2) Improving access to and expanding capacity of homeless services, and
- 3) Increasing the number of permanent housing units available to house homeless

Earlier this year, the City engaged the services of a consultant, Joan Planell, to assess community needs around homelessness, evaluate our draft Homeless Action Plan and provide recommendations related to program best practices, coordination with Yolo County and service providers and positioning the City to better access state and federal funding. A copy of the "Report on Homelessness in Woodland" is included as an attachment to this staff report.

Consistent with emerging best practices, the City adopted a Housing First policy (September, 2015) to align

efforts with criteria being established by the U.S Department of Housing and Urban Development for federal funding to address homelessness on a national level. The primary goal of the Housing First approach is to re-focus resources toward housing programs with appropriate supportive services, and away from a focus on temporary and emergency shelters and in-field services.

Housing and policy experts agree that housing is the cornerstone to solving homelessness. As the primary determinant of health and well-being, every night on the streets ages an individual twice as fast as those who are sheltered. Services and treatments for health, mental health, and substance use disorders are less effective when an individual lacks the security and safety of being housed. In addition, public costs are dramatically reduced when individuals who are homeless are housed. (Home Not Found: Cost of Homeless Study, 2015).

Statistics. Since last November, HOST has interfaced with 285 individuals who are homeless. As this is a running list, its methodology differs from the most recent Point-in-Time (PIT) study from January 2017 that counted 131 individuals who were homeless on that one given night in Woodland. While there is a significant difference in terms of timing and methodology for these "counts", there is evidence to suggest that the official PIT study under-reported the number of individuals who are homeless in Woodland.

Discussion:

This report highlights the City's concerted efforts over the past months to address homelessness within the community. In line with best practices, efforts are underway to increase permanent housing, expand service availability and capacity, and manage issues associated with homelessness. Staff invites Council questions during the session and requests feedback and input on the information presented.

Conclusion:

Staff recommends that the City Council:

- 1) receive a report on the progress of the Homeless Action Plan; and
- 2) provide feedback and direction on next steps; and
- 3) adopt Resolution No. _____, authorizing appropriation an additional \$100,000 in support of Homeless Action Plan initiatives from funds being contributed from the Hotel Project at Freeman Park.

Attachments:

1. Homelessness Action Plan Status Report
2. Resolution Authorizing Supplemental Funding Appropriation
3. City of Woodland - Report on Homelessness (April 2018)



Paul Navazio
City Manager

ATTACHMENT 1

I. Managing Issues and Community Impacts Associated with Homelessness

A major focus of the adopted Homeless Action Plan include initiatives aimed at managing the impacts of homelessness on the community. The primary initiative in this area has been the establishment of the City's Homeless Outreach Services Team consisting of two police officers and a police sergeant. In addition to focusing on street-level homeless issues, the H.O.S.T. is also helping to ensure coordination of efforts across all City departments related to managing homeless issues. Highlights of our H.O.S.T. efforts over the past 12 months include:

- Over 1,331 contacts with homeless
- 582 field interviews with homeless individuals
- Identified 285 unique homeless individuals (201 males, 84 females)
- Over 300 camps visited, with 115 camps cleared
- Between 16%-20% of individuals indicated willingness to accept services
- Over 153 business contacts
- Over 136 calls/emails received and addressed
- Over 2,000 shopping carts picked up
- Average of 20 camps cleaned up in coordination with Yolo County Probation, California Highway Patrol, Caltrans, and Yolo County Sheriff
- HOST Officers made 80 arrests for illegal activities; total transient arrests (incl. Patrol) totaled 997, representing 43% of all arrests over the twelve-month period

In addition, Police staff visited the city of Folsom, and the Counties of Santa Cruz and El Dorado to learn about their law enforcement responses to homelessness. H.O.S.T. also continued to hold monthly meetings among Police, County, nonprofit agencies, and other partners to address issues of mutual concern.

Ordinances.

- The Council has recently updated three ordinances—Shopping Carts, Blighted Properties, Trespassing /Private Property.
- Two additional ordinances—Camping and Parks Curfew—are currently under review for possible amendments.
- Last month, the Ninth Circuit Court of Appeals ruled that individuals may not be cited for camping in public places if a shelter bed is not available to place the individual.

Limited Camping Site.

- In July, the City Council supported staff efforts to explore the possibility of establishing a designated camping zone, in part, in recognition of the fact that while camp clean-up efforts have localized positive effect, homeless individuals merely relocated to

new locations. A designated camp site also acknowledges that there is insufficient shelter capacity, both in Woodland and within Yolo County to provide temporary shelter for our homeless population.

- Staff has visited other communities who have experimented with limited duration camp sites – both successful and unsuccessful – and have developed initial criteria that would likely be required in order to effectively establish and manage a designated campsite and to include the means of transitioning individuals into permanent housing.
- Based on the assessment conducted to date, staff does not recommend proceeding with a designated camping site at this time. There are significant challenges inherent in establishing a successful camping zone, and while staff believes many of these can be overcome, absent a concrete plan and timetable for establishing permanent supportive housing for homeless individuals, any designated camping site is not advisable.
- Rather than exploring this option, it is recommended that efforts be made to increase the capacity of shelter beds within Woodland and throughout Yolo County, while at the same time, pursuing project(s) to increase the number of permanent supportive housing units to serve eligible individuals who are homeless.

Managing Issues Associated with Homelessness

Description	Proposed Actions	Updated Status - September 2018
M1 –Outreach / Visibility The goal is to enhance outreach and police visibility to better coordinate the City’s approach for addressing homeless encampments and other homeless-related issues.	- Establish a HOST team (Homeless Outreach Street Team) to include representatives from City departments, staff from mental health agencies, and other partners. - Implement a proactive approach to addressing “hot spots” and chronic issues/concerns - Consider hiring / assigning position of City Homeless Outreach Coordinator	HOST deploys one sergeant and two officers who work regularly with representatives from other agencies. HOST introduced several new electronic applications to document camps and our homeless population. A Social Services Manager started on September 4, 2018.
M2 – Individuals who are homeless with roots outside Woodland The goal is to assist “stranded” homeless who want to return to their areas of origin to reconnect with family and friends support systems.	- Work with Yolo County Jail, Yolo County Probation Office, Dignity Health, Fourth & Hope, and other services providers to ensure clients from other communities are reconnected with their areas of origin. - Explore options for offering travel assistance to individuals not receiving services in Woodland, if family or friends are available to house these individuals when they return.	HOST works regularly with other agencies to reconnect clients to services in their place of origin. This includes providing transportation. HOST has purchased bus ticket vouchers and formed an agreement with A-1 Taxi to assist in travel arrangements. A handful of individuals have requested transportation vouchers
M2 – Homeless encampments Cleanups generate a significant amount of personal property that must be transported to a storage area and stored until the property can be returned to owners.	- Provide PD, PW and Parks with vehicle(s) to transport personal property and - Purchase a cargo container for storing the property at the City’s Municipal Service Center or other location.	HOST has cleared 115 homeless camp sites Right-of-Way Access MOU’s have been established with CalTrans and the railroads. Established contract with Probation Department for 2x / month clean-ups using probationers. Personal property is being stored at the PD in the sally port or occasionally in a yard at Public Works.
M3 – Trespassing / Private Property Homeless individuals are using unsecured, vacant properties as makeshift residences resulting	- Revise City ordinances to increase penalties for property owners who do not secure vacant properties. - Cite squatters for trespassing / Neighborhood Court / Community service	Applicable ordinances were reviewed by the city attorney and deemed to be appropriate. HOST and other officers regularly cite individuals who are homeless for trespassing and have worked with the District Attorney’s

Description	Proposed Actions	Updated Status - September 2018
in health hazards and other problems.		Office to connect individuals to alternative programs.
M4 – Dumpsters Locked dumpsters are being broken into with the contents scattered.	- Engage with Waste Management, commercial property owners and apartment complex managers on protocols to minimize disruption of regular garbage and recycling pick-up. - Evaluate applicability of ordinances enacted in other communities specific to this issue.	Waste Management assisted with providing dumpsters for major clean-ups. Additional protocols have not been addressed at this time.
M5 – Aggressive / Inappropriate Behaviors Increased use of the library as a “de facto” day shelter undermines the comfort level of library patrons and staff as some of the homeless patrons have brought in large sticks and knives; bathed in the restrooms; brought in luggage; and created other nuisance issues.	- Implement a Pilot Program to hire a security guard for the library and potentially other City facilities. - Support the establishment of a day shelter to provide a safe place for homeless to gather during the day and access services.	A security guard was hired and was effective in mitigating some of the homeless issues at the library. An anti-loitering device was installed at the library to curb illegal camping at night and has been effective. Fourth and Hope day services commenced 9/13/18.
M6 –Illegal Activity / Parks Increased instances of drug use and nuisance-type issues are occurring at Freeman Park.	- HOST hotline and 9-1-1 response to calls related to illegal activities - Install POD cameras in selected parks: Freeman Park, City Park, Ferns Park	Last fiscal year, transient-related calls for services represented 40% of total PD calls. Over the past 12 months, 997 arrests were made, representing 43% of all arrests. POD cameras are still a work in progress. Additional cameras were installed at Freeman Park
M7 – Shopping carts Increased proliferation of shopping carts at locations distant from grocery stores.	- Review City’s Shopping Cart ordinance - Collaboration with shopping centers / stores - Review contract services	The Regulation of Shopping Carts ordinance was amended and passed in August. Over the past 10 months, over 2,000 shopping carts have been collected by HOST officers, volunteers and a contract vendor.
M8 – Recycling centers	Evaluate number, location and permits for recycling centers to reduce illegal scrap metal activity	Not completed at this time.
M9 – Engagement of Individuals who are Homeless	Establish relationships with (selected) homeless individuals / liaisons to assist with needs, self-policing and problem solving	HOST officers have built and maintain a positive rapport with certain members of the

Description	Proposed Actions	Updated Status - September 2018
		homeless population to assist in problem solving.
M10 –Sharps / Needles Increased instances in the number of sharps (drug needles) discarded at City facilities.	Provide Public Works and Parks field staffs with training on handling sharps through YCPARMIA.	Public Works arranged Crisis Intervention Training for all city employees related to homelessness. A portion of this training was dedicated to safe handling of sharps and other hazards.
M11 – Vandalism / Theft Increased instances of irrigation and electrical systems being tapped into at City facilities.	- Increase security - Develop a maintenance plan to reduce impacts	City staff continuous to replace vandalized sprinkler heads and irrigation lines. Backflow handles have been removed. Electrical outlets have been equipped with locking devices. Cameras, LED's and vandal proof electrical boxes have been installed at city parks and city streetlights and traffic control boxes.
M12 – Community Partnerships	Establish collaborative initiatives with Downtown Businesses, Faith-based community and Neighborhood groups to assist with identifying problem issues / individuals and shared responsibility for response.	Initial discussion took place. A formal collaboration has yet to be formed.
M13-Designated camping zones (moved from service area in original plan)	Consider designating specific areas where individuals who are homeless are encouraged to live and sleep with ground rules	Concept has been explored, including site visits to other cities. Potential sites evaluated. Preliminary ground rules and protocol checklist developed in an effort to address health and safety concerns. Recommend NOT pursuing at this time.

II. Expanding Service Availability and Capacity

A second, critically important element of the Homeless Action Plan is exploring means to enhance access, availability and capacity of services to meet the needs of homeless individuals and families. These efforts require the City to focus on coordination efforts with Yolo County Health and Human Services Agency and community-based service providers – both non-profit and faith-based – as the City is not a direct provider of social services. The City’s efforts in this regard will be significantly aided by the addition of our new Social Services Manager, who officially came on board earlier this month.

Prior to this position being filled, the County’s Health and Human Services Agency had assigned a licensed mental health clinician to team with HOST to respond to field situations where mental health expertise is needed.

County Coordination - The City continues to hold quarterly meetings with Yolo County partner agencies to discuss coordination of programs and services. Most recently, meetings have focused on coordination of efforts to secure outside funding for both emergency shelters (HEAP) and No Place Like Home funds being allocated to local agencies by the State.

Multi-Disciplinary Team Meetings—Under the County’s facilitation, Woodland Police, representative from the City Manager’s Office, Dignity Health, District Attorney’s Office, Public Defender’s Office, CommuniCare, Fourth and Hope and others meet monthly to coordinate efforts on individuals living homeless and address barriers to housing and services.

Additional County Services— Additionally, the County has assigned a program manager to oversee the federal grant under contract between the County and Fourth and Hope. This program manager directs the Fourth and Hope staff who provide outreach services in conjunction with law enforcement in each of the cities.

Capital Expansion of Fourth and Hope—Fourth and Hope has been awarded additional Federal Community Development Block Grant (CDBG) funds to enclose the courtyard at its shelter, adding bathrooms, showers, and more capacity for day programming.

Expanding Daytime Shelter Services at Fourth and Hope - Fourth and Hope has recently expanded services by offering daytime services. Previously, Fourth and Hope provided such services on a very limited basis (4 hours - one day per week). As a result, individuals who utilize the shelter for meals and overnight accommodations have few options during the day. Fourth and Hope has secured State funding to expand services during daytime (9 am - 5 pm) for up to seven days a week. The City has worked with Fourth and Hope to support expanded services as well as address potential impacts of expanded shelter capacity (and activity) in the surrounding area(s).

Emergency Winter Shelter – This year the City, in close collaboration with the faith-based community and Yolo County, will be expanding its Emergency Winter Shelter from 4 weeks to 8 weeks. This will mark the third year of this program, which this past year focused on sheltering of women and families.

Increasing Availability / Capacity of Services

Description	Proposed Actions	Updated Status - September 2018
S1-Housing First Model – Transitional Housing	- Explore funding opportunities to purchase 1 to 2 residential properties for the City's Housing First Pilot Project. - Work with Yolo County Homeless Coordinator to apply for Partnership HealthPlan of California's Innovation Grants on Housing RFP to fund the purchase of 1 to 2 residential properties. - Apply for grant funds through Sutter Getting to Zero to support the operation of the City's Housing First Pilot Project.	Based on feedback from granting agency, awarded funds may only be applied toward Permanent Supportive Housing units. Transitional Housing currently on hold.
S2-Tiny Homes	- Explore funding opportunities to increase the supply of temporary shelter for singles and couples in a village-type, tiny homes setting with services component. - Work with Yolo County Homeless Coordinator to apply for Partnership HealthPlan of California's Innovation Grants on Housing RFP to fund predevelopment costs of temporary shelter for singles and couples.	Based on feedback from granting agency, awarded funds may only be applied toward Permanent Supportive Housing units. Transitional Housing currently on hold.
S3-Shelter Capacity	- Continue to support the operations of Fourth & Hope's emergency shelter through the Community Development Block Grant program. - Expand capacity of Fourth & Hope shelter - Allocate funding (public services component) through the CDBG Annual Action Plan. - Explore options for assisting Fourth & Hope with the financial sustainability of the emergency shelter - Consider funding a capital project for the shelter in FY 2018/19 CDBG Action Plan - Continue to pursue and expand Emergency Winter Shelter	The City Council-approved FY 2018/19 CDBG Action Plan includes public service funds to support the operation of the emergency shelter and capital funds that will support Fourth & Hope's efforts to expand day services. Emergency Winter Shelter for 2019 is being expanded from 4 to 8 weeks. Last year's shelter supported women and families, which allowed additional beds to be made available at Fourth and Hope for single men.
S4-Daytime Shelter/ Service "Club"	Identify suitable site(s) for pilot daytime shelter	Implementing temporary pilot program in collaboration with Fourth and Hope. Starting September 13, Fourth and Hope will provide showers, bathrooms, and day programming during the week.

Description	Proposed Actions	Updated Status - September 2018
<i>S5-Homeless Coordination</i>	• Evaluate means to improve coordination with Yolo County Homeless Coordinator • Explore hiring position to enhance coordination of homeless service with community partners	Social Services Manager position hired 9/4/18 Quarterly meeting with Yolo County Monthly Multi-Disciplinary Team meetings with service providers focusing on individual case management. Participating in regular management meetings with the County and Cities to address regional homeless issues and solution.
<i>S6-Life Skills / Job Training</i>	• Provide/connect the homeless with basic life skills training, job training and employment opportunities. • Explore partnership with non-profit (ex. Downtown Street Team)	Currently provided through various service providers. Coordination efforts yet to be initiated.

III. Increasing Permanent Housing: Woodland Micro-Neighborhood Proposal

With the goal of increasing affordable housing, in 2015 the City adopted the Housing First policy – an acknowledged national best-practice that puts housing at the forefront of efforts to address homelessness. Previously, policy and funding aimed at homelessness focused primarily on services and emergency shelters, as well as mental health and addiction services, training and job placement. It is now widely accepted that housing has to be focus of efforts to address homelessness. Mental health services, drug treatment and job placements are largely unsuccessful for individuals struggling to survive on the street.

Earlier this year, the City applied for a grant from Partnership HealthPlan in an effort to initiate Housing First project in the City of Woodland. The granting agency re-affirmed that funding must be in support of developing permanent supportive housing units rather than transitional or temporary housing.

At the City Council’s meeting of July 17, 2018, staff presented an ambitious concept described as a Micro-Neighborhood – a mixed-income development of approximately 100 for-rent single and duplex micro-dwellings, including units that would serve individuals who are homeless. The concept employs fully-equipped manufactured micro-units ranging in size from 320 square feet studios to a few two-bedroom dwellings constructed in three phases. The first phase, comprised of 60 micro-houses, will provide shelter for the most vulnerable—those who are homeless or unstably housed.

Based on Council and community feedback on this concept, staff has been working to refine a potential project. Of particular concern was the scale of the overall project (100 units), the concentration of permanent supportive housing units (60), the need to provide wrap-around services on site, and lack of ready-access to available sites, and potential concerns from residents should the project be sited adjacent to existing neighborhoods. Another key consideration for advancing a Permanent Supportive Housing project is funding – both initial capital and development costs as well as ongoing operational overhead and support services.

The City has been approached by several community organizations who have expressed an interest in partnering with the City on a project to provide expanded housing opportunities, consistent with the Housing First model. At the same time, the State is preparing to issue its new No Place Like Home grant program to support community-based permanent supportive housing projects. The first round of funding based on grant applications submitted in January 2019, would fund up to 100% of capital development costs for up to 20 units, with prorated funding for projects exceeding 20 units. It also can provide funds for an operating reserve. Two significant grant requirements are that a) the project applicant demonstrate site control and b) the County mental health agrees to provide case management and support services for a period of 20-years.

Staff believes a grant application submitted for the initial round of No Place Like Home funding presents the best opportunity to provide needed housing for our homeless residents. It is with this in mind that several potential options are being considered.

Council feedback is requested on the basic parameters of a potential grant application to be prepared and submitted by Friends of the Mission as the lead agency for the project:

- 1) Re-affirm endorsement of a Housing First approach to address homelessness
- 2) Direct staff to work with interested community organizations to explore potential projects
- 3) Support the goal of seeking to submit a grant application for Round 1 of No Place Like Home Grant funding
- 4) Seek to prioritize sites currently owned by the City
- 5) Seek to minimize adverse impacts to existing neighborhoods – to include appropriate public engagement prior to returning to Council with formal proposal
- 6) Seek to leverage grants funds to the maximum extent – 20-40 units
- 7) Seek cooperation with Yolo County Health and Human Services Agency for provision of services

In addition, Friends of the Mission has indicated an interest – if a suitable property can be identified – to include as a component of this project the relocation of the Fourth and Hope Shelter and Walter’s House from its present location on Fourth Street (between Court and North Street).

Based on Council and community feedback, staff is prepared to work with Friends of the Mission and other community partners to develop a plan for Council consideration in advance of the January 2019 deadline for submitting an application for Round 1 of No Place Like Home grant funding.

Increasing Permanent Supportive Housing

Description	Proposed Actions	Updated Status - September 2018
H1–Housing First Model	• Explore funding opportunities to increase the supply of permanent supportive housing (PSH) for homeless families and individuals. • Work with Yolo County Homeless Coordinator to apply for Partnership HealthPlan of California’s Innovation Grants on Housing RFP to fund predevelopment costs of PSH project.	Applied for and received Partnership Grant for \$680,000 as seed funding for up to 60 manufactured tiny homes for those who are homeless. Exploring partnership with Friends of the Mission and Woodland Opportunity Village to construct and manage permanent supporting housing units Targeting Jan. 1,2019 No Place Like Home grant application deadline for submission of city project. Yolo County has committed to providing required supportive services for eligible clientele.
H2– Affordable Housing	• Continue to support developments gap loans and other assistance that increase the supply of affordable housing units	The City in March disbursed \$1.2 million in loan funds for Mutual Housing California’s Phase 2 project. Phase 2 will include 39 very low and low- income farm worker rental units.
H3–Federal Continuum of Care	• Continue to apply for grants through the Federal Continuum of Care program in partnership with Fourth & Hope to support permanent housing projects for homeless families and individuals. • Apply for renewals of Consolidated PSH, Relocation PSH, Bonus Project PHS on an annual basis.	The U.S. Dept. of Housing and Urban Development notified the City in March that it had been awarded three renewal grants for permanent supportive housing projects through HUD’s 2017 Continuum of Care Competition. The City partnered with Fourth & Hope on the applications and is in the process of submitting three renewals and a bonus project for the 2018 Competition.

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING ADDITIONAL FUNDING FOR IMPLEMENTATION OF THE
HOMELESS ACTION PLAN**

WHEREAS, Staff has prepared and presented a progress report to City Council on the Homeless Action Plan; and

WHEREAS, The report presents highlights and findings of the City's H.O.S.T efforts over the past 12 months; and

WHEREAS, Staff recognizes the importance of coordinating with other service providers such as Yolo County Health and Human Services and community-based service providers; and

NOW, THEREFORE, BE IT RESOLVED that: The City Council of the City of Woodland authorizes the additional appropriation of \$100,000 from the General Fund in support of Homeless Action Plan initiatives.

PASSED AND ADOPTED by the City Council this 18th day of September, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



City of Woodland—Report on Homelessness

Joan Planell
April 2, 2018

Executive Summary

This report requested by the Woodland City Manager examines the issue of homelessness within its city limits. With a population of 55,468 residents (2010 census), Woodland is Yolo's County seat. Woodland is home to County Administration, the County jail, and the headquarters for the County's Health and Human Services Agency (HHSA).

Fourth and Hope, a local non-profit organization whose headquarters are in Woodland, operates the only year-round shelter in the County; West Sacramento has no shelter capacity while the Davis Interfaith Rotating Winter Shelter runs a 16-week winter shelter. Woodland Memorial Hospital, a member of Dignity Health hospitals, located in southwest Woodland is a general acute hospital with 108 licensed acute beds, 17 emergency department beds, and 31 inpatient mental health beds. Although Sutter has a hospital in Yolo County, Woodland Memorial Hospital is the only medical facility in Yolo with inpatient psychiatric services.

Woodland's designation as the County seat, the associated services located in the City, and the services provided in the private sector impact the breadth and depth of the issues associated with homelessness. Further detail is found in the Findings section of the report.

This report is divided into three sections:

- I. The **Information and Background Section** provides facts on the number of homeless individuals in Woodland over the past 10 years; definitions of Housing First, the state-mandated approach to homelessness; the amount of dollars from different sources targeted to addressing homelessness; and an explanation of the three different kinds of individuals who find themselves unsheltered.
- II. The **Findings Section** reports 16 observations about current policy and practice. It is divided into four sub-sections: General Findings; Impressions of Homelessness; Housing and Services; and Alternative Housing Models. The City has initiated a Homeless Action Plan to respond to the general impression that the problems associated with homelessness have increased over the past years. Housing models from Oregon offer alternatives to consider as the City moves forward.
- III. The **Recommendations Section** offers suggestions that builds upon the Homeless Action Plan to include an aggressive approach to increasing housing, improving access to services, and maximizing funding from health care foundations and other donors.

The findings and recommendations are based on interviews, observations at meetings, site visits, and nationwide research on best practices and policies. This review confirmed the plethora of resources and commitment from multiple sources to address homelessness. Much goodwill is evident on the part of elected officials, City staff, the faith community, business members, advocates, and nonprofit leaders to work collaboratively to improve outcomes for those at risk.

CITY OF WOODLAND
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Findings include the beliefs voiced by those interviewed and include the community's strongly held position thought that the scope of the problem has increased in the last five years; most believe that housing is the solution or part of the solution; and that services need to improve. Some believe that all or part of the solution is to find ways to reunite individuals whose roots are elsewhere to help them return to their home communities.

Recommendations include immediate action to quickly and cost effectively build micro-housing that prioritizes permanent housing but also provides "bridge" relief to those who are vulnerable on the streets. To accomplish this, Woodland should re-submit the Partnership HealthPlan application to use its funds for this purpose; and to pursue matching funds from Sutter Health's Getting to Zero Initiative and other possible funders. It is suggested that Woodland build its social services capacity and partner with other cities and the County to find solutions to issues of mutual concern.

Improving outcomes related to homelessness takes time. To successfully reduce the number of individuals and families who are homeless requires the commitment of resources and efforts on the parts of many. It involves seeking and achieving community consensus, finding funding for housing and services, and where possible, re-connecting people to friends and relatives who have not been involved with those in need for a long time. Positive outcomes depend on a strategic plan that has broad support and leadership that keeps all interests aligned with the established goals.

CITY OF WOODLAND REPORT ON HOMELESSNESS

I. Information and Background

A. Point-In-Time Homeless Count

The Homeless Point-in-Time (PIT) study takes place every two years on one given night in January. Required by the federal Housing and Urban Development (HUD) for those communities that receive federal funding, only those individuals meeting the federal definition of homelessness can be included in the count. The federal definition of homelessness includes individuals who are living in places not meant for human habitation; living in an emergency shelter; living in transitional housing; or staying in a motel paid for by a public or private agency.¹

The most current PIT study took place on January 23, 2017. The number of homeless individuals in Woodland counted at that time was 131, the lowest number in the last eight years.

Each count is comprised of two categories: those sheltered and those unsheltered. In 2017, the number of unsheltered individuals in Woodland was 51; the number of sheltered individuals was 80. Previous numbers of sheltered and unsheltered individuals are shown in Table 1 below.²

Point-in-Time Study

2009 – 145

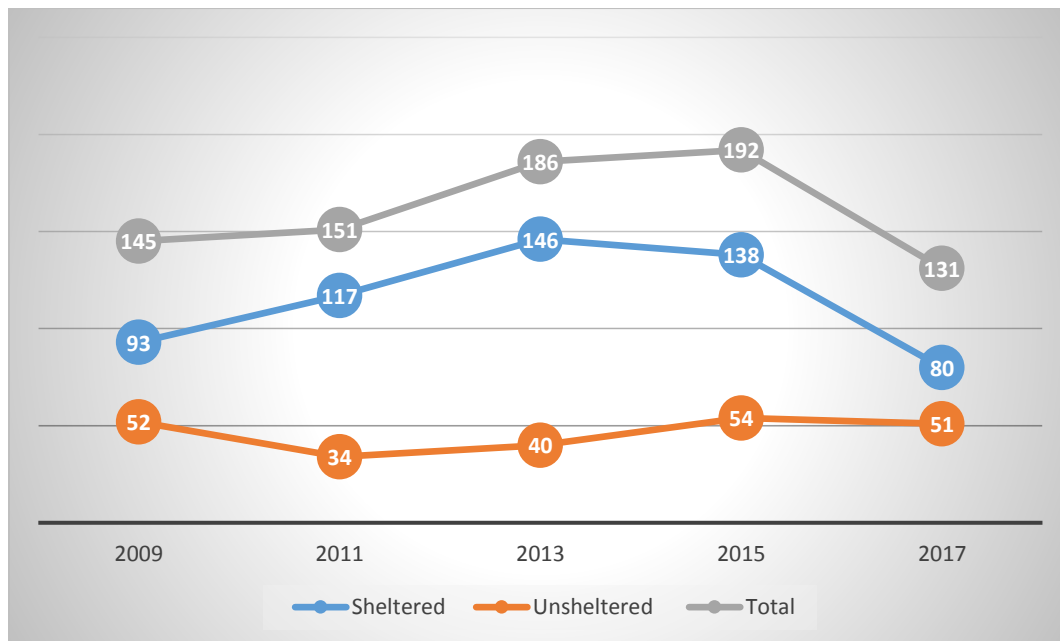
2011 – 151

2013 – 186

2015 – 192

2017 – 131

Table 1: Point-in-Time Homeless Count



Most believe that this count underestimates the number of sheltered and unsheltered people living in Woodland. It is important to note that the methodology in 2017 changed to exclude individuals who were previously counted. Currently, the Homeless Outreach Services Team (HOST) of the Woodland Police has encountered 125 unique individuals on the streets in the past several months.

B. Housing First

Housing First is a homeless assistance approach or framework that champions permanent housing as a solution for those who are homeless. [Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.](#) The HUD prioritizes Housing First proposals in its annual funding to local regions.

Deviating from past practice of “transitioning” those without homes through a temporary house or apartment in which individuals and families must prove or demonstrate their readiness to live in a permanent home, Housing First is built upon the belief that everyone needs a permanent place to live before successfully addressing mental health, illegal drug use, employment and other issues. The Housing First model has two components:

- Rapid Re-Housing for individuals who are temporarily homeless and need little support to obtain employment or maintain housing. The tenets of rapid re-housing are: 1) Find housing quickly; 2) Help pay; and 3) Help stay. Yolo County Center for Families receives \$265,000 and continues to provide rapid re-housing for families. The majority targets those who have lost their housing. A small portion, \$25,000 can be used for eviction prevention.
- Permanent Supported Housing for those who are chronically homeless and need supportive services such as case management, substance abuse or mental health counseling, and assistance in locating and maintaining employment. [HUD’s definition of a chronically homeless individual is someone who has experienced homelessness for a year or longer, or who has experienced at least four episodes of homelessness in the last three years \(must be a cumulative of 12 months\), and has a disability. A family with an adult member who meets this description is included in the federal definition of chronic homelessness.](#)

On September 29, 2016, Governor Brown signed Senate Bill 1380 into law making California a Housing First state that requires all state programs targeted to end homelessness to incorporate Housing First into its core principles. The Woodland City Council also adopted Housing First as its approach to homelessness.

C. FY 17/18 Program Funding: \$422,341

Woodland administers \$302,341 in funds from the Federal Housing and Urban Development for services to those living homeless or at risk of homelessness:

- \$263,099 in Continuum of Care dollars for Permanent Supportive Housing under contract with Fourth and Hope
- \$39,242 in Community Development Block Grant (CDBG) dollars directly benefitting individuals and families experiencing homelessness or at risk of homelessness:
 - \$10,500 to Yolo Community Care Continuum for its New Dimensions Supported Housing for food and shelter

CITY OF WOODLAND
REPORT ON HOMELESSNESS

- \$13,000 to Fourth and Hope for emergency shelter and food services
- \$6,000 to Short Term Emergency Action Committee (STEAC) for homeless prevention
- \$9,442 to Empower Yolo for Food and Shelter

The City Council also appropriated \$120,000 from the General Fund:

- \$100,000 for services and activities to those who are homeless
- \$20,000 to contribute its share to Countywide Homeless Coordination Project

Partnership HealthPlan Funds: \$680,000

On November 9, 2017, Partnership notified City officials that it has been conditionally selected pending additional details to receive \$680,000 in grant funding to house individuals who are homeless. On March 28, Woodland received permission to its request to resubmit an updated plan by May 1, 2018.

D. Homelessness Continuum

Although the word “homeless” is used to describe those who are unhoused, research indicates that differences exist in characteristics and effective interventions among individuals who find themselves without shelter. If temporarily or situationally homeless due to a recession or other life events, the preferred intervention is rapid re-housing. Transitional housing is no longer considered the preferred paradigm for most, although it is still viewed as effective for those recovering from domestic violence. Those who are chronically homeless generally suffer from severe disabilities and respond best to permanent supportive housing.

Table 2: Homelessness Continuum

Temporarily /Situationally Homeless	Temporarily/Situationally Homeless	Chronically Homeless
Out of Workforce (Recession) Foster Care Graduates Ex-Offenders	Domestic Violence Survivors	Without housing continuously for a year or more or had at least four episodes of homelessness in the past three years
May be suffering from mild to moderate mental illness and substance use disorder; possess work skills and can transition to work when available	May be suffering from trauma related to abuse; may need to increase work skills to enter the workforce	80% suffer from severe mental illness and/or substance use disorder; difficult to maintain work
Housing Best Practice: Rapid Rehousing	Housing Best Practice: Rapid Rehousing or Transitional Housing	Housing Best Practice: Permanent Supportive Housing

II: Findings

The following 16 findings are based on interviews, observations, document reviews, site visits and research. They are categorized below according to General Findings; Impressions of Homelessness; Housing and Services; and Alternative Housing Approaches. The findings are not in priority order. Appendix A includes a list of those interviewed; meetings attended; site visits made; and questions asked.

General Findings

Finding #1 – Limited Understanding of Homelessness

Among those interviewed, there is a wide range of understanding about homelessness and best practices. Not everyone understands the scope of homelessness from situational or episodic homelessness to chronic homelessness and that the intervention depends on the nature of the issue. Few individuals were familiar with the research about the effectiveness of mental health and substance abuse services if individuals are not housed.

Finding #2 – Adoption of Housing First

The Woodland City Council adopted Housing First as its approach to homelessness following the State and the County lead. The same year, Fourth and Hope transitioned its Transitional Housing programs to Housing First to capture federal funding. In 2017, the City set its goals on working with the County to develop permanent housing with wrap-around services. To date, no additional housing has been developed, although the initial application to Partnership HealthPlan (August 2017) included a proposal for additional permanent supportive housing.

Finding #3 – City’s Homeless Action Plan

The Woodland City Council adopted a three-pronged Homeless Action Plan: to increase housing; to increase services; and to manage the issues related to homelessness. A review of the plan indicates that its framework is solid.

Finding #4 – Homeless Outreach Service Team (HOST)

In late 2017, the Woodland Police initiated a HOST team, comprised of two officers and a police supervisor to work primarily with individuals who are homeless. The Police lieutenant facilitates a monthly meeting of City personnel and partners, including the County and non-profit organizations, to discuss issues regarding homelessness. Most people believe that HOST is a good way to manage the issue although it does not solve the problem. It addresses concerns of the business community and provides a structure for managing the day-to-day problems

The Homeless Action Plan lists 12 activities associated with the HOST team. Many of them are directed to maintaining law and order and the safety of the individuals who are homeless as well as the housed residents and business owners. One of the unintended consequences of asking individuals who are homeless to “move along” or to close encampments is that new homeless encampments “pop up” in other parts of the City or outside the City limits. At a recent meeting between the Chamber of Commerce and HOST, County Supervisor Dwayne Chamberlain expressed concern about new homeless camps within the County district (outside City limits) that he represents.

Finding #5 – Goals

When interviewees were asked about goals, most responded that housing should be a primary goal. The next most popular response was to provide services. Some respondents suggested that individuals who are not originally from Woodland—namely those who were incarcerated at the jail or received inpatient psychiatric services from outside the City—should be helped to return to their cities of origin. Other goals included enforcing the law; developing an employment training program for those who are able; and building self-sufficiency skills.

Finding #6 – Partnership HealthPlan Proposal

In August 2017, the City responded to Partnership HealthPlan’s grant opportunity with three projects totaling \$680,000. This is the amount that corresponds to the number of Medi-Cal recipients residing in Woodland. In November 2017, Partnership HealthPlan tentatively approved the City’s proposal for \$100,000 for two non-profits, Fourth and Hope and Friends of the Mission, to fund pre-development costs associated with transitional and permanent supported housing; and \$580,000 for a Transitional Housing Project developed by the City for 8 to 12 residents.

In January 2018, partnership requested budgets, timelines, and milestones associated with the three components of the proposal. As the result of recent discussions, the City requested the opportunity to revise its proposal to prioritize permanent supportive housing. On March 28, the City received approval to re-submit an updated plan by May 1, 2018.

Finding #7 – Leveraging

To date, Woodland has not leveraged or sought out other funding possibilities besides the application to Partnership HealthPlan. Sutter Health’s Getting to Zero Initiative has challenged communities to develop innovative solutions to homelessness and will match contributions raised through other funding sources.

Finding #8 – Community Goodwill

Woodland has organizations willing to contribute to a solution including the newly incorporated Woodland Opportunity Village, the Friends of the Mission, Fourth and Hope, and community congregations. For Winter 2017 and Winter 2018, community congregations partnered with Fourth and Hope to operate a 2-week and 4-week shelter, respectively. Some believed that the winter shelter was a good beginning to decrease the number of individuals vulnerable to the cold winter nights. Others felt that the greatest need was to shelter men, a cohort seen as more difficult to manage. For Winter 2018, the congregations served an average of 15 to 20 women and children per night.

Finding #9 – City and the County Collaboration

The consensus from those interviewed is that neither the City nor the County has done enough to address the issue of homelessness, individually or collaboratively. The majority sentiment was that the two government entities need to step up and work cooperatively to address issues, and to include local non-profits in a solution.

Impressions of Homelessness

Finding #10 – PIT Study

Most individuals interviewed believe that homelessness is more visible, increasing over the past five years. Although the PIT study indicates a reduction in overall homelessness, the methodology has changed. The HOST team has interviewed 125 unique individuals living homeless in last few months and the police officers continue to gather statistics.

Finding #11 – Roots Elsewhere

Most individuals interviewed believe that the people living on Woodland streets have roots outside Woodland. The sentiment is that Woodland attracts individuals because County services are in Woodland, including the jail, psychiatric inpatient beds, and the Fourth and Hope shelter. Several people commented on instances of busloads/vanloads of people being dropped in Woodland because of the services that this community has to offer. Part of the solution offered is to help people return to the place where they originated from.

Finding #12 – Additional Beliefs about Woodland Homelessness

These additional concerns were voiced:

- Most believe that there is a small number of clean and sober among the homeless.
- We can't arrest our way out of homelessness and continue to displace individuals from one site to another.
- If the community invests in resources for those living homeless, this will attract additional people in need. "If you build it, they will come."

Services and Housing

Finding #13 – Available Services in Woodland

Among those interviewed, most expressed frustration about being unable to discern what services are available—there are lots of acronyms for programs and different funding sources—and the lack of clarity about which individuals qualify for services. People hear about CABHI, Extended Hope, Steps to Success, Drug Medi-Cal, and Housing Disability Program, among other programs that are referenced without understanding the access points for each.

The lack of day services was cited as a need. Neither the County nor the individual cities operate a center where those who are homeless can access food, shower, and services during the day. Davis Community Meals and Housing does operate a part-time resource center in Davis.

Finding #14 – State of Housing in Woodland

The most common sentiment about affordable housing is that Woodland as well as the other Yolo cities are facing an affordable housing crisis, especially for those with extremely low (Supplemental Security Income (SSI) or Social Security Disability Income (SSDI)), who find themselves unhoused.

Two new housing projects in Woodland will increase the supply of affordable housing but demand will still outweigh the supply. Mutual Housing Phase 2 will have 39 units for farmworker families. Estimated construction completion is April 2019 and will offer additional affordable housing. Construction on Beamer Street, developed by Mercy Housing in collaboration with Yolo Housing and Yolo County, will result in 80 apartments later this year. The targeted date for applications is April 16. Although located in Woodland, eligible individuals and families do not need to be City residents.

- Thirty-two (32) units will be for those with mental illness who qualify for voucher-based housing through Yolo Housing. Twelve (12) of these apartments will house families who qualify for CalWorks, the federally/state subsidized benefit program, and 20 will house individuals.
- The remaining 48 apartments will house low income families.

Over the recent years, the County and non-profits have increased the number of staff who perform housing navigation services. Most agree that housing navigation is a hard job; the lack of affordable housing makes it difficult to find places for those with extremely low incomes to live.

Some believe that the current housing policy does not support housing for the homeless or support the needed density to solve the housing crisis.

Finding #15 – Non-Profit Providers

Fourth and Hope is the main provider of homeless services in Woodland. It operates a year-round shelter that has 24 beds for women, 24 beds for men, and 17 beds for families. Less than ideal, families currently sleep in the space designated for meals. Limited by space, the shelter runs at capacity most of the year. Not having enough shelter capacity is a detriment to those living on the streets. The no-pet policy is a barrier for many who are strongly connected to their dogs.

Walter's House, a drug rehabilitation residential treatment center, located close to the shelter, serves 44 individuals with substance use disorders. Fourth and Hope hopes to capture Drug Medi-Cal funding for those eligible once the funding becomes effective in the new fiscal year (July 2018). The leadership of Fourth and Hope also hopes to re-locate Walter's House soon, using the current facility to partner with the County to house families who are homeless.

Friends of the Mission, formed in 1997, to support the activities of Fourth and Hope, develops and manages affordable housing for individuals, families and youth in need of housing.

Woodland Opportunity Village is a recently incorporated nonprofit interested in developing micro-housing. Visiting Medford and Eugene, Oregon in mid-March, two Board members traveled with a cohort from Davis and the County to explore how the model of sleeping cabins with central kitchen and bath facilities and low-cost permanent supportive housing can be developed in Yolo County.

Alternative Housing Approaches

Finding #16 – Possibility of Micro-Housing

The mid-March trip to Hope Village in Medford, Oregon and Opportunity and Emerald Villages in Eugene, Oregon showcased two models of housing—sleeping cabins and micro-houses—that could be built at a lower cost and in shorter timeframe than traditional housing. No children are permitted in these villages.

- Hope Village opened in October 2017; its duplex sleeping cabins cost \$3,500 each and were built off-site. Each side of the duplex was donated by an individual, family, or organization.
- The two sites in Eugene are operated by Square One.
 - Opportunity Village is a transitional micro-housing housing project in which no alcohol or illegal drugs are allowed on site, and residents contribute to the operations of the community and pay minimal monthly costs. The village has individual sleeping structures with shared common areas. Deemed successful by elected officials, the one-year pilot project has received funding for an additional two years.
 - Emerald Village is permanent housing with each unit fully equipped with kitchen, bathroom, and sleeping areas. While visiting, four of the micro-homes at Emerald Village were ready for occupation and the keys were provided to the residents.



Sleeping Cabins

Sleeping cabins provide protection from the elements. However, the sleeping cabins at Hope Village and Opportunity Village have no power—no light, heat, or air-conditioning. Oregon allows municipalities to have two areas designated as camps for those who are homeless. As such, these camps are exempt from Oregon housing standards.



The duplex pictured to the left at the top is located at Hope Village in Medford. The painted single cabin pictured to the left at the bottom is located at Opportunity Village in Eugene. Both properties have a joint community room, kitchen facilities and bathroom/showers.

These communities are self-governed with residents from the villages either partially or fully making decisions about who is admitted. According to Northern California Legal Services, these practices do not meet California Fair Housing Standards. Both villages admit individuals who are able to participate in group living and can follow and abide by rules. It is expected that residents actively participate in finding permanent housing.

Community Living

Hope Village, pictured in the top row of pictures, shows the relocatable bathroom/shower facility for the community. The white structure is the outside of the kitchen truck whose inside is shown to the right. Residents share these amenities. Residents buy their food and cook in the kitchen.



Opportunity Village, pictured below, uses a yurt as a community room. This structure is heated in the winter and residents can sleep there if they find it too cold in the sleeping cabin. The blue structure to the right is the shared bathroom/shower facility.



Permanent Housing

During the trip to Oregon, Square One celebrated the completion of four of its 16 individual micro-houses, ranging from 256 square feet to 600 square feet. Square One challenged the Eugene architectural and construction community to design and build one house for less than \$25,000. Sixteen teams accepted the challenge.

Each home is unique and consists of living/bedroom space, a bathroom and shower, and a kitchen. The pictures below show three different houses within Emerald Village. The photograph in the middle shows the only two-storied home in the Village. On the day of the visit, the community gathered to pass the keys of four newly completed homes to two couples and two individuals who were homeless.



Takeaways

Tiny houses or micro-living has received much attention nationwide as a solution to affordable housing, not only for the homeless but for other low to moderate income individuals. Communities such as Eugene and Portland (Oregon), Austin (Texas), Madison (Wisconsin), Washington, D.C. and upstate New York have incorporated tiny housing villages into their affordable housing options. Tiny houses are viewed by many as simultaneously affordable and environmentally sustainable.³ Regardless of whether these tiny homes are completely self-sustaining or have shared facilities, costs are a fraction of larger homes.

The trip to Oregon showed that other communities have built housing for those who are homeless more cost effectively and quicker than what has been traditionally done in Yolo County. Although the model for the sleeping cabin needs to be amended to meet California housing codes and to reflect community values, it presented an opportunity to think creatively and differently. The permanent housing in Eugene is more easily replicable in California since it contains the essential elements of habitation according to housing standards.

All three villages visited in Oregon relied heavily on the faith-based congregations, the business community, and the community at large in collaboration with government to create these housing opportunities.

Two communities in California – San Jose and Yuba County – have obtained exemptions to the California housing code to respond to their emergency housing situations. As a result, they have been able to provide shelter quickly and inexpensively.

Nan Roman, Executive Director of the National Coalition for the Homeless, believes that smaller housing can work for the homeless but cautions advocates to make sure that the housing is integrated into the community and that supportive services are offered when housing the chronically homeless, especially those with mental illness and substance use disorders.⁴

II. Recommendations

Woodland has already introduced the framework for innovative policy practice regarding homelessness with its adoption of a Housing First policy and a Homeless Action Plan. The Homeless Action Plan aptly identifies three components: Housing, Services, and Management and includes activities to connect residents to housing and services and to keep the community and residents safe.

The following recommendations summarize suggested changes to build upon this existing framework. Additional suggestions to better align plan elements will be provided to the City Manager outside the scope of this report.

Improving outcomes related to homelessness takes time. To successfully reduce the number of individuals and families who are homeless requires the commitment of resources and efforts on the parts of many. It involves seeking and achieving community consensus, finding funding for housing and services, and where possible, re-connecting people to friends and relatives who have not been involved with those in need for a long time. Positive outcomes depend on a strategic plan that has broad support and leadership that keeps all interests aligned with the established goals.

Recommendation #1: Housing

Expand Housing Capacity: People are Homeless Because They Lack a Place to Live

Consider housing that can be developed more quickly and cost effectively. Discuss options that explore housing innovations developed in other communities, including Oregon, that marry an “opportunity village” model and permanent housing. This includes sleeping cabins with shared facilities. Adapt the model to meet California housing standards and local values. Explore the possibility of solar power, especially for sleeping cabins.

When implementing housing, maintain program fidelity to the Housing First model—that is, reinforce priority to permanent housing with low barrier/no barrier admission criteria. Offer case management to residents, an effective tool in maintaining stable housing, reducing inappropriate use of emergency rooms, and reducing interactions with public safety.

Continue to explore options for additional shelter beds with Fourth and Hope and the faith-based congregations for the expressed purpose of reducing harm to vulnerable individuals and families on the streets. Also, consider the need for respite care beds for those discharged from the hospital who are still recuperating but have nowhere to live.

Recommendation #2: Service

Expand Social Service Capacity

Increase the City’s social service expertise by hiring a Social Service Manager to provide direct service to vulnerable city residents and to use national best practices, promising practices, and evidenced-based programs to guide policy and practice. When Woodland hires a Social Services Manager, it joins West Sacramento and Davis—cities that have already hired individuals with this expertise. Consider working collaboratively with city partners and the County to better serve those in need who cross jurisdictions.

The following activities will increase access to services:

- Hire a Social Services Manager
- Implement Multi-Disciplinary Team Meetings
- Participate in Coordinated Entry
- Work collaboratively with the County to deliver Prop 47 funded housing and social services
- Establish alliances with the County Jail and Woodland Memorial Hospital to address the needs of individuals who are discharged to the community without shelter

Recommendation #3: Management

Partner with other cities and County government to develop a united policy regarding cleaning up of encampments

When police and other city staff intervene to reduce the blight and public health hazards associated with established encampments, often those living at these sites move to another location within Woodland, a neighboring city, or within the unincorporated parts of the County. Work collaboratively to develop a policy that protects communities but also addresses the needs of those living homeless.

Determine when property is unfit for human habitation and continued occupation of the property poses a danger to the health, safety, and well-being of the occupant. Individuals in this situation displaced by government action and certified by the City Manager receive two additional priority points from Yolo Housing for publicly subsidized housing. Utilize this option for individuals who qualify.

Recommendation #4: Funding

Maximize funding opportunities

Actively work to garner support of partners including non-profit organizations, the faith community, business members and the County in the Homeless Action Plan. Once this is accomplished, actively pursue funding opportunities to support the plan. Oftentimes, funders value community consensus in addressing issues.

Follow-through with Partnership HealthPlan to re-focus the use of \$680,000 tentatively approved for Woodland to support permanent housing and sleeping cabins described above. Actively pursue Sutter Health's Getting to Zero Initiative for matching funds and explore other grant opportunities.

Be on the lookout for new funding sources and be assertive in pursuing potential and innovative options. Work collaboratively with the County and the other cities to design programs of mutual interest and pursue joint opportunities.

Recommendation #5: Prevention

Examine ways to prevent homelessness

Begin the conversation with the County, other cities, and the nonprofits on how to help individuals and families before they lose their housing. Although concentrating on prevention, or "upstream" intervention, is difficult when resources are limited and individuals in crisis get priority, research has shown that once homeless, it is harder and more expensive to exit homelessness.

Recommendation #6: Performance Measures

Hold Yourself and Others Accountable for Results

Implement a systematic approach to performance measurement for programs implemented by the City and with nonprofit service providers under contract with the City. Consider using Results Based Accountability (RBA)⁵, a system adopted by Yolo County and other localities to assure accountability. Train staff and contractors and hold them accountable for results.

Recommendation #7: Partnerships

Establish A Coalition with Neighboring Cities and the County

Consider developing an action plan with Davis, West Sacramento, and the County that prioritizes issues to solve as a community. Examples of issues include: respite beds for those discharged from hospitals who need shelter to recuperate; day programming for vulnerable individuals; and expansion of shelter capacity. These issues impact all three cities and when more capacity is developed within the system, each locality benefits.

Address the Immediate Need for Shelter

Collaborate with the County Administrator's Office and the other cities to determine a workable solution for individuals displaced by intensified law and code enforcements efforts. While understanding the importance of maintaining health and safety in the downtowns and designated areas, most involved in the efforts realize that the dissolution of encampments and individual camping sites results in individuals setting up camps in other locations. The problem is not solved; it just is moved. While plans for permanent supportive housing is underway in each of the cities, an immediate solution is needed for the unhoused.

Become a Proactive Partner with the Community

Communicate the City's interest in discussions, even for those projects that Woodland is not the funder or a program manager. Take a lead with the County, faith community, business community, and non-profits to build goodwill and show that Woodland is an active and interested partner.

Footnotes

¹ <http://www.endhomelessness.org/library/entry/changes-in-the-hud-definition-of-homeless>

²Yolo County Homeless Count, 2017. Yolo County Homeless and Poverty Action Committee

³<http://billmoyers.com/2014/10/06/are-tiny-houses-one-solution-to-homelessness/>

⁴http://www.endhomelessness.org/pages/housing_first housing First

⁵Mark Friedman. Trying Hard is Not Good Enough – How to Produce Measurable Improvements for Customers and Communities. 2005.

Appendix A

Interviewed

Lisa Baker, Yolo Housing
Angel Barajas, Councilmember
Tandy Burton and Sherri Olswang, Dignity Health Care
Stephen Coyle, Community Development
Skip Davies, Councilmember
Tracy Dickinson, Aurora William, County Homeless Services
Al Eby, Business Owner, Blue Wing Gallery
Christine Engel, Department Director
James Hilliard, Business Owner, State Farm Insurance
Larry Love, Pastor, Woodland Christian Church and Woodland Opportunity Board Member
Alysa Meyer, Northern CA Legal Services and Woodland Opportunity Village Board Member
Paul Navario, City Manager
Charlotte Owens, Fourth and Hope
Lt. Heath Parsons and Sgt. Brett Hancock, Police
Dan Sokolow, Senior Planner
Scott Thurmond, Executive Director, Friends of the Mission
Tom Stallard, Councilmember
Nolan Sullivan, County Employment and Social Services
Kathy Trott, Woodland Opportunity Village
Kristy Wright, Woodland Chamber of Commerce
Doug Zeck and Amara Pickens, Fourth and Hope
Tico Zendejas, Woodland Unified School Board

Meetings

Attended HOST meetings, 1.24, 2.21
Attended Woodland Winter Shelter Organizational Meeting, 2.4
Attended Woodland Opportunity Village Board Meeting, 2.13
Attended Chamber of Commerce Conversation with HOST, 2.23

Site Visits

Fourth and Hope, 1.18
Hope Village, Medford, Oregon, 3.16
Opportunity Village, Eugene, Oregon, 3.16
Emerald Village, Eugene, Oregon, 3.16

Questions

1. What is your role and length of time involved in the issue of homelessness?
2. What is your impression of homelessness? Has the severity of the issue changed?
3. In your view, what is the single most important/successful intervention taking place in Woodland?
4. What needs to improve?
5. What is the City and County's role in homelessness?
6. Who are the stakeholders and are they at the table?
7. What should be the goal regarding homelessness?
8. Does Woodland embrace this goal or any other goal regarding homelessness?
9. Is there anything in Woodland that helps improve homelessness?
10. Who else should I be talking to fully understand homelessness in Woodland?
11. Is there anything else you want to tell me that we have not talked about?